



## EXHIBITOR KIT

## Together for Equity

FEBRUARY 4-7, 2020

GEORGIA WORLD CONGRESS CENTER  
ATLANTA, GEORGIA

SERVICES CONTRACTOR:  
Shepard Exposition Services  
[404] 720-8600

### EXHIBITOR DETAILS

Exhibit Hall Schedule .....	page 2
Exhibit Hall Spaces .....	page 3
Exhibit Hall Maps .....	page 4, 5
Exhibitor Highlights .....	page 6
Sponsorship Opportunities .....	page 7
How to Exhibit .....	page 8
Terms & Conditions .....	page 9

### ORDER FORMS & INFORMATION

#### Shepard Exposition Services

Show Information .....	page 10
Online Ordering Instructions .....	page 11
Payment Authorization .....	page 12
Third Party Payment Information .....	page 13
Exhibitor Appointed Contractor .....	page 14
Booth Package Opt Out Form .....	page 16
Exhibit Booths .....	page 18
Exhibit Booth Flooring .....	page 23
Exhibit Booth Cleaning .....	page 25
Furnishings & Furniture .....	page 27
Signage .....	page 72
Labor .....	page 75
Logistics & Shipping .....	page 78

#### Markey's Rental and Staging

Audio Visual .....	page 92
--------------------	---------

#### CCLD Networks

Internet and Telephone .....	page 93
------------------------------	---------

#### Georgia World Congress Center Engineering

Electrical Service .....	page 97
--------------------------	---------

#### Levy Restaurants

Catering .....	page 107
----------------	----------

#### Insurance 4 Exhibitors

Exhibitor Insurance .....	page 126
---------------------------	----------

### IMPORTANT DATES

#### JANUARY 1

- Exhibit spaces, sponsorship items and hotel reservations must be paid in full at the time of purchase after this date

#### JANUARY 3

- Insurance documentation deadline
- Pre-registration list available

#### JANUARY 6

- Discount price deadline on Shepard Exposition items

#### JANUARY 24

- 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 and a half dedicated hours and fewer standard 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 space purchase includes 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.

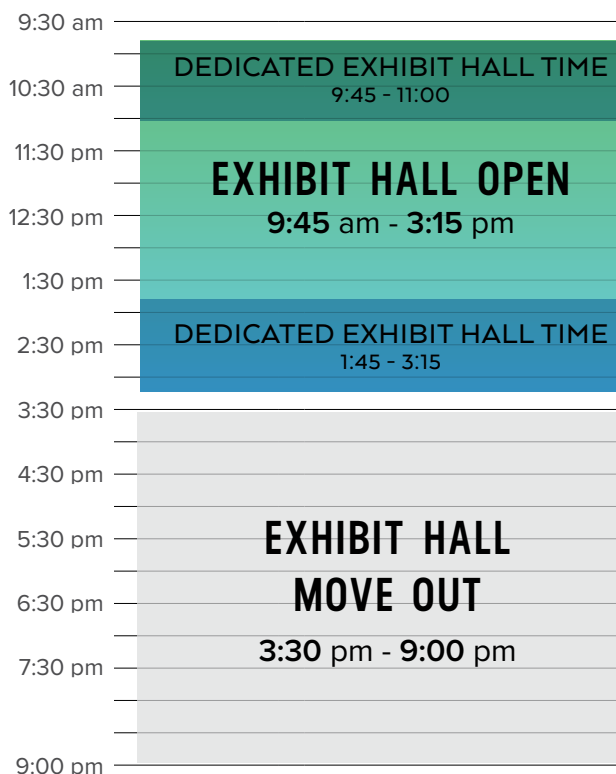
### TUESDAY, FEBRUARY 4



### WEDNESDAY, FEBRUARY 5



### THURSDAY, FEBRUARY 6



### FRIDAY, FEBRUARY 7

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



# EXHIBIT SPACES

## 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 in the online Conference schedule and Conference App
- Electronic list of pre-registered attendees available January 3, 2020 (includes name, title, organization, and mailing address only - no email addresses)
- Final electronic registration list at conclusion of Conference available February 7, 2020 (includes name, title, organization, and mailing address only - no email addresses)
- 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 in addition to greater flexibility in designing your space.

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

## PREMIUM EXHIBIT SPACE

\$8000 - \$12000

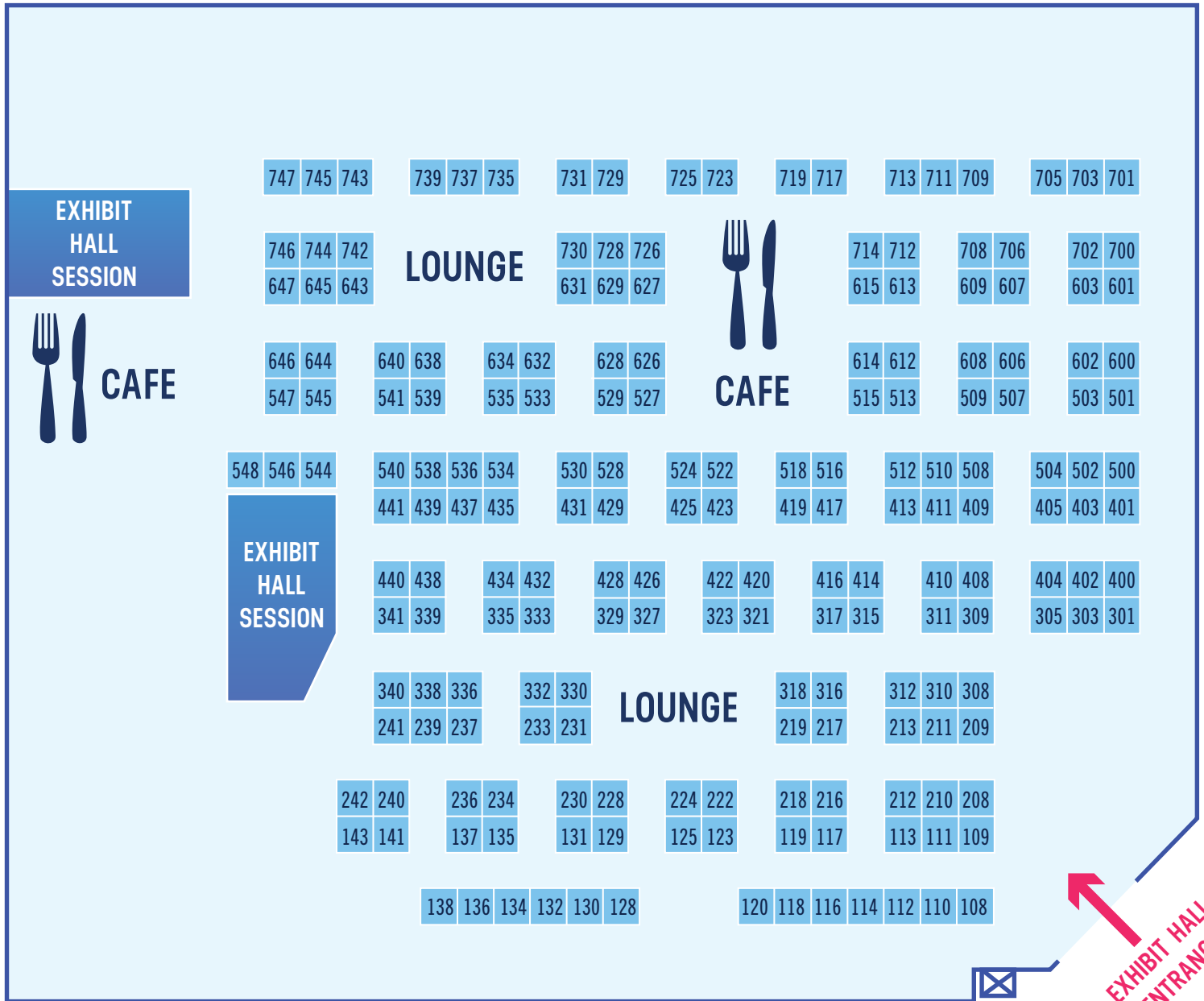
Choose from one of the four Premium Exhibit Spaces located on Level 3 of the Conference Center. These large, private rooms in the heart of the Conference allow you to design a custom configuration that works best for you and your team. The spaces can be open for the full 4 days of the Conference or for fewer days, at your discretion, providing access and exposure beyond the two days that the Exhibit Hall is open.

### Each Premium Exhibit Room Includes:

- Digital signage outside room
- Basic room set (tables and chairs)
- 10 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 Guide distributed to all attendees
- Electronic list of pre-registered attendees available January 3, 2020 (includes name, title, organization, and mailing address only – no email addresses are included)
- Final electronic registration list at conclusion of Conference available February 7, 2020 (includes name, title, organization, and mailing address only – no email addresses are included)
- Key for room
- Ability to set your own hours (Hours and move-in/out plan subject to approval by Show Management.)
- A/V equipment, additional decor, and food service may be purchased separately.

# EXHIBIT HALL MAP

## LEVEL 1 - EXHIBIT HALL MAP DETAIL



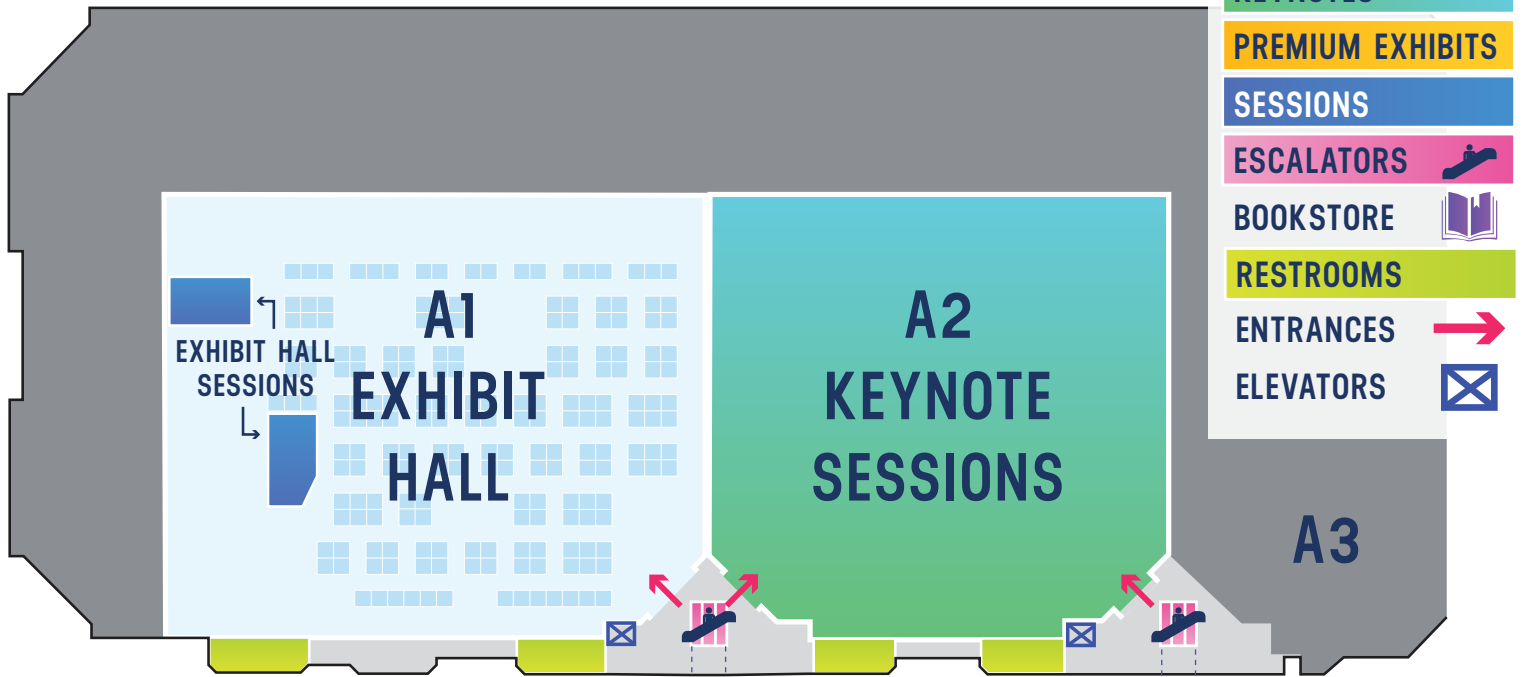
### FOOD AND BEVERAGE STANDS

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

**SEE OVERVIEW MAP ON NEXT PAGE**

# EXHIBIT HALL MAP

## LEVEL 1 - BUILDING A



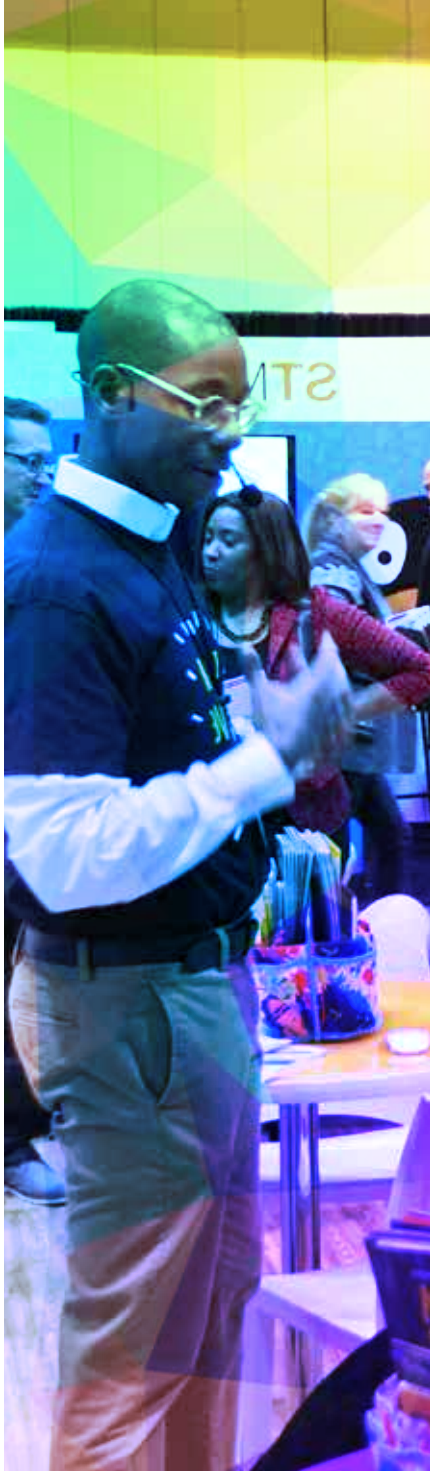
## LEVEL 3 - BUILDING A



## CONVENIENT LOCATION - ADJACENT TO KEYNOTES

The entire Conference is contained within Building A of the Georgia World Congress Center. The Exhibit Hall is located in Hall A1, a large exhibit space on the 1st floor of the Center, directly adjacent to the Keynote Session theater. The registration counter, the Conference Bookstore, and all session rooms are on the two floors directly above the Exhibit Hall, connected via elevator and escalators.

# EXHIBITOR HIGHLIGHTS



## QR CODES FOR COLLECTING LEADS

At the 2019 National ESEA Conference, over 11,000 contacts were shared with exhibitors, and we are continuing with the QR lead collection system for this year's event. 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 spaces purchased. Each 10' x 10' Exhibit Booth includes five staff badges. Each Premium Exhibit Room includes 10 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 hour before the hall opens to attendees on Wednesday and Thursday. 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.

# SPONSORSHIP OPPORTUNITIES

## EXTEND YOUR REACH

The following list of sponsorship packages are available (until sold out) for purchase from your account Dashboard.

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.

---

### **\$350 SPONSORED PUSH NOTIFICATION (8 AVAILABLE)**

Sponsor one of the daily push notifications that go out to all attendees during the Conference via the Conference App. Choose one from the list of pre-scheduled notifications and it will include your company logo with the text "This message has been brought to you by [YOUR COMPANY NAME]. To learn more, visit booth number [YOUR BOOTH NUMBER(S)]. [LINK TO WEBSITE OR EMAIL ADDRESS]". Purchase the Push Notification Sponsorship to select and reserve a specific notification - subject to availability.

