

# 2019 NATIONAL ESEA CONFERENCE

Hosted by National Association of ESEA State Program Administrators



January 30 - February 2, 2019  
Kansas City, MO

KANSAS CITY CONVENTION CENTER

**SERVICES CONTRACTOR:**  
Shepard Exposition Services  
(317) 677-1235

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## IMPORTANT DATES

### DECEMBER 1

- Program description, sponsorship artwork deadline
- All conference items must be paid in full at the time of purchase after this date

### JANUARY 2

- Insurance documentation deadline
- Pre-registration list available
- Discount price deadline on exhibitor kit items
- Exhibitor hotel reservations must include name of staff who will use them

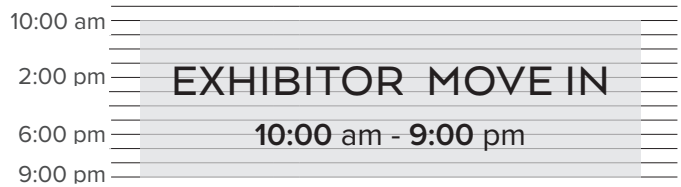
# EXHIBIT HALL SCHEDULE

To maximize traffic inside the Exhibit Hall and make the most of your exhibiting experience, the Exhibit Hall open hours have been consolidated on Days 2 and 3, with five dedicated hours and fewer sessions on these two days. In addition, the Exhibit Hall is closed on the final day of the conference, when attendee traffic lessens as people travel home for the weekend.

## EXHIBITORS CAN BE ATTENDEES TOO

There are many ways of connecting with attendees at the Conference. Meeting them inside the Exhibit Hall is one way. Attending sessions with them offers another incredible opportunity to extend your reach. Each exhibit booth purchase includes five exhibitor badges - which allow your staff to attend any session during all four days of the Conference. We encourage you to participate in sessions and learn more about what matters most to your target audience.

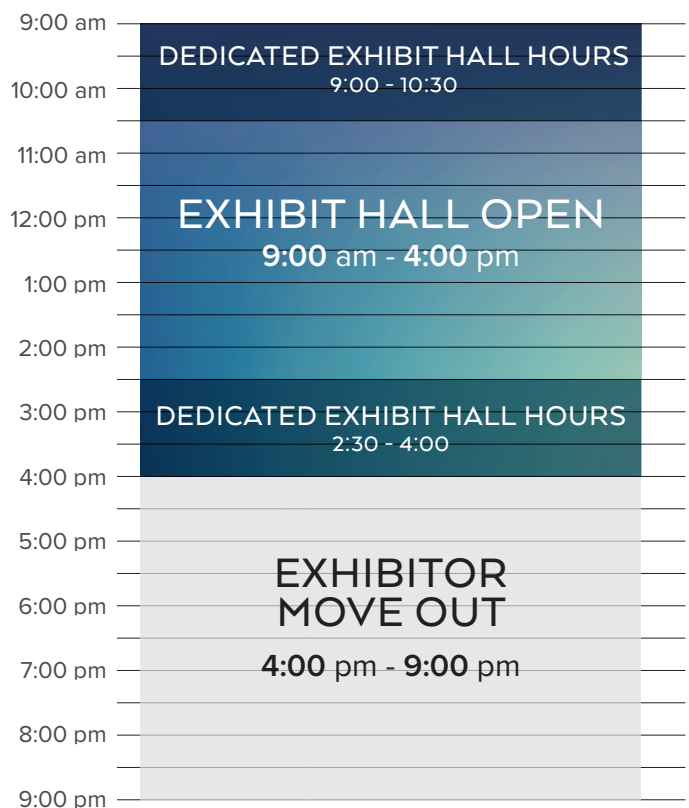
### WEDNESDAY, JANUARY 30



### THURSDAY, JANUARY 31



### FRIDAY, FEBRUARY 1



### SATURDAY, FEBRUARY 2

**FINAL DAY OF CONFERENCE**  
Sessions all day - see online schedule



# EXHIBIT HALL

## EXHIBIT HALL BOOTH SPACE

\$1400 to \$1800

All booths are configured as 10'x10's and there is no limit on booth purchases. Multiple booth spaces may be combined; however, booth directions may not be changed for any reason – “endcaps” are expressly forbidden. Check with Show Management before purchase to ensure your desired configuration is permitted. See special considerations for booth islands.

### EACH 10X10 BOOTH INCLUDES:

- Black booth draping: 8' back, two 3' side walls, 6' table
- 2 side chairs and wastebasket
- 5 staff badges
- Conference App for collecting leads by scanning QR codes printed on attendee name badges. Information collected from scanned QR codes includes full contact information - including email addresses and phone numbers
- 500-character description of your company in the printed Conference program distributed to all attendees
- Electronic list of pre-registered attendees available January 2, 2019 (includes name, title, organization, and mailing address only – no email addresses are included)
- Final electronic registration list at conclusion of Conference available February 2, 2019 (includes name, title, organization, and mailing address only – no email addresses are included)
- Option to purchase a 20-minute product demo on one of the Flash Demo stages inside the Exhibit Hall
- Opportunity to market your company to thousands of educators with buying authority

## BOOTH ISLANDS

Purchase all four, six, or eight booths in an island block to receive the following benefits, plus greater flexibility in designing your space.

- Custom configurations are permitted
- Hanging signs may be hung directly over the island booths

## RETURNING:

### QR CODES FOR COLLECTING ATTENDEE LEADS

*We heard you* - and we are bringing back the attendee QR codes for sharing contact information. Exhibitors use the conference App on their cell phone or device to quickly and easily scan attendee QR codes printed on attendee name badges. Contacts collected using QR codes are accessible immediately through the exhibitor account Dashboard at [ESEAnetwork.org](http://ESEAnetwork.org). Attendee contact information collected in this manner includes email addresses and phone numbers, which are not part of the overall pre- and post- registration lists.

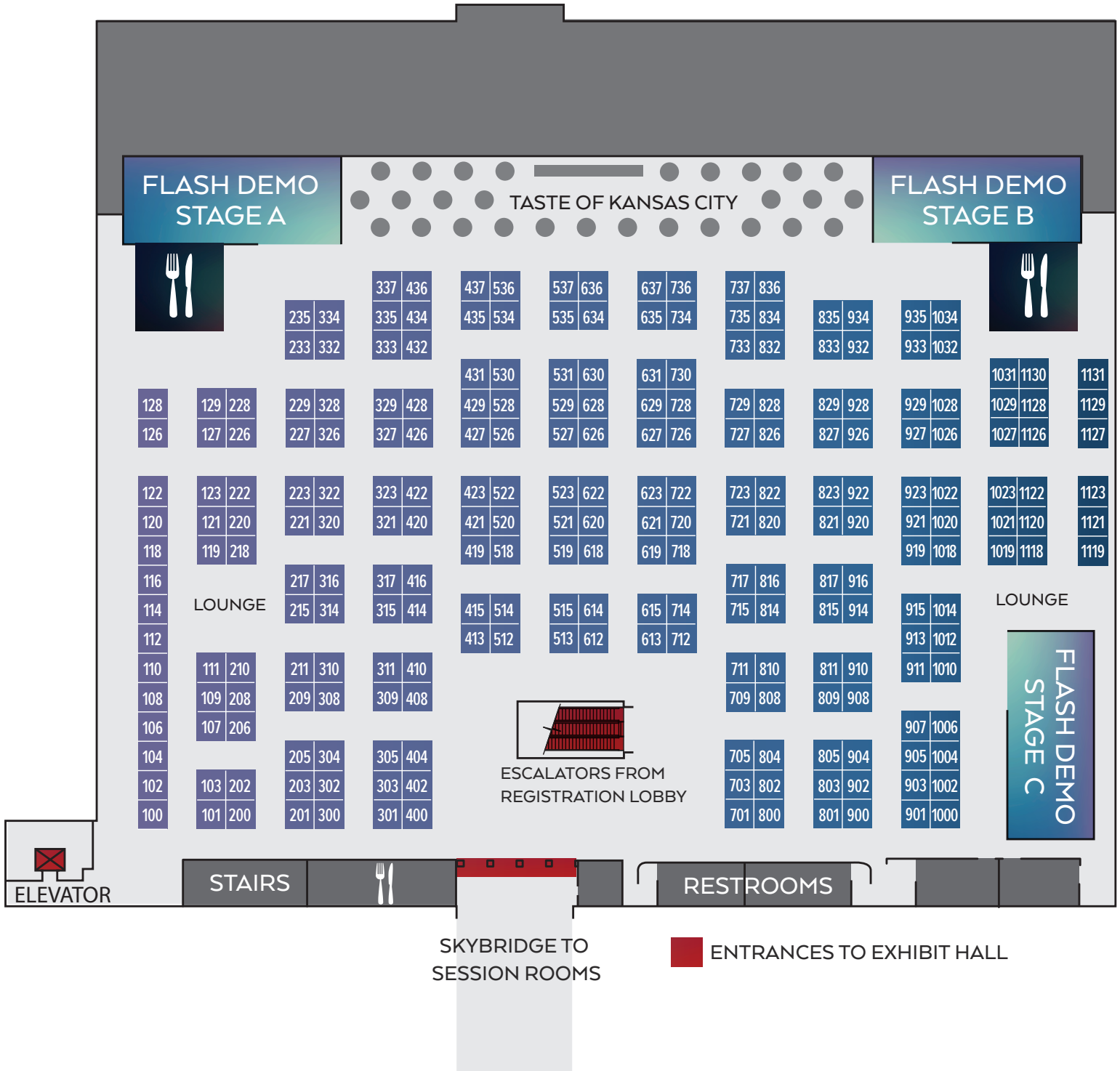
### EXHIBITOR BADGES

Exhibitors check in at the registration counter to quickly and easily receive badges. The number of active exhibitor badges available to each company is based on the number of exhibit booths purchased. Each 10' x 10' Exhibit Booth includes five staff badges. Exhibitor badges may be returned to the registration desk at any time to make another staff badge available. Badges are required to enter the Exhibit Hall during move-in and one half hour before the hall opens to attendees on Thursday and Friday. Anyone may enter the Exhibit Hall without a badge during open hours.

### ASSOCIATED EXHIBITOR EVENTS

All activities scheduled outside the purchased exhibit area, including meetings, special events, sales presentations, social hours, and/or receptions planned for any Conference attendees must occur outside of Conference hours and must be approved in advance by Show Management. Use the online Associated Exhibitor Events form to submit your request.

# EXHIBIT HALL MAP





# EXHIBIT HALL FEATURES



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## CONVENIENT LOCATION

The Exhibit Hall is located in Bartle Hall D, a column-free exhibit space on the 3rd floor of the Convention Center. A skywalk connects the Exhibit Hall directly to featured session rooms. The registration counter, the Conference Bookstore, and more session rooms are one floor below, connected via elevator and escalators within the Exhibit Hall.

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## BACKPACK PROJECT

Last year's Backpack Project was a not-to-miss activity for attendees and a huge success overall! In 2019, the Association is continuing this exciting volunteer initiative inside the Exhibit Hall. Attendees will flock to the Backpack assembly area, where they will fill 3,000 student backpacks with school supplies. At the conclusion of the Conference, the backpacks will be donated to Kansas City schools and distributed to local disadvantaged students.

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**CANCELLED**

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## FOOD AND BEVERAGE STANDS

Open whenever the Exhibit Hall is, three food and beverage stands are strategically located within close proximity of exhibit booths.

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## TASTE OF KANSAS CITY

In addition to the food stands, a lunch buffet featuring traditional Kansas City barbecue offerings catered by local favorite, Fiorella's Jack Stack, takes place inside the Exhibit Hall. Open from 11:00am - 1:00pm Thursday and Friday. Advance purchase required.

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## NEW!

### EXHIBITOR FLASH DEMO STAGES

Three separate Flash Demo Stages are located inside the Exhibit Hall, with seating for up to 100 attendees. Exhibiting companies may purchase a 20-minute demo for \$350. Take advantage of this unique opportunity to demonstrate your product or service to an audience beyond your exhibit booth. The complete lineup of Flash Demos will be included in the printed conference program. Select the date, time, and preferred stage when making your purchase.

Each 20-minute flash demo presentation includes the following:

- Raised stage
  - PC computer with PowerPoint software
  - LCD Projector and screen
  - Sound capability for video
  - Lavalier microphone
- 

## LOUNGES

Attendees will enjoy taking breaks in these cozy areas with comfy furniture and charging stations to keep cell phones and devices going strong.

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# SPONSORSHIP OPPORTUNITIES

## EXTEND YOUR REACH

The following list of sponsorship packages are available (until sold out) for purchase from your account Dashboard. All sponsors are recognized via the Conference Twitter, Instagram, and Facebook accounts.

If you have an idea for a sponsorship option not listed here - we want to hear from you. Please contact our Exhibit Team to discuss custom sponsorships.

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### **\$350 FLASH DEMO PRESENTATION**

Present your latest product or service on one of the three Flash Demo Stages inside the Exhibit Hall. 20-minute demos are available to exhibiting companies. Company logo will be prominently displayed in the program and event signage. Design must be received by December 1, 2018.

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### **\$500 DIGITAL BILLBOARD ADVERTISING (LIMITED AVAILABILITY)**

Display your company ad in between sessions on digital billboards placed outside session rooms. Design must be received by December 1, 2018.

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### **\$1,750 FULL PAGE ADVERTISEMENT IN CONFERENCE PROGRAM (10 AVAILABLE)**

Sponsor the Conference with a full-page, full-color interior display ad in the Conference program, which is distributed to all attendees. Artwork must be received by December 1, 2018.

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### **\$2,250 FULL PAGE DIVIDER AD IN CONFERENCE PROGRAM (4 AVAILABLE)**

Your full-page, full-color ad will be featured on the inside of one of the four daily divider pages. Artwork must be received by December 1, 2018.

