To: TechAdvantage® 2017 Exhibitors
From: TechAdvantage® 2017 Expo Management

Subject: EXHIBITOR SERVICES MANUAL

This manual contains IMPORTANT INFORMATION about shipping; pre-show preparation of displays; installation; operating; dismantling; rules and regulations; order forms; and rate sheets for services provided by all of the TechAdvantage® 2017 Expo official contractors and service providers. It also contains the Exhibitor Registration and Housing information, as well as advertising opportunities and sponsorship opportunities.

We recommend you turn first to the Calendar of Deadline Dates. (See Section 1--General Information.) By adhering to deadline dates, you will be able to take advantage of available discounts offered by the contractors in this manual, as well as meet important deadlines for obtaining other services.

Please share the information in this manual with everyone who will be involved in making your show a success. If you are using an independent contractor for installation and dismantling, or any other service, please see that they are given copies of all pertinent forms and information sheets.

ALL BOOTH MUST BE CARPETED: Exhibitor’s booths MUST be carpeted by 12:00PM on Monday, February 27. If the booth is not carpeted by this time, carpet will be installed in the exhibitor’s booth at the expense of the exhibitor.

UNFURNISHED BOOTHS: If the assigned booth is NOT furnished/set-up by 12:00PM on Monday, February 27, NRECA reserves the right to revert full possession of the booth space.

If you have questions after reading this manual, please contact the appropriate contractor (see Key Contacts and Official Service Contractors, Section 1--General Information), or Expo Management at (718) 578-4658, mary@kenworthymanagement.com or visit www.techadvantage.org.

HAVE A GREAT SHOW!
EXHIBITOR MANUAL

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### Expo Schedule

#### Sunday, February 26
- **8:00 a.m. – 6:00 p.m.** Registration Opens – *must be pre-registered*
- **8:00 a.m. – 7:00 p.m.** Exhibitor Move-In – SDCC – Halls B, C, D & E
- **10:00 am – 3:30 pm** *Connecting with America’s Electric Co-ops* Workshop

#### Monday, February 27
- **8:00 a.m. – 12:00 p.m.** Exhibitor Move-In – SDCC – Halls B, C, D & E
- **7:00 a.m. – 5:00 p.m.** Registration
- **2:30 p.m. – 3:30 p.m.** Exhibitor Orientation
- **4:30 p.m. – 7:00 p.m.** Expo Opens – *Reception*

#### Tuesday, February 28
- **7:00 a.m. – 7:30 p.m.** Registration
- **9:00 a.m. – 10:30 a.m.** TechAdvantage 2018 Expo Space Selection
- **11:30 a.m. – 4:30 p.m.** Expo Open (*lunch available for purchase*)
- **4:45 p.m. – 5:45 p.m.** TechAdvantage 2018 Expo Space Selection

#### Wednesday, March 1
- **7:00 a.m. – 5:00 p.m.** Registration
- **11:30 a.m. – 3:00 p.m.** Expo Open (*luncheon begins @11:30am*)
- **3:01 p.m. – 10:00 p.m.** Exhibitor Move-Out

#### Thursday, March 2
- **8:00 a.m. – 12:00 p.m.** Exhibitor Move-Out (continued)
- **8:30 a.m. – 1:30 p.m.** TechAdvantage Conference
ORDER DISCOUNT DEADLINE DATES

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Order Form</th>
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<tbody>
<tr>
<td>☐ 1/10/17</td>
<td>Lead Retrieval Equipment Order</td>
<td>Section 7</td>
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<td>1/25/17</td>
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<tr>
<td>☐ Reservations 1/3/17</td>
<td>Deadline for ad placement in the TechAdvantage/Annual Meeting</td>
<td>Section 4</td>
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<tr>
<td>Materials 1/5/17</td>
<td>Preview Issue of <em>Rural Electric Magazine</em></td>
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<tr>
<td>☐ Reservations 1/3/17</td>
<td>Deadline for ad placement in the TechAdvantage Onsite Program Guide</td>
<td>Section 4</td>
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<td>Materials 1/9/17</td>
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<tr>
<td>☐ 1/18/17</td>
<td>Hotel Reservations at discounted rate</td>
<td>Section 3</td>
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<td>Rental Hanging Sign Order</td>
<td>Section 5</td>
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<td>☐ 1/27/17</td>
<td>Inline &amp; Island Booth Rentals</td>
<td>Section 5</td>
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<td>☐ 1/27/17</td>
<td>Exhibit Rental Accessories</td>
<td>Section 5</td>
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<tr>
<td>☐ 1/30/17</td>
<td>Notification of Intent to Use Exhibitor Appointed Contractor form <em>together with</em> current certificate of insurance</td>
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<tr>
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<td>Computer Rental</td>
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<td>☐ 2/6/17</td>
<td>Hanging Sign Installation and Dismantle Request</td>
<td>Section 5</td>
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<td>Overhead Rigging Equipment</td>
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<td>Ground Rigging/Forklift Rental</td>
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<td>Signage Order</td>
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<td>Carpet, Furnishings and Accessories</td>
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<td>☐ 2/6/17</td>
<td>Labor–Installation and Dismantling, and Supervised Labor</td>
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<td>Booth and Carpet Cleaning</td>
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<td>Electrical Service</td>
<td>Section 6</td>
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<td>Internet, Telephone, Television Service</td>
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<td>Audio/Visual Equipment Rental</td>
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<td>☐ 2/10/17</td>
<td>Catering</td>
<td>Section 7</td>
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<tr>
<td>☐ Last day accepted without surcharge 2/17/17</td>
<td>Shipping to Warehouse</td>
<td>Section 5</td>
</tr>
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<td>☐ Materials beginning 2/26/17, 8 a.m.</td>
<td>Shipping to Show Site</td>
<td>Section 5</td>
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</tbody>
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Exhibitors ordering services after deadline dates will not be eligible for available discounted rates.
# TechAdvantage 2017 Expo Key Contacts and Official Service Contractors

<table>
<thead>
<tr>
<th>Conference and Exposition Sponsor</th>
<th>Computer Rentals</th>
</tr>
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<tbody>
<tr>
<td>National Rural Electric Cooperative Association (NRECA) 4301 Wilson Boulevard Arlington, VA 22203-1860 Von McMeekin, 703-907-5576 <a href="mailto:von.mcmeekin@nreca.coop">von.mcmeekin@nreca.coop</a></td>
<td>Tradeshow &amp; Meetings P.O. Box 5726 Charleston, OR 97420 702-348-7544 Fax 541-756-4266</td>
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<thead>
<tr>
<th>Exposition Management</th>
<th>Plants and Florals</th>
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<tbody>
<tr>
<td>Kenworthy Management, Inc. 164-24 97th Street Howard Beach, NY 11414 Mary Novack 718-578-4658 Fax 718-848-5095 <a href="mailto:mary@kenworthymanagement.com">mary@kenworthymanagement.com</a></td>
<td>Convention Plant Designs, Inc. 3100 Ridgelake Drive, Suite 107 Metairie, LA 70002 504-454-7204 Fax 504-454-7262 <a href="mailto:cpd@cpdi.net">cpd@cpdi.net</a></td>
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<thead>
<tr>
<th>Exhibitor Service Contractor</th>
<th>Sales Lead Retrieval Equipment</th>
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<tbody>
<tr>
<td>Shepard Exposition Services 5845 Wynn Road, Ste A,B,C,D Las Vegas, Nevada 89118 Customer Service Phone: 702-507-5278 Customer Service Fax: 702-948-0341 Customer Service Email: <a href="mailto:lasvegas@shepardes.com">lasvegas@shepardes.com</a></td>
<td>Experient 5202 Presidents Court, Suite 310 Frederick, MD 21703 301-662-9400 <a href="mailto:exhinfo@experient-inc.com">exhinfo@experient-inc.com</a></td>
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<thead>
<tr>
<th>Convention Center</th>
<th>Business Center</th>
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<tbody>
<tr>
<td>San Diego Convention Center 111 W. Harbor Drive San Diego, CA 92101</td>
<td>FedEx Office Located in the Hall D lobby of the San Diego Convention Center 619-525-5450</td>
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<tr>
<th>Audio Visual</th>
<th>Internet, Telephone, Cable TV Service</th>
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<tr>
<td>PRG, LLC 1053 Willingham Drive Atlanta, GA 30344 888-844-4225 <a href="mailto:tradeshow@prg.com">tradeshow@prg.com</a> Order online: <a href="https://orders.prg.com">https://orders.prg.com</a> Oder Code: TECH170210</td>
<td>SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 888-446-6911 FAX 702-943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a></td>
</tr>
</tbody>
</table>

Exhibitors are not obligated to utilize the services of the official contractors except for the following:

### San Diego Convention Center exclusives:
- Electrical Service
- Air, Water, Gas, Plumbing
- Food and Beverage
- Cable TV

### Shepard Exposition Services exclusives:
- Telecommunications
- Internet connections
- Material Handling
- Booth Cleaning
- Union Labor
- Rigging

If you plan to utilize the services of a non-official contractor for installation and dismantling, or for other services (other than those designated as exclusive of official service contractors), you must complete and return the Exhibitor Appointed Contractor Form which may be found in Section 5 of this manual. Please attach the necessary insurance certificates.
Basic Information, Rules, Building and Fire Regulations

Expo Management Office
The NRECA and Exhibition Management would like to make the TechAdvantage 2017 Expo a very rewarding opportunity for your company. However, in the unlikely event you experience any problems, please inform Exhibition Management in the Expo Management Office at the Convention Center. Most problems that do arise can be rectified quickly. Unfortunately, we are unable to assist in the resolution of problems not reported to us in the Expo Management Office. Kenworthy Management, Inc., Exhibition Management for TechAdvantage 2017, will be available throughout the entire on-site period to answer your questions and assist you in any way possible.

Exhibitor Service Center
The Exhibitor Service Center will be located in the Expo Hall and will be in full operation beginning Sunday, February 27, 2017 at 8:00 am. Representatives from Shepard Exposition Services, the Convention Center and other show contractors will be available to assist exhibitors.

NO ONE UNDER THE AGE OF 16 YEARS WILL BE ALLOWED ON THE EXHIBIT FLOOR DURING MOVE-IN OR MOVE-OUT.

Booth Floor Carpet/Covering
Exhibitors are reminded that all booth space must be carpeted/covered. You may provide your own floor covering or rent from Shepard Exposition Services. An order form can be found in this manual in Section 5 Shepard Forms.

Display Height Rules

Exhibit Construction and Decoration
All display materials must be flame retardant according to California re codes. A fire retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.

Nothing may be taped, nailed, stapled, tacked or affixed to columns, ceilings, walls, painted surfaces, fire sprinklers or fabric walls/ air walls.

All exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type “cube” taps are prohibited. Spliced wires are heat generators and are prohibited.

Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.

Hanging Signs
An exhibit component may be suspended above an island or split island of 400 square feet or more for the purpose of displaying graphics or identification. The component must be hung at least five feet (5’) from the adjoining booth and from the aisle lines and the top of the sign may not exceed twenty feet (20’) in height. (Please see Exhibit Construction Guidelines in General Information section of this manual.) A Rigging Order Form may be found in Section 5 of this manual.

Drones
The San Diego Convention Center does not allow drones of any kind inside the convention center or around the perimeter.

Animals in the Exhibit Hall
No animals or pets are permitted, except certified assistance guide dogs.
Flammable Liquids (Kerosene, Gasoline, Mineral Spirits, Ether, etc.)
The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is prohibited. The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited.

Multiple Story Booths and Enclosed Booths
Detailed plans of multiple-story or enclosed booths must be submitted at least two months prior to move-in. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Booth plans must specify the maximum number of occupants, and must have a structural engineer’s stamp certifying the maximum occupant load capacity.

Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact show management for specific requirements for your exhibit.

Vehicles on Static Display
All vehicles must meet Fire Marshal approval for display and location. Vehicles on display must adhere to the following rules:
• No more than 1/4 tank of gas or five gallons, whichever is less.
• A locking gas cap or tape over the gas cap.
• Batteries shall be disconnected in an approved manner.
• A drip pan under the vehicle’s drive train (motor to differential).
• Keys must be delivered to event security.
• Vehicles shall not be moved during show hours.
• Refueling is prohibited in the facility.

Hazardous Chemicals
OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the MCC at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the MCC, tested, and disposed of at exhibitor’s expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Exhibitor is responsible for all disposal costs.

Firearms/Dangerous Weapons
Only active on-duty police officers may carry firearms within the convention center in accordance with their duties. All others are strictly prohibited regardless of license or status.

A “dangerous weapon” is any object or device designed or intended to be used to inflict serious injury upon persons or property. The possession of a dangerous weapon is prohibited in the convention center. All concealed weapons are strictly prohibited in the convention center.

Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc.

Guests found in possession of the above mentioned items will be asked to remove the item from the convention center or dispose of it. Guests who refuse to comply will be removed from the convention center and may be subject to arrest.

Gratuities
The Convention Center, Shepard Exposition Services and most reputable contractors specifically prohibit any employee from accepting gratuities. Exhibitors should be aware of this policy and refrain from any such activity.
Security
Show security is most effective when everyone works cooperatively. Exhibitors must take steps to secure their own display equipment and products. Never leave personal items (cameras, handbags, briefcases, laptop computers, etc.) unattended. You are urged to secure belongings in lockable containers or use in-booth guard service.

Neither the NRECA, Exhibition Management, its official contractors, nor the Convention Center can assume liability for equipment, materials or personal items. Lost or stolen property must be reported to a uniformed security officer as soon as possible. Security will send an officer to your booth to take a report, which will be required to be submitted with an insurance claim to your insurance provider.

TechAdvantage Registration Area
If you miss the online deadline or need a badge correction, you will need to obtain your badge at TechAdvantage Registration in the Convention Center. Registration will begin on Sunday, February 26, 2017 at 8:00 am (See Section 2 Exhibitor Registration.) On-site badge requests or changes may be made at the TechAdvantage Registration Area.

Badge Colors
Information on badge colors will be available on-site at the TechAdvantage Registration counter.

Exhibit Hall Badges/Work Passes
During move-in and move-out days, everyone must have a badge or wristband to gain access to the exhibit hall. Beginning Sunday, February 26, 2017, wristbands will be issued at TechAdvantage Registration for those workers responsible for the installation and dismantling of your display. All personnel employed by your company may gain access to the exhibit floor with an official TechAdvantage 2017 exhibitor badge. However, during show hours, only attendee and exhibitor badges will be permitted on the exhibit floor. Non-official contractors will not be permitted on the exhibit floor during show hours without the proper TechAdvantage 2017 exhibitor badge supplied by the exhibiting company.

Meeting With Clients on the Exhibit Floor During Off-Hours
If you wish to meet with clients on the exhibit floor during non-exhibit hours, you must make prior arrangements with expo management. Please notify us in advance by email (mary@kenworthymanagement.com, 718-578-4658) or stop by the Show Management Office on-site during set-up hours.

Conference Fees
Exhibitors are welcome to attend the TechAdvantage 2017 Conference. Exhibitors wishing to attend Annual Meeting events for which attendees pay additional fees (e.g., Entertainment Night and the Celebration Luncheon) will need to purchase tickets at the Annual Meeting Registration Counter in the Convention Center.

Public Address System Announcements
The public address system in the exhibit hall is for medical emergency announcements and to announce winners of prizes sponsored by NRECA. Please do not ask us to make any other announcements.

Parking
On-site, private vehicle parking at the convention center is available in the underground 1,900-space garage through an outside parking management company, not controlled by the convention center. Daily rates apply. Note: there is no overnight or 24-hour parking. Off-site, private vehicle parking is also available at numerous parking lots located nearby. Go to visitsandiego.com for more information.

In-Booth Food Service
In-booth food and beverages (including bottled water) must be ordered through the San Diego Convention Center. Catering menu and order form may be found in Section 7 Other Services.

Popcorn and Alcoholic Beverages Are Not Permitted
Popcorn machines are not permitted in the expo hall. Neither popcorn nor alcoholic beverages may be distributed from exhibitors’ booths.
Liability and Insurance
Exhibitors and exhibitors' contractors are required, according to the terms and conditions of the TechAdvantage 2017 Exhibit Space Contract, to procure and maintain Commercial General Liability Insurance and Worker's Compensation and Occupational Disease Insurance. For specific requirements and amounts, please refer to Item 26 of the TechAdvantage 2017 Terms and Conditions found in this manual following Basic Information and on the back of the TechAdvantage 2017 Exhibit Space Application/Contract.

Damage to property or equipment due to handling on-site should be reported immediately to a Shepard Exposition Services representative at the Exhibitor Service Center.