---

### **\$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 31, 2019.

---

### **\$700 SPONSORED MARKETING EMAIL (5 AVAILABLE)**

Sponsor one of our regular Conference marketing emails that are sent to 10,000+ ESEA Network account holders in the weeks leading up to the Conference. Choose from several of pre-scheduled emails and we will include your company logo, booth number(s), and a short article of up to 1,000 characters you provide highlighting your company. An example marketing email is available on the Exhibitor Sponsorship webpage. Purchase the sponsorship to select and reserve a specific email - subject to availability. Artwork and article copy due dates vary.

---

### **\$1,000 TARGETED FEDERAL EDUCATION PROGRAMS AREA SPONSOR (11 AVAILABLE)**

Does your work focus on specific federal education programs? Reach attendees interested in your specific area of expertise by highlighting your company in the filtered sessions-by-program documents used by attendees to help in selecting relevant sessions. Choose one of the 11 federal program areas that most applies to your products or services to have your company logo, booth number(s), and a short company description included in the document. Spaces are available on a first come, first served basis and only one ad per program area. Please see the list of federal education program areas on page 1, and visit the Exhibitor Sponsorship page online to view an example document.

---

### **\$1,100 FULL PAGE AD IN THE CONFERENCE GUIDE (4 AVAILABLE)**

Sponsor the Conference with a full-page, full-color interior display ad in the Conference Guide, which is distributed to all attendees. The Guide includes fold-out convention center and Exhibit Hall maps, a session schedule overview, as well as general information on the Conference, local points of interest and other useful Conference information. Artwork must be received by December 1, 2019.

---

### **\$1,250 PROMOTIONAL SESSION VIDEO SPONSORSHIP (LIMITED AVAILABILITY - SUBJECT TO PROPOSAL SELECTION)**

Submit a proposal to host a 45-minute lecture style presentation or hands-on interactive workshop, and if your proposal is selected, purchase the Session Video Sponsorship to have your session recorded and posted on the ESEA Network Video On Demand service after the Conference as free content for all 10,000+ account holders. Please see the Promotional Proposal Submission Guide - available on the Exhibitor webpage - for full details. Proposals must be submitted by June 14th.

---

### **\$1,500 INSIDE BACK COVER AD IN THE CONFERENCE GUIDE (1 AVAILABLE)**

Reach your customers with the full page, full color ad on the inside back cover of our 8.5"x5.5" Conference Guide. Artwork must be received by December 1, 2019.



## 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 2020 National ESEA Conference under “Events & Subscriptions.”

Use the “Purchase a booth” button to select your exhibit spaces. 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 on or before December 31, 2019. 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 as soon as possible and identify staff names when they are available, but no later than January 24, 2020, 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 online Conference listing and Conference App. (Please note this description is separate from the company description listed on the Web Services Directory.) The deadline for inclusion is December 31, 2019.

## INSURANCE

NO COMPANY IS PERMITTED TO SET UP WITHOUT THE REQUIRED INSURANCE ON FILE BY FRIDAY JANUARY 3, 2020.

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):

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

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

**3. Geo L. Smith II Georgia World Congress Center Authority**  
285 Andrew Young International Blvd., NW  
Atlanta, GA 30313

**4. The State of Georgia (including the State Tort Claims Fund and other state established Liability Funds)**  
285 Andrew Young International Blvd., NW  
Atlanta, GA 30313

## HOW TO SUBMIT INSURANCE DOCUMENTATION:

- Go to your company Dashboard and select 2020 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, 2020” 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 ARE BOUND BY THE FOLLOWING TERMS AND CONDITIONS; PLEASE REVIEW THEM CAREFULLY.

### CONFERENCE CONDUCT

The National ESEA Conference is dedicated to providing an inclusive experience for all participants, regardless of race, religion, gender, gender identity and expression, sexual orientation, ability, physical appearance, age or other marginalized affiliation. While at the Conference, all participants are expected to behave with common courtesy and civility; conduct themselves in a businesslike, ethical and appropriate manner; and avoid engaging in or facilitating any discriminatory or harassing behavior.

### EXHIBIT SPACE ASSIGNMENT

Exhibiting companies select their own exhibit spaces on a first-come, first-served basis. Early selection is offered to prior year exhibitors who stayed until the official tear down time. 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 Exhibit Hall, and may 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 January 1, 2020 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. Telephone cancellations are not accepted.

### 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 is 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 - February

Changes to hotel reservations can only be accommodated through submission of the online hotel reservation adjustment form. A reduction in the number of nights of a hotel stay is a cancellation of each reduced night and refund policies apply to any paid reservations. Hotel reservations may be moved from one conference property to another at any time, subject to availability. A \$35 change fee will apply to all reservation move requests received more than seven (7) calendar days after payment.

### EXHIBITION SERVICES

Approved exclusive contractors are listed in the Exhibitor Kit with contact information and order forms. Authorized service providers must be contacted directly; 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. Additional badges are not available.

### EXHIBIT HALL MOVE IN

Move in operations may only occur during the established move in schedule on Tuesday, February 4, 2020 from 11:00 AM to 8:00 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.

### EXHIBIT HALL MOVE OUT

Any removal, tear down, or packing of items prior to the scheduled move out time on Thursday, February 6, 2020 at 3:30 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. Additionally, booth signage and furnishings may not exceed the height of the exhibit booth walls. Signs and banners may be rigged overhead only if an entire booth island has been purchased and prior written permission has been granted by Show Management.

### 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 these Terms and Conditions.

### FACILITIES

Exhibiting companies must comply with all rules and regulations prescribed by the Georgia World Congress 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 (February 4-6, 2020), 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;

1. National Association of ESEA State Program Administrators  
532 N. Franklin Street  
Fort Bragg, CA 95437  
(must include address)
2. Magnolia Hospitality Group, Inc. dba A+ Events  
532 N. Franklin Street  
Fort Bragg, CA 95437  
(must include address)
3. Geo L. Smith II Georgia World Congress Center Authority  
285 Andrew Young International Blvd., NW  
Atlanta, GA 30313  
(must include address)
4. The State of Georgia (including the State Tort Claims Fund and other state established Liability Funds)  
285 Andrew Young International Blvd., NW  
Atlanta, GA 30313  
(must include address)

must be uploaded to the exhibiting company's online conference record no later than January 3, 2020. 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 Exhibiting Company agrees to: (1) indemnify, defend and hold harmless Magnolia Hospitality Group Inc. dba A+ Events (Show Management), the Geo L. Smith II Georgia World Congress Center Authority (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.

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755  
 mail: 1531 Carroll Drive, NW Atlanta, GA 30318

### 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 above, please complete the Booth Package Opt-out form on the next page and submit it to [atlanta@shepardes.com](mailto:atlanta@shepardes.com)**

**For more information on Premium Exhibit spaces, furnishings and custom schedules, or to arrange a hanging sign rental, please contact ESEA show management at 800-256-6452**

### EXHIBIT SHOW SCHEDULE

<b>General Exhibitor Move-in:</b>	Tuesday, February 4, 2020	11:00 AM	to	8:00 PM	
<b>Exhibit Hours:</b>	Wednesday, February 5, 2020	9:00 AM	to	3:00 PM	
	Thursday, February 6, 2020	9:45 AM	to	3:15 PM	
<b>Exhibitor Move-out:</b>	Thursday, February 6, 2020	3:30 PM	to	9:00 PM	
<b>Freight Reroute Begins*</b>	Thursday, February 6, 2020	8:00 PM			*All outbound carriers must be checked in by this time

### SHIPPING ADDRESSES

See Material Handling Rate Form for all related fees.

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

National ESEA Conference

c/o Shepard Exposition Services

1790 Marietta Blvd

Atlanta, GA 30318

#### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

National ESEA Conference

Georgia World Congress Center

285 Andrew Young International Blvd NW

Atlanta, GA 30313

### IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Monday, January 6, 2020

Exhibitor appointed contractor notification deadline: Wednesday, January 8, 2020

First day for warehouse deliveries without a surcharge: Wednesday, January 8, 2020

Discount price deadline for standard Shepard orders: Wednesday, January 15, 2020

Last day for warehouse deliveries without a surcharge: Tuesday, January 28, 2020

Last day for warehouse deliveries\*: Friday, January 31, 2020

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

First day freight can arrive at show facility: Tuesday, February 4, 2020 at 8:00 AM

**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code:	G100870220
email	<a href="mailto:atlanta@shepardes.com">atlanta@shepardes.com</a>
phone	(404) 720-8600
fax	(404) 720-8755

## 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 = ESEA20

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


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

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

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service****(404) 720-8600**[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755  
 mail: 1531 Carroll Drive, NW Atlanta, GA 30318

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

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

Please complete the following information:

### EXHIBITING COMPANY INFORMATION

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

### CREDIT CARD INFORMATION

(Required for all forms of payment) 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) \_\_\_\_\_



Card Holder Signature

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

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

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Deadline** Wednesday, January 8, 2020

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

Event Code: G100870220  
 email: atlanta@shepardes.com  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### 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

Georgia World Congress Center - Atlanta, Georgia
February 5 - 6, 2020

Deadline Wednesday, January 8, 2020

Event Code: G100870220
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

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 signature line with red arrow pointing to the signature area and an 'X' mark.

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 have accepted these terms and conditions when any of the following conditions are met:

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

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

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

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizes 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. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

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

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

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

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

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

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

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

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

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

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

**Limits of Liability:** If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline**      **Wednesday, January 15, 2020**

Order with complete Payment Authorization and graphics must be received before

Discount Deadline date to receive discounted pricing.

Event Code:

G100870220

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

**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.**

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

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

**Order Deadline Monday, January 6, 2020**

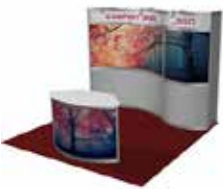
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: G100870220  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

### 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 Exhibits team member to get started!

#### The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,344.85	\$4,348.30
66471		The Eddie- 10' x 20'	\$5,446.80	\$7,080.85
66474		The Jonathon - 10' x 10'	\$2,333.45	\$3,033.50
66475		The Jonathon - 10' x 20'	\$4,084.50	\$5,309.85

#### The Jonathon



#### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,894.40	\$3,762.70
66478		The Pierce - 10' x 20'	\$5,495.65	\$7,144.35
66484		The Madison - 10' x 10'	\$3,509.95	\$4,562.95
66485		The Madison - 10' x 20'	\$4,159.90	\$5,407.85

#### The Madison



#### The Grant

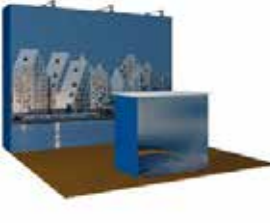


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,704.85	\$4,816.30
66487		The Grant- 10' x 20'	\$5,134.85	\$6,675.30
66492		The Harrison - 10' x 10'	\$3,405.95	\$4,427.75
66493		The Harrison - 10' x 20'	\$5,004.80	\$6,506.25

#### The Harrison



#### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,373.35	\$3,085.35
66468		The Hamilton- 10' x 20'	\$4,157.85	\$5,405.20
66473		The Lucy - 10' x 10'	\$2,144.95	\$2,788.45

#### 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 Exhibits Department with any questions at 404-720-8652.

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

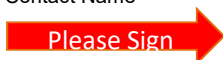
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

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

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

Contact Name

Contact Email Address



Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Order Deadline Monday, January 6, 2020**

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: G100870220  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

## 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

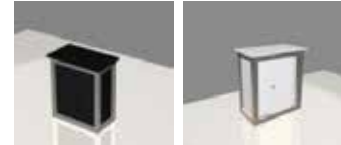
LC1 1Meter Wide



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	\$822.35	\$1,069.05		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$997.90	\$1,297.25		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$606.60	\$788.60	Silver Only	

### Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$845.65	\$1,099.35			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$1,834.45	\$2,384.80			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	\$1,066.80	\$1,386.85		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$621.80	\$808.35		380mm x 580mm

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

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

Contact Name

Contact Email Address



Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

### Order Deadline **Monday, January 6, 2020**

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

## 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	\$576.25	\$749.15			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$569.65	\$740.55	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$981.90	\$1,276.45	Silver Only	NA	674mm x 1682mm

### Showcases

Quarterview



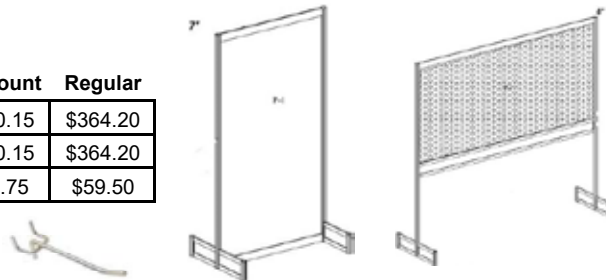
Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,109.50	\$1,442.35		
66272		Square	1' 9" L x 1' 9" D x 7" H	\$1,197.45	\$1,556.70		

### Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$280.15	\$364.20
50065		PerfV	4'x8' Pegboard panel	\$280.15	\$364.20
50104		6" Pegs	6" Pegs 1 dozen	\$45.75	\$59.50



PCS

### Charging Units

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,884.95	\$2,450.45	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.

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

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

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

Contact Name

Contact Email Address



Card Holder Signature

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

## National ESEA Conference

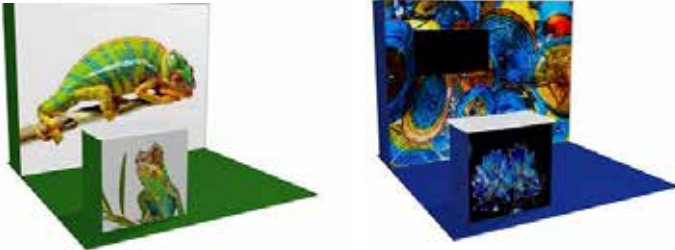
Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

**Order Deadline Monday, January 6, 2020**

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: G100870220  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,205.60	\$2,867.30
66558		FX2M1 10' w/Monitor	\$3,990.05	\$5,187.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,698.80	\$3,508.45
66562		FX2M1H 10' w/Monitor	\$4,483.30	\$5,828.30

Side panel colors are either white or black

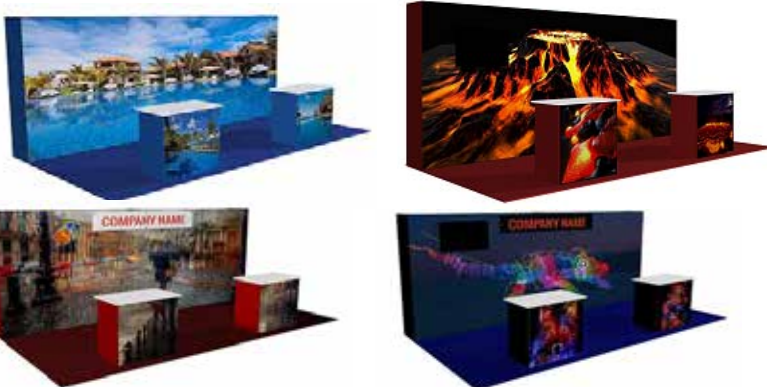
Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,823.05	\$4,969.95
66560		FX2M2 10' x 20' w/Monitor	\$5,607.55	\$7,289.80
66567		FX2H2 10' x 20'	\$4,264.20	\$5,543.45
66563		FX2M2H 20' w/Monitor	\$6,048.70	\$7,863.30

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

Monitor 66620

**\*\*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 a Exhibit Team member with any customization requests 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 Rental: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

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

**Please Sign** Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

**Order Deadline Monday, January 6, 2020**  
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

### 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	\$2,224.00	\$2,891.20	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,437.05	\$4,468.15	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,650.15	\$6,045.20	8992mm x 2436mm

**Carpet/Flooring, Furnishings, Power and Accessories not included.**

#### FX 12- 8'h x 20'



#### 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 an Exhibits team member 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: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