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### **\$2,750 INSIDE BACK COVER AD IN THE CONFERENCE PROGRAM (1 AVAILABLE)**

Reach your customers with the full page, full color ad on the inside back cover of our 6" x 6" Conference program. Artwork must be received by December 1, 2018.

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### **\$3,000 SOCIAL MEDIA DISPLAY (4 AVAILABLE)**

Sponsor the social media display screen for one full day of the Conference. Your company name and logo will be displayed throughout the day on a large digital monitor featuring live social media comments from attendees. The social media display is located in a high traffic area. Logo must be received by December 1, 2018.

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### **\$3,500 BACKPACK PROJECT SPONSOR (4 AVAILABLE)**

Be part of this remarkable collaboration of educators from around the country working together to provide a helping hand to students most in need. Sponsors of this popular project share their altruism with Conference attendees. Backpacks are assembled in the Backpack Project Activity Area of the Exhibit Hall during late afternoon hours. Your staff may host the project during the time you select. Your company logo is prominently displayed in the Conference program and on event signage during your selected time. All backpack sponsors are included in documentation provided to the school district upon delivery of the backpacks. Logo must be received by December 1, 2018.

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### **\$15,000 PRESIDENT'S RECEPTION (1 AVAILABLE)**

The 2019 National ESEA Conference President's Reception is an invitation only event for Distinguished School Award winners, members of the host Association, and US Department of Education leaders. Your sponsorship of this exclusive gathering of VIPs provides an opportunity for 10 of your staff to interact and socialize on a more informal basis with approximately 300 individuals at the federal, state, and local levels. Sponsor logo is prominently displayed on the invitation and event signage. Logo must be received by December 1, 2018.



MANY IMPORTANT ASPECTS OF THE CONFERENCE ARE MANAGED ONLINE BY LOGGING IN TO YOUR COMPANY ACCOUNT AT [www.ESEANetwork.org](http://www.ESEANetwork.org)

### 1. LOG IN OR SIGN UP

All exhibiting companies must maintain a company user account on [www.ESEANetwork.org](http://www.ESEANetwork.org). If your company already has an account, be sure to use that log in information.

### 2. CHOOSE EXHIBIT SPACE & SPONSORSHIP ITEMS

From the Conference section of your company account Dashboard on [www.ESEANetwork.org](http://www.ESEANetwork.org), click on 2019 National ESEA Conference under “Events & Subscriptions.”

Booth prices range from \$1400-1800 for each 10x10 space, depending on location within the Hall. Additional marketing and sponsorship items may be purchased with your exhibit spaces or at a later date. Exhibit spaces and sponsorships may be held for a maximum of 10 days to arrange payment when selected before December 1, 2018. Be sure to carefully read the Exhibitor Terms & Conditions before committing to an exhibit space or sponsorship item.

### 3. BOOK STAFF HOTEL ROOMS

All confirmed exhibiting companies can make hotel reservations for staff members who will be attending the Conference. Book rooms and identify staff names when they are available, but no later than January 2, 2019, or risk cancellation without refund. Please remember that all hotel room purchases are subject to the cancellation and refund policy without exception.

### 4. FINAL STEPS

Provide your company description for the Conference program to encourage traffic to your booth. This description is posted on the online conference listing and used in the printed Conference program. (Please note this description is separate from the company description listed on the Web Services Directory.) The deadline for inclusion is December 1, 2018.

## INSURANCE

NO COMPANY IS PERMITTED TO SET UP WITHOUT THE REQUIRED INSURANCE ON FILE BY JANUARY 2, 2019.

The insurance requirements are below:

- A commercial general liability policy with a minimum combined single limit for personal injury and property damage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.

Each of the following must be listed as additional insureds on your insurance certificate (with full addresses shown):

National Association of ESEA  
State Program Administrators  
532 N. Franklin Street  
Fort Bragg, CA 95437

Magnolia Hospitality Group, Inc.  
dba A+ Events  
532 N. Franklin Street  
Fort Bragg, CA 95437

City of Kansas City, Missouri  
414 E. 12th St.  
Kansas City, MO 64106

## HOW TO SUBMIT INSURANCE DOCUMENTATION:

- Go to your company Dashboard and select 2019 National ESEA Conference under “Events & Subscriptions”
- Upload insurance certificates – only PDF files are accepted
- You will receive an email once your insurance documentation has been approved

Or,

If you don't already have an insurance agent or current policy, a quick and easy option is available through Insurance 4 Exhibitors. To use this option:

- Go to the Exhibitor Policies section of the Conference website
- Click the link to sign up with Insurance 4 Exhibitors
- Choose “National ESEA Conference, Kansas City” from the partner event list
- Click “get quote and check out”
- A pre-filled form will be generated; all you need to do is enter your company information and purchase the plan
- Insurance 4 Exhibitors will send your certificate of insurance to Show Management for approval



# TERMS AND CONDITIONS

ALL EXHIBITING COMPANIES AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS.

## EXHIBIT SPACE ASSIGNMENT

Exhibiting companies select their own exhibit spaces on a first come, first served basis. Early selection is offered to companies exhibiting at the prior year Conference, and exhibit space selection is available to all other companies 30 days later. Show Management reserves the right and sole discretion to alter the exhibit hall floor plan at any time in the best interest of the Conference.

## ELIGIBILITY

Show Management reserves the right to determine the eligibility of any product or company for inclusion in the Conference. Show Management reserves the right to restrict exhibits because of noise, method of operation, materials, or for other reasons. Objectionable persons, items, conduct, printed matter or anything of a nature that Show Management determines detracts from the overall Conference character will be evicted. Exhibitors so restricted will not receive any refunds or reimbursement. Non-exhibiting companies or individuals are not permitted to advertise or solicit business within any Conference related areas or in conjunction with the Conference.

## SUBLETTING

No exhibitor shall share, sublet, or assign any portion of the exhibit booth or allotted space to any other person or company. Exhibitors must show only the products and services ordinarily offered for sale by them in the regular course of business.

## PAYMENT

All exhibit and sponsorship purchases require full payment to be confirmed. Items may be held for a maximum of one 10-day period pending payment; items not paid within the 10-day period will expire and may not be reserved again without immediate full payment. Items selected on or after December 1, 2018 must be paid in full at the time of selection and are not eligible for a reservation period.

## CANCELLATION

Conference participation may only be cancelled by submitting an online Exhibitor Cancellation Form.

## REFUNDS

All purchases include a 7-day "buyer's remorse" clause, providing a full refund for any item cancelled within seven calendar days of payment. All exhibitor items, including booths, advertising, and sponsorships are non-refundable and non-transferable outside of the 7-day period.

## EXHIBITOR HOTEL RESERVATIONS

Exhibitor hotel payments are subject to the same cancellation and refund policies as those applying to all attendees. A reduction in the number of nights of a hotel stay constitutes a cancellation of the eliminated night(s) and all refund policies apply. A sliding scale refund is provided based on the date the online cancellation form is submitted, as follows:  
100% if cancelled within 7 calendar days of payment  
90% if cancelled May - September  
75% if cancelled in October  
50% if cancelled in November  
No refund in December - January

## EXHIBITION SERVICES

Approved exclusive contractors are listed in the Exhibitor Kit with contact information and order forms. Authorized service providers must be contacted directly and Show Management does not control their pricing, services, or policies.

## EXHIBITOR STAFF REGISTRATIONS

Five complimentary exhibitor name badges are provided for each 10x10 exhibit booth. A business card showing employment with an exhibiting company may be required when picking up a name badge onsite to prevent unauthorized access. Complimentary exhibitor badges provide access to the Exhibit Hall and all conference sessions and may be shared among company staff members by checking the badge in and out with Show Management for each such change. Name badges are required for access into any session.

## MOVE IN

Move in operations may only occur during the established move in schedule on Wednesday, January 30 from 10:00 AM to 9:00 PM. Exhibiting companies not occupying designated space or not moving into the booth space during the designated move-in hours may have their participation cancelled by Show Management, and such space may be reassigned for the overall benefit of the Conference without refund to the original exhibiting company.

## MOVE OUT

Any removal, tear down, or packing of items prior to the Conference scheduled move out time on Friday, February 1 at 4:00 PM will jeopardize the exhibitor's participation in future events. No goods may be removed from the building until all bills incurred by the Exhibitor are paid in full.

## DISPLAYS, SIGNS, BANNERS

Signs, banners, and other display items cannot be hung across the aisles. Signs and banners may be rigged overhead only if an entire booth island has been purchased. Additionally, booth signage and furnishings may not exceed the height of the exhibit booth walls.

## NON INTERFERENCE

No exhibitor may erect walls, partitions, signage, decorations or any other obstruction that in any way interferes with the view line of any other exhibit booth. All sound used within an exhibit booth must remain at such a level to avoid interfering with neighboring exhibitors. All staff and exhibit activities must remain within the confines of the purchased exhibit booth(s). Blocking aisles or access to other booths is not permitted. Complaints about any interfering behavior will be addressed directly by Show Management and may be considered cause for termination of exhibitor participation.

## EMPTY CRATES AND BOXES

To comply with fire marshal regulations, exhibitors may not store empty containers, crates, or boxes in the booth, under or within booth furniture, or behind booth draping. The official exhibition service provider will collect and store these items for later use.

## ASSOCIATED EXHIBITOR EVENTS

All activities scheduled outside the purchased exhibit area, including meetings, special events, sales presentations, social hours, and/or receptions planned for any Conference attendees must occur outside of Conference hours and must be approved in advance by Show Management. Any such activities not approved and/or conflicting with the Conference schedule, as determined by Show Management, will be in direct violation of the exhibitor Terms and Conditions.

## FACILITIES

Exhibiting companies must comply with all rules and regulations prescribed by the Kansas City Convention Center, meet the requirements of all local authorities, and obtain, at their own expense, any necessary permits, licenses, or equipment, should any be required for individual displays or the particular exhibit of the Exhibitor. The Exhibit Hall is limited to adults only.

## CERTIFICATE OF INSURANCE

Each exhibiting company agrees to keep and maintain in force for the dates of the exhibition (January 30 - February 1, 2019), insurance in the following amounts: a commercial general liability policy with a minimum combined single limit for personal injury and property damage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. A certificate of insurance confirming such coverage, and including all required additional insureds, must be uploaded to the exhibiting company's online conference record no later than January 2, 2019. No exhibitor will be permitted to set up a booth or access the Exhibit Hall floor if the required insurance documentation has not been supplied.

## INDEMNIFICATION

Each exhibitor agrees to: (1) indemnify, defend and hold harmless Magnolia Hospitality Group Inc. dba A+ Events (Show Management), the City of Kansas City, Missouri (Venue), and the National Association of ESEA State Program Administrators (Host), and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises, and (2) that it understands that neither Show Management, the Venue nor the Host maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

## VIOLATIONS

Any company that fails to abide by these terms and conditions may be dismissed from Conference participation and may jeopardize the exhibiting company's participation in future events. Show Management has the right to enforce all terms and conditions at Exhibitor's expense. If Exhibitor defaults in the performance of any terms or conditions (inclusive of payment of fees, maintenance of insurance, and compliance with any and all rules and requirements) Show Management, at its option, may immediately terminate exhibitor participation without refund or reimbursement. Upon such termination, Exhibitor's rights and privileges for this event shall terminate, and Show Management shall have the right to take possession of the space occupied by the Exhibitor and to remove all persons and goods, without any liability.

## TERMS AND CONDITIONS AMENDMENTS

Any additional details not specifically covered by the terms and conditions contained herein shall be subject to the decision and at the discretion of Show Management. At the sole discretion of Show Management, changes, amendments, or additions may be made to these terms and conditions. Any such changes shall be binding on Exhibitors equally with the other terms and conditions contained herein.





## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Event Code: I100870219

Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
 fax (317) 389-5524  
 mail 6101 West 80th Street  
 Indianapolis, IN 46278

Show Information

### BOOTH PACKAGE

#### Items provided in your booth, per exhibitor:

- 8' High backwall drape, 3' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (1) 6' x 30" Skirted Table - Black
- (2) Side Chairs
- (1) Wastebasket

Show drape color(s): Black  
 Aisle carpet color: Tuxedo

*If you do not want the standard booth package including the items noted to the left, please complete the Booth Package Opt-out form on the next page and submit it to [indianapolis@shepardes.com](mailto:indianapolis@shepardes.com)*

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, January 30, 2019	10:00 AM - 9:00 PM
Exhibit Hours:	Thursday, January 31, 2019	9:30 AM - 3:30 PM
	Friday, February 1, 2019	9:00 AM - 4:00 PM
Exhibitor Move-out:	Friday, February 1, 2019	4:00 PM - 9:00 PM
Freight Reroute Begins*	Friday, February 1, 2019	7:00 PM

All outbound carriers must be checked in by this time



### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 National ESEA Conference  
 UPSF - Shepard Exposition Services  
 3800 Kansas Avenue  
 Kansas City, KS 66106-1251

#### Direct Shipments Address

c/o Shepard Exposition Services  
 [Exhibiting Co. Name & Booth Number]  
 National ESEA Conference  
 Kansas City Convention Center  
 301 W 13th St #100  
 Kansas City, MO 64105

### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, January 3, 2019	
Discount price deadline for standard Shepard orders:	Wednesday, January 2, 2019	
Discount price deadline for custom Shepard rentals:	Wednesday, January 2, 2019	
First day for warehouse deliveries without a surcharge:	Thursday, January 3, 2019	
Last day for warehouse deliveries without a surcharge:	Wednesday, January 23, 2019	
Last day for warehouse deliveries*:	Monday, January 28, 2019	
<i>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</i>		
First day freight can arrive at show facility:	Wednesday, January 30, 2019	at 8:00 AM



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Discount Deadline **Wednesday, January 02, 2019**

Event Code: I100870219

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 phone (317) 677-1235  
 fax (317) 389-5524  
 mail 6101 West 80th Street  
 Indianapolis, IN 46278

Quick Facts

## Ancillary Vendor Information

<b>Electrical &amp; Internet</b>	GreenWave	convention@grnwav.com	(816) 513-5200
<b>Audio Visual</b>	Markeys	<a href="https://markeys.formstack.com/forms/esea19">https://markeys.formstack.com/forms/esea19</a>	

## Exhibitor Move Out

Friday, February 01, 2019 4:00 PM - 9:00 PM

## Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Friday, February 01, 2019 7:00 PM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, February 01, 2019 7:00 PM

## Post Show Paperwork & Labels

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

## Outbound Shipping

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

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

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

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January 31 - February 1, 2019

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Indianapolis, IN 46278


Online Ordering

## Online Ordering is Easy!

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

CLICK ON **National ESEA Conference**

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

ENTER your email address and password then click 

**NEW users:** User name = Your Email Address (provided by Event Management)  
Password = ESEA19

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

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

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

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


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

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

Confirm your order, click  and complete the payment process.