Event Cancellation Insurance
Should this Expo be cancelled or abandoned for any reason, the limit for claim of damages and/or compensation by the Exhibitor shall be the return of the amount already paid for space in this specific Expo. It is strongly recommended that exhibitors purchase event cancellation insurance from their insurance carrier to cover any other losses that may result from the cancellation of this Expo.
1) PAYMENT: Agreements shall not be processed or assigned its Exhibit Space (“Space”) without the required payment. #1 2016 fees, that has not been paid for in full by August 1, 2016 may be reassigned or cancelled without refund of deposit. #5

2) REFUND POLICY: Termination of this Agreement on or before August 1, 2016, will receive a refund equal to 50% of the amount

3) SPACE REDUCTION PENALTY: Exhibitor may request space reduction, which may result in the need to relocate Exhibitor to an

4) EXHIBIT FLOOR CONDUCT: The conduct stated in this Section shall supersede, where in conflict, any and all expo facility, exhibit floor, rules and regulations, as found in the Manual. #1 No display shall be in any way altered, impaired or modified. #2 Any display which is not in compliance with any applicable policies of the expo facility. Additionally, the use light liquid petroleum and gases is strictly prohibited, and no helium or propane tanks full or empty are allowed in the expo facility.

5) HUMAN INITIATING INCIDENTS: Exhibitor is strictly liable for any and all damages caused to the expo facility, by Exhibit Personnel, and the display or other materials in their Space. All expenses shall be paid by Exhibitor. #2 Exhibitor agree that, the length of the Expo is reduced for any reason at any time, no refunds of any kind will be made to the Exhibitor.

6) SPACE SELECTION / ASSIGNMENTS: NRECA will take into account Exhibitor’s preference in Space location, as designated in their current year’s Expo for the following year’s Expo. Space selection priority is given to Exhibitors based on the Priority Points earned in the current year’s Expo. NRECA has retained Kenworthy Management, Inc. to act as show management (“Management”) for the Expo. All payments should be directed to NRECA at the address set forth herein, unless otherwise directed by NRECA.

7) SUBLETTER AGREEMENTS: No exhibitor shall assign, sublet, or share the Space allotted with another business or firm, unless

8) SPACE SELECTION / ASSIGNMENTS: NRECA will take into account Exhibitor’s preference in Space location, as designated in their current year’s Expo for the following year’s Expo. Space selection priority is given to Exhibitors based on the Priority Points earned in the current year’s Expo. NRECA has retained Kenworthy Management, Inc. to act as show management (“Management”) for the Expo. All payments should be directed to NRECA at the address set forth herein, unless otherwise directed by NRECA.

9) SUBLETTING SPACE: No exhibitor shall assign, sublet, or share the Space allotted with another business or firm, unless

10) REMOVAL OF DISPLAY OR ITEMS: Exhibitor may not remove any display materials, merchandise, or miscellaneous

11) TECHADVANCE: TechAdvantage show service contractors and the expo facility.

12) TECHADVANCE: TechAdvantage show service contractors and the expo facility.

13) DISPLAYS IN SPACE: Only fireproof materials may be used in Space. Exhibitor must have Certificate of Flame Retardancy. All

14) DAMAGES TO THE EXPO FACILITY: Exhibitor is strictly liable for any and all damages caused to the expo facility, by Exhibit Personnel, and the display or other materials in their Space. All expenses shall be paid by Exhibitor. #2 Exhibitor agree that, the length of the Expo is reduced for any reason at any time, no refunds of any kind will be made to the Exhibitor.

15) HELM FILLED BALLOONS AND GASES: Helium filled balloons are not permitted in the expo facility. Additionally, the use light liquid petroleum and gases is strictly prohibited, and no helium or propane tanks full or empty are allowed in the expo facility.

16) FIREARMS: Firearms are not permitted in the expo facility. The only exception is law enforcement officers. 

17) TECHADVANCE: TechAdvantage show service contractors and the expo facility.

18) MOVE IN AND MOVE OUT GUIDELINES AND TIMES: Exhibitor and Exhibitor’s personnel must have appropriate work and

19) REMOVAL OF SPACE: Exhibitor may terminate their Agreement and receive a full refund of any money previously

20) STORAGE OF ALL EMPTY PACKING CONTAINERS: For convenience, there will be blank “EMPTY” stickers provided at Exhibitor’s expense for the packing storage facilities. Exhibitor assumes all risk with respect to a merchandise, materials, or the likeness, in their Space, at all times.

21) EXHIBITOR’S DISPLAY: Exhibitor’s Space must be fully staffed and operational during the entire Expo time and

22) EXHIBITOR SHALL NOT PERMIT TO SELL, SHARE OR LEASE EXHIBIT ATTENDEE LISTS WITH ANY THIRD PARTIES WHATSOEVER: Any and all sales, involving the exchange of currency, credit cards, checks, money orders, or barter of goods is strictly prohibited by the Expo. Expo attendees may only place orders for merchandise for future delivery or invoicing to attendees’ place of business or home.

23) UNION LABOR AND OTHER CONTRACTS: Exhibitor shall acknowledge and comply with all contracts in effect between

24) ALL EXHIBITOR DISPLAYS OR MATERIALS LEFT IN THE BOOTHS AFTER THE EXPO WITHOUT INSTRUCTION WILL BE PACKED AND SHIPPED OR DISCARDED AT THE SOLE DISCRETION OF NRECA AND ALL CHARGES WILL BE BILLED TO THE EXHIBITOR.

25) GENERAL INDEMNITY: Exhibitor agrees to indemnify, defend, and hold NRECA and Management, its officers, directors, agents, employees, and subcontractors; and, expo facility (each, an “Indemnifier” and collectively, the “Indemnifiers”) harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments (collectively “Claims”) including reasonable attorneys’ fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from any indemnifier, by reason of any Claim arising out of or relating to any act, error, omission, or misconduct, of Exhibitor, its officers, directors, agents, employees, or subcontractors, during the performance of this Agreement, without limitation, Claims arising out of or relating to: (a) a violation of federal, state, local, internal, or other laws, rules, ordinances, or regulations; (b) sexual discrimination or harassment based upon any protected characteristic; (c) bodily injury (including, death) or damage to tangible personal or real property; or, (d) breaches of any representations made under this Agreement; provided, however, that the foregoing indemnity shall not apply to the extent that the applicable Claim resulted from: (i) intentional or reckless conduct of Exhibitor, its officers, directors, agents, employees, or subcontractors; (ii) alleged acts or omissions of NRECA or Management’s officers, directors, agents, employees, subcontractors, or the expo facility.
EXHIBIT CONSTRUCTION GUIDELINES

If you have questions or need clarification regarding exhibit construction guidelines, please contact our show management at 718.578.4658.

STANDARD EXHIBITS
Definition: One or more standard units in a straight line (minimum booth size is 10’x10’ = 100 square feet.)

PERIMETER-WALL EXHIBITS
Definition: Standard booth located on the outer-perimeter wall of the exhibit floor. Back wall height may not exceed 14 feet (14’). Display fixtures over four feet (4’) high must be confined to the area of the booth that is at least five feet (5’) from the aisle line.

ISLAND EXHIBITS
Definition: Exhibit with one or more display levels 400 square feet or greater with aisles on all four sides. Height of display material may not exceed 18 feet (18’).

CANOPIES AND CEILINGS
Definition: An exhibit component supported over an exhibit’s space for decorative purposes only. This may only be used in island booth spaces.

PENINSULA EXHIBITS
Definition: These booths are surrounded by three aisles. For booths 400 square feet or greater that back up to another booth of equal or greater size, the dividing back wall may reach a maximum height of 12 feet (12’). The back of the dividing back wall must be clean and clear of any logos, names, or graphics. For any booth that backs up to a row of inline booths, the back wall may not exceed eight feet (8’) in height for half of the distance ten feet (10’) centered. The remaining five feet (5’) on either side may not exceed four feet (4’) in height, to avoid blocking the visual sightline to the connected inline booths.

HANGING SIGNS
Definition: An exhibit component may be suspended above an island or split island of 400 square feet or more for purpose of displaying graphics or identification. The component must be hung at least five feet (5’) from the adjoining booth and from the aisle lines and the top of the sign may not exceed twenty feet (20’) in height.

DEMONSTRATIONS
Definition: Interaction of exhibit personnel and their audience through corporate presentations, product demonstrations, or sampling. All presenters and observers must be inside the booth where the presentation is being done. No one should stand in the aisle.

TO ALL EXHIBITORS DISPLAYING MACHINERY, EQUIPMENT OR VEHICLES:
All machinery, equipment and vehicles must be placed at least one foot (1’) in from the edge of your booth. No exhibited product may extend out over the aisle in the air or at floor level. Additional requirements may be found in the Terms and Conditions on the back of the Exhibit Space Application contained within this brochure.
EXHIBIT SPACE SELECTION FOR THE TechAdvantage 2018 Expo

All companies exhibiting at the 2017 Expo, will have the opportunity while in San Diego to reserve a booth space for the 2018 Expo which will be held in Nashville, Tennessee, February 26-28, 2018. Exhibitors will be assigned a day and time to come to the space selection room at the San Diego Convention Center and select their booth space for the 2018 Expo.

Complete details as well as your company’s assigned date and time will be emailed to you approximately one week before the 2017 Expo and will also be delivered to your booth approximately one hour before the Expo opens on Monday, February 27, 2017.

The order in which companies will be assigned 2018 exhibit space is determined by the amount of TechAdvantage Priority Points earned. The following document explains how priority points are accumulated.
NEW Guidelines for TechAdvantage Expo Space Selection

TechAdvantage Priority Points

TechAdvantage Priority Points are the participation and loyalty reward system for TechAdvantage Expo® Exhibitors and Sponsors. Accumulated Points dictate position in Space Selection order for the following year. Points will not be accumulated and/or carried over from year to year. At the end of the space selection process all points will be reset for the next year calculations.

Exhibitors earn Priority Points in four ways:
1. By exhibiting at the TechAdvantage Expo
2. By type and membership level of the National Rural Electric Cooperative Association (NRECA)
3. By sponsoring at the NRECA Annual Meeting and TechAdvantage Conference & Expo
4. By becoming an Advertiser in the TechAdvantage Expo on-site guide or RE Magazine
5.

How Priority Points are credited for the purchase of Exhibit Space

Each Exhibitor is credited with ten (10) TechAdvantage Priority Points if they participated as an exhibitor at the TechAdvantage Expo. In addition, exhibitors will be credited one point for each 100 square feet of exhibit space at the current year TechAdvantage Expo

<table>
<thead>
<tr>
<th>Exhibit at TechAdvantage</th>
<th>10 Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earn Added points</strong> (<em>example</em>)</td>
<td><strong>10 Priority Points</strong> over <strong>100 Sq. Ft.</strong></td>
</tr>
<tr>
<td>200 NSF</td>
<td>20 points</td>
</tr>
<tr>
<td>400 NSF</td>
<td>40 points</td>
</tr>
<tr>
<td>900 NSF</td>
<td>90 points</td>
</tr>
<tr>
<td>1600 NSF</td>
<td>160 points</td>
</tr>
</tbody>
</table>
NRECA Membership earns Priority Points

**NRECA Voting Members** (Cooperatives and Service Members) will be credited one hundred (100) Priority Points.

**NRECA Affiliate Members** will be credited the seventy (80) Priority Points.

**NRECA Associate Members** will receive priority points based on level of associate membership.

*Exhibitors must be Associate NRECA members prior to the opening of the current year TechAdvantage Expo.*

**Membership Chart:**

<table>
<thead>
<tr>
<th>Membership Level</th>
<th>Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Member – Silver</td>
<td>20 point</td>
</tr>
<tr>
<td>Associate Member – Gold</td>
<td>40 points</td>
</tr>
<tr>
<td>Associate Member – Platinum</td>
<td>60 points</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>80 points</td>
</tr>
<tr>
<td>Voting Member <em>(cooperative or service company)</em></td>
<td>100 points</td>
</tr>
</tbody>
</table>

**My company is represented in several member categories, how are the Priority Points calculated?**

Priority Points will be awarded to the company’s highest membership level. *(company X is a Voting Member and Gold Associate, company X is will be award 10 points)*
How are Priority Points accumulated for Sponsorship Packages?
Priority Points will be awarded to current exhibitors for sponsorship dollars for the current year NRECA Annual Meeting and TechAdvantage Conference & Expo based on the following scale:

<table>
<thead>
<tr>
<th>Amount Spent</th>
<th>Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 – $4,999</td>
<td>20 points</td>
</tr>
<tr>
<td>$5,000 – $14,999</td>
<td>40 points</td>
</tr>
<tr>
<td>$15,000 – $39,999</td>
<td>60 points</td>
</tr>
<tr>
<td>$40,000 – $59,999</td>
<td>100 points</td>
</tr>
<tr>
<td>$60,000 and above</td>
<td>150 points</td>
</tr>
</tbody>
</table>

How can I earn Priority Points by advertising at TechAdvantage?
Priority Points will be awarded to companies who purchase ad space in the TechAdvantage On-site Guide or the February issues of RE Magazine. 20 Priority Points are earned for ad space purchased. (A total of 40 points can be earned)

<table>
<thead>
<tr>
<th>Ads Space Purchased</th>
<th>Priority Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>TechAdvantage On-site Guide</td>
<td>20 points</td>
</tr>
<tr>
<td>RE Magazine (February Issue Only)</td>
<td>20 points</td>
</tr>
</tbody>
</table>

Will the Priority Points be accumulated beyond the exhibiting year?
Priority Points will be calculated on the current year’s TechAdvantage Expo only. At the end of the space selection process all points will be reset for the next year. Points will not be carried over from year to year.

What if I believe my company's Priority Point total is incorrect?
TechAdvantage Expo Priority Points are calculated with great care and we believe that they accurately reflect the status of each TechAdvantage Expo exhibitor. However, if you believe your company's Priority Point total is incorrect, contact the TechAdvantage Expo Team (Eric Commodore or Mary Novcak) via email prior to space selection for the next year. Challenges to your Priority Point total must be addressed prior to the time of your company’s space selection.
Priority Points are neither property nor a license and are non-transferrable. It cannot be sold or reassigned by an Exhibitor. The Priority Point system is subject to cancellation, change or modification by TechAdvantage Expo at any time without prior notice.

**How the Space Selection for TechAdvantage 2018 Expo will work.**

To ensure that all current exhibitors have first opportunity to reserve exhibit space for the 2018 TechAdvantage Expo, to be held at the Nashville Convention Center, Nashville, Tennessee, February 26-28, 2018, we will have space selection meetings at this year’s expo in San Diego.

**These meetings will be on Tuesday, February 27 and Wednesday, March 1 at the San Diego Convention Center.**

2018 exhibit space will be assigned according to NRECA Priority Point status and 2017 booth size.

In cases where there are multiple companies with the *same* square footage in a *specific* group, the names of the companies will be put in a "hat" and offered the opportunity for space selection assigned on the luck of the draw.

At the end of the space selection process all points will be reset for the next years’ calculations.

**Examples for 2018 space selection:**

**An NRECA voting members that exhibited (20x20) in 2017 and has an ad in RE Magazine receives 170 points:**

- 10 for exhibiting
- 40 added NSF points
- 100 for voting membership
- 20 for ad in February issue of RE Magazine

**An NRECA Platinum Associate member that exhibited (30x30) in 2017 and spent $42,000 in sponsorships in 2017 receives 260 points:**

- 10 for exhibiting
- 90 added NSF points
- 60 for Platinum Associate membership
- 100 for sponsorship dollars spent
Parking at the San Diego Convention Center

On-site private vehicle parking is available at the Port of San Diego's 1,950-vehicle underground garage located below the San Diego Convention Center. Enter the parking garage on Harbor Drive between First Ave. and Fifth Ave.

- The daily rate is $15. Parking rates may range from $15 to $35 on days when there is special event activity at PETCO Park or other downtown events.
- Payment is due upon entry and there are no in and out privileges.
- We have 31 ADA compliant parking stalls with elevator access to the convention center.
- No overnight or RV parking is permitted.

EXHIBITOR REGISTRATION (Booth Staff)

Each exhibiting company is allotted a certain number of badges to be used for the people staffing the exhibit. The number allotted is based on the size of the booth. The allotment formula is 2 badges for every 100 square feet of exhibit space. (i.e., a 10’ x 20’ booth is allotted 4 badges).

How to Register:

1. Go to https://registration.experientevent.com/ShowTCH171/
2. Click on "Exhibitor Registration & Housing/Booth Payments"
3. Enter your company name and click NEXT.
4. Click on your company name in the list of found companies.
5. Enter your password and click NEXT (If you do not have your log in password please contact mary@kenworthymanagement.com or 718-578-4658)
6. Follow the instructions on the screen

All badges will be available for onsite pickup.
Expo Only Registration

Attendees who wish to visit the exhibits only and NOT attend the conference sessions may register as an *Expo Only*.

*Expo Only* badges are available at a cost of $100 per person for non-coop members. *Expo Only* badges must be requested online.

1. Go to [https://registration.experientevent.com/ShowTCH171/](https://registration.experientevent.com/ShowTCH171/)
2. Click on "Expo Only Reg & Housing (Non-Coop Only)" to register a new badge or modify an existing registration
3. Follow the instructions on the screen
HOTEL RESERVATIONS

The NRECA has worked diligently with the hotels in San Diego to establish room blocks for attendees and exhibitors. We encourage you book your stay within the NRECA hotel block.

How to make hotel reservations:

1. Go to https://registration.experientevent.com/ShowTCH171/
2. Click on "Exhibitor Registration & Housing/Booth Payments"
3. Enter your company name and click NEXT.
4. Click on your company name in the list of found companies.
5. Enter your password and click NEXT (If you do not have your log in password please contact Mary Novack at mary@kenworthymanagement.com.)
6. Follow the instructions on the screen

The NRECA will provide free shuttle bus service between all TechAdvantage hotels and the San Diego Convention Center during the show days. Please check the TechAdvantage website in January for the complete shuttle schedule.