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



Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Monday, January 6, 2020**

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

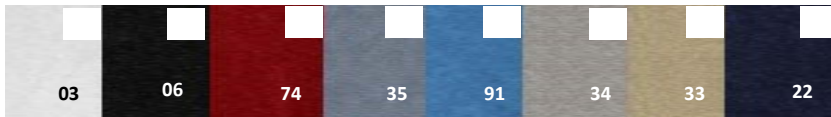
**Order must be received 30 days in advance of show move in. 100 sq ft minimum**

**Step One:** Choose the flooring to enhance your design

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

### Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004	<input type="text"/>	Premium Plush	\$9.30	<input type="text"/>

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

### Premium Vinyl Flooring



Maple (66) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) White Wash (65) Rosemary Stone (64)

Code	Sq Ft	Item	Per Sq Ft	Amount
46005	<input type="text"/>	Premium Vinyl	\$12.00	<input type="text"/>

Code	Sq Ft	Item	Per Sq Ft
50712	<input type="text"/>	Light Oak	Call for Quote!
50711	<input type="text"/>	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	<input type="text"/>	1/2" Padding for Vinyl	\$4.40	<input type="text"/>

### Elevated Hardwood



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

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

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

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_  
 \_\_\_\_\_  
 Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone: (404) 720-8600  
fax: (404) 720-8755

### Discount Deadline **Wednesday, January 15, 2020**

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

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

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



Code	Qty	Item	Discount	Regular	Amount
------	-----	------	----------	---------	--------

46001		Rental/sqft	\$6.70	\$8.70	
46003		Rental 1000+ sqft	\$5.85	\$7.60	
46002		Purchase sqft	\$16.50	\$21.45	

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	\$1.20	\$1.55	
50008		1" Padding	\$2.35	\$3.05	
50010		Visqueen	\$0.35	\$0.45	

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

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



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

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

Code	Qty	Item	Discount	Regular	Amount
------	-----	------	----------	---------	--------

50255		10' x 10'	\$235.15	\$305.70	
50256		10' x 20'	\$438.80	\$570.45	
50257		10' x 30'	\$654.45	\$850.80	
50258		10' x 40'	\$870.15	\$1,131.20	

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

Code	Qty	Item	Discount	Regular	Amount
------	-----	------	----------	---------	--------

50580		0 - 399 sq ft*	\$4.45	\$5.80	
50581		400 - 900 sq ft	\$4.05	\$5.25	
50582		900+ sq ft	\$3.75	\$4.90	

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

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.

8.900% 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



Card Holder Signature

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



## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

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

**Minimum 100 square foot order for all cleaning services.**

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

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

### Booth Vacuuming



#### Vacuum Once

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

#### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$0.80	\$1.05	
47056		400-900 sq.ft.	\$0.75	\$1.00	
47057		900+ sq. ft	\$0.65	\$0.85	

### 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	\$0.40	\$0.50	
47031		Daily Porter	\$0.85	\$1.10	

### Specialty Services



#### Mopping and Carpet Shampooing

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



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

Code	Hours	Service	ST	OT	Total
47043		One Time	\$111.15	\$166.73	
47044		Daily	\$111.15	\$166.73	

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



Card Holder Signature

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

**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email atlanta@shepardes.com  
phone (404) 720-8600  
fax (404) 720-8755

**Discount Deadline Wednesday, January 15, 2020**

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

**Abandoned Carpet / Floor coverings and Display Materials**

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

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

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

**Labor**

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$111.15	\$144.50
68067		OT Labor	\$166.73	\$216.75
68068		DT Labor	\$222.30	\$289.00

**Forklift**

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$248.70	\$323.25
35039		OT 5k Forklift	\$304.85	\$396.25
35067		DT 5k Forklift	\$360.95	\$469.25

**Dumpster Fee**

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$525.00	\$682.50

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

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

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

Total Disposal Fee: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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

# Tables

## UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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

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

# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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

Also Available Without Legs (#50237)



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



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



**6" Hooks for Peg Board**  
#50104  
Silver



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

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

# Display

## UPRIGHT, CROSSBAR, & DRAPERY



**8' High Upright with Base**  
#50088  
Crossbar rented separately



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



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



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



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



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



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

## SHELVING



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



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

## BARRIER



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

## OTHER



**Natural Feel Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087

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

# Showcase



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

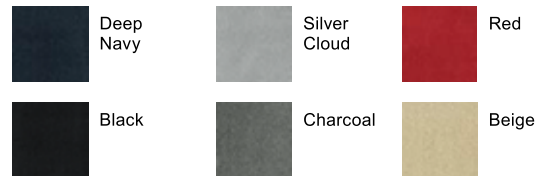
**6' Quarterview Showcase**  
#50070

# Flooring

## EXPO - 13oz



## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only



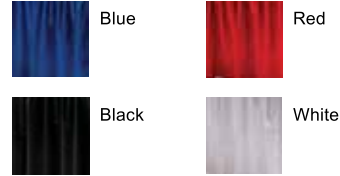
\*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

# Skirt Color Options

## SKIRT



## SPANDEX



# Drape Color Options



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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: atlanta@shepardes.com  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$131.10	\$170.45	
50046			6'L X 30"H 24"W Skirted Table	\$161.10	\$209.45	
50050			8'L X 30"H 24"W Skirted Table	\$204.30	\$265.60	
50043			4'L X 42"H 24"W Skirted Table	\$159.35	\$207.15	
50047			6'L x 42"H 24"W Skirted Table	\$204.05	\$265.25	
50051			8'L x 42"H 24"W Skirted Table	\$240.05	\$312.05	
50052			4th Side Skirt for 30" High Table	\$79.70	\$103.60	
50171			4th Side 42" Skirt for 42" High Table	\$79.70	\$103.60	
50700			6'L X 30"H 24"W Spandex Table Cover	\$239.00	\$310.70	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$93.40	\$121.40	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$111.45	\$144.90	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$131.40	\$170.80	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$105.20	\$136.75	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$131.40	\$170.80	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$146.65	\$190.65	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$235.40	\$306.00	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$220.10	\$286.15	
50030		na	Round Side Table 24" W X 18" H	\$110.80	\$144.05	
50031		na	Square Side Table 24" W X 18" H	\$110.80	\$144.05	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$287.95	\$374.35	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$300.20	\$390.25	

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

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

### Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$85.20	\$110.75	
50021		na	Arm Chair Grey Fabric	\$116.15	\$151.00	
50024		na	Stool w/back Grey Fabric	\$141.50	\$183.95	
51086		na	Director's Chair Black Fabric	\$87.90	\$114.25	
51090		na	Director's Stool Black Fabric	\$157.30	\$204.50	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$157.30	\$223.00	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$140.90	\$183.15	

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

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

Contact Name

Contact Email Address



Card Holder Signature

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





**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
email: atlanta@shepardes.com  
phone: (404) 720-8600  
fax: (404) 720-8755

**Specialty & Display**

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$19.00	\$19.00	
50094		na	Floor Easel, Chrome	\$47.15	\$61.30	
50245		na	Literature Rack Silver, Glass	\$174.00	\$226.20	
50175		na	Bag Rack, Chrome	\$230.40	\$299.50	
50092		na	Coat Rack, Chrome	\$81.80	\$106.35	
50093		na	Garment Rack, Chrome	\$230.40	\$299.50	
50427		na	Tensabarrier, Per Stem, Black	\$97.20	\$126.35	
50095		na	Sign Holder, 22x28 Chrome	\$107.35	\$139.55	
50185		na	Drawing Bowl, Clear	\$43.25	\$56.25	
50296		na	4' x 12" Display Riser White and Black	\$97.35	\$126.55	
50297		na	6' x 12" Display Riser White and Black	\$121.10	\$157.45	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$367.50	\$477.75	
50067		na	4' Full View Showcase, White	\$868.35	\$1,128.85	
50068		na	6' Full View Showcase, White	\$957.70	\$1,245.00	
50069		na	4' Quarter View Showcase, White	\$868.35	\$1,128.85	
50070		na	6' Quarter View Showcase, White	\$957.70	\$1,245.00	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$281.20	\$365.55	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$281.20	\$365.55	
50236		na	Grids 2'x8' w/legs, each	\$207.70	\$270.00	
50237		na	Grid 2'x8' w/o legs, each	\$155.55	\$202.20	
50242		na	7-Ball Waterfall for Grids	\$14.30	\$18.60	
50104		na	6" Hooks (12) for Peg Boards	\$45.75	\$59.50	

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

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$22.05	\$28.65	
50074			3' High on a cross bar, per linear foot	\$16.35	\$21.25	
50088		na	8' Upright w/base	\$30.45	\$39.60	
52065		na	3' Upright w/base	\$30.45	\$39.60	
50349		na	6'-10' Crossbar	\$20.25	\$26.35	
50348		na	7'-12' Crossbar	\$20.25	\$26.35	
50058			Sateen, per linear foot	\$18.00	\$23.40	

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

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.

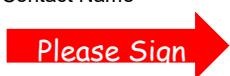
Rental items found and in use in your booth are subject to "Regular" pricing.

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

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

Contact Name

Contact Email Address



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

TRADE SHOW FURNISHINGS 2019

# Product Guide



**FEATURING:**

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

**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  
DETAIL

## Powered Seating

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

# 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)

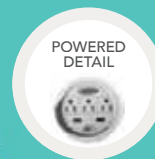
# Powered Banquettes.

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

# Powered Pedestals

 Denotes AC and USB charging outlets



A. | B. 



C. | D. 



E. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal

**A) PDL36W** (white)

24" L 24" D 36" H

**B) PDL42W** (white)

24" L 24" D 42" H

**C) PDL36B** (black)

24" L 24" D 36" H

**D) PDL42B** (black)

24" L 24" D 42" H

## Wireless Charging Table, Powered


**E) CUBPOW**

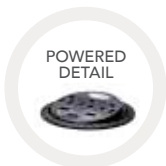
(white, AC plug-In)

20" L 20" D 18" H

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

# Powered Tech Desk

 Denotes AC and USB charging outlets



POWERED  
DETAIL



B. 



A. 



C.

## A) TECH3B Tech Desk, Powered w/3 Drawer 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

# 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 



## 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



## 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



## 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) NPLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)



# Munich Collection

Modular Seating to Design Custom Exhibits

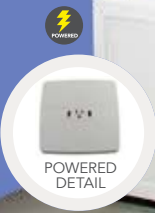
Denotes Powered Products



**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



A.



B.

## 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)

A.



B.



C.



D.



E.



# Styles & Shapes



A.



B.



C.

**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.



E.



F.

**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.



H.



I.

**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



J.

K.



**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) WH12 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)

**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

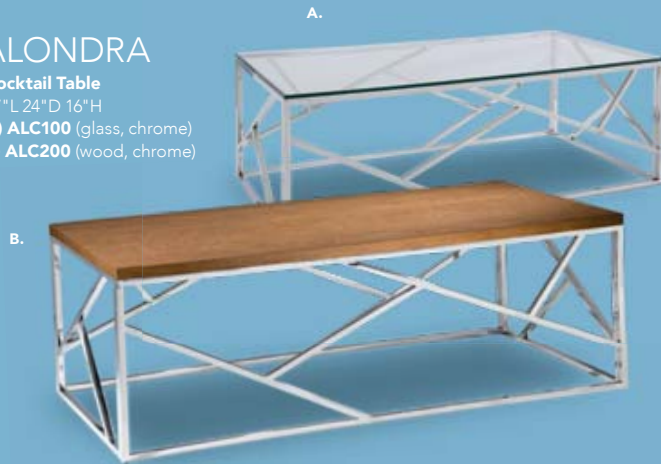
## ALONDRA

### 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

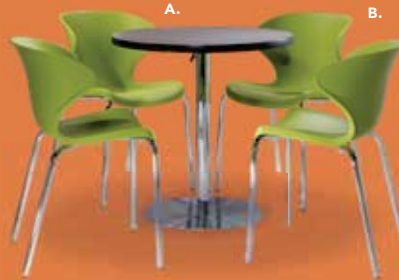
**Wireless Charging Table, Powered**  
S) CUBPOW  
(white, AC plug-In)  
20"L 20"D 18"H

# 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

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



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

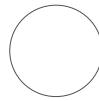


# Customize and Create

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



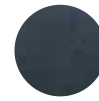
MAPLE



WHITE LAMINATE



SILVER TEXTURED



GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A.



B. | I.



C. | J.



D. | H.



E.



F.



G.



K. | Q.



L. | R.



M.



N.



O.



P.

## Café Tables

Standard Black Base  
30" RND 29"H

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

36" RND 29"H

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

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

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

36" RND 29"H

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

# 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

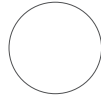
**F) LMBAR**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H

# 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.

## 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



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

O.



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

P.



Q.



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

R.





# 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.



J.



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

E.



F.



K. | L.



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

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

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.



## Mix & Match

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

# 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.




### 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

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

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. 



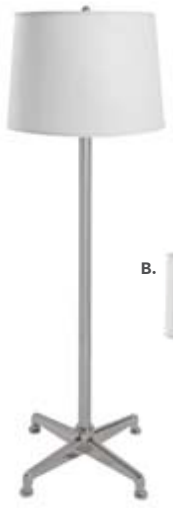
C.



**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

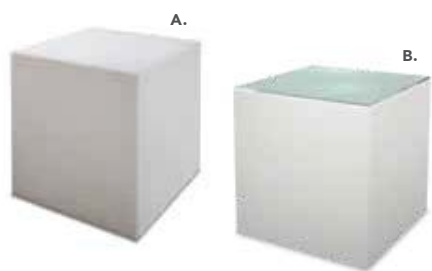
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**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





# Cocktail and Occasional Tables

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$337.25	\$438.45	
	ALC100-Alondra, Glass/Chrome	\$406.55	\$528.50	
	ALC200-Alondra, Wood/Chrome	\$406.55	\$528.50	
	C1FWB-Geo, Wood/Black	\$355.75	\$462.50	
	C1C-Geo Rect., Glass/Chrome	\$304.90	\$396.35	
	COLI - Oliver Cocktail Table	\$291.05	\$378.35	
	C1W-Sydney, White	\$341.90	\$444.45	
	C1WP-Sydney White, <b>Powered!</b>	\$434.30	\$564.60	
	C1Y-Sydney, Black	\$341.90	\$444.45	
	C1YP-Sydney Black, <b>Powered!</b>	\$434.30	\$564.60	
	REGBEN-Regis Bench Table	\$348.80	\$453.45	
	SYDBEC-Sydney Cocktail Table	\$346.50	\$450.45	
	SYDWDC-Sydney Cocktail Table	\$315.00	\$409.50	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$321.10	\$417.45	
	ALE100-Alondra, Glass/Chrome	\$293.35	\$381.35	
	ALE200-Alondra, Wood/Chrome	\$293.35	\$381.35	
	E1FWB-Geo, Wood/Black	\$309.55	\$402.40	
	E1C-Geo, Glass/Chrome	\$300.30	\$390.40	
	EOLI-Oliver End Table	\$258.70	\$336.30	
	E1W-Sydney, White	\$309.55	\$402.40	
	E1Y-Sydney, Black	\$309.55	\$402.40	
	CUBTBL-Edge LED Cube	\$240.25	\$312.35	
	AURA End Table	\$175.55	\$228.20	
	ETBL-E Table, Wood	\$217.15	\$282.30	
	TMBTBL Timber Table, Wood	\$207.90	\$270.25	
	REGOTT-Regis End Table	\$256.40	\$333.30	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$522.90	\$679.75	
	SYDBEE - Sydney End Table	\$304.50	\$395.85	
	SYDWDE-Sydney End Table	\$304.50	\$395.85	

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.