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

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

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

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



**icon on your show page to be**

### QUESTIONS?

We love to help! Contact us!  
**Shepard Customer Service**  
(317) 677-1235  
[Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)



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Payment Authorization

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

Please complete the following information:

#### EXHIBITING COMPANY INFORMATION

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

#### CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check  Pay by Wire



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

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

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

#### WIRE TRANSFER

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

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

Name of show that you are attending **National ESEA Conference**

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

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





**National ESEA Conference**

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Event Code: 1100870219

Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Third Party Payment Authorization

**Discount Deadline** Thursday, January 03, 2019

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

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

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

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

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

**Please Sign** \_\_\_\_\_  
Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

All Services

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

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

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

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

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

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

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



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

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

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

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

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

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

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.  
When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.  
By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.  
In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.  
The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.



National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri
January 31 - February 1, 2019

Event Code: I100870219

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phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street Indianapolis, IN 46278

Exhibitor Appointed Contractor

Discount Deadline Thursday, January 03, 2019

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

Exhibiting Company Name Booth # Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling.

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.

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.

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

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

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

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

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

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

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

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

Exhibitor Please Sign
Exhibitor Signature



## National ESEA Conference

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.

Terms & Conditions

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

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

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

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

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

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

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

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

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

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

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

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

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

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

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

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

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



**National ESEA Conference**

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Discount Deadline **Wednesday, January 02, 2019**

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

Event Code: I100870219

<b>Connect With Us!</b>	email	Indianapolis@shepardes.com
	phone	(317) 677-1235
	fax	(317) 389-5524
	mail	6101 West 80th Street Indianapolis, IN 46278

Booth Package Opt-out

**If you do not want the standard booth package including (1) skirted table, (2) side chairs, and (1) wastebasket, please select the box below and return this form to Shepard.**

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

I wish to opt out of the booth package offered for this show

Additional booth furnishings may be ordered through this exhibitor manual. Costs apply and will vary.

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

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

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

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

Contact Name

Contact Email Address

**Please Sign**



Card Holder Signature





### National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri  
January 31 - February 1, 2019

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fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Grids

### Save Time and Money!

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

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

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

Contact Name \_\_\_\_\_

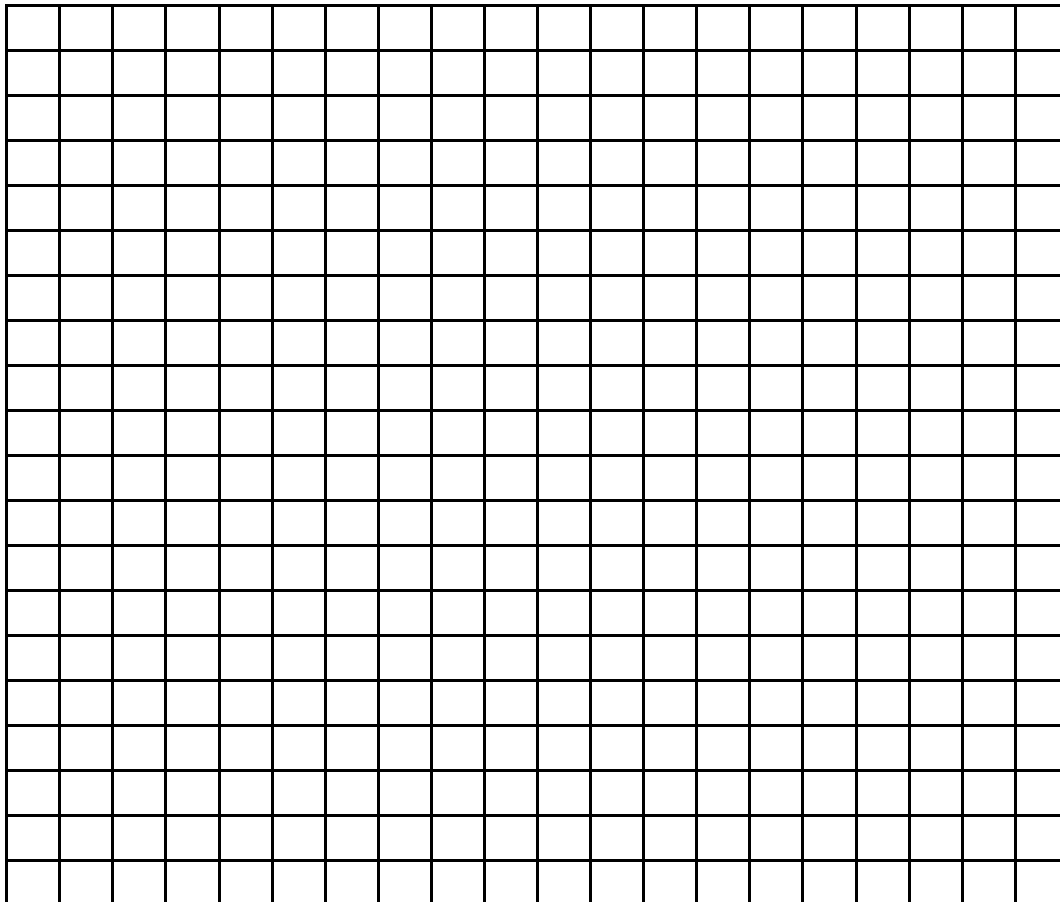
Contact Email Address \_\_\_\_\_

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

Above Booth #

Left Booth #

Right Booth #



Below Booth #

## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Order Deadline **Wednesday, January 02, 2019**

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Event Code: I100870219

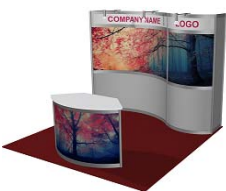
Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
 fax (317) 389-5524  
 mail 6101 West 80th Street  
 Indianapolis, IN 46278

Inline Booth Rentals

### Turnkey Rental Designs Make Exhibiting Easier!

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

**The Eddie**



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,504.10	\$4,555.35
66471		The Eddie- 10' x 20'	\$5,706.20	\$7,418.05
66474		The Jonathon - 10' x 10'	\$2,444.55	\$3,177.90
66475		The Jonathon - 10' x 20'	\$4,279.00	\$5,562.70

**The Jonathon**

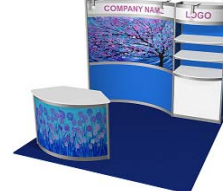


**The Pierce**



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,032.20	\$3,941.85
66478		The Pierce - 10' x 20'	\$5,757.35	\$7,484.55
66484		The Madison - 10' x 10'	\$3,677.05	\$4,780.15
66485		The Madison - 10' x 20'	\$4,358.00	\$5,665.40

**The Madison**



**The Grant**

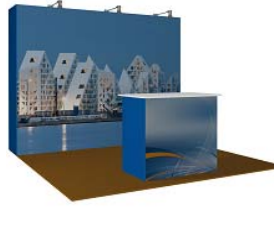


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,881.30	\$5,045.70
66487		The Grant- 10' x 20'	\$5,379.35	\$6,993.15
66492		The Harrison - 10' x 10'	\$3,568.10	\$4,638.55
66493		The Harrison - 10' x 20'	\$5,243.15	\$6,816.10

**The Harrison**



**The Hamilton**



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,486.35	\$3,232.25
66468		The Hamilton- 10' x 20'	\$4,355.80	\$5,662.55
66473		The Lucy - 10' x 10'	\$2,247.10	\$2,921.25

**The Lucy**



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

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

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

Total Inline Rentals: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address

Please Sign

Card Holder Signature

## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

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 Indianapolis, IN 46278

Custom Exhibit Counters

## Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products **Metal Colors** Black (06) Silver (15)

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

### Locking Cabinets

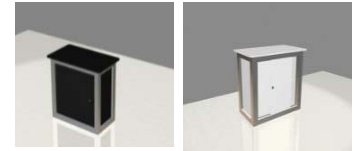
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$861.50	\$1,119.95		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,045.45	\$1,359.10		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$635.50	\$826.15	Silver Only	

### Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	9"L x 2' 3"D x 3' 3"H x 2' 3"	\$885.95	\$1,151.75		
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$1,921.80	\$2,498.35		

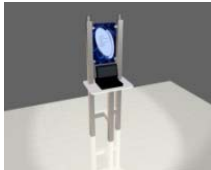
Graphic size: 1075mm x 885mm

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

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,117.60	\$1,452.90		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$651.40	\$846.80		380mm x 580mm

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

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

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

Total Counter Rentals: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



**National ESEA Conference**

Kansas City Convention Center - Kansas City, Missouri

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 Indianapolis, IN 46278

Custom Product Display and Charging Stations

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

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

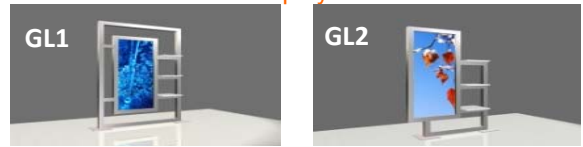
**Panel Colors** Black (06) White (03)

**Product Displays**

**Gondolas**



**GL Display Units**



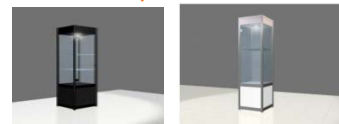
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$603.65	\$784.75			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$596.75	\$775.80	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,028.70	\$1,337.30	Silver Only	NA	674mm x 1682mm

**Showcases**

**Quarerview**



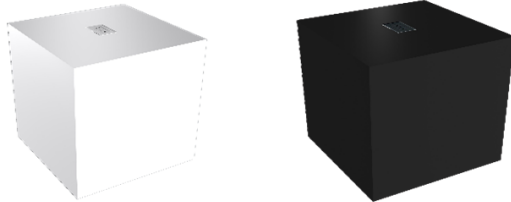
**Square**



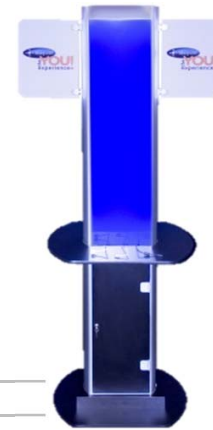
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,162.35	\$1,511.05		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,254.45	\$1,630.80		

**Charging Units**

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$423.50	\$550.55		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,974.70	\$2,567.10	Black Only	250mm x 700mm

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

Custom Product Display Rentals: \$

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

8.225% Tax\*: \$

Amount Due: \$

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

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_





## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Order Deadline **Wednesday, January 02, 2019**

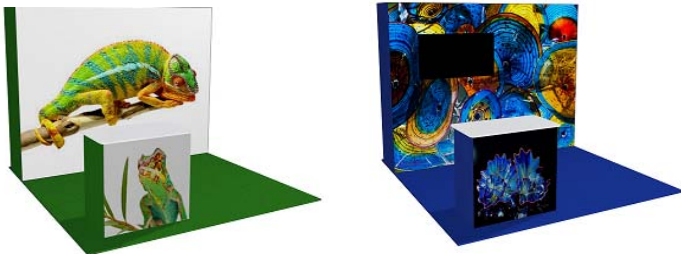
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: I100870219

Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
 phone (317) 677-1235  
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 mail 6101 West 80th Street  
 Indianapolis, IN 46278

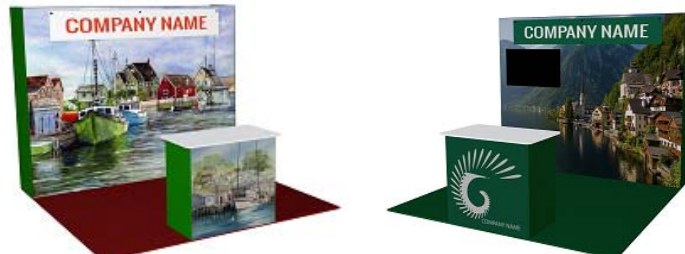
Fabex Booth Rentals

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,310.60	\$3,003.80
66558		FX2M1 10' w/Monitor	\$4,180.05	\$5,434.05

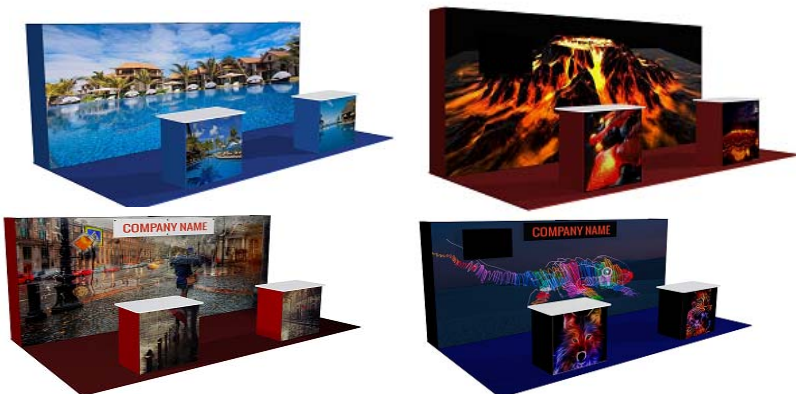
Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm



Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,827.35	\$3,675.55
66562		FX2M1H 10' w/Monitor	\$4,696.80	\$6,105.85

Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,005.10	\$5,206.65
66560		FX2M2 10' x 20' w/Monitor	\$5,874.55	\$7,636.90
66567		FX2H2 10' x 20'	\$4,467.25	\$5,807.45
66563		FX2M2H 20' w/Monitor	\$6,336.70	\$8,237.70

Side panel colors are white or black  
 Backwall graphic size 6012mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

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

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

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

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Total Fabex Rental: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Please Sign

Card Holder Signature



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Fabex Backlit Booth Rentals

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

FX 11- 8'h x 10'

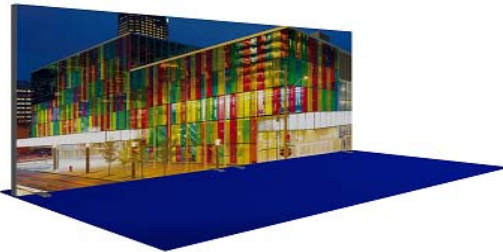


**Step 1: Choose Your Booth Size**  
**Step 2: Send Us Your Full Color Graphics**

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,329.90	\$3,028.85	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,600.70	\$4,680.90	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,871.60	\$6,333.10	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'



Don't forget to order Power for your backlighting!