Courtyard by Marriott San Diego Downtown
530 Broadway
San Diego, CA 92101
Group Rate: $239

Hilton San Diego Gaslamp Quarter
401 K Street
San Diego, CA 92101
Group Rate: $279

Embassy Suites San Diego Bay
601 Pacific Highway
San Diego, CA 92101
Group Rate: $255

Residence Inn San Diego Downtown
356 6th Avenue
San Diego, CA 92101
Group Rate: $245

Hotel Indigo
509 9th Avenue
San Diego, CA 92101
Group Rate: $244

Housing Deadlines:

- Friday, January 18, 2017 - Last day to make new single room reservations. Changes/cancellations for rooms will be accepted through January 24, 2016.

Housing Center Contact: 800-424-5249 (toll free), 847-996-5829 (International residents) or email TECHADVEXH@experient-inc.com

Cancellation Policy: All cancellations must be submitted in writing to the Housing Center by January 18, 2017, 9:00 pm ET to avoid a cancellation fee. A non-refundable deposit equal to one (1) night’s room and tax will be charged for cancellations made after January 18, 2017 to the credit card used to guarantee the reservation. The hotel will charge the deposit to the credit card submitted with the reservation after January 18, 2017. NRECA’s cancellation policy overrides any hotel policies concerning room cancellations.

Experient is the Official Housing Provider for the National Rural Electric Cooperative Association. NRECA has worked diligently with the hotels in San Diego to establish room blocks for attendees and exhibitors.
2017 NRECA AIRLINE/RENTAL CAR DISCOUNT CODES FOR MEETINGS
(As of October 2016)

AIRLINE DISCOUNT PROGRAMS

UNITED AIRLINES: 2016 EVENTS; Valid January - December, 2017
Contact: 800-521-4041 / www.united.com (Z code ZXJW & Agreement Code 314321 – enter both with no spaces when booking online)

Discounts by Booking Class
F, J, Y – 10% applicable TOT discount
C, A, B, M, E, U, H – 5% applicable TOT discount
D, Z, P, Q, V, W, S, T, L, K, G, N – 2% applicable TOT discount

Call United Meetings at 1-800-426-1122 and provide the Z Code ZVDY and Agreement Code 259737. There will be a $25 service fee collected, per ticket, for all tickets issued through United Meetings Reservations. This fee is subject to change without notice.

To avoid a service fee and receive an additional 3% discount*, book your reservations online at www.united.com. Enter both your Z-code and Agreement code (without a space) in the Offer Code Box. *Additional 3% discount applies to published fares only.

DELTA AIRLINES: 2017 EVENTS; Valid January - December, 2017
Contact: 800-328-1111* / www.delta.com/booking (Meeting Event Code: NMP9X)

Discounts by Booking Class
F, G, J, C, D, Y, A, P – 10% discount
B, M, S, H, Q, K, L – 5% discount
U, T, V, X – 2% discount

Tickets must be purchased 21 days prior to departure
* A service fee for booking via 1-800 phone number may be applicable.

RENTAL CAR DISCOUNT PROGRAMS

AVIS: 800-331-1600
AWD#: A403800 (valid through August 31, 2017)
Discounts of up to 25% off rental rates.

BUDGET: 800-842-5628
BCD: T186800 (valid through August 31, 2017)
Discounts of up to 25% off rental rates.
The only publication that caters exclusively to the needs of electric co-ops, the fastest-growing segment of the utility industry.

RE Magazine is the only industry publication that reaches nearly all (99%) electric co-ops. Since 1942, RE Magazine has served as the publication of choice for electric cooperative decision-makers who want to stay ahead of industry challenges, developments, and trends.

Subscriber Behavior:
- 51% participate in purchasing decisions
- 76% read most or all issues
- 86% of CEOs read most or every issue

Readership Breakdown:
- 92% Distribution Cooperatives, Public Power Districts, and Public Utility Districts
- 7% Generation and Transmission Cooperatives
- 1% Statewide Organizations

Readership Totals:
- 20,000+ Qualified, Paid Subscribers
- 16,000 Pass-Along Readership

Breakout of Circulation by Function:
- Engineering & Operations: 6,534
- Consumer-Member Elected Board: 6,911
- Other: 635
- Purchasing & Inventory Mgmt.: 357
- Member Services: 1,428
- Marketing: 169
- Legal: 647
- Information Technology: 426
- Human Resources: 210
- Finance: 1,177
- Communication: 331
- Administrative Mgmt. & Office Services: 715
- District or Branch Office Manager: 106
- General Manager/CEO, Assistant General Manager: 926

1 NRECA Market Research Services, 2016
2 BPA Brand Report, June 2016
3 Baxter Research Study, June 2016, approximate number based on mean pass-along rate (.8)
# 2017 Editorial Calendar

<table>
<thead>
<tr>
<th>Issue</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Deadline</td>
<td>11/23/16</td>
<td>01/03/17</td>
<td>01/26/17</td>
<td>02/23/17</td>
<td>03/24/17</td>
</tr>
<tr>
<td>Ad Material Deadline</td>
<td>12/02/16</td>
<td>01/05/17</td>
<td>02/01/17</td>
<td>03/07/17</td>
<td>04/03/17</td>
</tr>
</tbody>
</table>

## Editorial Departments

### Feature Articles

- **Cover:** History of NRECA Co-ops
- **TechSurveillance:** Analytics

- **Cover:** Interview with CEO Jim Matheson
- **TechSurveillance:** Electric vehicles

- **Cover:** CEO Turnover
  - **TechSurveillance:** Lighting Update
  - **TechSurveillance:** Vegetation management

- **Cover:** Broadband
  - **TechSurveillance:** Resiliency

### Project Profiles

- Highlights how manufacturers help electric cooperatives solve challenges
- Co-op Case Study Submissions due: 09/01/16
- Co-op Case Study Submissions due: 10/01/16
- Co-op Case Study Submissions due: 11/01/16
- Co-op Case Study Submissions due: 12/01/16
- Co-op Case Study Submissions due: 01/01/17

### Marketplace

- New/enhanced products and services from trusted vendors
  - Product or Service Releases Due: 11/01/16
  - Product or Service Releases Due: 12/01/16
  - Product or Service Releases Due: 01/01/17
  - Product or Service Releases Due: 02/01/17
  - Product or Service Releases Due: 03/01/17

### Special Supplements

- 75th NRECA Annual Meeting and TechAdvantage 2017 Conference & Expo
  - “The Official” PREVIEW GUIDE w/ EXHIBITOR LIST
- Special Value Added Service for Advertisers: Complimentary
  - Display Advertising
  - Readership Study by Baxter Research.

- 2017 RE Magazine Online BUYER’S GUIDE: The Purchasing Time
  - (MUST submit listing online by January 31, 2017, for inclusion in the printed edition)

### Additional Distribution

- NRECA CEO Close-up Conference
  - 01/08-12/17 Ft. Lauderdale, FL
- NRECA Annual Meeting
  - 02/23-03/01/17 San Diego, CA
- NRECA Touchstone Energy* New & Emerging Technologies Conference
  - 01/30 - 02/01/17 San Diego, CA
- NRECA Directors Conference
  - 04/01-04/17 Tampa, FL
- NWPPA E&O Conference & Expo
  - 09/09-04/14/17 Reno, NV
- IEEE Rural Electric Power Confer & Expo
  - 04/23-04/26/17 Columbus, OH
- UTC Telecom & Technology 2017
  - 05/09-05/12/17 Charlotte, NC
- NRECA & Touchstone Energy CONNECT 2017 Conference
  - 05/02-05/05/17 Tampa, FL

## Estimated Mail Date

- 12/27/16
- 01/27/17
- 02/22/17
- 03/27/17
- 04/24/17
<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/17</td>
<td>05/25/17</td>
<td>06/23/17</td>
<td>07/26/17</td>
<td>08/24/17</td>
<td>09/25/17</td>
<td>10/25/17</td>
</tr>
<tr>
<td>05/01/17</td>
<td>06/02/17</td>
<td>06/30/17</td>
<td>08/04/17</td>
<td>08/31/17</td>
<td>10/02/17</td>
<td>11/01/17</td>
</tr>
</tbody>
</table>

**Cover:** Cybersecurity

**TechSurveillance:** Outage management

**TechSurveillance:** Physical security

**TechSurveillance:** Distributed Energy Resources

**TechSurveillance:** Renewables

**TechSurveillance:** Efficiency/demand-side management

**TechSurveillance:** Safety – Road Work

**TechSurveillance:** T&D – Line construction/maintenance

**TechSurveillance:** International Programs

**TechSurveillance:** Community Storage

**TechSurveillance:** Tech Trends

**Co-op Case Study Submissions due:** 02/01/17

**Product or Service Releases Due:** 04/01/17

**Special Value Added Service for Advertisers:** Complimentary Display Advertising Readership Study by Baxter Research.

**2017 Membership DIRECTORY OF ELECTRIC COOPERATIVES**

(A complete listing of Cooperative Members, Associate Members, & Affiliate Members)

**Special Value Added Service for Advertisers:** Complimentary Display Advertising Readership Study by Baxter Research.

**APPAs 2017 National Conference**

06/16-06/21/17

Orlando, FL

**AREGC 2017 Conference**

06/18-06/21/17

La Crosse, WI

**INTERACT (NRECA HR Conference)**

07/08-07/12/17

San Antonio, TX

**NCEMC Technology Conference**

August 2017

Myrtle Beach, SC

**Tax, Finance & Accounting Conference for Cooperatives**

08/06-08/09/17

Salt Lake City, UT

**INTERACT (NRECA HR Conference)**

08/12-08/16/17

Washington, DC

**NRECA Regional Meeting 1&4**

09/07-09/08/17

Pittsburgh, PA

**NRECA Regional Meeting 5&6**

09/20-09/21/17

Minneapolis, MN

**NRECA PowerUp Conference (Executive Admin.)**

10/01-10/04/17

Long Beach, CA

**ICUEE “The DEMO Expo”**

10/03-10/05/17

Louisville, KY

**NRECA Regional Meeting 2&3**

10/12-10/13/17

Chattanooga, TN

**NRECA Regional Meeting 7&9**

10/17-10/18/17

Denver, CO

**NRECA Regional Meeting 8&10**

11/01-11/02/17

Scottsdale, AZ

**05/22/17**

**06/26/17**

**07/24/17**

**08/27/17**

**09/25/17**

**10/23/17**

**11/27/17**
## Display Advertising

### Interior Page Positions

<table>
<thead>
<tr>
<th></th>
<th>1x</th>
<th>6x</th>
<th>12x</th>
<th>2-Color</th>
<th>4-Color</th>
<th>Trim Size</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A Two-Page Spread w/ Bleed</td>
<td>$8,240</td>
<td>$7,700</td>
<td>$7,345</td>
<td>+$1,600</td>
<td>+$3,400</td>
<td>16.125 x 10.875</td>
<td>15.875 x 10.625</td>
</tr>
<tr>
<td>B Two-Page Spread Non-Bleed</td>
<td>$8,240</td>
<td>$7,700</td>
<td>$7,345</td>
<td>+$1,600</td>
<td>+$3,400</td>
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<td>+$1,700</td>
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<td>7.875 x 10.625</td>
</tr>
<tr>
<td>D Full Page Non-Bleed</td>
<td>$4,120</td>
<td>$3,850</td>
<td>$3,670</td>
<td>+$800</td>
<td>+$1,700</td>
<td>8.125 x 10.875</td>
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<tr>
<td>G One-Half Page Island</td>
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<tr>
<td>H One-Third Page Vertical</td>
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<td>K One-Sixth Page</td>
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<td>C Cover 2</td>
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<td>+$800</td>
<td>+$1,700</td>
<td>8.125 x 10.875</td>
<td>7.875 x 10.625</td>
</tr>
<tr>
<td>C Cover 3</td>
<td>$5,160</td>
<td>$4,910</td>
<td>$4,660</td>
<td>+$800</td>
<td>+$1,700</td>
<td>8.125 x 10.875</td>
<td>7.875 x 10.625</td>
</tr>
<tr>
<td>C Cover 4</td>
<td>$5,990</td>
<td>$5,740</td>
<td>$5,465</td>
<td>+$800</td>
<td>+$1,700</td>
<td>8.125 x 10.875</td>
<td>7.875 x 10.625</td>
</tr>
</tbody>
</table>

**Services that boost your ad value:**

- Complimentary Quarterly Advertising Study
- Free Product or Service Releases in Marketplace Section
- Bonus Distribution at Industry Events
- A National Account Manager to Help You Build a Customized Co-op Strategy

**Bleed Dimensions:**

- Page size: 8.375 x 11.125
- Trim Size: 8.125 x 10.875
- Live Area: 7.875 x 10.625

**Payment Address:**

NRECA, PO Box 798392, St. Louis, MO 63179-8000

NRECA Taxpayer Identification Number: 53-0116145
TheTechAdvantage Program Guide is an on-site reference tool for TechAdvantage and Annual Meeting attendees. More than 6,000 electric cooperative utility employees will refer to the guide for the following information:

- Conference schedule
- Exhibitor listings
- Expo floorplan
- Transportation information

Opportunities to increase your company’s exposure at TechAdvantage through advertising in the program guide are currently available. This reference guide is a full size (8.5 x 11), four-color format. Please see below for important advertising rate and deadline information. Space reservations are accepted on a first-come, first-served basis.

**Sizes:**

- **Publication Trim Size:** 8.5" width X 11" height
- **Full-Page Ad Size:** 8.5" X 11" (Please include a .25" bleed on all sides of ad, and make sure that all important information is contained within the “live area.”)
- **Half-Page Ad Size:** 7.75" width X 5" height (No bleed)
- **One-Third Page Square Ad Size:** 4.25" width X 4.25" height (No bleed)
- **One-Third Page Vertical Ad Size:** 2" width X 9" height (No bleed)
- **Quarter-Page Ad Size:** 3.5" width X 5" height (No bleed)
- **One-Sixth Page Ad Size:** 2" width x 4.25" height (No bleed)

**Ad Deadlines:**

- **Space Reservation Deadline:** January 3, 2017
- **Material Deadline:** January 9, 2017

**Mechanical Requirements:**

**Preferred format:** Our preferred format is a high-resolution PDF. PDF files are compact in size and are easy to print and transmit via the internet and e-mail. When we receive a compliant PDF, minimal intervention is necessary prior to the final press run.

For information on creating high-quality PDFs, please consult your application manual (Quark, InDesign, Illustrator, etc.) or go to www.adobe.com. For full-page ads please include crops and bleeds.

**Artwork Delivery:** E-mail your artwork to your account representative. File size must be less than 6MB. For files larger than 6MB, contact your account representative for alternate submission instructions.

**Please E-mail Your Insertion Order Form to Your Advertising Representative**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Burton</td>
<td>301.514.6236</td>
<td><a href="mailto:dburton@remagazine.org">dburton@remagazine.org</a></td>
</tr>
<tr>
<td>Julie Cook</td>
<td>410.729.4140</td>
<td><a href="mailto:jcook@remagazine.org">jcook@remagazine.org</a></td>
</tr>
<tr>
<td>Sarah Burton</td>
<td>860.459.7215</td>
<td><a href="mailto:sburton@remagazine.org">sburton@remagazine.org</a></td>
</tr>
<tr>
<td>Alana Macary</td>
<td>630.640.7525</td>
<td><a href="mailto:amacary@remagazine.org">amacary@remagazine.org</a></td>
</tr>
</tbody>
</table>

For questions regarding advertising in the TechAdvantage program guide, please contact an account representative listed above.

Please Note: Content of advertisements is subject to publisher’s approval. Publisher reserves the right to reject or cancel any advertisement insertion order, space reservation, or position commitment at any time.
TO PLACE AN ADVERTISEMENT PLEASE COMPLETE THE FOLLOWING INFORMATION:

CONTACT NAME _________________________________________________________________

COMPANY NAME ________________________________________________________________

ADDRESS _______________________________________________________________________

CITY ____________________________ STATE ________________ ZIP CODE ____________

COUNTRY (IF NOT U.S.A.) __________________________________________________________

TELEPHONE (__) ___________________________ FAX (__) ___________________________

E-MAIL ____________________________________________________________

AD SIZE AND RATE:

Please circle the number next to the description of the ad size you wish to purchase.

1. Full page on cover 3 (inside back cover) 4-color-$4,800
2. Full page on cover 4 (back cover) 4-color-$4,800
3. Full page (first page & last page) 4-color-$4,500
4. Full page (on any inside page) 4-color-$4,000
5. Half page (or any inside page) 4-color-$2,965
6. One-third page square (on any inside page) 4-color-$2,600
7. One-third page vertical (on any inside page) 4-color-$2,600
8. Quarter page (on any inside page) 4-color-$2,250
9. One-sixth page (on any inside page) 4-color-$1,800

AS AN ADDED BONUS, companies that advertise in RE Magazine’s February 2017 TechAdvantage Preview Issue will receive a 50% discount on any four-color advertisement in the program guide. Premium positions excluded.