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

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

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

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

Contact Name

Contact Email Address



Card Holder Signature

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

**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

 Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

**Styles and Shapes**

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$318.80	\$414.45	
	END02W-Square, White Leather	\$318.80	\$414.45	
	END01B-Curved, Black Leather	\$508.20	\$660.65	
	END01W-Curved, White Leather	\$508.20	\$660.65	
	SAL Sally Stool	\$110.90	\$144.15	
	CUBL20-Edge Lighted Cube	\$240.25	\$312.35	
	WHT12-Half Bench, White Vinyl	\$457.40	\$594.60	
	BNQ7-Quarter Curve, White Vinyl	\$598.30	\$777.80	
	BNQR17-Ottoman Ring, White Vinyl	\$2,143.70	\$2,786.80	
	REGBEN Regis Bench, Brushed Metal	\$348.80	\$453.45	

**Beverly Bench**

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$489.70	\$636.60	
	BVLYBN Bev Bench Brown Fabric	\$489.70	\$636.60	
	BVLYGR Bev Bench Grey Fabric	\$489.70	\$636.60	
	BVLYLN Bev Bench Linen Fabric	\$489.70	\$636.60	
	BVLYOB Bev Bench Ocean Fabric	\$489.70	\$636.60	
	BVLYRD Bev Bench Red Fabric	\$489.70	\$636.60	
	BVLYWH Bev Bench White Vinyl	\$489.70	\$636.60	

**Marche Swivel**

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$226.40	\$294.30	
	MAR002-Marche Swivel, Grey	\$226.40	\$294.30	
	MAR003-Marche Swivel, Linen	\$226.40	\$294.30	
	MAR008-Marche Swivel, Mdw Grn	\$226.40	\$294.30	
	MAR009, Marche Swivel, Pear	\$226.40	\$294.30	
	MAR007-Marche Swivel, Plum	\$226.40	\$294.30	
	MAR004-Marche Swivel, Raspberry	\$226.40	\$294.30	
	MAR005-Marche Swivel, Red	\$226.40	\$294.30	
	MAR006-Marche Swivel, Rose Qtz	\$226.40	\$294.30	
	MAR001-Marche Swivel, White	\$226.40	\$294.30	

**Vibes**

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$170.95	\$222.25	
	VIB02-Vibe Cube, Blue	\$170.95	\$222.25	
	VIB03-Vibe Cube, Pink	\$170.95	\$222.25	
	VIB04-Vibe Cube, Red	\$170.95	\$222.25	
	VIB05-Vibe Cube, Yellow	\$170.95	\$222.25	
	VIB06-Vibe Cube, Gold/Bronze	\$170.95	\$222.25	
	VIB07-Vibe Cube, Champagne	\$170.95	\$222.25	
	VIB08-Vibe Cube, Orange	\$170.95	\$222.25	
	VIB09-Vibe Cube, White Wtrproof	\$170.95	\$222.25	
	VIB10-Vibe Cube, Black Wtrproof	\$170.95	\$222.25	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$170.95	\$222.25	
	VIB12 Vibe Cube, Silver Vinyl	\$170.95	\$222.25	
	Vibe13-Vibe Cube, Purple Vinyl	\$170.95	\$222.25	

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

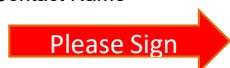
Rental items found and in use in your booth are subject to "Regular" pricing.

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

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

Contact Name

Contact Email Address



Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,256.85	\$2,933.90	
	SFA002- Allegro Sofa	\$850.10	\$1,105.15	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,016.40	\$1,321.30	
	SO2-3pc. South Beach, P. Suede	\$1,938.10	\$2,519.55	
	TANSOF-Tangiers Sofa, Beige	\$806.20	\$1,048.05	
	KEYSOF-Key Largo Sofa	\$575.20	\$747.75	
	FAIRSW-Fairfax Sofa	\$579.80	\$753.75	
	S01- South Beach Sofa, P.Suede	\$806.20	\$1,048.05	
	BSFWHT-Baja Sofa	\$1,029.00	\$1,337.70	

### Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$434.30	\$564.60	
	OCB-Key West Tub, Black	\$482.80	\$627.65	
	BCW-Madrid Chair, White	\$907.85	\$1,180.20	
	LABREA-La Brea Swivel Chair	\$498.95	\$648.65	
	HOPCH-Hopi Chair, Grey Linen	\$291.05	\$378.35	
	MNCHCC Munich Corner Chair	\$686.05	\$891.85	
	MNCHCH Munich Armless Chair	\$565.95	\$735.75	
	OCH Madrid Chair, Black	\$907.85	\$1,180.20	
	WENCHA-Wentworth Chair	\$399.00	\$518.70	

### LoveSeats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$445.85	\$579.60	
	HOPLV-Hopi Loveseat, Grey Linen	\$452.75	\$588.60	
	TANLOV Tangiers Loveseat	\$840.85	\$1,093.10	
	BLVWHT Baja Loveseat White Vinyl	\$967.90	\$1,258.25	
	MNCHLV- Munich Armless Loveseat	\$1,004.85	\$1,306.30	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$854.70	\$1,111.10	

### Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$332.65	\$432.45	
	OCMWHM-Meeting Chair, White	\$304.90	\$396.35	
	OCMESP-Meeting Chair, Espresso	\$337.25	\$438.45	

### Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$660.65	\$858.85	
	NPLCHR-Naples Chair, Black Vinyl	\$709.15	\$921.90	
	TANCHR-Tangiers Chair, Beige	\$524.35	\$681.65	
	CHR002-Allegro Chair	\$596.00	\$774.80	
	KEYCHR-Key Largo Chair	\$381.15	\$495.50	
	FAIRCW-Fairfax Chair	\$418.10	\$543.55	

### Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- <b>Powered!</b>	\$2,788.15	\$3,624.60	
	BNQR17-Ottoman Ring, White Vinyl	\$2,143.70	\$2,786.80	
	BNQ7-Quarter Curve, White Vinyl	\$598.30	\$777.80	
	BNQTL7- Center Cone, White Vinyl	\$880.10	\$1,144.15	
	WHT12-Half Bench, White Vinyl	\$457.40	\$594.60	
	OTS-South Beach Wedge	\$385.75	\$501.50	

### Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$769.25	\$1,000.05	
	SFAPWR-Roma Sofa, powered	\$1,238.15	\$1,609.60	
	NPLCHP-Naples Chair, powered	\$769.25	\$1,000.05	
	NPLSOP-Naples Sofa, powered	\$1,238.15	\$1,609.60	
	NPLLOP-Naples Loveseat, powered	\$1,064.90	\$1,384.35	

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.

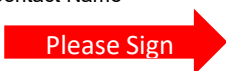
Rental items found and in use in your booth are subject to "Regular" pricing.

Total Soft Seating: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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



# Conference Tables and Group Seating

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: atlanta@shepardes.com  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Conference Tables

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$547.45	\$711.70			Duet-Black, Chrome	\$78.55	\$102.10	
	CE1-Geo Table, Sq. Chrome	\$385.75	\$501.50			RSTDIN-Rustique w/ arms, Gunmetal	\$159.40	\$207.20	
	CF1-Geo Table, Sq. Black	\$385.75	\$501.50			CS8-Berlin Chair, Black	\$154.75	\$201.20	
	CE2-Geo Table, Chrome	\$547.45	\$711.70			XCHR-Christopher Chr, White Vinyl	\$127.05	\$165.15	
	CB2-6' Graphite Table	\$575.20	\$747.75			SC10 Razor Chair	\$94.70	\$123.10	
	CB3-8' Graphite Table	\$676.85	\$879.90			SC3-Brewer Chair, Onyx	\$212.50	\$276.25	
	CB1-42" Round, Graphite Nebula	\$466.60	\$606.60			XC6-Altura Guest Chair	\$374.20	\$486.45	
	C508GR-8', Granite	\$676.85	\$879.90			LMCHR-Laguna Chair, Maple/Chrome	\$180.20	\$234.25	
	CT10GR-10', Granite	\$1,016.40	\$1,321.30			MALGRY-Malba Chair, Grey	\$138.60	\$180.20	
	CT06GR-6', Granite	\$575.20	\$747.75			MALGRN-Malba Chair, Green	\$138.60	\$180.20	
	PWRUSB-Powered Table Module	\$92.40	\$120.10			CS4-Syntax Chair, Black/Chrome	\$251.80	\$327.35	
	CB8-42" Round Madison, Grey	\$210.20	\$273.25			ZENCHR-Zenith Chair-White/Chrome	\$203.30	\$264.30	
	MADC10-10' Madison, Grey	\$1,166.55	\$1,516.50			BLDCRD-Blade Chair	\$81.90	\$106.45	
	MADC05-5' Madison, Grey	\$584.45	\$759.80			BLDCSB-Blade Chair	\$81.90	\$106.45	
	MADC08-8' Madison, Grey	\$1,166.55	\$1,516.50			LUCHCL-Lucent Chair	\$220.50	\$286.65	
	CONF42-42" Round, White lam	\$466.60	\$606.60			MARCBE-Marina Chair, Ocn Blue	\$178.50	\$232.05	
	36ATO Atomic 36" Round, Glass	\$385.75	\$501.50			MARCBK-Marina Chair, Black Vnyl	\$178.50	\$232.05	
	42ATO Atomic 42" Round, Glass	\$385.75	\$501.50			MARCBR-Marina Chair, Brown	\$178.50	\$232.05	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$450.45	\$585.60	
	PROEXB-Executive Chair High Back	\$450.45	\$585.60	
	PROGB-Guest Executive Chair	\$316.45	\$411.40	
	PROMDB-Exec Mid-Back, Black	\$295.70	\$384.40	
	PROMID-Executive Chair Mid Back	\$286.45	\$372.40	

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# \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Café Tables

Café Tables- Black Base

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$272.60	\$354.40			30MTHC-Maple Top, Chrome	\$365.00	\$474.50	
	ZTP-36" Maple Top/Black Base	\$298.00	\$387.40			30GRHC-Graphite Nebula, Chrome	\$365.00	\$474.50	
	ZTJ-30" Graphite Top/Black Base	\$272.60	\$354.40			30STHC-Silver Textured, Chrome	\$365.00	\$474.50	
	ZTN-36" Graphite Top/Black Base	\$298.00	\$387.40			30BRHC-Brushed Red Top, Chrome	\$365.00	\$474.50	
	ZTG-30" Silver Textured Top	\$272.60	\$354.40			30MAHC-Grey Top, Chrome	\$365.00	\$474.50	
	ZTQ-36" White Laminate Top	\$298.00	\$387.40			30WHHC-White Laminate	\$395.00	\$513.50	
	ZTB-30" Red Top/Black Base	\$272.60	\$354.40			30BEHC-Blue Top, Chrome	\$367.50	\$477.75	
	ZTA-30" Grey Top/Black Base	\$281.80	\$366.35			30WDHC-Wood Top, Chrome	\$367.50	\$477.75	
	30WH29 -30" White Laminate	\$288.75	\$375.40			Café Tables - Chrome Base 36", Hydraulic			
	30BEBC-30" Blue Top/Black Base	\$273.00	\$354.90			36MTHC-Maple Top, Chrome	\$397.30	\$516.50	
	30WDBC-30" Wood Top/Black Bas	\$273.00	\$354.90			36GRHC-Graphite Nebula, Chrome	\$397.30	\$516.50	
						36WTHC-White Top, Chrome	\$397.30	\$516.50	

### G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$619.50	\$805.35	
	VNTCMN-Maple Top, Silver Frame	\$619.50	\$805.35	
	VNTCWN-White Top, Silver Frame	\$619.50	\$805.35	
	VNTCMW-Maple, w/ Grmt	\$619.50	\$805.35	
	VNTCWW-White, w/ Grmt	\$619.50	\$805.35	
	VNTCBK-Black Top- <b>Powered!</b>	\$703.50	\$914.55	
	VNTCWH-White Top- <b>Powered!</b>	\$703.50	\$914.55	

42" High Tables

	VNTBNP Communal Table Black Top	\$806.20	\$1,048.05	
	VNTMNP Communal Table Maple Top	\$806.20	\$1,048.05	
	VNTWNP Communal Table White Top	\$806.20	\$1,048.05	
	VNTBMW Comm Table Maple Top w/ Grom	\$806.20	\$1,048.05	
	VNTBWW Comm Table White w/ Grom	\$806.20	\$1,048.05	

### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$951.70	\$1,237.20	
	VNTWHT Communal Table White Top	\$951.70	\$1,237.20	

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 Cafe: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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



# Bar Tables, Barstools, Bars

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline Wednesday, January 15, 2020**

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

Event Code: G100870220  
 email: atlanta@shepardes.com  
 phone: (404) 720-8600  
 fax: (404) 720-8755

### Bar Tables - All Black Base

### Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$300.30	\$390.40			BST-Banana, White/Chrome	\$302.60	\$393.40	
	VTP-36" Maple Top/Black Base	\$321.10	\$417.45			BSS-Banana, Black/Chrome	\$302.60	\$393.40	
	VTJ-30" Graphite Top/Black Base	\$300.30	\$390.40			BS001-Shark, Swivel White	\$385.75	\$501.50	
	VTN-36" Graphite Top/Black Base	\$321.10	\$417.45			BS002-Zoey, Swivel White	\$353.45	\$459.50	
	VTG-30" Silver Textured Top	\$300.30	\$390.40			BS003-Zoey, Swivel Black	\$353.45	\$459.50	
	VTW-36" White Laminate Top	\$321.10	\$417.45			RSTSTL-Rustique Barstool, Gunmetal	\$175.55	\$228.20	
	VTB-30" Red Top/Black Base	\$300.30	\$390.40			APS08-Apex Black Vinyl	\$272.60	\$354.40	
	30WH42 30" White Laminate,	\$316.45	\$411.40			APS59-Apex Red Vinyl	\$272.60	\$354.40	
	VTA-30" Grey Top/Black Base	\$300.30	\$390.40			APS75-Apex White Vinyl	\$272.60	\$354.40	
	RSTSQT Rustique Square Metal Bar Table	\$332.65	\$432.45			APS12-Apex Blue Ultra Suede	\$272.60	\$354.40	
	30BEBB-Blue Top/Black Base	\$304.50	\$395.85			XBAR-Christopher White Vinyl	\$219.45	\$285.30	
	30WDBB-Wood Top/Black Base	\$304.50	\$395.85			LMBAR-Laguna, Maple/Chrome	\$226.40	\$294.30	

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

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$365.00	\$474.50			BSR-Syntax, Black/Chrome	\$274.90	\$357.35	
	30MTHB-Maple Top, Chrome	\$365.00	\$474.50			ZENBAR-Zenith, White/Chrome	\$203.30	\$264.30	
	30STHB-Silver Texture, Chrome	\$365.00	\$474.50			BSC-Oslo, White	\$318.80	\$414.45	
	30BRHB-Brushed Red, Chrome	\$365.00	\$474.50			ROLLBL-Lift Barstool, Black Vinyl	\$256.40	\$333.30	
	30WHHB White Laminate, Chrome	\$395.00	\$513.50			ROLLGY-Lift Barstool, Grey Vinyl	\$256.40	\$333.30	
	30MAHB-Grey Top, Chrome	\$365.00	\$474.50			ROLLRD-Lift Barstool, Red Vinyl	\$256.40	\$333.30	
	30BEHB-Blue Top, Chrome	\$367.50	\$477.75			ROLLWH-Lift Barstool, White Vinyl	\$256.40	\$333.30	
	30WDHB-Wood Top, Chrome	\$367.50	\$477.75			BLDBRD-Blade, Red	\$157.50	\$204.75	
						BLDBSB-Blade, Sky Blue	\$157.50	\$204.75	
						LUBSCL- Frosted, Acrylic	\$315.00	\$409.50	

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

### Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$397.30	\$516.50			MTBLPI-Midtown Bar, Lighted	\$1,795.50	\$2,334.15	
	36MTHB, Maple Top, Chrome	\$397.30	\$516.50			MTBUUL-Midtown Bar, unlighted	\$1,680.00	\$2,184.00	
	36WTHB-White Top, Chrome	\$397.30	\$516.50			MTCLPI- Midtown Counter, Lighted	\$1,795.50	\$2,334.15	
						MTCPUL- Midtown Counter, Unlighted	\$1,690.50	\$2,197.65	

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 Bar: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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



National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Discount Deadline Wednesday, January 15, 2020

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

Event Code: G100870220
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Desks, Credenzas, Files, Bookcases

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include CR8-Madison Credenza, JD8-Madison Executive Desk, BC8-Madison Bookcase, TECH3B-Tech Desk w/drawers-Powered!, TECH-Tech Desk-Powered, and TECH3-3-drawer File Cabinet w/Castor.