FX 13- 8' h x 30'



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

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

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

Total Fabex Backlit: \$ \_\_\_\_\_  
8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



### National ESEA Conference

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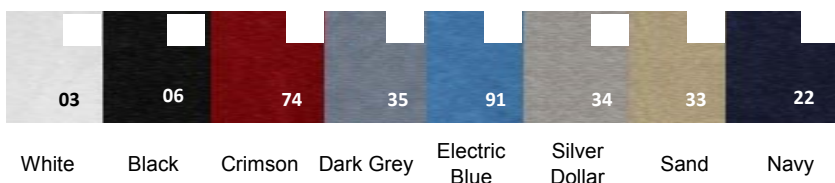
Signature Flooring

**Quick and Easy Luxury!**

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

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

### Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$9.75	

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

### Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$12.60	

### Elevated Hardwood



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

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.60	

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

Total Signature Flooring: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Please Sign Card Holder Signature



## National ESEA Conference

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Carpet and Padding

Order in just  
3 Easy Steps!

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.00	\$9.10	
46003		Rental 1000+ sqft	\$8.45	\$11.00	
46002		Purchase sqft	\$17.25	\$22.45	

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.25	\$1.65	
50008		1" Padding	\$2.50	\$3.25	
50010		Visqueen	\$0.35	\$0.45	

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

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



Regular Booth Sizes, Great for inline booths!

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

Code	Qty	Item	Discount	Regular	Amount	Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$246.35	\$320.25		50580		0 - 399 sq ft*	\$5.45	\$7.10	
50256		10' x 20'	\$459.70	\$597.60		50581		400 - 900 sq ft	\$4.95	\$6.45	
50257		10' x 30'	\$685.65	\$891.35		50582		900+ sq ft	\$4.55	\$5.90	
50258		10' x 40'	\$911.55	\$1,185.00		Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering.					

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

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

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

Total Carpet and Padding: \$ \_\_\_\_\_

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

8.225% Tax\*: \$ \_\_\_\_\_

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

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## National ESEA Conference

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Indianapolis, IN 46278

Booth and  
Carpet Cleaning

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

### Booth Vacuuming



#### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.47	\$0.60	
47051		400-900 sq.ft.	\$0.45	\$0.60	
47052		900+ sq. ft	\$0.40	\$0.50	

#### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$0.94	\$1.20	
47056		400-900 sq.ft.	\$0.85	\$1.10	
47057		900+ sq. ft	\$0.80	\$1.05	

### Did you know....

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

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



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

### Specialty Services



#### Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.60	\$0.80	
47022		Mop Daily	\$1.05	\$1.35	
47013		Sham/One Time	\$0.60	\$0.80	



#### Display Wipe Down (invoiced by man hours)

Code	Hours	Service	ST	OT	Total
47043		One Time	\$97.50	\$146.25	
47044		Daily	\$97.50	\$146.25	

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

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

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

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

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

Total Cleaning: \$ \_\_\_\_\_

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

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

**Discount Deadline** **Wednesday, January 02, 2019**

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### Regular Skirted Tables



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

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$137.35	\$178.55	
50046			6'L X 30"H X 24"W	\$168.80	\$219.45	
50050			8'L X 30"H X 24"W	\$214.00	\$278.20	
50043			4'L X 42"H X 24"W	\$166.90	\$216.95	
50047			6'L x 42"H x 24"W	\$213.80	\$277.95	
50051			8'L x 42"H X 24" W	\$251.45	\$326.90	
50052			4th Side 30"	\$83.50	\$108.55	
50171			4th Side 42"	\$83.50	\$108.55	

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

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

### Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$97.85	\$127.20	
50044		6'L X 30"H X 24"W	\$116.75	\$151.80	
50048		8'L X 30"H X 24"W	\$137.65	\$178.95	
50041		4'L X 42"H X 24"W	\$110.25	\$143.35	
50045		6'L x 42"H x 24"W	\$137.65	\$178.95	
50049		8'L x 42"H X 24" W	\$153.60	\$199.70	

### Stretch Fabric Table Covers



Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$250.35	
50700		Red - Fabric Table Cover w/Table	\$250.35	
50700		Blue - Fabric Table Cover w/Table	\$250.35	
50700		Black - Fabric Table Cover w/Table	\$250.35	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_

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

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

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

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

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

Contact Name

Contact Email Address



✕  
Card Holder Signature

**National ESEA Conference**

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Specialty Tables

**Natural Feel Pedestal**

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$314.50	\$408.85	
50706		30"H X 30" R	\$301.65	\$392.15	

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

**Regular Pedestal**

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$246.60	\$320.60	
50032		30"H X 36" R	\$230.55	\$299.70	

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

**Side Tables**

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$116.05	\$150.85	
50031		Sq 18"H X 24" W	\$116.05	\$150.85	

Total Sp Tables: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

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

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Chairs and Stools

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

### Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$179.75	\$233.70	
50704		Natural Feel Chair	\$147.60	\$191.90	

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



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$148.25	\$192.75	
50020		Side Chair	\$89.25	\$116.05	
50021		Arm Chair	\$121.65	\$158.15	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$164.80	\$214.25	
51086		Director Chair	\$92.10	\$119.75	

Total Chairs: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

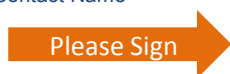
There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

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

Contact Name

Contact Email Address



Card Holder Signature

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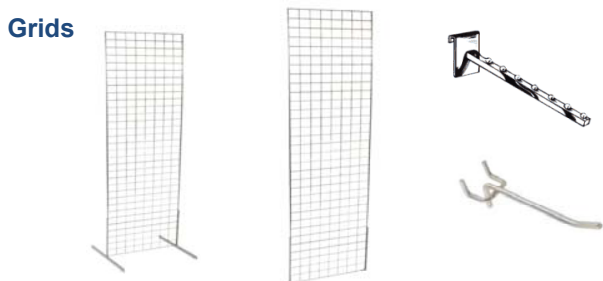
Display Furniture

### Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$182.30	\$237.00	
50094		Floor Easel	\$49.35	\$64.15	
50095		22x28 Sign Holder	\$112.45	\$146.20	
50175		Bag Rack	\$241.40	\$313.80	
50092		Coat Rack	\$85.65	\$111.35	
50093		Garment Rack	\$241.40	\$313.80	

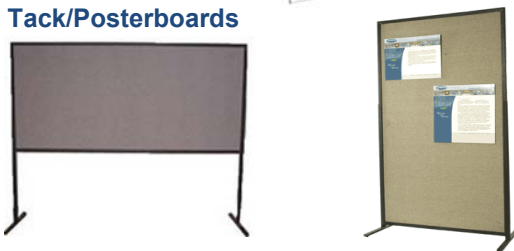
### Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$217.55	\$282.80	
50237		2'x8' w/o legs, each	\$163.00	\$211.90	
50242		7-Ball Waterfall	\$14.95	\$19.45	
50104		6" Hooks (12)	\$47.90	\$62.25	

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

### Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	\$294.55	\$382.90	
50061		4' x 8' Vert.	\$294.55	\$382.90	

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

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

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

Total Display Furnishings: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



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**Connect With Us!** email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Showcases & Risers

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

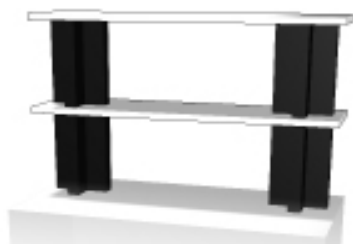
### Showcases



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$909.70	\$1,182.60	
50068		6' Full View	\$1,003.35	\$1,304.35	
50069		4' Quarter View	\$909.70	\$1,182.60	
50070		6' Quarter View	\$1,003.35	\$1,304.35	

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

### Stacking Shelves



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

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$101.95	\$132.55	
50297		6' x12" Display Shelf	\$126.85	\$164.90	

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

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

### Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	18.90	24.55	

Order per linear foot

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

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

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

Total Showcase & Risers: \$ \_\_\_\_\_  
8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

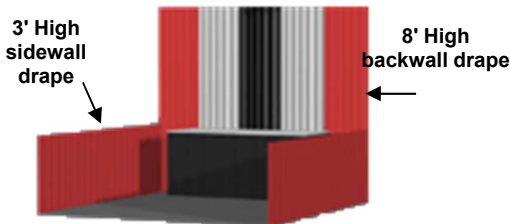
**Discount Deadline** Wednesday, January 02, 2019

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

Event Code: I100870219

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 mail 6101 West 80th Street  
 Indianapolis, IN 46278

### Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$23.10	\$30.05	
50074			3' high drape	\$17.10	\$22.25	
50088		NA	8' upright with base	\$31.90	\$41.45	
50349		NA	6'-10' cross bar	\$21.25	\$27.65	
50348		NA	7'-12' crossbar	\$21.25	\$27.65	

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$18.90	\$24.55	

Order per linear foot

### Skirting of Exhibitor Equipment



### Accessories



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



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Fir Lamp	\$160.45	\$208.60	
50710		Natural Feel Tab Lamp	\$115.55	\$150.20	
50708		Natural Feel Recept	\$70.60	\$91.80	
50091		Wastebasket	\$24.30	\$31.60	
50185		Drawing Bowl	\$45.30	\$58.90	
50427		Tensa Stanchion, each	\$101.80	\$132.35	

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

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

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

Total Drape and Accessories: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name


Contact Email Address



Card Holder Signature

# ROMA

10'x20' Powered Chair & Sofa Booth

 Denotes AC and USB charging outlets



10'x10' Fairfax & La Brea Booth



10'x20' Hopi Lounge & Zenith Café Booth

## DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

Your inspiration deserves great execution with modern furnishings from CORT. Rest assured, you have an experienced partner to help you create unique selling environments that will excite your clients and bring your brand to life.

# Power Up In Style.

Denotes Powered Products



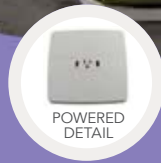
**HEDGE**  
HDG4FT  
Boxwood Hedge, 4'  
46" L 9" D 47" H

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

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



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
CUBPOW  
(white, ac plug-in)  
20" L 20" D 18" H



## Powered Seating

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

# Powered Seating

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



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

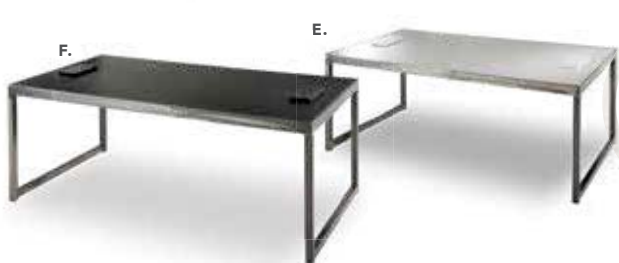
**B) NPLSOP  
Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

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

# Powered Tables



**Ventura  
POWERED  
TABLES**



**Ventura Powered  
Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)

**A) VNTWHT** (white top)  
**B) VNTBLK** (black top)

**Ventura Powered  
Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)

**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered  
Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)

**E) C1WP** (white)  
**F) C1YP** (black)

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

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



POWERED  
DETAIL  
Detail of Electrical  
Charging Outlet



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



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38"RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H



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



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



# Soft Seating

Create Engaging Booth Environments

## HOPI

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

## HEDGE

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

## PEDESTAL

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

## CAFÉ TABLE

**30WHHC**  
**Hydraulic Chrome Base**  
 (laminated white top)  
 30" Round 29"H

## REGIS

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


## MARCHE

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



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## FAIRFAX

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

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



A.

B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Munich Collection

Modular Seating to Design Custom Exhibits

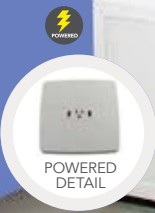
Denotes Powered Products



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

## MUNICH

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



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



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



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

# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)  
36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)  
57.5"L 37"D 37"H



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

(black fabric)  
35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)  
57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)  
79"L 35"D 34"H



A.

B.

C.

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.  
152"L 40"D 33"H



# Accent Chairs



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

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

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



## WENTWORTH

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



## AURA

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





# Accent Chairs



A.



B.



C.



D.



E.



F.