- Full page (on any inside page) 4-color—$2,000
- Half page (on any inside page) 4-color—$1,475
- One-third page square (on any inside page) 4-color—$1,300
- One-third page vertical (on any inside page) 4-color—$1,300
- Quarter page (on any inside page) 4-color—$1,125
- One-sixth page (on any inside page) 4-color—$900

SIGNATURE __________________________ DATE _______ / _______ / _______

Payment method:

☐ CHECK. PAYABLE TO NRECA
☐ CHARGE MY ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA
CARD NO. _____________________________ EXP DATE ___________ CUSTOMER CODE ______________
NAME ON CARD ___________________________ SIGNATURE __________________________
**BOOTH PACKAGE**

Items provided in your booth, per exhibitor:

- 8’ High backwall drape
- 3’ High sidewall drape
- 7” x 44” Cardstock Identification Sign

**Exhibit Hall Carpet:**

The exhibit hall is not carpeted. However, the aisles will be carpeted in Tuxedo. Booth spaces are not carpeted, but floor covering is REQUIRED and will be enforced by show management. If the floor is not covered by NOON prior to hall opening, show management will have carpet installed at the exhibitor's expense.

**Show drape color(s):** Black, White

**Aisle carpet color:** Tuxedo (Black/Grey)

If your assigned booth is NOT furnished / set-up by NOON on Monday, February 27th, NRECA reserves the right to revert full possession of the booth space.

**EXHIBIT SHOW SCHEDULE**

General Exhibitor Move-in:
- Sunday, February 26, 2017 8:00 AM - 7:00 PM
- Monday, February 27, 2017 8:00 AM - 12:00 PM

**Exhibit Hours:**
- Monday, February 27, 2017 4:30 PM - 7:00 PM (Reception)
- Tuesday, February 28, 2017 11:30 AM - 4:30 PM
- Wednesday, March 1, 2017 11:30 AM - 3:00 PM

**Exhibitor Move-out:**
- Wednesday, March 1, 2017 3:00 PM - 10:00 PM
- Thursday, March 2, 2017 8:00 AM - 12:00 PM

**Freight Re-route Time:**
- Thursday, March 2, 2017 12:00 PM

**IMPORTANT DEADLINES**

- Exhibitor appointed contractor notification deadline: Monday, January 30, 2017
- Discount price deadline for standard Shepard orders: Monday, February 6, 2017
- Discount price deadline for custom Shepard rentals: Friday, January 27, 2017
- First day for warehouse deliveries without a surcharge: Monday, January 30, 2017
- Last day for warehouse deliveries without a surcharge: Friday, February 17, 2017
- First day for warehouse deliveries: Friday, February 24, 2017
- Last day for warehouse deliveries: Friday, February 24, 2017
- Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

**Shipping Addresses**

**Advance Shipments Address**

<table>
<thead>
<tr>
<th>Exhibiting Co. Name &amp; Booth Number</th>
<th>Shepard Exposition Services c/o HTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TechAdvantage 2017</td>
<td>6855 Calle De Linea</td>
</tr>
<tr>
<td>San Diego, CA 92154</td>
<td>San Diego Convention Center</td>
</tr>
</tbody>
</table>

**Direct Shipments Address**

<table>
<thead>
<tr>
<th>Exhibiting Co. Name &amp; Booth Number</th>
<th>c/o Shepard Exposition Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>TechAdvantage 2017</td>
<td>San Diego Convention Center</td>
</tr>
<tr>
<td></td>
<td>111 W Harbor Dr</td>
</tr>
<tr>
<td></td>
<td>San Diego, CA 92101</td>
</tr>
</tbody>
</table>

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.
ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. GO TO: www.shepardes.com/intro.asp

2. Click on TechAdvantage 2017

3. LOG IN from the Show Information page.

4. ENTER your email address and password then click: [login]
   a. **NEW users**: User name = Your Email Address (provided by Show Management)
       Password = TA17
   b. **Previous users**: User name = Your Email Address
       Password = Your pre-existing password

5. 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.

6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click [proceed to ordering]
      OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.

7. Welcome to Shepard Online Ordering!

Some helpful tips:

- Use the [previous] or [continue] buttons to scroll through all your options.
- Use the [add to cart] button to add an item to your cart, BEFORE proceeding to the next screen.

To NAVIGATE to a specific page, use the menu headers at the top of the page.

To VIEW your shopping CART, click on [cart]

To DELETE an item from your shopping cart, click [trash] next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com
PAYMENT AUTHORIZATION

TechAdvantage 2017
February 27 - March 1, 2017
San Diego Convention Center - San Diego, California

Event Code: C150220317
Discount Deadline: February 6, 2017

Please complete the information requested below 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. 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 to include material handling charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

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 - TechAdvantage 2017
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

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY ADDRESS:</td>
<td>PHONE:</td>
</tr>
<tr>
<td>CITY, ST, ZIP:</td>
<td>FAX:</td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

CREDIT CARD INFORMATION

Type of Card: [ ] MasterCard [ ] Visa [ ] American Express
[ ] Pay by Check* [ ] Pay by Wire* [ ]
Credit Card #: ___________________________ Expiration Date: [ ] Month [ ] Year
Billing Address: ___________________________ Security Code: ________________
City, ST, Zip: ___________________________
Name on Card: ___________________________

Authorized Signature: ____________________

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in? [ ] Yes [ ] No

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

Please submit tax exemption certificate to: lasvegas@shepardes.com
**PAYMENT POLICY**

**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.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**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.

**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.

**Rentals 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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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**DEFINITIONS AND SHEPARD RESPONSIBILITIES**

The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term “exhibitor” refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials.

Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

---

**INDEMNIFICATION**

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or any 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.

**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.

**SHEPARD'S LIMITS OF LIABILITY**

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

---

**INBOUND AND OUTBOUND SHIPMENTS**

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

---

**PACKAGING, CRATES, AND EMPTY CONTAINERS**

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing ‘Empty’ storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
The following information must be completed and the form returned to Shepard by the deadline date.

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.

** Are you tax exempt for the state this event occurs in?  [ ] Yes  [ ] No

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

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

---

### SERVICES TO BE COVERED BY THIRD PARTY

<table>
<thead>
<tr>
<th>All services</th>
<th>Rental Furniture</th>
<th>Exhibit Display Rentals</th>
<th>Overhead Rigging/Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet</td>
<td>Cleaning</td>
<td>Installation/Dismantling Labor</td>
</tr>
<tr>
<td></td>
<td>Logistics/Transportation</td>
<td>Other (please specify):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material Handling</td>
<td></td>
<td><em>Please complete the Material Handling Authorization Form</em></td>
</tr>
</tbody>
</table>

Notes:

---

### THIRD PARTY INFORMATION

**COMPANY NAME:**

**CONTACT NAME:**

**COMPANY ADDRESS:**

**PHONE:**

**CITY, ST, ZIP:**

**FAX:**

**AUTHORIZED SIGNATURE:**

**EMAIL:**

---

### EXHIBITING COMPANY INFORMATION

**COMPANY NAME:**

**BOOTH #:**

**COMPANY ADDRESS:**

**PHONE:**

**CITY, ST, ZIP:**

**FAX:**

**CONTACT NAME:**

**EMAIL:**

**AUTHORIZED SIGNATURE:**

---

### THIRD PARTY CREDIT CARD INFORMATION

**Type of Card:**

[ ] MasterCard  [ ] Visa  [ ] American Express  [ ] Discover  [ ] Other

**Credit Card #:**

**Expiration Date:**

[ ] Month [ ] Year

**Billing Address:**

**Security Code:**

**City, ST, Zip:**

**Name on Card:**

**Authorized Signature:**

---

Are you tax exempt for the state this event occurs in?  [ ] Yes  [ ] No
Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

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

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

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

~ Non-official contractor 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.
**Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!**

**Total FABEX Signature Packages:**

- **Tax:**
- **Amount Due:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.*

---

**Contact Name: ____________________________________________**

**Booth Number: ______________________________  Phone Number: __________________________**

Carpet is not included. To order please refer to Carpet and Cleaning Form.

---

**FX2 Package:**

10' Wide x 8' High. Full color fabric back wall with 40” high freestanding counter.

20' Wide x 8' High. Full color fabric back wall with 40” high freestanding double counter.

*Mounted monitor also available*

Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.

---

**FX3 Package:**

10' Wide x 8’ High. Full color fabric back wall with inset and (1) 40” high freestanding counter.

20' Wide x 8’ High. Full color fabric back wall with (1) 40” high freestanding single counter.

*Optional Header can be added to 10’ or 20’ FX2 Packages*

---

**Package Options and Pricing**

<table>
<thead>
<tr>
<th>FABEX Signature FX2 Options</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' Backwall Package</td>
<td>2317.50</td>
</tr>
<tr>
<td>20' Backwall Package</td>
<td>4017.00</td>
</tr>
<tr>
<td>10' Backwall Package with Header</td>
<td>2535.75</td>
</tr>
<tr>
<td>20' Backwall Package with Header</td>
<td>4480.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FABEX Signature FX3 Options</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' Backwall Package</td>
<td>3359.00</td>
</tr>
<tr>
<td>20' Backwall Package</td>
<td>5129.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Qty</strong></th>
<th><strong>Price</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>66544</td>
<td>1800.00</td>
</tr>
</tbody>
</table>

---

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

*Optional Header can be added to 10’ or 20’ FX2 Packages*

---

**All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.**

Approved, print ready graphics MUST be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

---

Please complete the following.

**Company Name:** ____________________________________________

**Contact Name:** ____________________________________________  **Phone Number:** __________________________

---

Authorized Signature: ____________________________________________

---

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

---

*All tax rates are subject to change.*
**Freestanding 10' or 20' Backlit backwall with full color graphics**

*FX1 – 10' Wide x 8' High Freestanding Backlit Wall with full color graphics*

*FX1L - 10' Wide x 8' High Backlit wall with (1) Endcap and full color graphics*

*FX1.2L – 20' Wide x 8' High Backlit wall with (1) Endcap and full color graphics*

*FX1U - 20' Wide x 8' High Backlit wall with (2) Endcaps and full color graphics*

*FX1F - Backlit Freestanding Panel Available in Double sided or Single sided*

---

### Package Options and Pricing

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66530</td>
<td>FX1-10’ Freestanding Backlit Wall</td>
<td>2338.80</td>
</tr>
<tr>
<td>66532</td>
<td>FX1.2-20’ Freestanding Backlit Wall</td>
<td>3611.45</td>
</tr>
<tr>
<td>66547</td>
<td>FX1.3-30’ Freestanding Backlit Wall</td>
<td>4886.05</td>
</tr>
</tbody>
</table>

---

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

**All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.**

Approved, print ready graphics MUST be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

Company Name: ____________________________________________
Contact Name: ____________________________________________
Booth Number: ______________________ Phone Number: ______________________

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.*

---

**Authorized Signature:** ____________________________
Available Colors:

6 Foot Fabric Table Cover w/ Table

Natural Feel Business Chair

Natural Feel Business Stool

Natural Feel Business Table 30"

Natural Feel Business Table 40"

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: ________________________________
Contact Name: ________________________________
Booth Number: ________________________________ Phone Number: ________________________________

Total Signature Furnishings: $__________
8.000% Tax*: $__________
Amount Due: $__________

Authorized Signature: ________________________________
Use the below formula to calculate the square footage (sq. ft.)

\[
\text{length} \times \text{width} = \text{sq. ft.}
\]

### Signature Series Flooring

**Elevated Hardwood Flooring**

- Light Oak - Elevated Hardwood Floor
- Dark Oak - Elevated Hardwood Floor

**Light Oak - Elevated Hardwood Floor**

**Dark Oak - Elevated Hardwood Floor**

All Signature Series Flooring must be ordered 30 days before move-in for availability. Minimum 100 square feet is required per flooring order.

**Premium Plush Carpet 50 oz.**

- Light Maple
- Rustic Cherry
- Blackwood
- Ivory
- Barnwood
- Checkerboard

**Premium Vinyl Floor Covering**

- Premium Vinyl Floor (48004)
- Premium Plush Carpet (48005)

**Premium Vinyl Floor (48005)**

- Light Maple: 13.00
- Rustic Cherry: 13.00
- Blackwood: 13.00
- Ivory: 13.00
- Barnwood: 13.00
- Checkerboard: 13.00

**Elevated Hardwood Floor**

- Light Oak - Elevated Hardwood Floor
- Dark Oak - Elevated Hardwood Floor

**Call for Quote**

### Please complete the following.

- Company Name: ________________________________
- Contact Name: ________________________________
- Booth Number: ________________________________
- Phone Number: ________________________________

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.*

**Authorized Signature:** ________________________________

---

**Total Signature Flooring:** $ ________________________________

8.000% **Tax:** $ ________________________________

**Amount Due:** $ ________________________________
Booth Cleaning

Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancellations must be received 48 hours prior to show opening

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

Booth Vacuuming

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 399 sq ft</td>
<td>Vacuum Once</td>
<td>0.45</td>
<td>0.65</td>
</tr>
<tr>
<td>400-899 sq ft</td>
<td>Vacuum Once</td>
<td>0.40</td>
<td>0.55</td>
</tr>
<tr>
<td>900+ sq ft</td>
<td>Vacuum Once</td>
<td>0.35</td>
<td>0.45</td>
</tr>
</tbody>
</table>

Vacuum Once with One Touch Up

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 399 sq ft</td>
<td>Vacuum Once with One Touch Up</td>
<td>0.55</td>
<td>0.70</td>
</tr>
<tr>
<td>400-899 sq ft</td>
<td>Vacuum Once with One Touch Up</td>
<td>0.50</td>
<td>0.65</td>
</tr>
<tr>
<td>900+ sq ft</td>
<td>Vacuum Once with One Touch Up</td>
<td>0.45</td>
<td>0.60</td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 399 sq ft</td>
<td>Daily Vacuum</td>
<td>1.35</td>
<td>1.75</td>
</tr>
<tr>
<td>400-899 sq ft</td>
<td>Daily Vacuum</td>
<td>1.25</td>
<td>1.65</td>
</tr>
<tr>
<td>900+ sq ft</td>
<td>Daily Vacuum</td>
<td>1.15</td>
<td>1.50</td>
</tr>
</tbody>
</table>

Mopping/Shampooing

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>Mopping</td>
<td>0.60</td>
<td>0.80</td>
</tr>
<tr>
<td>Daily per sq ft</td>
<td>Mopping</td>
<td>1.50</td>
<td>1.95</td>
</tr>
</tbody>
</table>

Shampooing

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>Shampooing</td>
<td>0.60</td>
<td>0.80</td>
</tr>
</tbody>
</table>

Display Wipe Down

<table>
<thead>
<tr>
<th>Hours</th>
<th>Item</th>
<th>ST</th>
<th>OT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>Display Wipe Down</td>
<td>119.75</td>
<td>173.66</td>
</tr>
<tr>
<td>Daily service</td>
<td>Display Wipe Down</td>
<td>119.75</td>
<td>173.66</td>
</tr>
</tbody>
</table>

Porter Service

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service Once</td>
<td>Porter Service</td>
<td>0.50</td>
<td>0.65</td>
</tr>
<tr>
<td>Daily Porter Service</td>
<td>Porter Service</td>
<td>1.50</td>
<td>1.95</td>
</tr>
</tbody>
</table>

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

Please note: booth cleaning and porter service are non-taxable for this show.

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

Total Cleaning: $  
N/A Tax*: $  
Amount Due: $  

Authorized Signature: ____________________________
Choose Color:

- Red (01)
- Silver Cloud (18)
- Deep Navy (22)
- Charcoal (17)
- Black (06)
- Beige (14)

**Carpet lends the booth a warm, inviting atmosphere.**
Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

**PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sq ft</td>
<td>7.05</td>
<td>9.15</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+sq ft</td>
<td>6.15</td>
<td>8.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**PURCHASED PREMIUM CARPET**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46002</td>
<td>Purchase/sq ft</td>
<td>17.30</td>
<td>22.50</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.

**BOOTH DIMENSIONS**

What is your booth size (ft.)?

\[ \text{X} \times \text{sq. ft.} = \text{sq. ft.} \]

**EXPLO CARPET - 13 OZ.**

Choose Color:

- Red (01)
- Blue (05)
- Tuxedo (50)
- Black (06)
- Teal (13)
- Burgundy (07)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>247.05</td>
<td>321.15</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>461.05</td>
<td>599.35</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>687.70</td>
<td>894.00</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>914.25</td>
<td>1188.55</td>
<td></td>
</tr>
</tbody>
</table>

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

**SPECIAL CUT EXPO CARPET**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft</td>
<td>5.65</td>
<td>7.35</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>5.15</td>
<td>6.70</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>4.70</td>
<td>6.10</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen protective covering. *Minimum 100 square feet

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.