Work & Multi-Use Tables

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include MERLIN-Multi Use Table and WD3-Work Table.

Product Display- Shelving

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Row includes PSHCCS-Posh Shelving.

Product Display- Pedestals

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include PDL36B-Ped, Locking-Powered!, PDL42B-Ped, Locking-Powered!, PDL36W-Ped, Locking-Powered!, and PDL42W-Ped, Locking-Powered!.

Lamps

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include LA15-Mason Silver Floor Lamp and LA14-Mason Silver Table Lamp.

Hedge Walls

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include HDG4FT-Boxwood Hedge, 4ft and HDG7FT-Boxwood Hedge, 7ft.

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 Exec Accessories: \$
8.900% Tax\*: \$
Amount Due: \$

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

Contact Name

Contact Email Address



Card Holder Signature

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

**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone: (404) 720-8600  
fax: (404) 720-8755

**Discount Deadline Monday, January 6, 2020**

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

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

**Foam Core Signs, Single sided**

**Vinyl Banners with Digital Printing**

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$175.90	\$228.65			70065	Grommets, per sq. ft. - Vertical	\$22.30	\$29.00	
	70010	Horz., 22" x 28"	\$175.90	\$228.65			70071	Grommets, per sq. ft. - Horizontal	\$22.30	\$29.00	
	70011	Vertical, 28" x 44"	\$267.90	\$348.25			70066	Pockets, per sq. ft. - Vertical	\$24.00	\$31.20	
	70012	Horz., 28" x 44"	\$267.90	\$348.25			70072	Pockets, per sq. ft. - Horizontal	\$24.00	\$31.20	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$542.20	\$704.85							
	70138	39"x84" Meterboard, Ultraboard	\$315.00	\$409.50							

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.

**Accessories**

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$47.75	\$62.10	
	70021	Velcro, per ft, min. 5 ft.	\$3.10	\$4.05	
	70004	7" x 44" ID Sign	\$52.60	\$68.40	
	50094	Floor Easel	\$47.15	\$61.30	
	50095	22x28 Sign Holder	\$107.35	\$139.55	
	50508	Cardboard Meterboard base, blk	\$21.00	\$27.30	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$187.10	\$243.25	

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 once ordered.

Total Graphics: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_  
BOOTH: \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature

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



**National ESEA Conference**

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Upload Deadline Monday, January 6, 2020**

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

Event Code:	G100870220
email	<a href="mailto:atlanta@shepardes.com">atlanta@shepardes.com</a>
phone	(404) 720-8600
fax	(404) 720-8755

**All graphic files for ordered products should be uploaded to our FTP site.****Address:** [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/02\\_National%20ESEA%20Conference/Exhibitor%20Uploads](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/02_National%20ESEA%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: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

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

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone: (404) 720-8600

### 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	Special Considerations
Adobe Acrobat	.pdf	Create using a high-quality output.*
Adobe Illustrator	.ai, .eps	Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.
Adobe InDesign	.indd, .idml	Fonts changed to outlines** or a packaged file.
Adobe Photoshop	.tiff, .psd, .eps	Raster artwork. File should be in CMYK color space.

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

### FONTS

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

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

### ARTWORK GUIDELINES

#### Document Size & Specs

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

### COLOR

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

### ARTWORK FILE TYPES & RESOLUTION

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

#### Vector

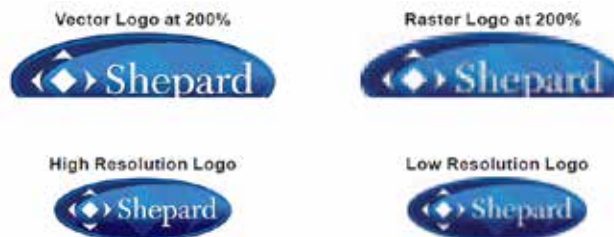
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

#### Raster

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

#### Resolution

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



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

**LABOR**

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

**EXHIBIT LABOR JURISDICTION**

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

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

**MATERIAL/FREIGHT HANDLING JURISDICTION**

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

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

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

**GRATUITIES /BREAKS**

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

**IN GENERAL**

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

**SAFETY**

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



# SHEPARD BLUE Supervised Labor

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: atlanta@shepardes.com  
phone: (404) 720-8600  
fax: (404) 720-8755

### Discount Deadline Wednesday, January 15, 2020

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

#### Labor Hours

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

Shepard Blue Supervised Install Labor			
Code	Discount	Regular	Estimate
68066 ST	\$111.15	\$144.50	
68067 OT	\$166.73	\$216.75	
68068 DT	\$222.30	\$289.00	

Shepard Blue Supervised Dismantle Labor			
Code	Discount	Regular	Estimate
68070 ST	\$111.15	\$144.50	
68071 OT	\$166.73	\$216.75	
68072 DT	\$222.30	\$289.00	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

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

#### Step One:

Choose Your Service

- Installation
- Dismantling
- Both

#### Step Two:

How Many People?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Three:

How Many Hours?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Four:

When Should the Build be Complete?

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

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

**Inbound Freight**  Advance Warehouse  Direct to Show site

Carrier Name \_\_\_\_\_ Tracking or Pro # \_\_\_\_\_  
Estimated Arrival Date \_\_\_\_\_ # of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

#### Set Up Information:

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

Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_

#### Drawings/Photos/Instructions:

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

#### Graphics:

- With Exhibit
- Shipped Separately

#### Electrical Placement

(exhibitor is responsible to order)

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

#### Other Services

Ordered:

- Overhead Rigging
- Cleaning
- AV

#### Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

#### Outbound Shipping:

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

#### Method:

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

Phone # \_\_\_\_\_

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

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

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

\*Allow time for empty return when scheduling your pick up

If Your Carrier doesn't show?  Reroute with SLS  
 Send to advance 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 and half increments thereafter.

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

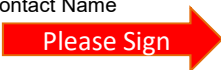
Company Name: \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature

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



# Exhibitor Supervised Labor

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code: G100870220

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

phone (404) 720-8600

fax (404) 720-8755

### Discount Deadline **Wednesday, January 15, 2020**

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

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

### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$85.50	\$111.15	
68061	OT	\$128.25	\$166.75	
68062	DT	\$171.00	\$222.30	

### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$85.50	\$111.15	
68064	OT	\$128.25	\$166.75	
68065	DT	\$171.00	\$222.30	

#### Step One:

Choose your service

- Installation
- Dismantling
- Both

#### Step Two:

How many people?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Three:

How many hours?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Four:

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
- Lifts
- Special Tools: \_\_\_\_\_

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

#### Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

Name \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Labor Estimate \$ \_\_\_\_\_

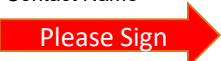
NA Tax\*: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature

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



# 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

Georgia World Congress Center - Atlanta, Georgia
February 5 - 6, 2020

Event Code: G100870220
email: logistics@shepardes.com
phone: (888) 568-8858
fax: (404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

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

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

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Tuesday, February 4, 2020

Step 5: Tell us What we are shipping:

Table with columns: Qty, L, W, H, Weight. Rows include Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total.

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

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

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

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.





## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

**Discount Deadline**    **Wednesday, January 15, 2020**

Event Code:	G100870220
email	<a href="mailto:atlanta@shepardes.com">atlanta@shepardes.com</a>
phone	(404) 720-8600
fax	(404) 720-8755

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

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

### Exhibitor Move Out

Thursday, February 6, 2020    3:30 PM    to    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    Thursday, February 6, 2020    8:00 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    Thursday, February 6, 2020    8:00 PM

### Post Show Paperwork & Labels

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

Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

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

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

### Pick Up Address

Georgia World Congress Center  
285 Andrew Young International Blvd NW  
Atlanta, GA 30313

---

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.



# Outbound Material Handling Authorization and Shipping Labels

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

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

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

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

### Step 1: Complete Exhibiting Company Information:

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

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

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

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

Company \_\_\_\_\_

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

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

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

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

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

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

### Step 5: How many Labels do you need? \_\_\_\_\_

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

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

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

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

### Step 7: What type of Service do you need? (how fast does it need to get there?) \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Exped. Ground (3-5 days) \_\_\_\_\_ Overnight

### Step 8: If your carrier doesn't show up, what do we do with your items? \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics) \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

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

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

R  
U  
S  
H



**ADVANCE WAREHOUSE**

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

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**  
**Atlanta, GA 30318**

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

For: \_\_\_\_\_  
**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
**January 8, 2020**

Last day freight can arrive w/o a surcharge:  
**January 28, 2020**

R  
U  
S  
H



**ADVANCE WAREHOUSE**

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

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**  
**Atlanta, GA 30318**

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

For: \_\_\_\_\_  
**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
**January 8, 2020**

Last day freight can arrive w/o a surcharge:  
**January 28, 2020**

R  
U  
S  
H



**ADVANCE WAREHOUSE**

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

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**  
**Atlanta, GA 30318**

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

For: \_\_\_\_\_  
**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
**January 8, 2020**

Last day freight can arrive w/o a surcharge:  
**January 28, 2020**

R  
U  
S  
H



**ADVANCE WAREHOUSE**

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

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**  
**Atlanta, GA 30318**


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

For: \_\_\_\_\_  
**National ESEA Conference**

First day freight can arrive w/o a surcharge:  
**January 8, 2020**

Last day freight can arrive w/o a surcharge:  
**January 28, 2020**

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

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Georgia World Congress Center 285 Andrew Young International Blvd NW Atlanta, GA 30313
	For: National ESEA Conference
<b>MUST NOT BE DELIVERED PRIOR TO:</b> February 4, 2020 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Georgia World Congress Center 285 Andrew Young International Blvd NW Atlanta, GA 30313
	For: National ESEA Conference
<b>MUST NOT BE DELIVERED PRIOR TO:</b> February 4, 2020 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Georgia World Congress Center 285 Andrew Young International Blvd NW Atlanta, GA 30313
	For: National ESEA Conference
<b>MUST NOT BE DELIVERED PRIOR TO:</b> February 4, 2020 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Georgia World Congress Center 285 Andrew Young International Blvd NW Atlanta, GA 30313
	For: National ESEA Conference
<b>MUST NOT BE DELIVERED PRIOR TO:</b> February 4, 2020 @ 8:00 AM	

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone: (404) 720-8600  
fax: (404) 720-8755

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

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

### What is Material Handling?

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

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

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

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

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

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$118.00	\$153.50	

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
	\$103.00	\$154.50	\$134.00	

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
	\$59.00	

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.

Banding Service per 4x4 skid/pallet      35490      \$ 75.00

Shrinkwrap Service per 4x4 skid/pallet      35491      \$75.00

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.

**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.

**Only Shepard personnel are allowed to operate mechanical equipment.**

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

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

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

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

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

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

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

### DISPOSAL FEE

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% 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% 35004

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

### MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

### EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece. 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.

### 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.

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

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

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

**What is the definition of "freight"?** Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

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

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

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

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

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

**How do I calculate material handling charges?**

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

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

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

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

**How do I calculate my Light Weight shipment?** Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 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 additional handling required.

**What are Uncrated materials?**

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

**What is Special Handling?**

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

**What are Advance Shipments?**

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

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

The warehouse will receive shipments Monday-Friday, 8:00am - 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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

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



# Forklift and Ground Rigging

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: atlanta@shepardes.com  
phone: (404) 720-8600  
fax: (404) 720-8755

### Discount Deadline Wednesday, January 15, 2020

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

## Ground Rigging and Forklift Rental

Step 1: Describe the work:

Uncrating Materials  
 Spotting Equipment  
 Booth work/ground rigging

Weight of Heaviest Piece: \_\_\_\_\_

Will you need:  Straps  
 Extended Blades

Step 2: When are we moving it?  
(times are not guaranteed)

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_

Step 3: Choose your lift size:

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

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$248.70	\$323.25	
35039		OT Hourly Rental	\$304.85	\$396.25	
35067		DT Hourly Rental	\$360.95	\$469.25	

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

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$746.15	\$970.00	
35066		OT Hourly Rental	\$914.50	\$1,188.75	
35070		DT Hourly Rental	\$1,082.80	\$1,407.75	

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

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$497.45	\$646.75	
35049		OT Hourly Rental	\$609.65	\$792.50	
35069		DT Hourly Rental	\$721.90	\$938.50	

### Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$994.90	\$1,293.25	
35256		OT Hourly Rental	\$1,219.30	\$1,585.00	
35257		DT Hourly Rental	\$1,443.75	\$1,877.00	

### Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$621.80	\$808.25	
35456		OT Hourly Rental	\$762.05	\$990.75	
35457		DT Hourly Rental	\$902.35	\$1,173.00	

### 4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$373.10	\$485.00	
35594		OT Hourly Rental	\$457.25	\$594.50	
35595		DT Hourly Rental	\$541.40	\$703.75	

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.

### Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$106.88	\$138.95	
35086		OT per man hour	\$160.31	\$208.40	
35099		DT per man hour	\$213.75	\$277.90	

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

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$85.50	\$111.15	
35100		OT per man hour	\$128.25	\$166.75	
35101		DT per man hour	\$171.00	\$222.30	

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

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

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

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

Contact Name

Contact Email Address



Card Holder Signature

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



## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia  
February 5 - 6, 2020

Event Code: G100870220  
email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone: (404) 720-8600  
fax: (404) 720-8755

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

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

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

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

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

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

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

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

**Accessible Storage** Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)  
(35166)

		Per Day
35166	Pallets/Skids	\$35.00
35348	1/2 a Trailer	\$80.00
35349	Full Trailer	\$120.00
35087	Labor ST	\$85.50
35100	OT	\$128.25
35101	DT	\$171.00

**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	\$85.50	35087	
	OT	\$128.25	35100	
	DT	\$171.00	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.  
**Only Shepard personnel are allowed to operate mechanical equipment.**

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

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

Contact Name

Contact Email Address



  
Card Holder Signature

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

## National ESEA Conference

Georgia World Congress Center - Atlanta, Georgia

February 5 - 6, 2020

Event Code: G100870220  
 email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone: (404) 720-8600  
 fax: (404) 720-8755

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

### Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006  
 Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005  
 Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

### Step One: Tell Us Who You Are:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_

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

How many pieces? \_\_\_\_\_  
 What are the dimensions of each piece?

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

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

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

From Date \_\_\_\_\_ To \_\_\_\_\_ Fees will continue until storage is picked up.

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

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

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

Estimated Warehouse Storage: \$ \_\_\_\_\_  
 NA Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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



Printed Name



Card Holder Signature

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



# Agility

*Fairs & Events*

The experts in International Event Logistics

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

Our complete services include:

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

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

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

Get a free quote for international shipping at:  
[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)



[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)

**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:

---

**1. GO TO** <https://markeys.formstack.com/forms/esea20>

---

**2. FILL OUT ORDER INFORMATION**

Contact Name, Email, Address, Company Name, Phone Number.