## Madrid Chair

### A) BCW

(white vinyl)  
30"L 30"D 31"H

### B) OCH

(black vinyl)  
30"L 30"D 31"H

## C) FAIRCW

### Fairfax Chair

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

## D) MNCHCH

### Munich Armless Chair

(gray fabric)  
22.5"L 27"D 28.5"H

## E) HOPCH

### Hopi Chair

(gray linen)  
21"L 25"D 34"H

## F) PROGB

### Pro Executive

### Guest Chair

(black vinyl)  
24"L 22"D 36"H

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

## Marina Chair

17.5"L 19.5"D 35"H

### A) MARCBK (black vinyl)

### B) MARCBR (brown fabric)

### C) MARCWH (white vinyl)

## Meeting Chair

25.5"L 23.5"D 34"H

### D) OCMESP (espresso vinyl)

### E) OCMTAU (taupe fabric)

### F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

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

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



## LAGUNA

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

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



## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)



# Styles & Shapes



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

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

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

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

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

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

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

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

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

## Mix & Match

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

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

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





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

# Ottomans



# Styles & Shapes



- Beverly Bench**  
60"L 20"D 18"H
- A) BVLYWH** (white vinyl)
- B) BVLYBK** (black vinyl)
- C) BVLYGR** (gray fabric)
- D) BVLYRD** (red fabric)
- E) BVLYOB** (ocean blue fabric)
- F) BVLYLN** (linen fabric)
- G) BVLYBN** (brown fabric)
  
- H) WHT12 Half Bench**  
(white vinyl)  
39"L 22"D 18"H
  
- ENDLESS Square**  
34"L 34"D 15"H
- I) END02B** (black)
- J) END02W** (white)
- ENDLESS Curved**  
60.5"L 37.5"D 15"H
- K) END01B** (black)
- L) END01W** (white)
  
- M) BNQ7 Quarter Curve**  
(white vinyl)  
53"L 22"D 18"H
- N) BNQR17 Ring**  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H
- O) SAL Sally Stool**  
(white)  
12" Round 17"H
- P) CUBL20 Edge LED Cube**  
(white plastic)  
19"L 19"D 19"H  
A/C power only
  
- Q) REGBEN Regis Bench**  
(brushed metal)  
47"L 15.5"D 16"H

# Marche Swivel



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



# Accent Tables

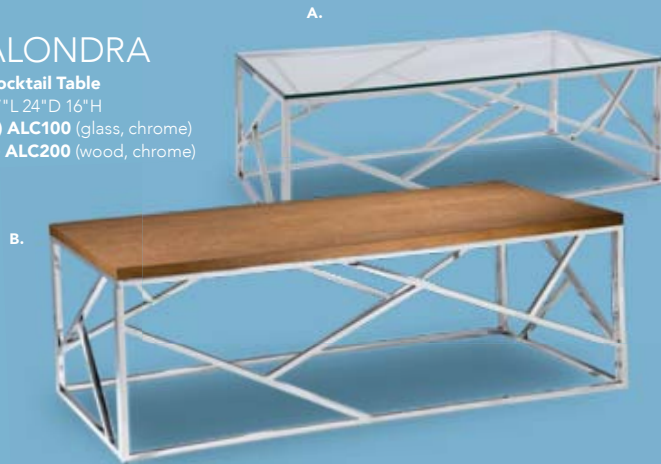
## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) **ALC100** (glass, chrome)

B) **ALC200** (wood, chrome)



C.

D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) **ALE100** (glass, chrome)

D) **ALE200** (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) **C1C** (glass, chrome)

B) **C1FWB** (wood, black)



C.

D.



## GEO

### End Table

26"L 26"D 20"H

C) **E1C** (glass, chrome)

D) **E1FWB** (wood, black)

# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
 48"L 26"D 18"H

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

- I) REGBEN Bench Table  
 47"L 15.5"D 16"H
- J) REGOTT End Table  
 16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

- K) E1E End Table  
 24" Round 22"H
- L) C1E Cocktail Table  
 36" Round 17"H

## Oliver Tables

(walnut finish)

- M) EOLI End Table  
 22" Round 22"H
- N) COLI Cocktail Table  
 47"L 27"D 19"H

## Rustic Tables

(wood)

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

## Aura Round Table

Q) AURA

(white metal)  
 15" Round 22"H

## Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)  
 19"L 19"D 19"H  
 A/C power only

## Wireless Charging Table, Powered

S) CUBPOW  
 (white, AC plug-In)  
 20"L 20"D 18"H

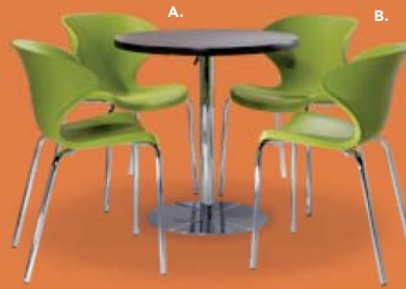


# Café Tables



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

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



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

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

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

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

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

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

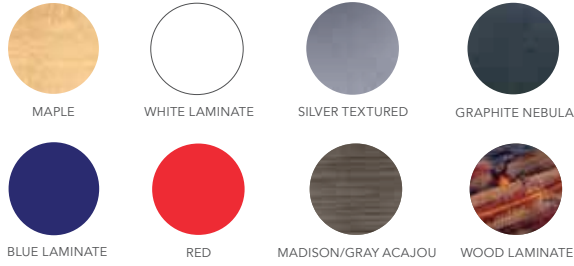


**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H



# Customize and Create

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



## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

# Mix & Match

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

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





# Bar Tables



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

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

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

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



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



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

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

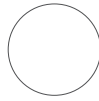


# Customize and Create

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



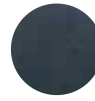
MAPLE



WHITE LAMINATE



SILVER TEXTURED



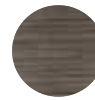
GRAPHITE NEBULA



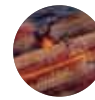
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDDB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

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

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



# Barstools



## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

**Apex Barstools**  
21"L 21"D 33"H  
A) APS08 (black vinyl)  
B) APS59 (red vinyl)  
C) APS75 (white vinyl)  
D) APS12 (blue ultra suede)

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

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

**I) BSC Oslo Barstool**  
(white)  
17"L 20"D 45"H

**J) XBAR Christopher Barstool**  
(white vinyl, chrome)  
19"L 15"D 41"H

**K) BS001 Shark Barstool**  
(white, chrome)  
22"L 19"D 34-44"H

**L) BSR Syntax Barstool**  
(black, chrome)  
23"L 19"D 43.25"H

**M) ZENBAR Zenith Barstool**  
(white, chrome)  
19"L 20"D 44"H

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



O.



P.



Q.



R.

**O) LUBSCL Lucent Barstool** (frosted, acrylic) 22"L 22.5"D 45.5"H  
**P) LMBAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H

**Q) BLDBRD Blade Barstool** (red) 20.5"L 20.125"D 40.5"H  
**R) BLDBSB Blade Barstool** (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables



## PWRUSB

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



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



## MADISON

(Madison/gray acajou)  
D) MADC05 5' Table  
60"L 48"D 29"H  
E) MADC08 8' Table  
96"L 60"D 29"H  
F) MADC10 10' Table  
120"L 48"D 29"H

# Styles & Shapes

A. | B.



I.



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

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

C.



D.



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

E.



F.



**G) MERLIN Merlin Multi Use Table**  
(gray laminate, black)  
46"L 29"D 30"H  
**H) WD3 Work Table**  
(white laminate, white)  
48"L 24"D 30"H

K. | L.



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

M.



**Conference Tables**  
(granite)  
**K) C508GR 8'**  
96"L 44"D 29"H  
**L) CT10GR 10'**  
120"L 46"D 29"H  
**M) CT06GR 6'**  
72"L 36"D 29"H

G.



H.



N.

O.

**N) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.  
**O) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable.

## Mix & Match



# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H  
**A) PROEXE** (white vinyl)  
**B) PROEXB** (black vinyl)  
 Adjustable height



## Task Stool

**TASKST**  
 (black fabric)  
 27.5"L 27.5"D 32.75"-40.25"H  
 Adjustable height

## Pro Executive Guest Chair

24"L 22"D 36"H  
**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H  
**A) PROMID** (white vinyl)  
**B) PROMDB** (black vinyl)  
 Adjustable height



# Communal and Powered Tables

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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




### Table Top Options

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

## Ventura CAFÉ TABLES



Denotes AC and USB charging outlets 

### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

A) VNTBLK (black top)  
VNTWHT (white top)

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
B) VNTMNP (solid)  
VNTBMW (grommets)

White Top  
C) VNTBWW (grommets)  
VNTWNP (solid)

Black Top  
VNTBNP (solid)

### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

A) VNTCBK (black top)  
B) VNTCWH (white top)

### Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

Maple Top  
C) VNTCMN (solid)  
VNTCMW (grommets)

White Top  
D) VNTCWW (grommets)  
VNTCWN (solid)

Black Top  
E) VNTCBN (solid)

# Office Essentials



## MADISON

**A) JD8 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) CR8 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) TASKST Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable


**D) PROEXE Pro Executive High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable



# TECH POWERED DESK

 Denotes AC and USB charging outlets



A. 



B. 



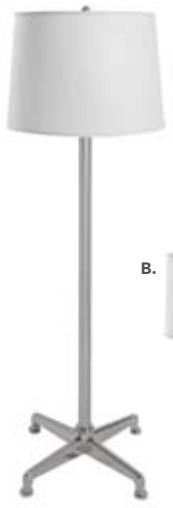
C.



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

# LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.




## ACCENT LAMPS

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

## SHELVING

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

# Show Essentials

 Denotes AC and USB charging outlets



## Midtown Powered Counter

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

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



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



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

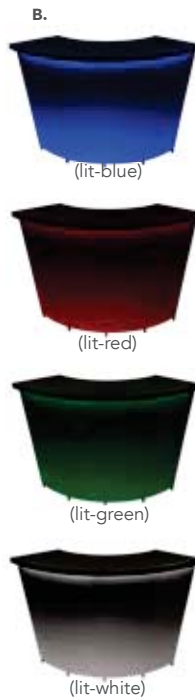


(back)



# Midtown Bar

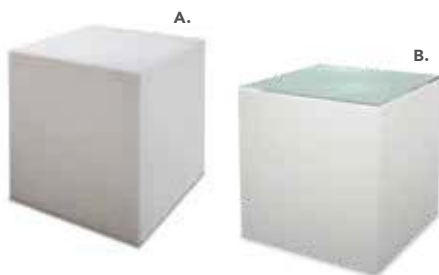
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



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

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

## LIGHTED & GREENERY PRODUCTS



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



**A) CUBL20 Edge LED Cube Ottoman**  
(white plastic)  
19"L 19"D 19"H  
A/C power only  
**B) CUBTBL Edge LED Cube Table**  
(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

**C) HDG7FT Boxwood Hedge, 7'**  
36.5"L 12"D 84"H  
**D) HDG4FT Boxwood Hedge, 4'**  
46"L 9"D 47"H



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

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Event Code: I100870219

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mail 6101 West 80th Street  
Indianapolis, IN 46278

Cocktail &  
Occasional Tables

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$353.30	\$459.30	
	ALC100-Alondra, Glass/Chrome	\$425.90	\$553.65	
	ALC200-Alondra, Wood/Chrome	\$425.90	\$553.65	
	C1FWB-Geo, Wood/Black	\$372.70	\$484.50	
	C1C-Geo Rect., Glass/Chrome	\$319.45	\$415.30	
	COLI - Oliver Cocktail Table	\$304.90	\$396.35	
	C1W-Sydney, White	\$358.15	\$465.60	
	C1WP-Sydney White, <b>Powered!</b>	\$454.95	\$591.45	
	C1Y-Sydney, Black	\$358.15	\$465.60	
	C1YP-Sydney Black, <b>Powered!</b>	\$454.95	\$591.45	
	REGBEN-Regis Bench Table	\$365.40	\$475.00	
	SYDBEC-Sydney Cocktail Table	\$399.30	\$519.10	
	SYDWDC-Sydney Cocktail Table	\$363.00	\$471.90	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$336.40	\$437.30	
	ALE100-Alondra, Glass/Chrome	\$307.35	\$399.55	
	ALE200-Alondra, Wood/Chrome	\$307.35	\$399.55	
	E1FWB-Geo, Wood/Black	\$324.30	\$421.60	
	E1C-Geo, Glass/Chrome	\$314.60	\$409.00	
	EOLI-Oliver End Table	\$271.05	\$352.35	
	E1W-Sydney, White	\$324.30	\$421.60	
	E1Y-Sydney, Black	\$324.30	\$421.60	
	CUBTBL-Edge LED Cube	\$251.70	\$327.20	
	AURA End Table	\$183.90	\$239.05	
	ETBL-E Table, Wood	\$227.50	\$295.75	
	TMBTBL Timber Table, Wood	\$217.80	\$283.15	
	REGOTT-Regis End Table	\$268.60	\$349.20	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$602.60	\$783.40	
	SYDBEE - Sydney End Table	\$350.90	\$456.15	
	SYDWDE-Sydney End Table	\$350.90	\$456.15	

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

Total Exec Tables 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.