**Total Carpeting**

\[ \$ \]

8.00% Tax:

\[ \$ \]

Amount Due:

\[ \$ \]
Choose drape color (place color code next to order):
- Red (01)
- Gold (04)
- Burgundy (07)
- Green (02)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Teal (13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>1</td>
<td>Side Chair</td>
<td>89.50</td>
<td>116.35</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>1</td>
<td>Arm Chair</td>
<td>122.00</td>
<td>158.60</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>1</td>
<td>Stool w/back</td>
<td>148.70</td>
<td>193.30</td>
<td></td>
</tr>
</tbody>
</table>

**SKIRTING OF EXHIBITOR EQUIPMENT**-per linear ft.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td>1</td>
<td>Satin Skirting</td>
<td>18.95</td>
<td>24.65</td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following:

**Company Name:**  
**Booth #:**  
**Contact Name:**  
**Phone #:**  
**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
SPECIALTY CHAIRS AND TABLES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>51086</td>
<td>Director's Chair</td>
<td>92.40</td>
<td>120.10</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool</td>
<td>165.30</td>
<td>214.90</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Ped. Table,42&quot;</td>
<td>247.30</td>
<td>321.50</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Ped. Table,30&quot;</td>
<td>231.25</td>
<td>300.65</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Rnd Side Table</td>
<td>116.40</td>
<td>151.30</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Sq. Side Table</td>
<td>116.40</td>
<td>151.30</td>
<td></td>
</tr>
</tbody>
</table>

SHOWCASES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td>Full View</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>Full View 6'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>Quarter View 4'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>Quarter View 6'</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standard Showcases are a gray finish.

SPECIALTY FURNISHINGS & ACCESSORIES

- **TechAdvantage 2017**
- **February 27 - March 1, 2017**
- **San Diego Convention Center - San Diego, California**
- **Event Code: C150220317**

**Discount Deadline: February 6, 2017**

**Shepard Exposition Services**
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

**SPECIALTY CHAIRS AND TABLES**

- **36" Diameter**
  - **42" or 30" H**
  - **24" W x 18" H**

**SHOWCASES**

- **Full View**
- **Quarter View**

**MISCELLANEOUS ITEMS**

- **Drawing Bowl**
  - **Discount:** 45.45
  - **Regular:** 59.10

- **8' Upright**
  - **Discount:** 32.00
  - **Regular:** 41.60

- **6'-10' Crossbar**
  - **Discount:** 21.30
  - **Regular:** 27.70

- **7'-12' Crossbar**
  - **Discount:** 21.30
  - **Regular:** 27.70

- **4' x 12' Display Riser**
  - **Discount:** 102.25
  - **Regular:** 132.95

- **6' x 12' Display Riser**
  - **Discount:** 127.25
  - **Regular:** 165.45

- **These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.**

**SPECIAL DRAPERY BACKGROUNDS - Per linear foot**

<table>
<thead>
<tr>
<th>Lin. Ft.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High</td>
<td>23.20</td>
<td>30.15</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High</td>
<td>17.20</td>
<td>22.35</td>
<td></td>
</tr>
</tbody>
</table>

Choose Color:
- Red (01)
- White (03)
- Blue (05)
- Black (06)
- Grey (10)
- Burgundy (07)

Minimum 10 linear feet rental required

Total Specialty Furnishings/Accessories: $________________________
8.000% Tax: $________________________
Amount Due: $________________________

Please complete the following:

**Company Name:** ____________________________ **Booth #:** ____________

**Contact Name:** ____________________________ **Phone #:** ____________

**Authorized Signature:** ____________________________

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

*Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.*

*There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.*

*All tax rates are subject to change.*
Soft Seating Collections

HOPI
HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPI
HOPLV Loveseat
(gray linen)
48"L 25"D 34"H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17"H
Soft Seating Collections

FAIRFAX
A) FAIRSW Sofa
  (white vinyl, brushed metal)
  62"L 27"D 30"H
B) FAIRCW Chair
  (white vinyl, brushed metal)
  30"L 27"D 30"H

NAPLES
A) NPLCHR Chair
  (black vinyl)
  36"L 30"D 28"H
  NPLCHP (Powered)
B) NPLLOV Loveseat
  (black vinyl)
  62"L 30"D 28"H
  NPLLOP (Powered)
C) NPLSOF Sofa
  (black vinyl)
  87"L 30"D 28"H
  NPLSOP (Powered)

ROMA
A) CHR003 Chair
  (white vinyl)
  33"L 31"D 33"H
  CHRPWR (Powered)
B) SFA003 Sofa
  (white vinyl)
  78"L 31"D 33"H
  SFAPWR (Powered)
Soft Seating Collections

HEATHROW
HS008 Sectional 3pcs
(black vinyl)
72"L 48"D 28"H

HCH08 Heathrow Chair
(black vinyl)
24"L 24"D 28"H

HC008 Heathrow Corner Chair
(black vinyl)
24"L 24"D 28"H

HEA08 Heathrow Sofa
(black vinyl)
48"L 24"D 28"H
**Soft Seating Collections**

**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

**TANGIERS**
- **A)** TANSOF Sofa (beige textured)
  - 78”L 37”D 36”H
- **B)** TANCHR Chair (beige textured)
  - 34”L 37”D 36”H

**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

**SOUTH BEACH**
- **A)** SO1 Sofa (platinum suede)
  - 69”L 29”D 33”H
- **B)** OTS Ottoman (platinum suede)
  - 29”L 31”D 18”H
- **C)** SO2 Sofa Sectional 3pc. (platinum suede)
  - 152”L 40”D 33”H
Powered Banquettes.

MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB ports 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.

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

BNQ417 Full Banquette
- w/Electrical Charging Outlet (white vinyl)
- 72" 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 22.5" D 18" H
Accent Chairs

KEY WEST
OCB Chair
(black)
31”L 31”D 31”H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27”L 32”D 33”H

SWANSON
SWAN Swivel Chair
(white vinyl)
28”L 25”D 30”H
Accent Chairs

A) BCW
Madrid Chair
(white vinyl)
30”L 30”D 31”H

B) OCH
Madrid Chair
(black vinyl)
30”L 30”D 31”H

C) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35”L 27”D 40”H

D) CCE
Ice Chair
(transparent, chrome)
17.25”L 20”D 32”H

Meeting & Stage Chairs

A) OCMESP
Meeting Chair
(espresso vinyl)
25.5”L 23.5”D 34”H

B) OCMTAU
Meeting Chair
(taupe fabric)

C) OCMWHT
Meeting Chair
(white vinyl)
VIBE CUBE
18"L 18"D 18"H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB07 (beige vinyl)
D) VIB04 (red vinyl)
E) VIB05 (yellow vinyl)
F) VIB02 (blue vinyl)
G) VIB08 (orange vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
**Styles & Shapes**

**ENDLESS Square**
- 34"L 34"D 15"H
  - A) END02B (black)
  - B) END02W (white)

**ENDLESS Curved**
- 60.5"L 37.5"D 15"H
  - C) END01B (black)
  - D) END01W (white)

**Bench Ottomans**
- 60"L 20"D 18"H
  - E) BNO08 (black vinyl)
  - F) BNO75 (white vinyl)

**G) SAL Sally Stool**
- (white)
  - 12" Round 17"H

**H) CUBL20 Edge**
- LED Cube Ottomans
  - (white plastic)
  - 20"L 20"D 20"H
  - A/C power only

**I) WHT12 Half Bench**
- (white vinyl)
  - 39"L 22.5"D 18"H

**J) BNG7 Quarter Curve**
- (white vinyl)
  - 53"L 22"D 18"H

**K) BNG17 Ring**
- (4 ottoman seats)
  - (white vinyl)
  - 72"RND 18"H

**Marche Swivel Ottomans**
- 17"RND 18"H
  - A) MAR001 (white vinyl)
  - B) MAR005 (red fabric)
  - C) MAR009 (papaya 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)
**Accent Tables**

**ALONDRA**
- Cocktail Table
  - 47"L 24"D 16"H
  - A) ALC100 (glass, chrome)
  - B) ALC200 (wood, chrome)

**GEO**
- Cocktail Table
  - 50"L 22"D 16"H
  - A) C1C (glass, chrome)
  - B) C1FWB (wood, black)

**ALONDRA**
- End Table
  - 20"L 20"D 20"H
  - C) ALE100 (glass, chrome)
  - D) ALE200 (wood, chrome)

**GEO**
- End Table
  - 20"L 20"D 20"H
  - C) E1C (glass, chrome)
  - D) E1FWB (wood, black)
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
End Tables
27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47"L 15.5"D 16.5"H
F) REGOTT End Table
16"L 15.5"D 16.5"H

SILVERADO
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

OLIVER
(walnut finish)
I) EOLI End Table
22" Round 22"H
J) COLI Cocktail Table
47"L 27"D 19"H

RUSTIC
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H
N) AURA
Aura Round Table
(white metal)
15" Round 22"H
O) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
### SEATING

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### EXECUTIVE FURNITURE

**TechAdvantage 2017**

February 27 - March 1, 2017

San Diego Convention Center - San Diego, California

Event Code: C150220317

Discount Deadline: February 6, 2017

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Contact Name:**
- **Phone #:**

Authorized Signature:

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Conference Tables

42" Round Conference Table
42"x42"x29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5' Table
60"Lx48"Dx29"H
E) MADC08 8' Table
96"Lx60"Dx29"H
F) MADC10 10' Table
120"Lx48"Dx29"H

PWRUSB
Powered Conference Table Module
(black) 5"Lx2.25"Dx2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.
Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25”L 24”D 48”H Adjustable.
M) PROMID Pro Executive Mid Back Chair (white vinyl) 24”L 22”D 40”H Adjustable.

Geo Rounded Square Tables
42”L 42”D 29”H
A) CE1 (glass, chrome)
B) CF1 (glass, black)

Geo Rectangular Tables
60”L 36”D 29”H
C) CF2 Geo (glass, black)
D) CE2 Geo (glass, chrome)

Conference Tables (graphite nebula)
E) CB3 8’ 96”L 48”D 29”H
F) CB2 6’ 72”L 42”D 29”H

Conference Tables (granite)
G) C508GR 8’ 96”L 44”D 29”H
H) CT10GR 10’ 120”L 46”D 29”H
I) CT06GR 6’ 72”L 36”D 29”H

J) MERLIN Merlin Multi Use Table (gray laminate, black) 46”L 29”D 30”H
K) WD3 Work Table (white laminate, white) 48”L 24”D 30”H
Executive Seating

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair (black vinyl)
24"L 22"D 36"H Adjustable

D) XC1 Luxor High Back Executive Chair (black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair (black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair (black crepe)
25"L 26"D 21"H

Style & Comfort
Group Seating

**ZENITH**
ZENCHR Chair  
(white, chrome)  
18.5"L 22"D 32"H

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

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

**MALBA**
MALGRN Chair  
(green)  
20"L 20"D 32"H
Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H

Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair (black, chrome)
23"L 19"D 31"H

D) XCHR
Christopher Chair (white vinyl, chrome)
17"L 19"D 35"H
E) CH002
Wendy Chair (clear acrylic)
18"L 20"D 36"H
F) SC10
Razor Armless Chair (white)
15.38"L 15.5"D 30.5"H

G) SC3
Brewer Chair (onyx, black)
20"L 20"D 32"H
H) XC3
Luxor Guest Chair (black vinyl)
27"L 28"D 40"H
I) XC6
Altura Guest Chair (black crepe)
25"L 20"D 34"H
Communal Tables

G30
Powered Tables

A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

(Choose from solid top tables or with grommet holes)

G30 Communal Tables
(maple tops)
E) Bar Table
72"L 26"D 42"H
G30BMS (solid top)
G30BMW (grommet holes)
F) Café Table
72"L 26"D 30"
G30DMS (solid top)
G30DMW (grommet holes)
G) Cocktail Table
72"L 26"D 18"H
G30CMS (solid top)
G30CMW (grommet holes)
H) Bar Table
G30BWS (solid top)
G30BWW (grommet holes)
I) Café Table
G30DWS (solid top)
G30DWW (grommet holes)
J) Cocktail Table
G30CWS (solid top)
G30CWW (grommet holes)

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

TABLE TOP OPTIONS
(G30 Powered Tables only available in white)

MAPLE
WHITE

Charging adapters are available to rent for all G30 Powered Table Products.

(ADAPTW)
Café Tables

A) 30SBHC 30” Round Café Table
(liquid steel blue top, chrome hydraulic base)
30”RND 29”H

B) RSTDIN Rustique Chair w/Arms
(gunmetal)
20”L 18”D 31”H

30” Round Café Tables
Standard Black Base
30” Round 29”H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

Hydraulic Chrome Base
30” Round 29”H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20”L 20”D 32”H
E) MALGRN (green)
Customize And Create

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

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA
LIQUID WHITE  LIQUID STEEL BLUE  RED  MADISON/GRAY ACAJOU

Mix & Match
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.5”L 22”D 32”H
B) DUET Duet Chair (black, chrome) 21”L 23”D 33”H

Café Tables
Standard Black Base
30” Round 29”H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) LIQ004 (liquid white)
E) ZTA (Madison/gray acajou)

36” Round 29”H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30” Round 29”H
I) 30STHC (silver textured)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36” Round 29”H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

See additional options on page 21.
CONFERENCE TABLES & CHAIRS

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<td>228.75</td>
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<td>L04204-30&quot; Lot White/Black Base</td>
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COMMUNAL TABLES

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<th>Amount</th>
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<tr>
<td></td>
<td>Café Tables</td>
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</tr>
<tr>
<td></td>
<td>G300M5-Café, Maple Top</td>
<td>719.20</td>
<td>934.95</td>
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<tr>
<td></td>
<td>G300M8-Café w/ Grmt, Maple</td>
<td>719.20</td>
<td>934.95</td>
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<td></td>
<td>G300W5-Café, White Top</td>
<td>719.20</td>
<td>934.95</td>
<td></td>
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<tr>
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<td>G300W8-Café w/ Grmt, White</td>
<td>719.20</td>
<td>934.95</td>
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<tr>
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<td>G30CWP-Café Table, powered</td>
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Café Tables - Chrome Base 30", Hydraulic

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<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>405.55</td>
<td>527.20</td>
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<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
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<td></td>
<td>30STHC-Silver Textured, Chrome</td>
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<td></td>
<td>30SRHC-Brushed Red Top, Chrome</td>
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<td></td>
<td>30SBHC-Steel Blue Top, Chrome</td>
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<tr>
<td></td>
<td>30WTHC-White Top, Chrome</td>
<td>459.40</td>
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<td>30MAHC-Grey Top, Chrome</td>
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Café Tables - Chrome Base 36", Hydraulic

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<tr>
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<tr>
<td></td>
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<td>441.65</td>
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<td>36GRHC-Graphite Nebula, Chrome</td>
<td>441.65</td>
<td>574.15</td>
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<tr>
<td></td>
<td>36WTHC-White Top, Chrome</td>
<td>441.65</td>
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Bar Tables

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<th>Amount</th>
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<td>Bar Tables</td>
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<td></td>
<td>G038W5-Bar Table, White</td>
<td>899.45</td>
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<td>G038W8-Bar w/ Grmt, White</td>
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<td>1169.30</td>
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<td>G038MS-Bar Table, Maple</td>
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<td>G038MV-Bar w/ Grmt, Maple</td>
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Cocktail Tables

<table>
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</thead>
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<tr>
<td></td>
<td>Cocktail Tables, powered</td>
<td>593.00</td>
<td>770.90</td>
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Please complete the following:

Company Name: ___________________________  Booth #: ___________________________  Subtotal $________  8.000% Tax $________
Contact Name: ___________________________  Phone #: ___________________________  Amount Due $________
Authorized Signature: ___________________________
Signatures also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Bar Tables

A) LIQ010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45"H

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

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30"RND 45"H

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"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
LIQUID WHITE
LIQUID STEEL BLUE
RED
MADISON/GRAY ACAJOU

Bar Tables
Standard Black Base
30” Round 42”H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) LIQ003 (liquid white)
F) VTH (liquid steel blue)

36” Round 42”H
G) VTW (white laminate)
H) VTN (graphite nebula)
I) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30” Round 45”H
J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)

36” Round 45”H
N) 36WTHB (white laminate)
O) 36GRHB (graphite nebula)
P) 36MTHB (maple)

See additional options on page 23.