---

**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.

---



# Wireless Services Order

Georgia World Congress Center

285 Andrew Young International Blvd., NW  
 Atlanta, GA 30313  
 Phone: 404-222-5500  
 Fax: 404-222-5514  
 http://www.cclid.net  
 info@cclid.net

Event Name: \_\_\_\_\_ Booth #/Location: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER** (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

- Check Enclosed     Money Order Enclosed     Visa     Mastercard     American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Name as it appears on credit card: \_\_\_\_\_

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.**

WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
<b>Wi-Fi In Booth Package: Up to 10 Users</b> <small>** (login instructions will be emailed, customer may upgrade to use their own login information below)</small>	\$ 2,500	\$ 3,000		
<b>Wi-Fi In Booth Package: Up to 20 Users</b> <small>** (login instructions will be emailed, customer may upgrade to use their own login information below)</small>	\$ 3,500	\$ 4,000		
<b>Wi-Fi In Booth Package: Up to 50 Users</b> <small>(customer may provide their own Wi-Fi network name (SSID) and password at no additional charge)</small>	\$ 5,000	\$ 6,000		
<b>Wi-Fi Network Name (SSID) and Password</b> <small>** (Available to purchase with 10 user and 20 user packages above)</small>	\$ 750	\$ 1,000		
<b>Please provide Wi-Fi Network Name (SSID) and Password if purchased above</b>  Wi-Fi Network Name (SSID): _____  Wi-Fi Password (must be 8 characters & is case sensitive): _____				
<b>Splash Page with Sponsor Logo</b> (Template provided by CCLD) and <b>Redirect Landing Page</b> (URL that is customer specific)	\$ 2,500	\$ 3,000		

*The 10, 20 and 50 user Wi-Fi networks above will be rate limited to 5Mbps per user.*

WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
2Mbps Wi-Fi In Booth Connection per user	\$ 300	\$ 350		

*This service is available on the exhibit floor and is priced per user. Each device requiring service would need a separate connection. The login information will be emailed after payment is processed and will include the Wi-Fi network name and password(s).*

**Please note:** The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named GWCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of \$25 for a 1Mbps connection. A free Wi-Fi network named GWCC Free Wi-Fi is available in the main lobby areas (excludes exhibit floors & meeting rooms).

Subtotal (Wi-Fi Services):	
8.9% Sales Tax:	
<b>Total:</b>	

Please email your order to [info@cclid.net](mailto:info@cclid.net) or fax to us at **404-222-5514**. A receipt and instructions will be sent after the order is received.

## TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
  - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
  - (b) Personal checks will be accepted with Advance Rate requests only.
  - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
  - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
  - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
  - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
  - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
  - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
  - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
  - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
  - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



Event Name: \_\_\_\_\_ Booth #/Location: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER** (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

- Check Enclosed     Money Order Enclosed     Visa     Mastercard     American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Name as it appears on credit card: \_\_\_\_\_

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.**  
**ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.**

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305		
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475		
Multi-Line Handset Rental (12-button)	\$ 250	\$ 300		
Polycom Speakerphone Rental	\$ 250	\$ 300		

*A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.*

SHARED WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address <small>(Wired Drop originates from overhead, please provide detailed location)</small>	\$ 1,195	\$ 1,445		
Additional Device / IP Address	\$ 145	\$ 190		
16-Port Hub Rental	\$ 150	\$ 175		
8-Port Firewall Rental (Includes Configuration)	\$ 495	\$ 525		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65		
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90		
100-Foot CAT-5 Patch Cables	\$ 150	\$ 150		
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65		
Network Engineering Rate (per hour)	\$ 125	\$ 125		

*Customer may utilize their own router (wired or wireless) and cables when using this shared wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Shared Wired Internet service.*

DEDICATED BANDWIDTH WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Connection	\$ 3,995	\$ 4,595		
Dedicated 5Mbps Bandwidth Connection	\$ 5,995	\$ 6,595		
Dedicated 10Mbps Bandwidth Connection	\$ 9,995	\$ 10,595		

*Dedicated services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.*

<b>Subtotal (Telecommunications + Internet Services):</b>
<b>Add 20% Expedite Fee for On-Site Orders:</b>
<b>8.9% Sales Tax:</b>
<b>Total:</b>
<small>Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$300.00 Relocation Charge.</small>

## TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
  - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
  - (b) Personal checks will be accepted with Advance Rate requests only.
  - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
  - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
  - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
  - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
  - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
  - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
  - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
  - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
  - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



**ELECTRICAL SERVICE ORDER FORM**

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"



**Georgia World Congress Center**  
285 Andrew Young International Blvd.  
Atlanta, GA 30313

**2020 National ESEA Conference**  
**Event Dates: February 3-7, 2020**

Orders may be submitted via email at [engorders@gwcc.com](mailto:engorders@gwcc.com) or online at [www.gwcca.org](http://www.gwcca.org)  
Advance rates are available when orders are submitted via online 21 calendars prior to first day of show move-in

Booth No. \_\_\_\_\_ Company Name \_\_\_\_\_  
 Primary Contact \_\_\_\_\_ Signature to Authorize Charge \_\_\_\_\_  
 Primary Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

ELECTRICAL						
120 Volt 1 Phase (single outlet)	Qty	Advance Rate when ordering online	Standard Rate	Onsite Rate (Labor included)	Overhead add 50% (as needed)	Total Cost
5 AMPS		\$140.00	\$169.40	\$228.69		
10 AMPS		\$210.60	\$254.82	\$290.00		
15 AMPS		\$212.75	\$257.42	\$331.00		
20 AMPS		\$247.25	\$301.17	\$382.00		
208 Volt 1 Phase (single outlet)	Qty	Advance Rate when ordering online	Standard Rate	Onsite Rate (Labor included)	20- 60 amps Overhead add 50% to rate	Total Cost
20 AMPS		\$276.00	\$331.00	\$438.00		
30 AMPS		\$358.00	\$495.00	\$570.00		
40 AMPS		\$441.00	\$608.00	\$699.00		
50 AMPS		\$551.00	\$760.00	\$874.00		
60 AMPS		\$689.00	\$951.00	\$1,094.00		
80 AMPS		\$855.00	\$1,179.00	\$1,355.00		
100 AMPS		\$1,075.00	\$1,483.00	\$1,705.00		
150 AMPS		\$1,654.00	\$2,283.00	\$2,625.00		
200 AMPS		\$2,205.00	\$3,043.00	\$3,500.00		
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Qty	Advance Rate when ordering online	Standard Rate	Onsite Rate (Labor included)	20- 60 amps Overhead add 50% to rate	Total Cost
20 AMPS		\$468.00	\$646.00	\$743.00		
30 AMPS		\$634.00	\$875.00	\$1,006.00		
40 AMPS		\$799.00	\$1,103.00	\$1,268.00		
50 AMPS		\$909.00	\$1,255.00	\$1,443.00		
60 AMPS		\$1,103.00	\$1,523.00	\$1,751.00		
80 AMPS		\$1,489.00	\$2,055.00	\$2,363.00		
100 AMPS		\$1,820.00	\$2,512.00	\$2,889.00		
150 AMPS		\$2,867.00	\$3,297.05	\$4,550.00		
200 AMPS		\$3,528.00	\$4,869.00	\$5,599.00		
300 AMPS		\$5,063.00	\$6,987.00	\$8,236.00		
400 AMPS		\$6,201.00	\$8,557.00	\$9,840.00		
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Qty	Advance Rate when ordering online	Standard Rate	Onsite Rate (Labor included)	20- 60 amps Overhead add 50% to rate	Total Cost
20 AMPS		\$938.00	\$1,295.00	\$1,489.00		
30 AMPS		\$1,323.00	\$1,827.00	\$2,101.00		
40 AMPS		\$1,654.00	\$2,283.00	\$2,625.00		
50 AMPS		\$1,930.00	\$2,663.00	\$3,062.00		
60 AMPS		\$2,227.00	\$3,073.00	\$3,534.00		
80 AMPS		\$3,308.00	\$4,566.00	\$5,253.00		
100 AMPS		\$3,675.00	\$5,072.00	\$5,833.00		
150 AMPS		\$5,760.00	\$7,144.00	\$8,216.00		
200 AMPS		\$7,166.00	\$9,889.00	\$11,373.00		
300 AMPS		Call for quote	Call for quote	Call for quote		
400 AMPS		Call for quote	Call for quote	Call for quote		

SPECIAL SERVICES				
Item Name	Description	Rate (per unit)	Qty	Total Cost
Par 64	1000 watt can light installed in	\$450		
Single Extension Cord	25ft single receptacle	\$23		
	50ft single receptacle	\$37		
Quad Extension	4 Outlet receptacle box	\$24		
Multi-outlet	Receptacle adapter	\$15		
Distribution Panel	100A-200A Panel	\$288		
Transformers		Call for quote		
<b>*Off Peak, Weekend and Holiday hours require advanced scheduling</b>				
**Add'l labor charges will be applied for revisions and relocating of services once installed				
ELECTRICAL LABOR		cost per hour	Qty	Total Cost
Monday - Friday (Peak hours 7a-5p)		\$75.00		
Monday - Friday (off peak hours 6p-11p)		\$100.00		
Sunday-Saturday (including holidays)		\$125.00		
<b>NOTES:</b>				
<b>Power will be placed in the rear of the booth, unless otherwise designated. Booth Diagrams are required at the time order is submitted</b>				

**Order Total**

**Payments submitted via wire Transfer:**

Wells Fargo Bank  
191 Peachtree Street  
Atlanta, GA 30303  
ABA #121000248  
Depositor Acct# 2000124448106  
Swift Code: PNBUS33  
Chips ID: 0407  
**Payments submitted via Check:**

Payable to: Georgia World Congress Center Authority  
Mailing Address: 285 Andrew Young International Blvd N.W  
Atlanta, GA 30313

**A 3% processing fee will be applied to all Credit Card payments**

## SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST

### IMPORTANT CONDITIONS AND REGULATIONS

1. This Electrical Services Order Form must be used to order all Electrical Services. **TO QUALIFY FOR DISCOUNTED RATES – Orders must be submitted at least twenty-one (21) calendar days prior to the scheduled show opening date. **Onsite orders are subject to a minimum one hour labor charge****
2. Notification of cancellations **must be received in writing** a minimum of **fourteen (14) calendar days** prior to the scheduled show opening date. Credit will not be given for electrical service installed but not used.
3. Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers **MUST** be included before services are provided.  
**Orders without payment will NOT be processed and service will be withheld until payment is received.**
4. Any complaint or claim must be brought to the Service Desk prior to the close of the Event. The Exhibitor shall maintain such insurance as necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or the Event Licensee or their respective equipment or other property.
5. All equipment and other property furnished by the Georgia World Congress Center Authority under this Electrical Services Order Form shall remain the property of the Authority and may be removed only by house technicians following conclusion of the Event.
6. Unless otherwise authorized in writing by the Georgia World Congress Center Authority, only Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
7. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state, and local codes, and the directives of the Georgia World Congress Center Authority's Engineering Department.
8. Prices are based upon rates at the time of the order and are subject to change without notice.
9. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Event Licensees must obtain advance written authorization from the Georgia World Congress Center Authority prior to assembling, diagnosing, wiring or servicing any electrical equipment.
10. Exhibitors and Event Licensees are required to ensure that outlets, columns and permanent building outlets are not obstructed at any time.
11. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
12. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
13. All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Georgia World Congress Center Engineering Department reasonably may require.
14. Electrical power for lights and displays may be turned on daily approximately one hour prior to Event opening time and off at approximately Event closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.). Provided, however, the Exhibitor and the Event Licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Georgia World Congress Center Authority cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Event Licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time.
15. Not with standing any of the provision of this order form, in any event neither the Authority nor the Exhibitor shall be liable for any consequential damages, and the Authority's liability shall not exceed the fees paid to and received by the Authority in respect of this order form.
16. This Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing, and is consented to and approved by the Authority.

# Electrical Connectors



Georgia World Congress Center

285 Andrew Young International Blvd.  
Atlanta, GA 30313

Engineering Dept.:Phone: (404) 223-4800 Fax: (404) 223-4813

A female connector will be provided on the electrical service from GWCC. A male plug will need to be provided by the exhibitor to match the corresponding connector for the desired power supply. If the plug is not pre-installed on the exhibitors equipment a plug will be provided with a labor charge.

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"

<b>120 Volt 1 Phase</b>	<b>NEMA connector provided by GWCC</b>
5 AMPS	5-15R
10 AMPS	5-15R
15 AMPS	5-15R
20 AMPS	5-15R
<b>208 Volt 1 Phase</b>	<b>NEMA connector provided by GWCC</b>
20 AMPS	L14-20R
30 AMPS	L21-30R
40 AMPS	L21-30R
50 AMPS	HBL26516(Non NEMA )
60 AMPS	HBL26516(Non NEMA )
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
<b>208 Volt 3 Phase</b>	<b>NEMA connector provided by GWCC</b>
20 AMPS	L21-20R
30 AMPS	L21-30R
40 AMPS	L21-30R
50 AMPS	HBL26516(Non NEMA )
60 AMPS	HBL26516(Non NEMA )
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
300 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
400 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
<b>480 Volt 3 Phase</b>	<b>NEMA connector provided by GWCC</b>
20 AMPS	L22-20R
30 AMPS	L22-30R
40 AMPS	L22-30R
50 AMPS	Mini cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
60 AMPS	Mini cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
80 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
100 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
150 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
200 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
300 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)
400 AMPS	Cam Locks with ground and neutral reversed (Three Female hot leads, male ground and male neutral)



## **DRILLING OF EXHIBIT HALL FLOORS**

Authorization to anchor into the exhibit hall floors must be secured from the Georgia World Congress Center. A detailed description of the equipment and/or machinery that will be anchored along with a floor plan detailing location of the anchors must be submitted a minimum of 60-days prior to load-in of the show. A copy of this completed and signed form must also be included.

The exhibit halls are designed for compressive loads in accordance with ASHTO-20 for a uniform load of 350 lbs. per square foot and not for vertical loads. GWCC Engineers will complete all drilling, install on behalf of the exhibitor anchors provided by the GWCC, remove anchors and refill all holes. Anchors are limited to a depth of 5” and have to maintain a clear distance of 18” from expansion and control joints. To maintain the structural integrity of the floor slab, the number of anchors is limited to one anchor per three square feet of area. The exact location and depth of utility conduit lines is not known.

The exhibitor is responsible for the cost per anchor/hole (\$250 each), the labor to drill/install anchors, labor/materials to re-fill, any damages resulting from the drilling of holes, and any necessary repairs.

Show Name:

Exhibitor/Company Name:

Booth Number:

Exhibitor/Company Address:

Exhibitor/Company Main Contact:

Telephone Number:

Email Address:

---

(Signature of Representative) (Date)

Please submit to:

Georgia World Congress Center

Event Services Department

285 Andrew Young International Blvd NW

Atlanta, GA 30313-1591

Or email to [cchadwick@gwcc.com](mailto:cchadwick@gwcc.com) subject line ‘Show Name’ Anchoring Request

Please contact the Georgia World Congress Center Event Services Department at 404-223-4300 with any questions.

# COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"



**Georgia World Congress Center**  
 285 Andrew Young International Blvd  
 Atlanta, GA 30313  
 Engineering Dept: 404-223-4800 Fax: 404-223-4813

2020 National ESEA Conference

Event dates: **February 3-7, 2020**

Standard Rates will be applied to all faxed  
 emailed [engorders@gwcca.com](mailto:engorders@gwcca.com) or mailed orders

Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: [www.gwcca.org](http://www.gwcca.org)

Booth No. \_\_\_\_\_ Company Name \_\_\_\_\_  
 Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Signature \_\_\_\_\_

Compressed Air (90-100 lbs. PSI)			
Service	Standard Rate	QTY	Total
1/4" = 13 CFM	\$330		
3/8" = 29 CFM	\$330		
1/2" = 54 CFM	\$594		
3/4" = 80 CFM	\$594		

Water (Average Pressure - 55 PSI)			
Service (Select Cold/Hot or Both)	Standard Rate	Qty	Total
	Cold	Hot	
3/8" 8 GPM	\$132	\$204	
1/2" 20 GPM	\$198	\$306	
3/4" 26 GPM	\$264	\$409	

One-Time Water Fill and Drain			
Service	Standard Rate	Qty	Total
150 Gallon Unit	\$232		
Additional Units of 150 Gallon	\$166		

Natural Gas			
Service	Standard Rate	Qty	Total
1/2" 50,000 BTU	\$528		
Additional Units of 45,000 BTU	\$422		
3/4" 105,000 BTU	\$950		
1" 195,000 BTU	\$1,794		

SPECIAL SERVICES			
Item Name	Standard Rate	Qty	Total
Pressure Regulator	\$60		
PVC Piping			
Water Heater	\$409		

**NOTES:**  
 \*GWCC does not guarantee minimum /maximum pressure.

\*Please see pg. 2 for "Important Conditions & Regulations".