8.225% Tax\*: \$ \_\_\_\_\_

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

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mail 6101 West 80th Street  
Indianapolis, IN 46278

Ottomans

**Styles and Shapes**

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$333.95	\$434.15	
	END02W-Square, White Leather	\$333.95	\$434.15	
	END01B-Curved, Black Leather	\$532.40	\$692.10	
	END01W-Curved, White Leather	\$532.40	\$692.10	
	SAL Sally Stool	\$116.15	\$151.00	
	CUBL20-Edge Lighted Cube	\$251.70	\$327.20	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	REGBEN Regis Bench, Brushed Metal	\$365.40	\$475.00	

**Beverly Bench**

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$513.05	\$666.95	
	BVLYBN Bev Bench Brown Fabric	\$513.05	\$666.95	
	BVLYGR Bev Bench Grey Fabric	\$513.05	\$666.95	
	BVLYLN Bev Bench Linen Fabric	\$513.05	\$666.95	
	BVLYOB Bev Bench Ocean Fabric	\$513.05	\$666.95	
	BVLYRD Bev Bench Red Fabric	\$513.05	\$666.95	
	BVLYWH Bev Bench White Vinyl	\$513.05	\$666.95	

**Vibes**

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$179.10	\$232.85	
	VIB02-Vibe Cube, Blue	\$179.10	\$232.85	
	VIB03-Vibe Cube, Pink	\$179.10	\$232.85	
	VIB04-Vibe Cube, Red	\$179.10	\$232.85	
	VIB05-Vibe Cube, Yellow	\$179.10	\$232.85	
	VIB06-Vibe Cube, Gold/Bronze	\$179.10	\$232.85	
	VIB07-Vibe Cube, Champagne	\$179.10	\$232.85	
	VIB08-Vibe Cube, Orange	\$179.10	\$232.85	
	VIB09-Vibe Cube, White Wtrproof	\$179.10	\$232.85	
	VIB10-Vibe Cube, Black Wtrproof	\$179.10	\$232.85	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$179.10	\$232.85	
	VIB12 Vibe Cube, Silver Vinyl	\$179.10	\$232.85	
	Vibe13-Vibe Cube, Purple Vinyl	\$179.10	\$232.85	

**Marche Swivel**

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$237.15	\$308.30	
	MAR002-Marche Swivel, Grey	\$237.15	\$308.30	
	MAR003-Marche Swivel, Linen	\$237.15	\$308.30	
	MAR008-Marche Swivel, Mdw Grn	\$237.15	\$308.30	
	MAR009, Marche Swivel, Pear	\$237.15	\$308.30	
	MAR007-Marche Swivel, Plum	\$237.15	\$308.30	
	MAR004-Marche Swivel, Raspberry	\$237.15	\$308.30	
	MAR005-Marche Swivel, Red	\$237.15	\$308.30	
	MAR006-Marche Swivel, Rose Qtz	\$237.15	\$308.30	
	MAR001-Marche Swivel, White	\$237.15	\$308.30	

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Total Ottomans: \$ \_\_\_\_\_  
8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_



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Indianapolis, IN 46278

Soft Seating

### Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,364.35	\$3,073.65	
	SFA002- Allegro Sofa	\$890.55	\$1,157.70	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,064.80	\$1,384.25	
	SO2-3pc. South Beach, P. Suede	\$2,030.40	\$2,639.50	
	TANSOF-Tangiers Sofa, Beige	\$844.60	\$1,098.00	
	KEYSOF-Key Largo Sofa	\$602.60	\$783.40	
	FAIRSW-Fairfax Sofa	\$607.40	\$789.60	
	SO1- South Beach Sofa, P.Suede	\$844.60	\$1,098.00	
	BSFWHT-Baja Sofa	\$1,185.80	\$1,541.55	

### Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$454.95	\$591.45	
	OCB-Key West Tub, Black	\$505.80	\$657.55	
	BCW-Madrid Chair, White	\$951.05	\$1,236.35	
	LABREA-La Brea Swivel Chair	\$522.70	\$679.50	
	HOPCH-Hopi Chair, Grey Linen	\$304.90	\$396.35	
	MNCHCC Munich Corner Chair	\$592.90	\$770.75	
	MNCHCH Munich Armless Chair	\$718.75	\$934.40	
	OCH Madrid Chair, Black	\$951.05	\$1,236.35	
	WENCHA-Wentworth Chair	\$459.80	\$597.75	

### Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$467.05	\$607.15	
	HOPLV-Hopi Loveseat, Grey Linen	\$474.30	\$616.60	
	TANLOV Tangiers Loveseat	\$880.90	\$1,145.15	
	BLVWHT Baja Loveseat White Vinyl	\$1,014.00	\$1,318.20	
	MNCHLV- Munich Armless Loveseat	\$1,052.70	\$1,368.50	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$895.40	\$1,164.00	

### Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$348.50	\$453.05	
	OCMWHT-Meeting Chair, White	\$319.45	\$415.30	
	OCMESP-Meeting Chair, Espresso	\$353.30	\$459.30	

### Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$692.10	\$899.75	
	NPLCHR-Naples Chair, Black Vinyl	\$742.95	\$965.85	
	TANCHR-Tangiers Chair, Beige	\$549.35	\$714.15	
	CHR002-Allegro Chair	\$624.35	\$811.65	
	KEYCHR-Key Largo Chair	\$399.30	\$519.10	
	FAIRCW-Fairfax Chair	\$438.00	\$569.40	

### Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- <b>Powered!</b>	\$2,920.95	\$3,797.25	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQTL7- Center Cone, White Vinyl	\$922.00	\$1,198.60	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	OTS-South Beach Wedge	\$404.15	\$525.40	

### Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$805.85	\$1,047.60	
	SFAPWR-Roma Sofa, powered	\$1,297.10	\$1,686.25	
	NPLCHP-Naples Chair, powered	\$805.85	\$1,047.60	
	NPLSOP-Naples Sofa, powered	\$1,297.10	\$1,686.25	
	NPLLOP-Naples Loveseat, powered	\$1,115.60	\$1,450.30	



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8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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Event Code: I100870219

Connect With email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
Us! phone (317) 677-1235  
fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Conference Tables &  
Group Seating

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$573.55	\$745.60	
	CE1-Geo Table, Sq. Chrome	\$404.15	\$525.40	
	CF1-Geo Table, Sq. Black	\$404.15	\$525.40	
	CE2-Geo Table, Chrome	\$573.55	\$745.60	
	CB2-6' Graphite Table	\$602.60	\$783.40	
	CB3-8' Graphite Table	\$709.05	\$921.75	
	CB1-42" Round, Graphite Nebula	\$488.85	\$635.50	
	C508GR-8', Granite	\$709.05	\$921.75	
	CT10GR-10', Granite	\$1,064.80	\$1,384.25	
	CT06GR-6', Granite	\$602.60	\$783.40	
	PWRUSB-Powered Table Module	\$96.80	\$125.85	
	CB8-42" Round Madison, Grey	\$220.20	\$286.25	
	MADC10-10' Madison, Grey	\$1,222.10	\$1,588.75	
	MADC05-5' Madison, Grey	\$612.25	\$795.95	
	MADC08-8' Madison, Grey	\$1,222.10	\$1,588.75	
	CONF42-42" Round, White lam	\$488.85	\$635.50	
	36ATO Atomic 36" Round, Glass	\$404.15	\$525.40	
	42ATO Atomic 42" Round, Glass	\$404.15	\$525.40	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$82.30	\$107.00	
	RSTDIN-Rustique w/ arms, Gunmetal	\$167.00	\$217.10	
	CS8-Berlin Chair, Black	\$162.15	\$210.80	
	XCHR-Christopher Chr, White Vinyl	\$133.10	\$173.05	
	SC10 Razor Chair	\$99.20	\$128.95	
	SC3-Brewer Chair, Onyx	\$222.65	\$289.45	
	XC6-Altura Guest Chair	\$392.05	\$509.65	
	LMCHR-Laguna Chair, Maple/Chrome	\$188.75	\$245.40	
	MALGRY-Malba Chair, Grey	\$145.20	\$188.75	
	MALGRN-Malba Chair, Green	\$145.20	\$188.75	
	CS4-Syntax Chair, Black/Chrome	\$263.80	\$342.95	
	ZENCHR-Zenith Chair-White/Chrome	\$212.95	\$276.85	
	BLDCRD-Blade Chair	\$94.40	\$122.70	
	BLDCSB-Blade Chair	\$94.40	\$122.70	
	LUCHCL-Lucent Chair	\$254.10	\$330.35	
	MARCBE-Marina Chair, Ocn Blue	\$205.70	\$267.40	
	MARCBK-Marina Chair, Black Vnyl	\$205.70	\$267.40	
	MARCBR-Marina Chair, Brown	\$205.70	\$267.40	
	MARCRD-Marina Chair, Red	\$205.70	\$267.40	
	MARCWH-Marina Chair, White Vnyl	\$205.70	\$267.40	
	TASKST-Task Stool	\$205.70	\$267.40	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	471.90	613.45	
	PROEXB-Executive Chair High Back	471.90	613.45	
	PROGB-Guest Executive Chair	331.55	431.00	
	PROMDB-Exec Mid-Back, Black	300.10	390.15	
	PROMID-Executive Chair Mid Back	309.75	402.70	

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

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

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

Total Conference: \$

8.225% Tax\*: \$

Amount Due: \$

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

Contact Name

Contact Email Address



Card Holder Signature





### National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

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Café and Communal Tables

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$285.55	\$371.20	
	ZTP-36" Maple Top/Black Base	\$312.20	\$405.85	
	ZTJ-30" Graphite Top/Black Base	\$285.55	\$371.20	
	ZTN-36" Graphite Top/Black Base	\$312.20	\$405.85	
	ZTG-30" Silver Textured Top	\$285.55	\$371.20	
	ZTQ-36" White Laminate Top	\$312.20	\$405.85	
	ZTB-30" Red Top/Black Base	\$285.55	\$371.20	
	ZTA-30" Grey Top/Black Base	\$295.25	\$383.85	
	30WH29 -30" White Laminate	\$302.50	\$393.25	
	30BEBC-30" Blue Top/Black Base	\$314.60	\$409.00	
	30WDBC-30" Wood Top/Black Bas	\$314.60	\$409.00	

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

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$382.35	\$497.05	
	30GRHC-Graphite Nebula, Chrome	\$382.35	\$497.05	
	30STHC-Silver Textured, Chrome	\$382.35	\$497.05	
	30BRHC-Brushed Red Top, Chrome	\$382.35	\$497.05	
	30MAHC-Grey Top, Chrome	\$382.35	\$497.05	
	30WHHC-White Laminate	\$413.80	\$537.95	
	30BEHC-Blue Top, Chrome	\$423.50	\$550.55	
	30WDHC-Wood Top, Chrome	\$423.50	\$550.55	

#### Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$416.25	\$541.15	
	36GRHC-Graphite Nebula, Chrome	\$416.25	\$541.15	
	36WTHC-White Top, Chrome	\$416.25	\$541.15	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$713.90	\$928.05	
	VNTCMN-Maple Top, Silver Frame	\$713.90	\$928.05	
	VNTCWN-White Top, Silver Frame	\$713.90	\$928.05	
	VNTCMW-Maple, w/ Grmt	\$713.90	\$928.05	
	VNTCWW-White, w/ Grmt	\$713.90	\$928.05	
	VNTCBK-Black Top-Powered!	\$810.70	\$1,053.90	
	VNTCWH-White Top-Powered!	\$810.70	\$1,053.90	

#### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$997.05	\$1,296.15	
	VNTWHT Communal Table White Top	\$997.05	\$1,296.15	

#### 42" High Tables

	VNTBNP Communal Table Black Top	\$844.60	\$1,098.00	
	VNTMNP Communal Table Maple Top	\$844.60	\$1,098.00	
	VNTWNP Communal Table White Top	\$844.60	\$1,098.00	
	VNTBMW Comm Table Maple Top w/ Grom	\$844.60	\$1,098.00	
	VNTBWW Comm Table White w/ Grom	\$844.60	\$1,098.00	

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Total Cafe: \$ \_\_\_\_\_  
8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_





National ESEA Conference

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VTK-30" Maple Top/Black Base, VTP-36" Maple Top/Black Base, etc.

Barstools

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like BST-Banana, White/Chrome, BSS-Banana, Black/Chrome, etc.

Bar Tables - Chrome Base 30", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 30GRHB-Graphite Nebula, Chrome, 30MTHB-Maple Top, Chrome, etc.

Bars and Counters

Table with 3 columns: Item, Discount, Regular. Lists items like MTBLPI-Midtown Bar, Lighted, MTBUUL-Midtown Bar, unlighted, etc.

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

Total Bar: \$
8.225% Tax\*: \$
Amount Due: \$

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

Contact Name

Contact Email Address



Card Holder Signature



### National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

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Executive Accessories

#### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$653.40	\$849.40	
	JD8-Madison Executive Desk, Grey	\$772.00	\$1,003.60	
	BC8-Madison Bookcase, Grey	\$559.00	\$726.70	
	TECH3B-Tech Desk w/drawers- Powered!	\$709.05	\$921.75	
	TECH-Tech Desk-Powered	\$573.55	\$745.60	
	TECH3-3-drawer File Cbnt w/Casto	\$188.75	\$245.40	

#### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$641.30	\$833.70	
	PDL42B-Ped, Locking-Powered!	\$759.90	\$987.85	
	PDL36W-Ped, Locking-Powered!	\$641.30	\$833.70	
	PDL42W-Ped, Locking-Powered!	\$759.90	\$987.85	

#### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$438.00	\$569.40	
	WD3-Work Table	\$421.10	\$547.45	

#### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$280.70	\$364.90	
	LA14-Mason Silver Table Lamp	\$183.90	\$239.05	

#### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$655.80	\$852.55	

#### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$617.10	\$802.25	
	HDG7FT-Boxwood Hedge, 7ft	\$1,004.30	\$1,305.60	

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

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

Total Exec Accessories: \$ \_\_\_\_\_  
8.225% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri  
January 31 - February 1, 2019

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Graphics and Signs

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

### Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$184.20	\$239.45	
	70010	Horz., 22" x 28"	\$184.20	\$239.45	
	70011	Vertical, 28" x 44"	\$280.65	\$364.85	
	70012	Horz., 28" x 44"	\$280.65	\$364.85	
	70025	Meterboard, 39" x 90.75"	\$568.05	\$738.45	

### Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	\$23.35	\$30.35	
	70071	Grommets, per sq. ft. - Horizontal	\$23.35	\$30.35	
	70066	Pockets, per sq. ft. - Vertical	\$25.10	\$32.65	
	70072	Pockets, per sq. ft. - Horizontal	\$25.10	\$32.65	

### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$50.05	\$65.05	
	70021	Velcro, per ft, min. 5 ft.	\$3.25	\$4.25	
	70004	7" x 44" ID Sign	\$55.10	\$71.65	
	50094	Floor Easel	\$49.35	\$64.15	
	50095	22x28 Sign Holder	\$112.45	\$146.20	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$196.00	\$254.80	

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

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

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

Total Graphics: \$ \_\_\_\_\_  
 8.225% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Upload Deadline **Wednesday, January 02, 2019**

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

Event Code: I100870219

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	phone	(317) 677-1235
	fax	(317) 389-5524
	mail	6101 West 80th Street Indianapolis, IN 46278

Graphic File Upload Instructions

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

**Address:** [https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/02\\_National%20Title%20%20Conference/Exhibitor%20Uploads](https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/02_National%20Title%20%20Conference/Exhibitor%20Uploads)

**Username:** **sesftp**

**Password:** **ftpftp**

- 1 Name your files in this format: Company Name\_Booth#\_Panel Letter **example:** **Shepard\_1905\_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or  
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **Indianapolis@shepardes.com**  
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**





## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

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Graphic Guidelines

### ACCEPTABLE FILE FORMATS

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

#### Program File Extension

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign .indd, .idml

Adobe Photoshop .tiff, .psd, .eps

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

#### Special Considerations

Create using a high-quality output.\*

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

Fonts changed to outlines\*\* or a packaged file.