Q) 30MAHB 30” Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
R) VTA 30” Round Bar Table w/ Standard Black Base
(Madison/gray acajou) 30” RND 42”H
Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Q) RSTSTL Rustique Barstool (gunmetal) 13”L 13”D 30”H
R) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H
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) BC8 Madison Bookcase
   (gray acajou) 36”L 12”D 72”H
D) SWAN Swanson Swivel Chair
   (white vinyl) 28”L 25”D 30”H
POWERED PEDESTALS

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) Powered Locking Pedestal (white)
PDL36W 24”L 24”D 36”H
PDL42W 24”L 24”D 42”H

B) Powered Locking Pedestal (black)
PDL36B 24”L 24”D 36”H
PDL42B 24”L 24”D 42”H

Charging Adapters
C) ADAPTW (white)
D) ADAPTB (black)

ACCCENT LAMPS

A) LA15 Mason Floor Lamp (brushed silver) 18” Round 55”H
B) LA14 Mason Table Lamp (brushed silver) 16” Round 26”H

TECH COLLECTION

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

Charging Adapters
D) ADAPTB (black)
Show Essentials

MARTINI BAR
A) BRC Martini Bar Circle
   Comprised of three BR1 Martini Bars
   100”L 100”D 45”H

B) BR1 Martini Bar
   (gray metal, frosted glass top)
   67”L 22”D 45”H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

A) CUBL20 Edge
   LED Cube Ottoman
   (white plastic)
   20”L 20”D 20”H
   A/C power only

B) CUBTBL Edge LED
   Cube Table
   (plexi top, white plastic)
   20”L 20”D 20”H
   A/C power only

TABLET STANDS

A) TBSTND (black)
   14”L 13”D 44.5”H

B) TBSTDW (white)
   14”L 13”D 44.5”H

ACCESSORIES

C) TBBCHR
   Brochure Holder
   (black)
   8.625”L 1.1”D 11.325”H

D) TBSHLF
   Charging Shelf
   (black)
   14.85”L 7.17”D 1”H

E) TBPNTR
   Wireless Printer Holder
   (black)
   3.3”L 1.9”D 5.28”H

* Please note that all tablet stands must be ordered separately
**BAR TABLES, BARS, & BAR STOOLS**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td>VTP-36’* Maple Top/Black Base</td>
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<td>VTJ-36’* Graphite Top/Black Base</td>
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<td>VTH-36’* Graphite Top/Black Base</td>
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<td>VTG-30’* Silver Textured Top</td>
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<td>VTH-36’* Brand New Top/Black Base</td>
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<td>VTH-36’* White Laminate Top</td>
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<td>VTB-30’* Red Top/Black Base</td>
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<tr>
<td>VTH-40’* Steel Black/Black</td>
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**Barstools**

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<td>BS5-Banana, Black/Chrome</td>
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<tr>
<td>BS001-Shark, Swivel White</td>
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<td>BS002-Zoey, Swivel White</td>
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<td>BTSTL-Bluebar Stool, Gymmetal</td>
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**Mobile Tablet Accessories**

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<td>APS55-Apex Red Vinyl</td>
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**Miscellaneous Items**

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<td>JDE-Madison Executive Desk, Grey</td>
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<td>BCI-Madison Bookcase, Grey</td>
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<td>TECHB-Tech Desk w/Drawers, Powered</td>
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<td>TECH-Tech Desk, Powered</td>
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**Charging Items**

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<td>ADAPTW-Charging Adapter, White</td>
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**Lamps**

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<td>LA14-Mason Silver Table Lamp</td>
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**Refrigerators**

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<td>R1R-White 14 Cubic Feet</td>
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<td>R1Q-White 4 Cubic Feet</td>
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**Work & Multi-Use Tables**

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<tr>
<td>VTH-36’* Maple Top/Black Base</td>
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<tr>
<td>VTB-30’* Red Top/Black Base</td>
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**Mobile Tablet Stands**

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<th>Amount</th>
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<tr>
<td>TBS0TW-Mobile Tablet Stand, Black</td>
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<td>TBS0TD-Mobile Tablet Stand, White</td>
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**Mobile Tablet Accessories**

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<tbody>
<tr>
<td>TBSCR-Touchscreen, brochure holder</td>
<td>88.30</td>
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<tr>
<td>TBS0F-Touchscreen, charging shelf</td>
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<tr>
<td>TBPR-Tablet, print stand</td>
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<td>114.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Phone #:**
- **8.000% Tax:**
- **Amount Due:**

**Authorized Signature:**

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

If order is placed after discount deadline date, no discounts will be given. Payment Authorization must be completed and returned within 24 hours of order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
**INLINE BOOTH RENTALS**

*Custom Design for Rentals*  *Onsite Logistics Management*
*Graphic Development/Printing*   *Installation/Dismantle*

**Please visit us online for additional options and information:**  [http://www.shepards.com/shep-gallery.html](http://www.shepards.com/shep-gallery.html)

---

### The Eddie

<table>
<thead>
<tr>
<th>Qty.</th>
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<tr>
<td>10’ x 10’</td>
<td>3514.50</td>
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<tr>
<td>10’ x 20’</td>
<td>5723.15</td>
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**Subtotal**

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### The Jonathon

<table>
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<tr>
<td>10’ x 10’</td>
<td>2451.80</td>
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<td>10’ x 20’</td>
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**Subtotal**

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### The Pierce

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<td>10’ x 20’</td>
<td>5774.45</td>
<td>7506.80</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

---

### The Madison

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
<td>10’ x 10’</td>
<td>3892.80</td>
<td>5060.65</td>
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<tr>
<td>10’ x 20’</td>
<td>5395.30</td>
<td>7013.90</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

---

### The Grant

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>3578.70</td>
<td>4652.30</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>5258.25</td>
<td>6836.40</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

---

### The Harrison

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>3578.70</td>
<td>4652.30</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>5258.25</td>
<td>6836.40</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

---

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

**Please note:** Carpet is not included. To order please refer to the Carpet & Cleaning form.

---

### Exhibit Solutions Inline Booth Rentals

February 27 - March 1, 2017
San Diego Convention Center - San Diego, California

- **Event Code:** C150220317
- **Discount Deadline:** January 27, 2017

---

### All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

**Please Note** Carpet is not included. To order please refer to the Carpet & Cleaning form.

---

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Subtotal $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authorized Signature:</strong></td>
<td>Phone #:</td>
<td>8.000% Tax**:</td>
</tr>
</tbody>
</table>

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
**Please complete the following:**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Phone #:</th>
<th>8.000% Tax:</th>
<th>Amount Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Authorized Signature: | |
|------------------------|-

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Please complete the following:

Company Name: Booth #: Subtotal $ 
Contact Name: Phone #: 8.000% Tax*: $ 
Authorized Signature: Amount Due: $ 

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## ISLAND BOOTH RENTALS

**TechAdvantage 2017**  
February 27 - March 1, 2017  
San Diego Convention Center - San Diego, California  
Discount Deadline: January 27, 2017

---

**EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS**  
*Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!*  

*Custom Design for Rentals  *Onsite Logistics Management  *Freight Management  
*Graphic Development/Printing  *Installation/Dismantle  *Custom Furniture Rental

Please visit us online for additional options and information: [http://www.shepardes.com/shep-gallery.html](http://www.shepardes.com/shep-gallery.html)

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<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
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<tbody>
<tr>
<td>20' x 20'</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Adams</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Description</td>
<td>Discount</td>
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<tr>
<td>---</td>
<td>-------------</td>
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<td>20' x 20'</td>
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<td><strong>The Garfield</strong></td>
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<td>Description</td>
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<td>---</td>
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<tbody>
<tr>
<td>20' x 20'</td>
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<td></td>
</tr>
<tr>
<td><strong>The Cleveland</strong></td>
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</tr>
<tr>
<td>Qty.</td>
<td>Description</td>
<td>Discount</td>
</tr>
<tr>
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<td>-------------</td>
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<td>20' x 20'</td>
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SHOWCASES AND LOCKING CABINETS

**Showcases**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>66270</td>
<td>Quarterview</td>
<td>1165.75</td>
<td>1515.50</td>
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Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
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<tr>
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<td>1258.20</td>
<td>1635.65</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

**Locking Cabinets**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td>LC1</td>
<td>864.05</td>
<td>1123.25</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>66283</td>
<td>LC2</td>
<td>1048.55</td>
<td>1363.10</td>
<td></td>
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Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>66284</td>
<td>LC3</td>
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<td>828.60</td>
<td></td>
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</tbody>
</table>

Please choose panel color: □ Black (06) □ White (03)

RECEPTION COUNTERS AND COMPUTER STANDS

**Reception Counters and Computer Stands**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>RC1</td>
<td>2404.50</td>
<td>3125.85</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Chrome (CH) □ Wood (W)

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>66277</td>
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<td>598.55</td>
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</table>

CS1 - 3' W x 1' 9" D x 6' 3" H

CS2 - 2' 3" W x 1' 6" D x 6' 3" H

<table>
<thead>
<tr>
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<th>Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66278</td>
<td>GL1*</td>
<td>1031.75</td>
<td>1341.30</td>
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</tbody>
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<table>
<thead>
<tr>
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<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>66279</td>
<td>GL2*</td>
<td>333.00</td>
<td>424.00</td>
<td></td>
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</tbody>
</table>

PRODUCT DISPLAY AND TRAFFIC BUILDERS

**Product Display**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
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Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

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Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

**Phone Charging Station**

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Please choose metal color: □ Chrome (CH) □ Wood (W)

*Item includes graphics. A Shepard Representative will contact you with art requirements.

SHOWCASES AND LOCKING CABINETS

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</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66278</td>
<td>GL1*</td>
<td>598.55</td>
<td>776.10</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66279</td>
<td>GL2*</td>
<td>1031.75</td>
<td>1341.30</td>
<td></td>
</tr>
</tbody>
</table>

Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

**Phone Charging Station**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td>Phone Station*</td>
<td>1980.55</td>
<td>2574.70</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Chrome (CH) □ Wood (W)

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: ___________________________ Booth #: ____________ Subtotal: $________

Contact Name: ___________________________ Phone #: ____________ 8.000% Tax*: $________

Authorized Signature: ____________________ Amount Due: $________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
Please complete the following:

Company Name: ___________________________ Booth #: ___________________________
Contact Name: ___________________________ Phone #: ___________________________
Authorized Signature: ___________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Graphic files/requests must be received by discount deadline date to qualify for discounted prices. There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

### SIGN SUBMISSION INFORMATION

**File Submission Media**
- CD-ROM
- Email attachment (4 mgs or smaller only)
- FTP (.zip compression), call for FTP information

*When sending disks, please label them with the following:*
  - Exhibitor Co. Name, Booth #, Show Name, Show Date

**Acceptable Software & Formats**
- Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- Files should be formatted in high-resolution quality, 100-300 dpi
- Vector-based artwork preferred with fonts converted to outline

**Artwork Dimensions & Color Specifications**
- All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

**Other Graphic Services Available**
- Artwork/graphic design services (70067)
- Logo reproduction (70052)
- Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.
Attention Getting • High Visibility • Great Branding
Easy • Cost Effective Rental • Durable Dye Sublimation Graphics

CIRCLE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69140</td>
<td>10' x 48&quot;</td>
<td>5470.25</td>
<td>7658.35</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
<td>5634.40</td>
<td>7888.15</td>
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SQUARE DESIGN

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<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
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<tr>
<td>69143</td>
<td>10' x 48&quot;</td>
<td>8954.95</td>
<td>12536.95</td>
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TRIANGULAR DESIGN

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<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69144</td>
<td>10' x 48&quot;</td>
<td>6851.45</td>
<td>9592.05</td>
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WAVE DESIGN

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<th>Discount*</th>
<th>Regular</th>
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<tbody>
<tr>
<td>69145</td>
<td>10' x 48&quot; Single</td>
<td>5544.20</td>
<td>7761.90</td>
</tr>
<tr>
<td>69146</td>
<td>10' x 48&quot; Double</td>
<td>3346.50</td>
<td>4685.10</td>
</tr>
</tbody>
</table>

All Kits Include:
- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Discount deadline: Friday, January 27, 2017
*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Call today to order! 404-720-8652
- Additional shapes and sizes available
- Artwork requirements available

Exhibit Solutions Phone: 404 - 720 - 8652
Exhibit Solutions Fax: 404 - 720 - 8757
Customer Service Email: ESSRentals@Shepardes.com
Event Code: C150220317

Company Name: ___________________________  Booth #: _______________  Subtotal $________
Contact Name: ___________________________  Phone #: ___________________________  8.000% Tax*: $________
Authorized Signature: ___________________________  Amount Due: $________

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.
Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.
HANGING SIGNS 101
TechAdvantage 2017

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

• Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.

• Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment.

• Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  * Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Assembly of hanging sign frame and graphics
  * Additional installation required for chain motors, span sets and other packages.

• Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.

• Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

• Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.

• Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

• Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

• Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

CHECKLIST FOR ORDERING HANGING SIGNS

☐ Submit Payment Authorization Form
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)

☐ Order Assembly Labor to have your sign built by Shepard Certified Riggers
  (Fill out top section of the Hanging Sign Overhead Rigging Form)

☐ Order Install and Dismantle for all Hanging Signs, Truss and Motors

☐ Order any necessary Chain Motors, Rotating Motors and Truss
  (Remember to place separate electrical order to power any motors!)

☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.

☐ Package Hanging Sign(s) in a separate container from exhibit materials

☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual

☐ Ship Hanging Sign(s) to the Advance Warehouse by:  Friday, February 17, 2017
Please indicate who will be supervising ASSEMBLY:

- Shepard Supervision
- Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

- Shepard Supervision
- Exhibitor Supervised

**Supervisory fee is 30% of total cost or $60, whichever is greater.**

Sup install: 68069  Sup dismantle: 68073

Date of Assembly: ___________   Start Time ________________ Completion Time: _________   Number of Laborers  _________

Date of Disassembly: _________   Start Time ________________ Completion Time: _________   Number of Laborers  _________

Date of Install:_________    Start Time:____________________ Date of Removal:_________    Start Time:_________________

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

*Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

*If additional crew or Labor is needed, additional charges may apply.

Total Estimated Assembly/Dismantle: $______

Estimated Amount Due: $______

**Supervisory fee is 30% of total cost or $60, whichever is greater.**

**Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.**

**Please Note:** Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

*All tax rates are subject to change.*
**RIGGING GUIDELINES**

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

**MISCELLANEOUS EQUIPMENT**

<table>
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<th>Amount</th>
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<tr>
<td>69017</td>
<td></td>
<td>One Ton Hoist/Chain Motor</td>
<td>580.55</td>
<td>670.85</td>
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<tr>
<td>69016</td>
<td></td>
<td>Half Ton Hoist/Chain Motor</td>
<td>512.25</td>
<td>678.40</td>
<td></td>
</tr>
<tr>
<td>69019</td>
<td></td>
<td>Rotating Motor 500 LB Limit</td>
<td>546.40</td>
<td>879.60</td>
<td></td>
</tr>
<tr>
<td>69020</td>
<td></td>
<td>Rotating Motor 200 LB Limit</td>
<td>307.30</td>
<td>460.95</td>
<td></td>
</tr>
<tr>
<td>69018</td>
<td></td>
<td>Rotating Motor 200 LB Limit</td>
<td>307.30</td>
<td>460.95</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>QTY</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>690915</td>
<td></td>
<td>12&quot; Silver Box Truss (Per FT)</td>
<td>27.30</td>
<td>40.95</td>
<td></td>
</tr>
<tr>
<td>690906</td>
<td></td>
<td>12&quot; Black Box Truss (Per FT)</td>
<td>27.30</td>
<td>40.95</td>
<td></td>
</tr>
</tbody>
</table>

**PLACEMENT DIAGRAM**

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.

**SIGN DESCRIPTION, SIZE & WEIGHT**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Shape:</th>
<th>Size:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth</td>
<td>Square</td>
<td>Height:</td>
</tr>
<tr>
<td>Wood</td>
<td>Triangle</td>
<td>Length:</td>
</tr>
<tr>
<td>Metal</td>
<td>Rectangle</td>
<td>Width:</td>
</tr>
<tr>
<td>Truss</td>
<td>Other</td>
<td>Weight:</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Notes/Description:**

Please complete the following:

Company Name: ___________________________ Booth #: __________
Contact Name: ___________________________ Phone #: __________
Authorized Signature: ____________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.
UNION LABOR
California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Painters decorator union exhibit labor claims jurisdiction for installation and dismantling. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

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. 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 Exposition Services**
5845 Wynn Road, Suites A.B.C.D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

**TechAdvantage 2017**
February 27 - March 1, 2017
San Diego Convention Center - San Diego, California

**Event Code:** C150220317
**Discount Deadline:** February 6, 2017

---

### INSTALLATION & Dismantling Labor Estimate and Questionnaire

Please complete the following:

- **How many laborers will you require?**
- **Date of installation:**
- **Date of dismantling:**
- **Requested start time:**
- **Est. Hours:**

I will need Shepard Supervised Labor for (please check one):
- **Installation**
- **Dismantling**

I will need Exhibitor Supervised Labor for (please check one):
- **Installation**
- **Dismantling**

- **Flooring type(s):**
- **Amount Due:**
- **Requested install date/time:**
- **Date of installation:**
- **Requested start time:**
- **Est. Hours:**

- **Date of dismantling:**
- **Requested start time:**
- **Est. Hours:**

**How many laborers will you require?**
- **Installation**
- **Dismantling**
- **Both Install/Dismantle**

- **Date of installation:**
- **Requested start time:**
- **Est. Hours:**

- **Date of dismantling:**
- **Requested start time:**
- **Est. Hours:**

---

**Shepard Supervision Information**

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

---

**Shepard Supervised Labor (Exhibitor not present)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
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<tbody>
<tr>
<td>68066</td>
<td>ST</td>
<td>119.75</td>
<td>155.70</td>
<td>30% **</td>
<td>239.50</td>
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<tr>
<td>68067</td>
<td>OT</td>
<td>179.65</td>
<td>233.55</td>
<td>30% **</td>
<td>413.15</td>
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<tr>
<td>68068</td>
<td>DT</td>
<td>239.50</td>
<td>311.35</td>
<td>30% **</td>
<td>680.85</td>
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</table>

**Exhibitor Supervised Labor**

<table>
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<tr>
<th>Code</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST</td>
<td>119.75</td>
<td>155.70</td>
<td>239.50</td>
</tr>
<tr>
<td>68061</td>
<td>OT</td>
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<td>413.15</td>
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<td>68062</td>
<td>DT</td>
<td>239.50</td>
<td>311.35</td>
<td>680.85</td>
</tr>
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</table>