Sinks (includes cold/hot water and drain) Please call when ordering double and triple bowl sinks, as supplies are limited		
Standard Rate (Each)	Qty	Total
\$672 single bowl		
\$992.00 double bowl		
\$1242.00 triple bowl		
Drainage		
Discountd Rate (Each)	Qty	Total
\$166		

LABOR ( Labor is charged at a 1hr minimum per service)		
Sunday-Saturday (including holidays)		
Labor per hour	Qty	Total
\$75		

**TOTAL for THIS ORDER =**

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

**SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION**

For Congress Center Use Only

Adjusted Total: \_\_\_\_\_  
 Paid in Advance: \_\_\_\_\_  
 Paid on Show Site: \_\_\_\_\_  
 Balance/Credit: \_\_\_\_\_

# COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

## **IMPORTANT CONDITIONS & REGULATIONS**

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen (14) calendar days prior to scheduled show opening date.
3. **PAYMENT IN FULL is due at time services are ordered**
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However, company engineers and technicians who are required to **assemble**, allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

### **Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404-223-4800  
Fax: 404-223-4813  
email:engorders@gwcc.com

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"

# CABLE SERVICE ORDER FORM

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"



## Georgia World Congress Center

285 Andrew Young International Blvd.  
Atlanta, GA 30313

Engineering Dept.: Phone: (404) 223-4800 Fax: (404) 223-4813

2020 National ESEA Conference

Event dates: **February 3-7, 2020**

Standard Rates will be applied to all orders received via  
mail, fax or email [engorders@gwcc.com](mailto:engorders@gwcc.com)

Discounted rates available 21 calendar days prior to the **FIRST DAY OF SHOW OPENING**.when ordering online: [www.gwcca.org](http://www.gwcca.org)

Booth No. _____	Company Name _____	
Telephone No. (____) _____	Fax No. (____) _____	E-MAIL: _____
Address _____		City _____ State _____ Zip Code _____
Contact Name _____	Signature _____	

### Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center.  
This service provides the latest news, weather, financial information and in-season sports spectaculars.

**Electrical service must be ordered separately to power all television sets.**

### Cable Services

Service	Number of Services	Floor Rate	Amount	
Cable TV		\$330		
Closed Circuit Channels		\$480		

**\*\*Additional on-site labor charges may apply.**

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75	
<b>TOTAL CHARGES:</b>		

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

***SUBMIT DIAGRAM FORM INCLUDING BOOTH ORIENTATION***

#### NOTES:

- \*Please see pg.2 for "**Important Conditions & Regulations**".
- \*All TV sets must be CABLE READY or have multi-channel converters.

#### For Congress Center Use Only

	Adjusted Total: \$ _____
	Paid in Advance: \$ _____
	Paid on Show Site: \$ _____
	<b>Balance/Credit:</b> \$ _____
	_____ Payment Received by _____

## CABLE SERVICE ORDER FORM

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"

### **IMPORTANT CONDITIONS & REGULATIONS**

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

### **Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404.223.4800  
Fax: 404.223.4813



# PAYMENT AUTHORIZATION FORM

To order online, go to <https://www.gwcca.org/exhibitor-planning/> and select "Order Services Online"



## Georgia World Congress Center

285 Andrew Young International Blvd.  
Atlanta, GA 30313  
Engineering Department  
Telephone: (404) 223-4800 Fax: (404) 223-4813

### 2020 National ESEA Conference

Event dates: February 3-7, 2020

Standard Rates will be applied to all faxed emailed

engorders@gwcc.com or mailed orders

Please complete the information requested below and return this form with your orders. You may choose to pay by check (payable to the Georgia World Congress Center), credit card, or bank wire transfer.

We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this authorization to charge your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

#### 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.

**NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution**

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

✓ Name of Event You Are Attending

✓ Exhibiting Company Name

✓ Booth Number

#### ✓ Banking Institution Information:

Bank Name: Wachovia Bank  
Address: 191 Peachtree Street  
Atlanta, GA 30303

Please call for the following information:

Routing # Account #  
Account Type Swift Code

#### CREDIT CARD INFORMATION

Type of Card:  AmEx  M/C  VISA  Discover Card  Diners Club

Credit Card #:  Expiration Date:  CVC:

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

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

Name as it appears on card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_



**Georgia World Congress Center**

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

**Submit orders online at [www.gwcc.com](http://www.gwcc.com)**

### 10 x 10 Booth Layout

Back of Booth: \_\_\_\_\_


Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_

Front of Booth: \_\_\_\_\_

Show Name: \_\_\_\_\_

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

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



# MENU

Catering & Private Events



*A warm Atlanta*

# WELCOME

**IN THE HEART** of Atlanta, the Georgia World Congress Center (GWCC) is the world's largest LEED certified convention center. It encloses some 3.9 million feet in exhibition space and consists of three adjacent buildings, Buildings A, B, and C. In total these buildings have twelve exhibit halls, 105 meeting rooms, and two ballrooms. GWCC hosts more than a million visitors each year and is the

third-largest convention center in the United States. As a family of passionate restaurateurs, we realize we earn our reputation one event, one meal and one gesture at a time. Our goal is to ensure your experience is one that you and your guests will truly enjoy.



## *Your Chef* MATTHEW J. ROACH

*Our Executive Chef Matt Roach pairs fresh local ingredients with seasonal specialties from around the world to create elevated cuisine at the Georgia World Congress Center. Southern heritage comes alive through traditional regional recipes prepared with a modern twist. Classic Atlanta flavor in every bite.*

*Matt was Executive Chef at Hynes Convention Center before making Atlanta home.*

*With an energetic personality and plenty of pride, Matt ensures a stellar experience for each and every guest.*

“Southern heritage comes alive through traditional regional recipes prepared with a modern twist. Classic Atlanta flavor in every bite.”

## “GOOD-OLE-SOUTHERN” BREAKFAST EXPERIENCE

Our signature spread of cinnamon buns with warm sweetened cream cheese, fresh squeezed juice, seasonal fruits, and a coffee selection serves up all the breakfast basics that we're proud to share with our guests

15.00 PER GUEST

*Enhance your breakfast experience by adding an array of toasty breakfast sandwiches, premium pastries, and top notch savory and sweet sides.*

### BREAKFAST BREADS & PASTRIES

A Selection of Fresh Baked Muffins  
Assorted Bagels and Cream Cheese  
Lemon Pound Cake  
Flaky Danish Pastries  
Butter Croissants with Jams

CHOOSE TWO 5.00 - CHOOSE THREE 7.00

### EGGS, YOGURTS, HOT CEREALS, AND BREAKFAST MEATS

Scrambled Eggs  
Three Cheese Quiche  
Egg Casserole with Country Ham, Spinach,  
and Jack Cheese  
French Toast Casserole  
Oatmeal with All the Trimmings  
Assorted Cereals  
Stone Ground Grits  
Yogurt (Plain, Fruit flavored and Lowfat)  
Pork Sausage Links  
Hickory Smoked Bacon  
Turkey Sausage Links

CHOOSE THREE 13.00

*+5.00 per guest for each additional choice*

### BREAKFAST SANDWICHES

Southern Breaded Chicken and Egg Biscuit  
Country Ham, Pimento Aioli and Egg  
on Ciabatta  
Sausage and Egg Croissant  
Egg white, Spinach on an English Muffin

9.00 EACH

### PLATED BREAKFAST

All of our items are served with warm freshly baked pastries, honey butter, peach preserves and juice and coffee service.

**Selection 1** Asparagus & Peppadew Pepper Frittata served with breakfast potatoes and chicken and apple sausage.

28.00

**Selection 2** Farm Fresh Scrambled Eggs, potato hash and pecan smoked bacon.

25.00

**Selection 3** Hardwood Smoked Bacon Quiche with Jack Cheese with Yukon gold potatoes and turkey sausage links.

25.00

**Selection 4** Brioche French Toast with berry compote and maple syrup served with breakfast sausage and grilled pineapple and berry garnish.

25.00

## ALL DAY BREAKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below.

### ASSORTED SNACKS

Assorted cookies by the dozen  
(Chocolate Chip, Sugar, Oatmeal Raisin)

*44.00 per dozen*

Brownies by the dozen *44.00 per dozen*

Breakfast Pastries by the dozen

*45.00 per dozen*

Cupcakes *48.00 per dozen*

Energy Bars *48.00 per dozen*

Bagged Chips *43.00 per dozen*

Granola Bars *28.00 per dozen*

Whole fruit *40.00 per dozen*

Sliced Fruit Platter *8.00 per person*

Potato Chips & Choice of Dip *46.00 per lb*

Choice of Nuts *23.00 per lb*

Tortilla Chips & Salsa Choice *50.00 per lb*

Individual Yogurts *4.00 each*

### ARTISAN BAVARIAN PRETZEL

Hand rolled in-house and served warm

Traditional Salted Bavarian with local  
IPA mustard

Bacon, Jalapeno, Cheddar with cheese sauce

Cinnamon Sugar with Vanilla Bean Sauce

8.00 PP

### CREATE YOUR OWN ENERGY MIX

An assortment of gourmet favorites allows your guests to customize a sweet or savory combination.

Dried Papaya

Roasted Peanuts

Dried Pineapple

Dried Cranberries

Yogurt Raisins

Chocolate chunks

Roasted Almonds

Banana Chips

Granola

9.00 PP

## MAKE YOUR OWN MARKET SALAD

Build your salad from the fresh market and our action chef will toss it with your favorite in-house prepared vinaigrette and served with old world sliced breads, and crackers.

**31.00 PER GUEST + ATTENDANT FEES**

*Served for a maximum of 100 guests.*

### GREENS

*choose two*

Mixed Baby greens  
Georgia Gem Lettuces  
Romaine Lettuce  
Iceberg  
Spinach  
Kale and Field Greens Blend

### PROTEINS

*choose two*

Grilled Chicken  
Herb Steak  
Roast Turkey  
BBQ Smoked Pork  
Applewood Bacon  
Cajun Rubbed Tofu  
Basil Grilled Shrimp

*+5.00 per guest for each additional protein*

### CHEESE

*choose two*

Blue Cheese  
Jack Cheese  
Cheddar Cheese  
Shaved Parmesan  
Feta Cheese

*+2.00 per guest for each additional cheese*

### TOPPINGS

*choose four*

Shaved Carrots  
Cut Celery  
Kalamata Olive  
Grape Tomato  
Hard Cooked Egg  
Broccoli Nibs  
Cucumbers  
Pecans  
Garbanzo Beans  
Red Onions  
Dried Cranberries  
Sliced Mushrooms  
Blackeyed Peas

*+2.00 per guest for each additional choice*

### DRESSINGS

*choose two*

Balsamic Vinaigrette  
Creamy Parmesan  
Raspberry Vinaigrette  
Soy Ginger Sesame

*+2.00 per guest for each additional dressing*



## CHEF'S BEST BOX LUNCHES

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides, and sweet treats. Lunch includes your entrée choice, two sides and a dessert

27.00 PER PERSON

### GOURMET SANDWICHES

Highlands Turkey – Gouda, peach chutney and Vidalia onion on honey wheat roll

Grilled Chicken – Braised spinach, roasted tomato and herb cheese spread on ciabatta

Roast Beef and Gruyere – Horseradish Cream on onion roll

Smoked Ham and Swiss – Mustard butter on pretzel bun

ZLT Flatbread – Zucchini, smoked tomato pesto and pepperjack cheese

### FARMER ENTREE SALADS

Grilled Chicken Caesar

Vegetable Chop

Bistro Style

Deluxe Garden

*Add chicken to any salad +2.00 per guest*

### SIDES

Assorted Whole Fruit

Kettle Chips

Mustard Potato Salad

Vegetable Pasta Salad

Coleslaw

### DESSERTS

Chocolate Brownie

Chocolate Chip Cookie

Fruit Cup

## PLATED MEALS

Our freshly prepared entrees are hand-crafted and served with signature rolls, whipped butter and Chef's choice of seasonal vegetable, Iced Tea, and Water.

### SALAD

Arugula, shaved fennel, Valencia orange, and Meyer lemon vinaigrette **6.00**

Mixed Field Greens, cucumber, grape tomato, carrots and herb vinaigrette **6.00**

Baby spinach, peppadews, crispy pancetta, manchego, sherry vinaigrette **6.50**

Bibb and Frisee lettuces goat cheese, dried cranberries, candied pecans and maple vinaigrette **6.50**

Tomatoes, fresh mozzarella, olive oil, aged balsamic vinegar, fresh basil **7.00**

Romaine, lemon Caesar dressing, shaved parmesan, garlic croutons **6.00**

Southern Salad, baby greens, mixed berries, spiced pecans and goat cheese with white balsamic vinaigrette **7.00**

### ENTRÉE SELECTIONS

#### Chicken

Rosemary Lemon Chicken- marinated with rosemary, lemon and garlic with au gratin potato cake **36.00**

Peppered Balsamic Chicken with baby new potatoes, roasted grapes and balsamic vinegar sauce **36.00**

Parmesan-Crusted Chicken Breast – sea salt fingerling potatoes and tomato basil chutney **37.00**

Chili-Spiced Roasted Breast of Chicken -acorn squash risotto cake and red wine-cranberry reduction **37.00**

#### Beef

Beef Tenderloin, pan roasted and served pomme puree with a green peppercorn, port reduction **43.00**

Braised Short-rib, herb polenta, and natural cabernet reduction **39.00**

#### Pork

Double Cut Pork Chop-grilled and served with sweet potato soufflé and a Zinfandel bing cherry sauce **36.00**

#### Seafood

Miso-Glazed Salmon, coconut jasmine rice and baby bok choy **41.00**

#### Vegetable

Roasted Corn and Black Bean Tart, fire roasted corn, red bell peppers, black beans, onions, avocados, and brown rice in a cilantro infused tart shell **35.00**

Vegetable Lasagna Roll, roasted Portobello mushrooms, artichokes, zucchini, Spanish onions, red peppers, and olives rolled in a sheet of pasta with ricotta and parmesan cheese **35.00**

### DUET ENTRÉE SELECTIONS

Grilled Petite Filet and Pan Seared Lemon Chicken with Tomato-Basil Relish – Cabernet mashed potatoes and caramelized shallot jus **51.00**

Double Colorado Niman Ranch Lamp Chop and Gulf Shrimp – butternut squash and polenta **65.00**

Herb-Crusted Tenderloin of Beef and Maine Sea Scallops – scalloped Yukon Gold potatoes and red wine sauce **65.00**

Petite Filet Mignon and Seared Salmon – risotto cake and three-peppercorn sauce **53.00**

### CHILLED ENTRÉE SELECTIONS

Dragon's Gate Asian Chicken Salad, char sui chicken, hoisin noodles, sweet and sour vegetables, Asian slaw and wonton croutons **28.00**

Chophouse Bistro Steak Salad, hearty greens, char-fired bistro steaks, wood-roasted mushrooms, artichokes, grilled peppers and balsamic vinaigrette topped with tobacco onions **32.00**

Wrapped artisan greens, grilled Chicken Salad, grilled chicken, vegetable salad and classic mustard vinaigrette **30.00**

Antipasti Salad, romaine hearts wrapped in prosciutto, pesto chicken, fresh Mozzarella, grilled olives, oven-dried tomatoes, balsamic reduction and lemon basil oil **31.00**

### DESSERTS

*Coffee service included with all desserts*

Banana Cream, housemade vanilla wafer **6.00**

Carrot Cake, cream cheese frosting and toasted walnuts **6.50**

Rustic Apple Tart, cinnamon custard sauce **7.00**

Key Lime, toasted coconut and strawberry coulis **6.00**

Tiramisu, espresso, mascarpone and bittersweet chocolate **6.50**

Opera cake, raspberry sauce **6.50**

# SMALL BITES & RECEPTIONS



## SMALL BITES & RECEPTIONS

*Our chef-driven fare brings the heart of the kitchen into your reception in inviting snackable portions. Guests can mingle over miniature restaurant plates packed with an array of savory charcuterie, rich cheeses, and bite-sized appetizers packed with big flavor.*