Raster artwork. File should be in CMYK color space.

### FONTS

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

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

### ARTWORK GUIDELINES

#### Document Size & Specs

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

### COLOR

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

### ARTWORK FILE TYPES & RESOLUTION

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

#### Vector

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

#### Raster

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

#### Resolution

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





# National ESEA Conference

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### Labor Hours

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

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

Code	Discount	Regular	+30%
68066 ST	\$97.50	\$126.75	30%
68067 OT	\$146.25	\$190.15	30%
68068 DT	\$195.00	\$253.50	30%

(68070/68071/68072)

### Spend a Little, Save a Lot

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

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

Shepard Blue Supervised Labor

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### Step One:

Choose Your **Service**

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

### Step Two:

How Many **People**?

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

### Step Three:

How Many **Hours**?

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

### Step Four:

When Should the Build be **Complete**?

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

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

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

### Inbound Freight

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

### Set Up Information:

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

### Drawings/Photos/Instructions:

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

### Electrical Placement

(exhibitor is responsible to order)

Emailed to Shepard  Drawing Attached  Drawing with Exhibit

Does Electrical go UNDER carpet?  Yes  No

### Graphics:

With Exhibit  Shipped Separately

### Other Services Ordered:

Overhead Rigging  Cleaning  AV

### Outbound Shipping:

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

Ship To: \_\_\_\_\_ Phone # \_\_\_\_\_

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Method:  Common  Air  Van  Other \_\_\_\_\_  
Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

If Your Carrier doesn't show?  Reroute with SLS  \*Allow time for empty return when scheduling your pick up

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

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

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

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

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

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

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



### National ESEA Conference

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Exhibitor Supervised Labor

#### Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST	\$97.50	\$126.75
68061	OT	\$146.25	\$190.15
68062	DT	\$195.00	\$253.50

(68063/68064/68065)

#### Helpful Hints!

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

#### Step One:

Choose your **service**

Installation  
 Dismantling  
 Both

#### Step Two:

How many **people**?

#   
#   
#

#### Step Three:

How many **hours**?

#   
#   
#

#### Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details:

#### Step Five: Schedule

Date	Start Time	End Time
Installation Request	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

#### Step Six: Onsite Contact Info

Name   
Cell:  Email:

#### Exhibitor Owned Carpet Installation/Removal

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

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

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:
68080		Flooring Only	1.00	1.30		<input type="checkbox"/> Carpet Rolls <input type="checkbox"/> Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/> Carpet Squares <input type="checkbox"/> Other
68079		MINIMUM	195.00	253.50		

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

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

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

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

Company Name:  Booth #:

Contact Name  Contact Email Address

Please Sign  Card Holder Signature



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics



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

## Benefits of Shepard Logistics

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

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

**888.568.8858**

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



## SHIPPING VERSUS MATERIAL HANDLING

### WHAT IS SHIPPING?

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



### WHAT IS MATERIAL HANDLING?

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



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate, Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.





**National ESEA Conference**

Kansas City Convention Center - Kansas City, Missouri  
January 31 - February 1, 2019

Event Code: I100870219

Connect With Us! email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
phone (888) 568-8858  
fax (404) 596-5620  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Shepard Logistics Services

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

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

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

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

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

Company \_\_\_\_\_

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

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

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

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

**Step 4: Tell us Where this is going:**  Advance Warehouse  Direct to showsite **Wednesday, January 30, 2019**

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

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

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

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

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

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

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

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

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



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shipping Labels

RUSH



**ADVANCE WAREHOUSE**

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

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

**UPSF - Shepard Exposition Services**

**3800 Kansas Avenue**  
**Kansas City, KS 66106-1251**

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

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

**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
January 3, 2019

Last day freight can arrive w/o a surcharge:  
January 23, 2019

RUSH



**ADVANCE WAREHOUSE**

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

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

**UPSF - Shepard Exposition Services**

**3800 Kansas Avenue**  
**Kansas City, KS 66106-1251**

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

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

**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
January 3, 2019

Last day freight can arrive w/o a surcharge:  
January 23, 2019

Advance Shipping Labels

RUSH



**DIRECT TO SHOW**

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

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

**c/o Shepard Exposition Services**

**Kansas City Convention Center**  
**301 W 13th St #100**  
**Kansas City, MO 64105**

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

**National ESEA Conference**

**MUST NOT BE DELIVERED PRIOR TO:**  
**January 30, 2019 @ 8:00 AM**

RUSH



**DIRECT TO SHOW**

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

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

**c/o Shepard Exposition Services**

**Kansas City Convention Center**  
**301 W 13th St #100**  
**Kansas City, MO 64105**

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

**National ESEA Conference**

**MUST NOT BE DELIVERED PRIOR TO:**  
**January 30, 2019 @ 8:00 AM**

Direct Shipping Labels

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**National ESEA Conference**

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: I100870219

Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

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

Outbound Material Handling Authorization & Shipping Labels

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

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

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

Company \_\_\_\_\_

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

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

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

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

**Step 5: Who is picking up your shipment?**

\_\_\_\_\_ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER \_\_\_\_\_

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

**Step 6: What type of Service do you need? (how fast does it need to get there?)** \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Overnight

**Step 7: If your carrier doesn't show up, what do we do with your items?** \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
\_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

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



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

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 mail 6101 West 80th Street  
 Indianapolis, IN 46278

Material Handling Rates

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

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

### What is Material Handling?

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

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

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

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

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

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$137.25	\$178.50	
	35010	35036	

### Advance Warehouse Tips

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

### Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$122.50	\$183.75	\$159.25	
	35030	35043	35038	

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

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

Total Shipment	Total
\$68.75	
	35400

### Light Weight Shipment Tips

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

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

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

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

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

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

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

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

Company

Booth #



Card Holder Signature



### National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Discount Deadline **Wednesday, January 02, 2019**

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

#### Labor Hours

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

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fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

Forklift Rental

### GROUND RIGGING FORKLIFT RENTAL

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

Step 2: **When** are we moving it? Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_  
(times are not guaranteed)

Step 3: Describe the **work** to be performed: \_\_\_\_\_

Step 4: Choose your **lift** size: \_\_\_\_\_

#### Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$304.75	\$396.25	
35039		OT Hourly Rental	\$378.50	\$492.00	
35067		DT Hourly Rental	\$452.25	\$588.00	

#### Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$914.30	\$1,188.50	
35066		OT Hourly Rental	\$1,135.50	\$1,476.25	
35070		DT Hourly Rental	\$1,356.70	\$1,763.75	

#### Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$609.55	\$792.50	
35049		OT Hourly Rental	\$757.00	\$984.00	
35069		DT Hourly Rental	\$904.50	\$1,175.75	

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request. Contact Us for Pricing!

Rate structure includes forklift and (1) operator only.

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

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

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

#### Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$121.88	\$158.45	
35086		OT per man hour	\$182.81	\$237.65	
35099		DT per man hour	\$243.75	\$316.90	

#### Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$97.50	\$126.75	
35100		OT per man hour	\$146.25	\$190.15	
35101		DT per man hour	\$195.00	\$253.50	

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

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

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

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

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

Total Forklift: \_\_\_\_\_  
NA Tax\*: \_\_\_\_\_  
Amount Due: \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



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

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

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

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

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

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

**What does CWT mean?** CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

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

### How do I calculate material handling charges?

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

### Will there be any additional charges?

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

### What are Light Weight shipments?

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

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

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

### What are Crated materials?

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

### What are Uncrated materials?

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

### What is Special Handling?

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

### What are Advance Shipments?

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

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

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

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

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

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

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

### What are Direct Shipments?

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

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

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

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

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

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

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

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

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

### Outbound Shipping

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

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

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



## National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Discount Deadline **Wednesday, January 02, 2019**

Event Code: I100870219

Connect With Us!

email	<a href="mailto:Indianapolis@shepardes.com">Indianapolis@shepardes.com</a>
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

Material Handling Info

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

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

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

**DISPOSAL FEE** Fee: .75 Per Lb Labor Rate \$97.50 Per Hour (OT/DT may apply)  
 A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

**OVERTIME/DOUBLE TIME** Surcharge: Overtime: 30% Double Time: 50%  
 Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

**WAREHOUSE OVERTIME/DOUBLE TIME** Surcharge: Overtime: 30% Double Time: 50%  
 Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

**EARLY/LATE SHIPMENTS TO WAREHOUSE** Surcharge: 25% Minimum: \$50.00 35003  
 A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

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

**OFF-TARGET DELIVERIES** Surcharge: 15% Minimum: \$50.00 35004  
 For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

**PADDED VAN DELIVERIES** Surcharge: \$8.00/CWT 35041  
 This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**MARSHALING YARD** Surcharge: \$30 per Shipment 35250  
 Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

**REWEIGH OF SHIPMENTS** Surcharge: \$25.00 per forklift load 35282  
 An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**EMPTY CRATE STORAGE** Surcharge: \$25.00 per piece, Minimum \$50.00 35105  
 A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

**ENVELOPE DELIVERIES** Surcharge: \$10.50 per envelope 35007  
 During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

**MOBILE SPOTTING** Fee: \$ 200.00 per round trip 35106

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



### National ESEA Conference

Kansas City Convention Center - Kansas City, Missouri

January 31 - February 1, 2019

Discount Deadline **Wednesday, January 02, 2019**

Event Code: I100870219

Connect With Us! email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524  
mail 6101 West 80th Street  
Indianapolis, IN 46278

On-site Storage

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

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

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

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

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

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

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

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

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

(35166)

		Per Day	
Pallets/Skids		\$35.00	35166
1/2 a Trailer		\$80.00	35348
Full Trailer		\$120.00	35349
Labor	ST	\$97.50	35087
	OT	\$146.25	35100
	DT	\$195.00	35101

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

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

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

(35068)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	\$97.50	35087	
	OT	\$146.25	35100	
	DT	\$195.00	35101	

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

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

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

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

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

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

Contact Name

Contact Email Address





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mail 6101 West 80th Street  
Indianapolis, IN 46278

Warehouse Storage

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

#### Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006  
Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005  
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

#### Step One: Tell Us Who You Are:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

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

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

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?		Length	Width	Height	Weight	Crate or Skid?
Piece 1						Piece 7					
Piece 2						Piece 8					
Piece 3						Piece 9					
Piece 4						Piece 10					
Piece 5						Piece 11					
Piece 6						Piece 12					

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

From Date \_\_\_\_\_ To \_\_\_\_\_ Fees will continue until storage is picked up.

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

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

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

Estimated Warehouse Storage: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Signature indicates you read and accept the Payment Policy and Terms & Conditions.  
Storage Items will not be stored or released without a valid credit card on file.



Printed Name



Card Holder Signature



## AGILITY FAIRS & EVENTS

*The experts in International Logistics*

### International Shipping

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

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

Agility can provide the following services:

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

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

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

For assistance with your international shipment planning please contact:

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



## Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Markey's Rental and Staging Online Ordering Instructions:  
\*\*\*ATTENTION EXHIBITORS\*\*\*  
ORDER SOON!**

**EQUIPMENT OFFERED BY MARKEY'S RENTAL & STAGING**

- **MONTITORS & PROJECTION SCREENS**
- **PROJECTORS**
- **COMPUTERS**
- **AUDIO**
- **MISCELLANEOUS** – AV carts and Flip Charts
- **CABLES**

Follow these simple steps to order Markey's Rental & Staging Services Online:

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**1. GO TO** <https://markeys.formstack.com/forms/esea19>

---

**2. FILL OUT ORDER INFORMATION**

Contact Name, Email, Address, Company Name, Phone Number.

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**3. FILL OUT DELIVERY INFORMATION**

On-Site Contact Name, Contact Phone Number, Booth #.

---

**4. SELECT EQUIPMENT** and quantities needed: system automatically calculates totals.

---

**5. TAX EXEMPTION**

If you are a tax exempt organization, check the YES box and upload a tax exempt form.

---

**6. REVIEW the CALCULATIONS OF YOUR TOTAL.**

---

**FILL OUT PAYMENT INFORMATION**

**7.** Credit Card Number, Expiration Date, Card, Verification Code, Name as Shown on Card, Billing Address, Cardholders Signature.