If shipment is not picked up by your carrier,

- **Subtotal:**
- **N/A Tax:**
- **Amount Due:**

---

**Labor Hours**

- **ST - Straight time:**
- **OT - Overtime:**
- **DT - Double time:**

**Discount Deadline:**

- **$400 min. fee**

---

**Inbound Freight Information**

- **Carrier Company Name:**
- **# of pieces:**
- **Weight of Shipment:**
- **Is shipment?**
- **Crate**
- **Uncrate**
- **Tracking/Pro #:**
- **Estimated arrival date:**
- **Shipments to arrive at:**
- **Warehouse**
- **Show site**

**Set-up Information for Installation**

- **Booth Size:**
- **Forklift required:**
- **Carpet is?**
- **Carpet padding?**
- **Drawings are?**

**On-site Exhibitor Contact Information**

- **Name:**
- **Phone #:**
- **Hotel:**
- **Arrival date/time:**
- **Departure date/time:**

---

**Outbound Freight Information**

- **Carrier Company Name:**
- **Deliver Shipment To:**
- **Address:**
- **City, ST, ZIP:**
- **Type of Service:**
- **Electrical Information:**
- **Electrical should go under the carpet:**
- **Electrical drawings are attached:**
- **Electrical drawings are with exhibit in crate number:**
- **Electrical drawings were sent to the official contractor:**

**Services You Have Ordered**

- **Electrical**
- **Furniture**
- **AV Equipment**
- **Booth Cleaning**
- **Telephone/Internet**

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.**

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.**

**Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.**
Please complete the following:

Install Date/Time: Dismantle Date/Time:
Description of work to be performed:

# of pieces to be spotted ______ Heaviest piece to be spotted ______
(times are not guaranteed)

**PLEASE NOTE:**
- Rate structure includes forklift and (1) operator only.
- Minimum crews are based on scope of work and area jurisdiction.
- Additional labor and groundmen will be billed at the hourly rate.
- The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.
- Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

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<th>Amount</th>
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<tr>
<td>35028</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td>349.60</td>
<td>454.50</td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>443.20</td>
<td>576.25</td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>536.70</td>
<td>697.75</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>35029</td>
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<td>Straight-time Hourly Rental</td>
<td>699.20</td>
<td>909.00</td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>886.40</td>
<td>1152.25</td>
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</tr>
<tr>
<td>35069</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>1073.45</td>
<td>1395.50</td>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
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<td>Straight-time Hourly Rental</td>
<td>1048.85</td>
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<tr>
<td>35066</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>1329.60</td>
<td>1728.50</td>
<td></td>
</tr>
<tr>
<td>35070</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>1610.15</td>
<td>2093.25</td>
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CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:30 AM
DT - Double time: All day Saturday & Sunday, all other hours and holidays

**RIGGING LABOR RATES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>Straight-time Hourly Rate</td>
<td>149.69</td>
<td>194.60</td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>Overtime Hourly Rate</td>
<td>224.56</td>
<td>291.95</td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>Double-time Hourly Rate</td>
<td>299.38</td>
<td>389.20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>Straight-time Hourly Rate</td>
<td>119.75</td>
<td>155.70</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>Overtime Hourly Rate</td>
<td>179.96</td>
<td>239.50</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>Double-time Hourly Rate</td>
<td>239.50</td>
<td>311.35</td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________
Contact Name: ___________________________ Phone #: ___________________________
Authorized Signature: ___________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
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
HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

**ADVANCE WAREHOUSE**

**RUS**

**HANGING SIGN**

TO: __________________________

(Exhibiting Co. Name)

Booth #: ___________________

Shepard Exposition Services c/o HTS

6855 Calle De Linea

San Diego, CA 92154

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

For: TechAdvantage 2017

First day freight can arrive w/o a surcharge:

January 30, 2017

Last day freight can arrive w/o a surcharge:

February 17, 2017
SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to:  □ Advance Warehouse  □ Direct to Show Site

We plan to ship on (date): ____________________________

Our materials should arrive on (date): ________________

Carrier Name: ____________________________  Pro #: ____________________________

Origin of Shipment (city, state): ____________________________

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: ____________________________  Phone: ____________________________

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH Signature Series Shipping.

To set up your Signature Series Shipping, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. Signature Series Shipping does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for Signature Series Shipping. (35572)

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Shipments to Show site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$124.50</td>
<td>$186.75</td>
<td>$161.75</td>
<td></td>
</tr>
<tr>
<td>Crated</td>
<td>Uncrated</td>
<td>Special Handling</td>
<td></td>
</tr>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
<td></td>
</tr>
<tr>
<td>Pieces</td>
<td>Small Packages (FedEx/UPS/DHL under 30 lbs.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$66.50</td>
<td>$86.50</td>
<td>$133.00</td>
<td></td>
</tr>
<tr>
<td>Each carton</td>
<td>Special handling</td>
<td>Min. per shipment</td>
<td></td>
</tr>
<tr>
<td>35048</td>
<td>35268</td>
<td>35045</td>
<td></td>
</tr>
</tbody>
</table>

### Advance Shipments to Warehouse

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$132.75</td>
<td>$172.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated</td>
<td>Special Handling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These rates are based on posted schedule. Any movement of freight outside of that posted schedule may result in overtime or double time charges.

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

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.

Please complete the following:

- **Company Name:** ____________________________  **Booth #:** ____________________________
- **Contact Name:** ____________________________  **Phone #:** ____________________________
- **Authorized Signature:** ____________________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.
Please fill out the information below:

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ 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.

SHOWSITE STORAGE

- Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**
- Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum)**
  - There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

- Return to Warehouse Service Fee: At the customer’s request, each shipment returned to the Shepard warehouse will incur the following charge: **$20.00 per cwt. ($400.00 min.)**
- Storage per Month Service Fee: Monthly storage is **$10.00 per cwt per month ($100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. **(Monthly storage is charged the current year.)**

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- Shipped to another destination as arranged via Shepard Logistics Services
- Transport to another SES show: ___________________________ Delivery Date: ________________
- Pick-up arranged with another carrier

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Phone #: ___________________________

Authorized Signature: ___________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
### Special Handling

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

### Disposal Fee

| Fee: | .75 Per Lb | Labor Rate: | 119.75 | Per Hour (OT/DT rates may apply) |

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

### Overtime/Double Time

| Surcharge: | Overtime: 30% | Double Time: 50% |

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

### Warehouse Overtime/Double Time

| Surcharge: | Overtime: 30% | Double Time: 50% |

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

### Early/Late Shipments to Warehouse

| Surcharge: | 25% | Minimum: | $50.00 |

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

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

### Mixed Shipments

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

### Off-Target Deliveries

| Surcharge: | 15% | Minimum: | $50.00 |

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 |

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 |

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

### Empty Crate Storage

| Surcharge: | $25.00 per piece, Minimum $50.00 |

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.

### Small Package Consolidation

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

### Envelope Deliveries

| Surcharge: | $10.50 per envelope |

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

If you have any questions about material handling, please contact Shepard Customer Service department.
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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE 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 that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

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.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?
Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?
Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 265 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.

SMALL PACKAGES

What are small package carrier shipments?
Shipsments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a certified weight ticket included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?
Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive at its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCERTED~SPECIAL HANDLING

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

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

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

What is the difference between material handling and shipping?
Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

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.

LIABILITY INSURANCE

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 SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?
Signature Series Shipping will make it easier with the following benefits:
~ Receive a 10% discount off of material handling rates (restrictions apply).
~ Worry-free shipping to and from your show.
~ Priority Empty Service - priority of empty return at the close of show
~ Volume discounted shipping rates
~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
~ No driver wait fees.
As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

- No more than 1/4 tank of gas or five gallons, whichever is less
- A locking gas cap or tape over the gas cap
- Batteries shall be disconnected in an approved manner
- A drip pan under the vehicle's drive train (motor to differential)
- Vehicles shall not be moved during show hours
- Refueling is prohibited in the facility

### MOTORIZED UNIT/VEHICLE SPOTTING FEE

<table>
<thead>
<tr>
<th>Qty:</th>
<th>Description</th>
<th>Round Trip Surcharge</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Motorized Unit/Vehicle Spotting (35106)</td>
<td>$195.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

8.00% Tax

Amount Due

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Contact Name:**
- **Phone #:**
- **Authorized Signature:**

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.
OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

TechAdvantage 2017
February 27 - March 1, 2017
San Diego Convention Center - San Diego, California
Event Code: C150220317

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.

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

SHIP TO ADDRESS:

COMPANY NAME

DELIVERY ADDRESS

CITY __________________________ STATE ______ ZIP ______

CONTACT NAME __________________________ BOOTH __________________________

Number of Pieces: __________ Number of Labels Requested: __________

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: __________________________

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

Type of Service: In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day ☐ Reroute via show carrier

☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:
1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS:

☐ SAME AS SHIP TO ADDRESS

Company Name __________________________

Address __________________________

City __________________________ State ______ Zip ______

Please complete the following:

Company Name: __________________________ Booth #: __________
Contact Name: __________________________ Phone #: __________

Authorized Signature: __________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION

Address: ____________________________________________ City: __________________ State: _____________________________ Zip code: _______________

Email: _____________________________________________ Country: ___________________ Telephone: _______________________

Description of Business/Exhibit: __________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO

Alcohol Serving
Disc-Jockeys
Fireworks, Firearms, Weapons
Installation/Service/Repair
Medical Testing
Tattooing or Piercing

Amusement Devices
Bands
Health Supplements
Massage
Motor Sport Activities
Vehicles in Motion

Animals
Entertainment & Film Industry
Hot Wax Impressions
Mechanical/Amusement Devices
Oxygen / Aromatherapy
Weight-Loss Products

Athletic Participation
Mazes
Equipment Rental
Tobacco
Inflatables
Water Activities
Storefront Operations
Watercraft Exhibits on Water

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

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

Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to “Insurance for Exhibitors”)

Cardholder Name: ___________________________ Security Code: __________

Cardholder Address: __________________________________________________

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

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

I accept and understand the terms and conditions, Cardholder Name (Print) ______________________

I understand that no property is covered on this policy: _____ I want a quote for property coverage: _______
Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ELECTRICAL EXHIBITION SERVICES**  
1844 Imperial Avenue, San Diego, CA 92102  
Ph: (619) 696-6625 Fax: (619) 696-7762  
SanDiego@edlen.com

**Advance Payment Deadline Date:** 02/06/17

### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

---

### ELECTRICAL OUTLETS

<table>
<thead>
<tr>
<th>120 VOLT</th>
<th>QTY SHOW Hours Only</th>
<th>24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td>125.00</td>
<td>188.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td>227.00</td>
<td>341.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td></td>
<td></td>
<td>268.00</td>
<td>402.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td></td>
<td>292.00</td>
<td>438.00</td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE**

- 20 AMPS: 577.00  
- 30 AMPS: 674.00  
- 60 AMPS: 894.00

**208 VOLT THREE PHASE**

- 20 AMPS: 757.00  
- 30 AMPS: 903.00  
- 60 AMPS: 1175.00  
- 100 AMPS: 1550.00  
- 200 AMPS: 2141.00

**480 VOLT THREE PHASE**

- 60 AMPS: 1972.00  
- 100 AMPS: 2822.00

**TRANSFORMER(S)**: Boost 208 Volt to 230 Volt  
Transformer (20 amp minimum charge)  
Total Amps: ___________ x 4.00 = ___________

### MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

- **15’ EXTENSION CORD**: 26.00  
- **POWER STRIP**: 26.00  
- **EUROPEAN POWER STRIP**: 45.00

### ELECTRICAL LABOR

- **ST (Mon-Fri, 8am-4:30pm, excluding holidays)**: 112.00  
- **OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)**: 224.00  
- **LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)**: 227.00

---

**PLACE TOTAL HERE**

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**DATE:**

**EMAIL:**

**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.
**TERMS & CONDITIONS**

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

---

**COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?**

Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

---

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM**
ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

**ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

<table>
<thead>
<tr>
<th>1. Electrical distribution under carpet</th>
<th>6. Overhead power distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Data/network cable under carpet</td>
<td>7. Overhead coaxial (network) cable distribution</td>
</tr>
<tr>
<td>3. Connection of all 208V or higher services</td>
<td>8. Assembly &amp; Installation of lighting hung from truss or ceiling</td>
</tr>
<tr>
<td>5. Installation of lighting requiring tools for installation</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE**

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:
   A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
   B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.

2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.

3. Date you will begin building your booth ____________________________ Estimated time _______________________

4. Are you renting your carpet through the decorator     Yes______  No ______  Bringing own _____________

5. Show Site Contact with authority to make additions or changes to your order:
   Contact Name _____________________________________________________________
   Contact Company __________________________________________________________
   Contact Cell # ____________________________________________________________

6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.

7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

**SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE**
ELECTRICAL LABOR FORM

COMPANY: [Blank]
BTH # [Blank]

EVENT: TECHADVANTAGE 2017 EXPO
FACILITY: SAN DIEGO CONVENTION CENTER
DATES: FEB. 27 — MARCH 1, 2017

Advance Payment Deadline Date: 02/06/17

SanDiego@edlen.com

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

- **Day**: Monday
- **Date**: 1/5
- **# Men**: 4
- **Time**: 8:00 AM
- **Work required**: Assemble & hang truss/lights

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1/5</td>
<td>4</td>
<td>8:00 AM</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1/6</td>
<td>1</td>
<td>12:30 PM</td>
<td>Wire electric sign</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SHOW SITE SUPERVISOR**

Contact Name: [Blank]
Company: [Blank]
Cell Number: [Blank]
Email address: [Blank]

**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no “exhibitor supervisor” is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

- Straight time: 112.00 per hour
- Monday-Friday 8:00 AM - 4:30 PM, excluding holidays
- Overtime: 224.00 per hour
- Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

**LIFT RATES**

- Lift: 227.00 per hour

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

**PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed.
## METHOD OF PAYMENT FORM

**Advance Payment Deadline Date:** 02/06/17

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>TECHADVANTAGE 2017 EXPO</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>SAN DIEGO CONVENTION CENTER</td>
</tr>
<tr>
<td>DATES:</td>
<td>FEB. 27 — MARCH 1, 2017</td>
</tr>
<tr>
<td>EVENT #:</td>
<td>027009SD</td>
</tr>
</tbody>
</table>

### ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-6625 Fax: (619) 696-7762
SanDiego@edlen.com

### EXHIBITOR INFORMATION

| COMPANY NAME: | PHONE: |
| CITY: | ST: |
| COUNTRY: | ZIP: |
| EMAIL: | |

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- [ ] COMPANY CHECK
  - Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

- [ ] BANK WIRE TRANSFER INFORMATION *
  - Bank transfer to Bank of America
    - Wire Transfer:
      - ABA#: 026009593  Acct: 33855214
      - International Wire Transfer:
        - Swift Code: BOFAUS3N Acct: 33855214
  - * $25 processing fee MUST be included with transfer.

- [ ] CREDIT CARD
  - For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.
  - □ VISA  □ MASTER CARD  □ AMX  □ DISCOVER

### CHECK AND CREDIT CARD INFORMATION

| CHECK # | CREDIT CARD NUMBER: | CARD HOLDER SIGN: | PRINT NAME: | EXP DATE: |
| EMAIL ADDRESS: | THIRD PARTY:  YES or NO |
| CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE | ADDRESS: | CITY: | ST: | ZIP: |

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

<table>
<thead>
<tr>
<th>PLEASE SIGN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZED SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>PRINT NAME</td>
<td>DATE</td>
</tr>
</tbody>
</table>

### SERVICE TOTALS

| ELECTRICAL/LABOR/MATERIAL |
| PLUMBING |
| LIGHTING |
| TOTAL DUE |
ELECTRICAL LAYOUT FORM

COMPANY: BTH #

EVENT: TECHADVANTAGE 2017 EXPO
FACILITY: SAN DIEGO CONVENTION CENTER
DATES: FEB. 27 — MARCH 1, 2017 EVENT #027009SD

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island □ Peninsula □ Inline □ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = __________

Adjacent Booth or Aisle # ________________

---
Exhibitor Company Name: 

Billing Company Name: 

Billing Company Address: 

City, State / Country, Zip: 

Contact: 

Phone Number: 

Contact Email: 

Cell Number: 

On-Site Contact: 

On-Site Number: 

Show Name: 

Show Dates: 

Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in

Booth / Room #: 

PRINT AUTHORIZED NAME ACCEPTING TERMS AND CONDITIONS: 

AUTHORIZED SIGNATURE ACCEPTING TERMS & CONDITIONS: 

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Dedicated Wired Internet
Routers Allowed
Connection speeds of 3Mbps and up
Required for:
• Web Casting
• HD Streaming
• Routers(wired or wireless)
Includes 5 Static Public IP Addresses

Premium Wired Internet
No wired or wireless routers
Shared Connection speeds up to 10Mbps
Recommended for:
• Wired Cyber Cafe
• Social Media Feeds
• Multi Media Downloads
Includes 1 Static Private IP Address

Basic Wired Internet
No wired or wireless routers
Shared Connection speeds up to 1.54Mbps
Recommended for:
• Email
• Surfing the Internet
Supports 1 device only

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

***Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in***

1. Shared Internet Services – Routers Prohibited
   a. Premium Internet Service $1,095 $1,395 $1,674
   b. Additional Devices for Premium Service $150 $185 $222
   c. Upgrade to Public IP Address for Premium Internet Service $199 $299 $358
   d. Basic Internet Service $695 $895 $1,074

2. Dedicated Internet Services – Routers Supported
   a. Dedicated 3Mbps $3,495 $4,370 $5,244
   b. Dedicated 6Mbps $5,900 $7,375 $8,850
   c. Dedicated 10Mbps $7,850 $9,810 $11,772
   d. Upgrade to 29 Public Static IP Addresses $995 $1,194 $1,433

Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.