### HORS D'OEUVRES

#### Chicken

Chicken Cordon Blue *4.50 each*

Chicken Quesadilla - avocado crema  
*4.50 each*

Pecan Chicken with peach chutney *5.00 each*

Tandori Chichen Satay - mango salsa  
*5.00 each*

#### Beef

Mediterranean Kabob *5.50 each*

Beef Wellington - horseradish cream  
*6.00 each*

Beef Satay - thai peanut sauce *5.00 each*

Grilled Beef Tenderloin Bruschetta -  
caramelized Vidalia onion and horseradish  
crema *6.50 each*

#### Pork

Pulled pork biscuit *5.00 each*

Pork Potsticker - soy and sweet chili  
*4.50 each*

#### Lamb

Ancho chili lamb chop - jalapeno citrus salsa  
*6.50 each*

#### Vegetable

Vegetable Spring Roll with sweet soy  
*4.50 each*

Wild mushroom Vol Au Vent *4.50 each*

Brie En Croute with Raspberry *4.50 each*

Tuscan Ratatouille Tart *4.50 each*

#### Seafood

Shrimp and Grits *5.50 each*

Crab Cake - lemon aioli *6.50 each*

Seared Sesame Tuna Wonton - seaweed  
salad and wasabi cream *5.50 each*

Smoked Salmon Cracker - crème fraîche,  
capers and red onion *5.50 each*

Tuna Sashimi Tacos - slaw, mango relish and  
spicy mayo *7.50 each*



### SMALL PLATES

Chicken N Waffle Slider with cayenne syrup and buttery waffles *8.50 each*

Pan roasted sea scallops with watermelon gazpacho and 25 year old balsamic *10.00 each*

Mini Local Brat with Potato Salad in petite bun with kraut and mustard *6.50 each*

Braised Beef with aged cheddar mac and port wine tomato glaze *9.00 each*

BBQ Shrimp and Grits – buttered grist mill grits with dry rubbed gulf shrimp *9.00 each*

Meatball Hoagie – Italian herb meatballs with marinara and mozzarella in mini hoagie *7.50 each*

BBQ Steak Bao Bun Tacos – local chow chow, cilantro and Signature BBQ sauce *8.50 each*

### LITTLE ITALY SAMPLER

Cured meats, Buffalo Mozzarella, basil pesto, flatbreads and crackers

15.00 PP

### GEORGIA CHEESE TASTING BOARD

Chefs Selection of Local Cheeses, served with Savannah Bee honey, dried fruit garnish, pecans, almonds, flatbreads

15.00 PP

### PITA CHIP BAR

Traditional hummus, pimento cheese, artichoke and spinach

9.00 PP

### GOURMET NACHO & SALSA BAR

Zesty beef chili, spicy queso sauce, crispy corn tortilla chips and our house salsa verde, pico de gallo and salsa rojo. Served with sour cream, jalapeños and Signature hot sauces

12.00 PP

# SMALL BITES & RECEPTIONS

*continued*



## GARDEN FRESH CRUDITÉ OF VEGETABLES

Chef's colorful selection of the freshest market vegetables. Served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks

7.50 PP

## MEDITERRANEAN SALADS, SPREADS & FLATBREADS

*Mediterranean vegetarian antipasti  
with herb flatbreads and pita chips*

Spiced Israeli Chickpea Salad  
 Roasted Cauliflower Salad  
 Chargrilled Zucchini  
 Tabbouleh  
 Ranch Hummus  
 Grilled Flatbreads and Pita  
 Chimichurri  
 Butternut Squash Tahini  
 Caprese Relish  
 Greek Yogurt Molasses Dressing  
 Assorted Greek Olives  
 Flavored Olives Oils and Vinegars

18.00 PP

**CARVED SMOKED RIB-EYE**

Georgia Barbeque Sauce  
 Carolina Gold BBQ  
 Port Wine Tomato Glaze  
 Mini Baguettes

17.00 PP

**CARVED ITALIAN SAUSAGE**

Grilled Italian Rope Sausage  
 Sautéed Tri-color Peppers  
 Grilled Onions  
 Tomato-Basil Sauce  
 Giardiniera  
 Mini Torpedo Rolls

13.00 PP

**CARVED SALMON  
TEPPANYAKI**

Green Cabbage Salad  
 Honey Soy Glaze  
 Sweet Soy Vinaigrette  
 Wonton Chips  
 Edamame Guacamole  
 Sweet Chili Glaze

16.00 PP

**PORK STEAMSHIP  
CARVING TABLE**

Roasted Pork Steamship  
 Mac and Cheese Stuffed Potatoes  
 Romesco  
 Harissa  
 Chermoula  
 Pineapple, Jicama, and Cucumber Slaw

15.00 PP

# ALL DAY CHEF TABLES

*All Chefs Tables include  
Iced Tea and Coffee*



## TEX-MEX

Our Mexican themed Chef Table creates a lively festive atmosphere as chefs prepare fresh guacamole in an authentic molcajete alongside assorted salsas ranging from mild to zesty and toasty warm chips. Rich, savory entrees round out this exciting signature experience

**42.00 PER GUEST**

### ENTREES

*choose two, additional choice 10.00 pp*

*Pollo Adobado* Ancho-marinated chicken breast with slow-cooked peppers and Chihuahua cheese

*Carnitas* Braised Pork with cilantro, white onion and grilled pineapple. Served with warm tortillas.

*Tinga de Res* Braised beef brisket with tomatillo-habanero salsa, cilantro slaw and pickled red onion

*Pollo con Platano* Pan-roasted chicken marinated in orange-achiote sauce, topped with pico de gallo, queso fresco crema. Served with sweet plantains and pickled chipotle onion

*Arrachera* Guajillo chile and tequila marinated pork or chicken with chile rajas and Menonita cheese

**44.00 PP**

### SIDE PLATTERS

*choose four, additional choice 6.00 pp*

Charro Beans

Fire Roasted Tomato Rice

Chili Fiesta Corn & Bell Peppers

Cumin Toasted Fingerling Potatoes

Field Greens with orange segments, jicama and honey chipotle dressing

Corn & Black Bean Salad with lime vinaigrette

Herbed Seasonal Bistro Vegetables

### DESSERT

*choose one, additional choice 6.00 pp*

Cinnamon Sugar Churros with chocolate dip

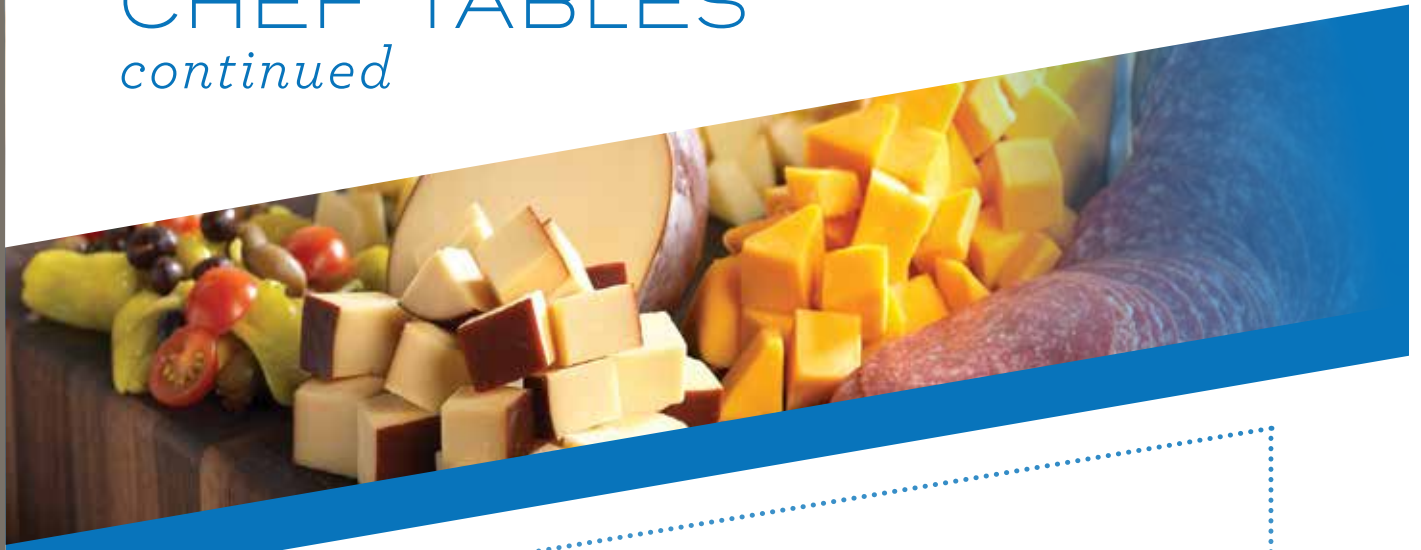
Tres Leches Cake

Tequila-Lime Cheesecake

Double Chocolate Cayenne Bread Pudding

# ALL DAY CHEF TABLES

*continued*



## ITALIAN BISTRO

Explore the artisanal side of Italy with expertly curated charcuterie boards showcasing hand carved prosciutto and gourmet cured meats complemented by a bounty of complex cheeses and tangy pickled vegetables.

**42.00 PP**

### ENTREES

*Choose two*

Pan-Seared Chicken  
Pennette Putanesca  
Chanti Beef Short ribs  
Chicken Saltimbocca  
Eggplant Parmesan Bake  
Porchetta Pork Loin

*add additional choice 8.00 pp*

### SIDES

*Choose four*

Roasted Seasonal vegetables  
Asiago Roasted Bliss  
Potatoes  
Caesar Salad  
Creamy Parmesan Polenta  
Caprese Salad  
Vesuvio Style Potatoes

Green Beans with lemon and capers

*add additional choice 6.00pp*

### DESSERTS

*Choose one*

Tiramisu  
Raspberry Crostada  
Mini Chocolate Chip Cannoli  
Almond Biscotti

*add additional choice 5.00 pp*



## GOOD "OLE" SOUTHERN HOSPITALITY

Get a taste of the low country with our meltingly tender hickory and oak wood smoked meats served up hand carved and dressed in traditional, mustard, and ancho-spiced sauces. No barbecue is complete without scrumptious sides, and we've put our own spin on the classics.

42.00 PP

### ENTREES

*choose two*

- 12 Hour Brisket
- Carolina Pork
- Chili Spiced Turkey Breast
- Roasted Chicken
- Beef Sausage
- Pork Sausage

*add additional choice 8.00 pp*

### SIDE PLATTERS

*choose four*

- Thyme Buttered Baby Fennel
- Three Bean Stew
- Crushed Corn Pudding
- Southern Salad with mixed berries, goat cheese, pecans and white balsamic vinaigrette
- Sweet Potato Salad
- Spaghetti Squash and Bell Pepper
- Roasted Fingerling Potato
- Herbed Seasonal Bistro Vegetable

*add additional choice 6.00pp*

### DESSERT

*choose one*

- Peach Cobbler with Fresh Whipped Cream
- Georgia Blueberry Shortcake
- Sweet Potato Cheesecake
- Double Chocolate Bread Pudding

*add additional choice 5.00 pp*

# ALL DAY CHEF TABLES

*continued*



## **SIGNATURE FLATBREAD SANDWICHES AND SALADS**

Grilled Chicken Flatbread – Baby kale, lemon yogurt dressing, Parmesan and Applewood smoked bacon

Steakhouse Filet Flatbread – Beefsteak tomatoes, romaine, blue cheese and horseradish sauce

ZLT Flatbread – Grilled zucchini, heirloom tomatoes, pepper Jack cheese, romaine and smoked tomato pesto

Three Way Roasted Beet Salad – Golden and candy-striped beets, lentils, candied walnuts, goat cheese, herb vinaigrette

Strawberry Pecan Salad – Arugula, baby spinach, Sweet Grass Asher Blue, raspberry vinaigrette

Signature Smoked Chicken Salad – Pickled tomatoes, heirloom cherry tomatoes, candied pecans, radish, peach vinaigrette

Kettle-Style Potato Chips

Assorted “Small Bites” cheesecakes

Blueberry Peach Cobbler cinnamon whipped cream

40.00 PP



### GOURMET MARKET SALADS AND SANDWICHES

Field Greens – Grape tomatoes, red onion, cucumber and aged balsamic vinaigrette

Southern Potato Salad – roasted baby potatoes, sweet pickle relish, pimentos, eggs, sweet onions, herb-mustard vinaigrette

ZLT Flatbread – Grilled zucchini, heirloom tomatoes, pepper Jack cheese, romaine and smoked tomato pesto

All American Submarine Sandwich – Ham, turkey, roast beef, lettuce, tomato, red onion, herbed mayo

Bavarian Style Ham – grain mustard spread, swiss cheese on pretzel bun

BBQ Potato Chips

Chef's Selection of Gourmet Dessert Bars

34.00 PP

### THE STEAKHOUSE

Iceberg Wedge – grape tomatoes, red onions, crisp bacon and creamy blue cheese dressing

Caesar Salad – crisp romaine, Parmesan and garlic croutons with classic Caesar dressing

New York Strip Loin Cutlets – horseradish cream and mushroom jus

Roasted Lemon-Garlic Chicken – natural jus

Grilled Salmon – braised spinach and leek confit

Sautéed Green Beans – herbed tomatoes

Loaded Mashed potatoes – bacon, Cheddar and green onions

Red Wine-Braised Wild Mushrooms with Shallots

Traditional Bread Pudding – warm caramel sauce

Mixed Berry Fruit Crisp – vanilla whipped cream

52.00 PP

## NON-ALCOHOLIC REFRESHMENTS

Customize your event with the right beverage services based on your group from the options below.

### ALL NATURAL FRUIT WATERS, TEAS AND JUICES

*choose two*

Strawberry Jalapeno

Cucumber lemon

Minted Watermelon

*60.00 gallon*

### COFFEE AND TEA

Fresh brewed coffee and an assortment of hot and flavored teas

*65.00 per gallon, per selection*

### HOT CHOCOLATE

A candy bar in a cup! Delicious warm chocolate with fresh whipped cream, chocolate sprinkles, and delightful mini marshmallows *59.00 per gallon*

### ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite, Coke Zero (12 oz.) *3.75 each*

### MINUTE MAID ASSORTED JUICES

Apple, Orange and Mixed Berry (10 oz.) *3.75 each*

### DASANI BOTTLED WATER (10 OZ.) *3.75 each*

### PERRIER SPARKLING WATER (12 OZ.) *4.00 each*

### ACQUA PANNA SPARKLING WATER (1 LITER) *10.00 each*

### ENERGY DRINKS, POWERADE, AND RED BULL *5.50 each*

# THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

*To help facilitate your event planning, our policies and procedures are provided below.*

## EXCLUSIVITY

Levy Restaurants is the exclusive provider of all food and beverage for the Georgia World Congress Center.

## GUARANTEES

In order to provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please contact your Catering Sales Manager for additional information. If the guarantee is not received by the date stated on the contract, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual attendance/consumption.

## CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outside Events (with the exception of plated meals) are accompanied by disposable wear. China Service in Exhibit Halls is available for an additional charge.

## BAR SERVICE

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center.

## PRICING

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center.

## LINEN/DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are please to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items. Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

## SPECIALTY EQUIPMENT

Specialty equipment such as popcorn machines, water coolers, and coffee kits are available. Please contact your Catering Sales Manager for options and availability.

## LABOR CHARGE

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is 60.00 per hour, per attendant, with a four hour minimum. Charges for specialized services, such as carvers, chefs, bartenders and cashiers are noted in the menu. There will be an additional 75.00 service charge on all events with a guarantee of less than fifty (50) people. Any unusual service requirements, late night events, or minimal revenue events may incur additional charges, please contact your Catering Sales Manager for additional information.

## CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. For larger events, your Catering Sales Manager will outline the payment and contract process.

## 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 "National ESEA Conference 2020" 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