---

**8. REVIEW** Terms and Conditions and **CHECK THE I AGREE** box.

---

**9. SELECT** the SUBMIT FORM BUTTON.

---



816-513-5200

**WE ARE YOUR SERVICE PROVIDER FOR ELECTRICITY, INTERNET, PHONE, GAS, WATER, & AIR.**

To order services, please visit [www.greenwavetechnology.net](http://www.greenwavetechnology.net)

**\*American Express NOT accepted\***

This online system allows you to order services and receive e-mail receipts instantly.

# **SECURE & EASY TO USE**

**When applicable, email drawings/layouts to:**

**[convention@grnwav.com](mailto:convention@grnwav.com)**

Please mail full scale drawings to:

Green Wave Technology, Inc.,

1600 Genessee Suite 604

Kansas City, MO 64102

**Contact our Exhibitor Service Team with questions at [convention@grnwav.com](mailto:convention@grnwav.com) or 816.513.5200.**

**ORDER ONLINE AT [www.greenwavetechnology.net](http://www.greenwavetechnology.net) or EMAIL TO: [convention@grnwav.com](mailto:convention@grnwav.com)**

EVENT NAME: \_\_\_\_\_ Show Date \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name: \_\_\_\_\_ Co. Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

**CREDIT CARD NUMBER IS REQUIRED FOR ANY ON-SITE ADDITIONS**

Credit Card Holder Name \_\_\_\_\_ Card #: \_\_\_\_\_ V-Code \_\_\_\_\_ Exp.Date \_\_\_\_\_

Method of Payment:  Master Card  Visa  Discover **AMERICAN EXPRESS NOT ACCEPTED**

Credit Card Billing Address (numbers only-do not need street name) \_\_\_\_\_

Credit Card Billing Address Zip Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**PRE-PAY DISCOUNT PRICES APPLY ONLY TO ORDERS RECEIVED WITH FULL PAYMENT 15 DAYS PRIOR TO  
FIRST MOVE IN DAY. PAYMENT MUST BE RENDERED BEFORE SERVICE PROVIDED.**

**Undercarpet/floorplan, layout charge subject to a \$50 fee per  
drop.**



1000 Watt



2000 Watt

**TOTAL No. of outlets ordered \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_**

120 VOLT OUTLET				208V SINGLE PHASE OUTLET				208V THREE PHASE OUTLET			
NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE
—Dedicated Circuit	20	165.00	\$190.00	—0-4000 Watts	20	300.00	\$370.00	—0-4000 Watts	20	450.00	\$475.00
—0-1000 Watts	10	100.00	\$130.00	—4001-6000	30	330.00	\$400.00	—4001-6000	30	480.00	\$500.00
—1001-2000	20	150.00	\$175.00	—6001-8000	40	360.00	\$430.00	—6001-8000	40	510.00	\$580.00
—1001-2000 (24-Hr. Service)	20	250.00	\$340.00	—8001-10,000	50	380.00	\$460.00	—8001-10,000	50	550.00	\$620.00
				—10,001-12,000	60	410.00	\$490.00	—10,001-12,000	60	600.00	\$700.00

**Other 120/280 volt, 240 volt and 480 volt service available by special order. Call exhibitor Service Department for pricing (816)513.5200**

POWER STRIPS		
NUMBER OF OUTLETS REQUIRED	15 DAY PRE-PAY PRICE	FLOOR PRICE
— Power Strip (6 spots)	50.00	\$65.00
— Power Strip (6 spots) w/Surge Protector*	75.00	\$95.00

\*Note: Power Strips Require 2000 W Outlet

**24 HOUR SERVICES**

Electricity may be turned on within 30 minutes of show opening and off within 30 minutes of show closing; show days only. If you require power at any other time, order 24 hour power at double the outlet rate.

**FED ID# 26-4183915**

Electrical \_\_\_\_\_

Undercarpet/Layout \_\_\_\_\_

4% Credit Card Charge \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

**Checks must be received 15 days prior to the event.**

## 2018 Green Wave Technology Onsite Wi-Fi Purchasing Instructions

With the device you would like Wi-Fi on, search for a wireless network > Select the network *Event Wi-Fi Plans* > A KCCC login page will appear > Choose *Charge to my credit card* > Select your desired plan > Click *Connect* for payment options > Provide Payment > Save/Screenshot the code provided.

*\*A code will be provided at the end of payment to enter into your device or multiple devices for your ordered wireless connection.*

### Pricing for Onsite Wireless:

\$24.95 Wireless 1.5MB (4hrs)
-------------------------------

	<u>3MB Standard</u>	<u>5MB Advanced</u>	<u>7MB Premium</u>	
1 User	\$60	\$90	\$130	1 Day
1 User	\$120	\$215	\$310	3 Days
1 User	\$240	\$330	\$600	7 Days

	<u>6MB Standard</u>	<u>10MB Advanced</u>	<u>15MB Premium</u>	
1-10 Users	\$600	\$850	\$1,150	1 Day
1-10 Users	\$1,300	\$1,800	\$2,300	3 Days
1-10 Users	\$2,400	\$3,400	\$4,600	7 Days

	<u>10MB Standard</u>	<u>15MB Advanced</u>	<u>&gt;15MB Premium</u>	
Up to 25 Users	\$5,200	\$7,200	Call for Quote	3 Days
Up to 25 Users	\$7,000	\$8,500	Call for Quote	7 Days



## IN-BOOTH CATERING by ARAMARK

### **Boxed Lunch Selections**

*All box lunches include jumbo fresh baked chocolate chip cookie, gourmet chips, apple and bottled water.*

Stockyard Roast Beef\* Sandwich \$18

Sweet Onions and Mushrooms, Cheddar Cheese, Lettuce and Tomato

Union Hill Turkey Sub \$18

Pesto Aioli, Alfalfa Sprouts, Swiss Cheese, Tomato

Country Club Hoagie \$19

Sliced Turkey, Ham, and Bacon with Lettuce, Tomato

Fried Chicken Caesar Wrap \$18

Chicken Breast, Lettuce, Tomato, Parmesan Cheese

River Market Vegetable Sandwich \$18

Grilled Vegetables, Herb Marinade, Lettuce, Tomato

Cobb Salad \$14 (G)

Grilled Chicken, Bacon, Eggs, Blue Cheese and Tomatoes, Ranch Dressing

### **Breaks | Snacks and Beverages**

HOUSE MADE POTATO CHIPS \$6

Two House Made Dips

TORTILLA CHIPS \$6

Two House Made Salsa's

SALTY SNACKS \$8

Sizzlin' Snack Mix, Mixed Nuts, Fresh Fried Potato Chips and Caramelized Onion Dip (VEG)

HEALTHY SNACKS \$9

Pita Bread with Hummus, Crudité with Buttermilk Dip, Trail Mix, Popcorn (VEG)

BUILD YOUR OWN SUNDAE \$8

Vanilla Ice Cream, Hot Fudge, Caramel, Whipped Cream, Berries, Chopped Peanuts, Sprinkles, Candies (VEG)

\*\*12.6% Sales Tax & 20% Service Fee on ALL orders



BUILD YOUR OWN Salty and Savory Snacks, *choose three* \$9 per  
Mixed Nuts, Sizzlin' Snack Mix, Granola Bars, Kettle Chips, Mini Pretzels, Trail Mix, Gold Fish, Popcorn

BUILD YOUR OWN TRAILMIX \$8  
M &M'S, Mini Pretzels, Dried Cranberries, Mixed Nuts, Gold Fish (VEG)

PREGAME \$13  
"Build Your Own" Mini Hot Dogs, Pretzel Bites with Cheese Sauce, Chips and Salsa, Assorted Cookies

BACKYARD BBQ \$14  
"Build Your Own" Pulled Pork Sliders with Soft Rolls, Fried Onions and Pickles, Cole Slaw, Fresh BBQ  
Potato Chips and Onion Dip

JUMBO FRESH BAKED CHOCOLATE CHIP COOKIES \$36 per dozen (VEG)

BROWNIE AND BLONDIE DISPLAY \$36 per dozen (VEG)

DESSERT BARS \$36 per dozen (VEG)

NOVELTY ICE CREAM BARS \$36 per dozen (VEG)

CANDY BARS \$3 each (VEG)  
Snickers, Twix, Skittles, Starburst, 3 Musketeers, M&M's, Reese's Peanut Butter Cup

## **Beverages**

Roasterie Coffee \$45 per 1.5 gallon  
Roasterie Decaf Coffee \$45 per 1.5 gallon  
Fresh Brewed Iced Tea \$25 per gallon  
Tropicana Fruit Juice (bottle) \$3  
(*Orange, Cranberry, Apple*)  
Assorted Pepsi Products (can) \$2.50  
Bottled Water \$3

## **Additional Items**

10 LB Bag of Ice \$18

Ice Container/Ice Scoop \$10

Water Bubbler Unit \$50  
5-Gallon Refill \$28

**\*\*Additional Menu Items Available Upon Request**

**\*\*12.6% Sales Tax & 20% Service Fee on ALL orders. Orders received after the Advance Rate Deadline are subject to an additional 20% charge.**



**In-Booth CATERING ORDER**

EXHIBITING COMPANY NAME \_\_\_\_\_

HALL A/B BOOTH# / SERVICE LOCATION \_\_\_\_\_

BILLING ADDRESS, CITY, STATE & ZIP: \_\_\_\_\_

PRIMARY CONTACT AND TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

NAME AND TITLE OF ON-SITE CONTACT (IF DIFFERENT FROM ABOVE):

\_\_\_\_\_

FOOD SERVICE DAY, DATE, BEGIN / END TIME, ORDER

\_\_\_\_\_

FOOD SERVICE DAY, DATE, BEGIN / END TIME, ORDER

\_\_\_\_\_

FOOD SERVICE DAY, DATE, BEGIN / END TIME, ORDER

\_\_\_\_\_

Email to [kamin-audra0@aramark.com](mailto:kamin-audra0@aramark.com)  
ARAMARK Sports and Entertainment Services  
KANSAS CITY CONVENTION & ENTERTAINMENT CENTERS  
(p) 816-221-2737 ext 106 | (f) 816-221-7978 | [www.aramarkconventions.com/kansascity/](http://www.aramarkconventions.com/kansascity/)

For use by Aramark

Date received: \_\_\_\_\_



## CREDIT CARD AUTHORIZATION FORM

EXHIBITING COMPANY NAME:

ADDRESS: CITY, STATE & ZIP:

PRIMARY CONTACT AND TITLE:

EMAIL:

PHONE:

HALL , BOOTH #

SERVICE LOCATION:

---

NAME AND TITLE OF ON-SITE CONTACT (IF DIFFERENT FROM ABOVE):

---

PLEASE CHECK ONE OPTION: (We do NOT accept P cards)

1.  Initial pre-show order will be paid by the above customer to ARAMARK with a company check three weeks prior to service. Additional services on site will be automatically billed to customer's credit card.
2.  Initial pre-show orders, as well as additional services ordered on site will be automatically billed to customer's credit card.

PLEASE CHECK ONE:  AMERICAN EXPRESS  VISA  MASTERCARD  DISCOVER

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

DOLLAR AMOUNT (EST. EXPOSURE): \_\_\_\_\_ APPROVAL CODE \_\_\_\_\_ (ARAMARK)

CARD HOLDER'S NAME AND TITLE: \_\_\_\_\_

*I hereby authorize ARAMARK to apply all charges for services rendered to the above company on my credit card.*

**CARD HOLDER'S SIGNATURE / DATE:**

---

ARAMARK, Attn: Audra Kamin-Ebelsheiser, Director of Catering, 816-221-2737 x 106 Phone | 816-221-7978 Fax | [kamin-audra0@aramark.com](mailto:kamin-audra0@aramark.com) E-Mail

## INSURANCE OPTION

If you don't already have an insurance provider or current policy, a quick and easy option is available through Insurance 4 Exhibitors:

- Go to <https://insurance4exhibitors.com/rp/esea>
- Choose "2019 National ESEA Conference, Kansas City" from the partner event list
- Select "Get Quote and Checkout"
- A pre-filled form will be generated; simply enter your company information and purchase the plan
- Insurance 4 Exhibitors will send your certificate of attendance to Show Management for approval



Ph: 702-415-8236

customerservice@turnkeyevents.us

Fax: 702-876-5778

**Nationwide Service Available**

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time In: \_\_\_\_\_

Date/Time Out: \_\_\_\_\_

Booth Number/Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	65 & Up		
Tropical Floral	75 & Up		
Custom Arrangements	100 & up		
Height _____ Width _____			
<b>Blooming Foliage</b>			
Mum: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$32.50		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Pnk/Wht	\$38.50		
Bromeliad	\$38.50		
<b>Tropical Plants</b>			
Ivy _____ Pothos _____	\$35.00		
Large Boston Fern	\$40.00		
3 Foot Tropical Plant	\$49.50		
4 Foot Tropical Plant	\$59.50		
5 Foot Tropical Plant	\$69.50		
6 Foot Tropical Plant	\$79.50		
8 to 12 Foot Tropical Plant	\$150 & up		
6 foot Topped Dressed w/Ivy & Blooming	\$165 & Up		
Outdoor Trees	Call		
<b>Containers</b> (Please Check One)			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other			
Special Order: _____			
_____			
_____			
_____			

**Other Decorating Services:**

Themed Parties and Props, Scenic Sets, Beaded Drapery, Balloons, Entertainment and Trade Show Booth Decor.

- FOR RENTAL ONLY - BLOOMING FOLIAGE AND TROPICAL PLANTS
- ALL ORDERS MUST BE PAID IN ADVANCE
- SUBSTITUTIONS MAY BE NECESSARY
- ALL ORDERS NOT CANCELLED AT LEAST 7 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

**SUB TOTAL:** \_\_\_\_\_

**Delivery, Set, & Pickup- 15%**  
or \$45 min. for round trip: \_\_\_\_\_

**TAX:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Payment Information:**  Visa  Mastercard  Amex

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

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your business. We look forward to assisting you in the future.