3. Internet Equipment & Labor
   a. Switch Rental – up to 24 ports $185 $225 $270
   b. Patch Cable (up to 50’) – Cat5e $50 $62 $74
   c. Labor / Floor Work – Fee Per Hour $125 $125 $125

4. Voice Services: PBX Service – Domestic LD Included
   a. Single Line – Instrument, Non Dial 9, Int’l LD $275 $345 $414
   b. Multi-line Phone w/ 1 main number & 1 rollover line $415 $520 $624
   c. Speaker Phone Line w/ Polycom Instrument $465 $575 $690

5. Special Quote – Attachment A or Statement of Work (if applicable)

6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)

For Cable TV Service & extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.

**SUBTOTAL

ESTIMATED 10% TAX / FEES

GRAND TOTAL**

Send Completed Orders with Payment and Floor Plan To:
SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118
(888) 446-6911 FAX (702) 943-6001 csr@smartcity.com

Effective January 1, 2016 – December 31, 2016

Customer No: 2016 - 025 -
Network Security Declaration

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: ___________________________ Total # of Devices Connecting to Smart City’s Network: ___________________________

Type of Anti-Virus Software Installed: □ Norton □ McAfee □ Other: ___________________________

Virus Scan Last Updated - Date: __/__/____ Security Updates Last Performed - Date: __/__/____

Are You Renting Computers? □ Yes □ No Rental Company Name: ___________________________

Rental Company Contact: ___________________________ Contact Number: ___________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ Title ___________________________

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “T”.

I / H / PC / C = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _______________  Scale = 1 Box is equal to _________ ft.
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Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20. Scale = 1 Box is equal to 2 ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

Network Security Policy:

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*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: 

Total # of Devices Connecting to Smart City’s Network: 

Type of Anti-Virus Software Installed: 

Norton   ☐ McAfee  ☐ Other: 

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / / 

Are You Renting Computers? ☐ Yes ☐ No  

Rental Company Name: 

Rental Company Contact:  

Contact Number: 

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Signature  

Date 

Printed Name  

Title
Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g / n system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City’s Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g / n network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, NO Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City’s Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer’s equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City’s approval) will be activated / available for your use.
The San Diego Convention Center Welcomes

TECHADVANTAGE 2017
February 27 - March 1, 2017

We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience in your booth!

AVOID LATE ORDER FEES:
Ordering Deadline Date is Friday February 10, 2017
Please contact Mary Forney at 619-525-5818 or email: mary.forney@visitsandiego.com

EXCLUSIVITY
Centerplate Catering holds the exclusive contract for food and beverage at the San Diego Convention Center. NO OUTSIDE FOOD & BEVERAGE IS PERMITTED. This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.
PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

POLICIES

• All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department. THIS INCLUDES BOTTLED WATER.

• Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor. All exhibitors are required to order porter service (trash removal) for food and beverage activity in the booth.

• All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to Centerplate.

• Initial order, as well as additional services ordered on site, will be billed to the customer’s credit card.

• A 20% service charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

• Disposable service ware is used on all food and beverage functions on the Exhibit floor.

• A $25.00++ “Trip Charge” will apply for each food and beverage delivery.

• Centerplate requires that a SDCCC Bartender dispense all alcoholic beverages.

• Menu items and prices are subject to change without notice.

• To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event.

CANCELLATION POLICY

• Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

STAFFING

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH ATTENDANT*</td>
<td>$25.00 PER HOUR</td>
</tr>
<tr>
<td>CHEF*</td>
<td>$75.00 PER HOUR</td>
</tr>
<tr>
<td>DELIVERY FEE</td>
<td>$25.00 PER TRIP</td>
</tr>
</tbody>
</table>

* Requires a 4 hr. minimum

EXHIBITOR BOOTH CATERING DOES NOT SUPPLY TABLES OR PORTER SERVICE FOR YOUR BOOTH. YOU MUST ORDER THESE THROUGH YOUR SERVICE CONTRACTOR.

Please be advised that all food and beverage items in the exhibit halls must be purchased through the booth catering department—this includes bottled water.

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event.

A $25.00++ delivery fee will be applied to all orders.
**COFFEE SERVICE**

**FRESHLY BREWED COFFEE***(gallon) $60.00
Freshly Brewed Coffee, Decaffeinated Coffee or Hot Teas (Black and Herbal)

**FRESHLY BREWED STARBUCKS COFFEE***(gallon) $75.00
Freshly Brewed Starbucks Coffee, Decaffeinated Starbucks Coffee or Hot Teas (Tazo)

*Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins
*Price per Gallon, 3-gallon minimum required.

**BEVERAGE SERVICE**

**ASSORTED CANNED SODA** $90.00

**ARROWHEAD BOTTLED SPRING WATER** $131.25

**BOTTLED MINERAL WATER** $96.00

**ASSORTED BOTTLED FRUIT JUICES** $114.00

**ASSORTED GATORADE** (20 oz.) $122.00

**ASSORTED SNAPPLE** (20 oz.) $118.00

**ICED TEA** $43.00

**LEMONADE** $43.00

**ASSORTED JUICES**
Orange, Cranberry, Grapefruit, Tomato or Apple $43.00

*(24) Beverages per case, (1) Case Minimum Required
**(35) Eco-Friendly Bottles per case, (1) Case Minimum Required; Designed with 30% Less Plastic.
***Price per gallon, (3) Gallon Minimum Required.

A $25.00++ delivery fee will be applied to all above orders.
BEVERAGES CONTINUED...

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3.5 gallon)  $185.00
Choice of flavors: Strawberry, Lemon, Red Raspberry, Peach, Mango or Red Raspberry Pomegranate infused with seasonal Fresh Fruit

INFUSED ICED TEA* (3.5 gallon)  $240.00
Choice of flavors: Red Raspberry, Red Raspberry Pomegranate, Peach, Mango or Passion Fruit infused with seasonal Fresh Fruit

INFUSED LEMONADE* (3.5 gallon)  $240.00
Red Raspberry, Red Raspberry Pomegranate or Strawberry infused with seasonal Fresh Fruit

*Delivered in a 3.5 gallon decorative infusion jar, includes disposable cups and napkins. Approximately 64 /7oz cups per container
Exhibitor to provide: Table or counter

WATER SERVICE

WATER DISPENSER  $50.00
Rental price per day. Rental Begins on first day of delivery, not first day of usage. Client must have a space that has (1) regular wall socket available for electrical power. Requires 100 volt, 15 amp electrical service.

(3) GALLON JUG OF WATER  $30.00

ICE (Price per 40 Pounds)  $25.00

A $25.00++ delivery fee will be applied to all above orders.
BREAKFAST (10 person minimum required)
CONTINENTAL BREAKFAST $17.50
Assorted Fruit Juices
Freshly Baked Breakfast Pastries and Muffins
Served with Butter and Preserves
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

BREAKFAST ENHANCEMENT (Not offered a la carte)
ENGLISH MUFFIN BREAKFAST SANDWICH $6.75
with Scrambled Eggs, Pork Sausage and Cheddar Cheese

FROM THE BAKERY Price per dozen; (3) dozen minimum required
ASSORTED DANISH $42.50
ASSORTED MUFFINS $42.50
ASSORTED CROISSANTS $46.00
ASSORTED DONUTS $45.50
ASSORTED BISCOTTI $45.50
ASSORTED SCONES $45.00
ASSORTED BAGELS WITH CREAM CHEESE $46.00
FRESHLY BAKED COOKIES $39.00
FRESHLY BAKED BROWNIES $39.00
GOURMET CUPCAKES $60.00
CENTERPLATES SIGNATURE CHOCOLATE DIPPED CRANBERRY MACAROONS $40.00
CHOCOLATE DIPPED STRAWBERRIES $42.00

SHEET CAKES
(Choice of fruit or cream filling – Includes disposable cake knife, plates, forks and napkins)
FULL SHEET CAKE* (80 SLICES) $390.00
HALF SHEET CAKE* (40 SLICES) $195.00

*Custom Artwork available starting at $200.00++; pricing may vary depending on intricacy of logo/design.
Contact your Catering Sales Manager for more information.

A $25.00++ delivery fee will be applied to all above orders.
FROM THE PANTRY

DOMESTIC CHEESE DISPLAY WITH CRACKERS (Serves 20 guests) $160.00
SEASONAL VEGETABLE CRUDITÉ WITH DIP (Serves 20 guests) $130.00
SLICED FRESH FRUIT $120.00
WHOLE FRESH FRUIT (Serves 20 guests) $60.00
POTATO CHIPS AND DIP (Serves 20 guests) $120.00
TORTILLA CHIPS WITH SALSA (Serves 20 guests) $100.00
MIXED NUTS (2 pounds) $84.00
TRADITIONAL SNACK MIX (2 pounds) $46.00
MINTS (2 pounds) $56.00
PRETZEL TWISTS (2 pounds) $36.00
GRANOLA BARS (24 individual bars) $84.00
ASSORTED INDIVIDUAL BAGS OF CHIPS $3.00

A $25.00++ delivery fee will be applied to all above orders.
BUFFET LUNCHEON (Minimum of 10 guests / Maximum of 50 guests)

GOURMET DELI BUFFET $47.00
Assorted Pre-made Sandwiches – Turkey, Roast Beef, Vegetarian and Submarine Mustard and Mayonnaise, Chef’s Selection of Deli Salad, Assorted Bags of Individual Chips, Assorted Whole Fruit and Assorted Cookies

BOX LUNCHEON (10 box lunch minimum required)

BOX LUNCH $24.50
Choice of Turkey, Roast Beef or Vegetarian Sandwich
Served with Individual Bag of Chips, Freshly Baked Cookie and Canned Soda

GOURMET WRAP BOX LUNCH $26.50
Southwest Roast Beef Wrap with Grilled Peppers, Grilled Turkey with Pesto Wrap or Grilled Vegetable Wrap
Served with Gourmet Potato Chips, Pasta Salad, Gourmet Brownie and Canned Soda

GOURMET SALAD BOX LUNCH $25.00
Chinese Chicken Salad or Grilled Chicken Caesar Salad
Served with Gourmet Potato Chips, Gourmet Brownie and Canned Soda

LUNCHEON SANDWICHES (Each platter serves 20 guests)

ITALIAN SUBMARINE SANDWICH $160.00
Salami, Mortadella, Cappicola, Provolone Cheese, Lettuce and Tomato
On a 3-Foot Loaf of Crusty French Bread
Italian Dressing or Mustard and Mayonnaise

ALL AMERICAN RING SANDWICH $160.00
An assortment of Traditional American Meats and Cheeses to include Roast Beef, Ham, Turkey, Swiss and American Cheeses
Lettuce, Tomato and your Choice of Mustard or Mayonnaise
On a 3-Foot Ring Loaf of Bread

PLATTER OF ASSORTED MINI-SANDWICHES $140.00
Forty Mini-Sandwiches to include:
Turkey, Roast Beef, Ham and Chicken Salad

A $25.00++ delivery fee will be applied to all above orders.
LUNCHEON SALADS (Each bowl serves 20 guests / Max of 40 guests)

GARDEN SALAD $110.00
Mixed Field Greens, Tomatoes, Carrot Curls and Cucumbers
Choice of Ranch, Italian or Bleu Cheese Dressings
Served with Hearth Baked Rolls and Butter

CHICKEN CAESAR SALAD $130.00
Crisp Romaine Lettuce, Sliced Breast of Chicken and Garlic Croutons
Traditional Caesar Dressing
Served with Crusty French Bread with Butter

MEDITERRANEAN SALAD $150.00
Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken,
Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes,
Kalamata Olives
Lemon Herb Vinaigrette
Served with Pita Bread

A $25.00++ delivery fee will be applied to all above orders.
COLD HORS D’OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

CHIMICHURRI SHRIMP SKEWER $72.00

WILD MUSHROOM BAGUETTE $63.00

AHI POKE
With Wakami Salad, Tobiko and a Wonton Chip $69.00

CURRY CHICKEN ON TOASTED BRIOCHE $66.00

ANTIPASTO SKEWER
with Artichoke, Tomato, Kalamata Olive and Mozzarella $72.00

CARAMELIZED PEAR AND STILTON CHEESE
In a Flaky Buttery Crust $75.00

HOT HORS D’OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

DATE STUFFED WITH BLUE CHEESE WRAPPED IN BACON
with Green Onion and Teriyaki Glaze $69.00

MEDITERRANEAN CHICKEN KABOB
with Figs and Roasted Tomatoes $78.00

COCONUT CRUSTED SHRIMP
with Ginger Sweet Chile $72.00

ANDOUILLE SAUSAGE EN CROUTE
with Whole Grain Mustard $69.00

TANDOORI CHICKEN BROCHETTE $63.00

CARNITAS TAQUITOS
with Cilantro Cream Fraiche $63.00

A $25.00++ delivery fee will be applied to all above orders.
THEME STATIONS

20 guest minimum required per order

SOUTH OF THE BORDER STATION $14.50
Mini Cheese and Roasted Vegetable Quesadillas and Chicken Empanadas
Crisp Tortilla Chips with Salsa and Guacamole
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

HOUSE-MADE HUMMUS AND IMPORTED OLIVE STATION $8.50
Toasted Pita Bread Chips
Spicy Tunisian Olive Blend and Assorted Five Type Blend Olives
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

DESSERT STATIONS

20 guest minimum required per order

CHEESECAKE BITES STATION $14.75
New York Cheesecake Squares
Banana Rum, Vanilla Bean and Scented Strawberry Compotes
Chocolate Fondue, Raspberry and Coffee Caramel Sauces
Toasted Almonds, Coconut and Whipped Cream
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

PETIT PATISSERIE STATION $15.50
A gourmet selection of Miniature French Pastries, Petit Fours,
Mini Tartlets, Chocolate Truffles and Chocolate Dipped Strawberries
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

A $25.00++ delivery fee will be applied to all above orders.
STATIONS CONTINUED...

**ACTION STATIONS**
Minimum guarantee per day will apply, plus a one-time set-up fee of $100.00++

**ICE CREAM NOVELTY CART** ~ $650.00
(1) Ice Cream Cart
Standard Cart to include: (163) Assorted Ice Cream Novelties (Assorted Ice Cream Novelties)
Additional Ice Cream Novelties @ $4.00++ each
Should you desire an experienced Booth Attendant to distribute the product, a $25.00++ per hour/four hour minimum labor fee will apply.

*Client to Supply:*
110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

**PREMIUM DOVE ICE CREAM CART** ~ $750.00
(1) Ice Cream Cart
Standard Cart to include: (100) Dove Ice Cream Novelties (Assorted Dove Ice Cream Novelties)
Additional Ice Cream Novelties @ $7.50++ each
Should you desire an experienced Booth Attendant to distribute the product, a $25.00++ per hour/four hour minimum labor fee will apply.

*Client to Supply:*
110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

**GOURMET SOFT PRETZEL STATION** ~ $675.00
To Include: (135) Freshly Baked Gourmet Soft Pretzels
served with your choice of Nacho Cheese or Traditional Yellow Mustard
Heated Pretzel display Case, Napkins and Appropriate Supplies
Additional Pretzels @ $5.00++ each
A Booth Attendant is required. A $25.00++ per hour/(4) hour minimum labor fee will apply

*Client to Supply:*
110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

**FRESH BAKED GOURMET CHOCOLATE CHIP COOKIE STATION** ~ $750.00
Featuring Otis Spunkmeyer Premium Gourmet Chocolate Chip Cookies
To Include: (230) Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies
Additional Cookies @ $3.20++ each
A Booth Attendant is required to bake and distribute the product to your guests.
A $25.00++ per hour/(4) hour minimum labor fee will apply.
* A portion of the cookies will be pre-baked and delivered to your booth on trays.

*Client to Supply:*
110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

A $25.00++ delivery fee will be applied to all above orders.
**ACTION STATIONS**

*Minimum guarantee per day will apply, plus a one-time set-up fee of $100.00++*

**FROZEN BLENDED BEVERAGE STATION**

- Frozen non-alcoholic specialty drink with choice of (2) Flavors-Strawberry, Wild Berry or Mango
- Includes (142) 7oz. Blended beverages
- Additional frozen drinks @ $4.75++ each
- A Booth Attendant is required to distribute the product.
- Minimum Guarantee of $675.00
- A (2)-hour set-up time is required on the Show Floor.
- A $25.00++ per hour/(4) hour minimum labor fee will apply.

*Client to Supply: 110 volt single phase (6.5) amp · 4x4 work space*

*Minimum of one (6) ft table · Trash Removal · Clean Up*

$675.00

**CAPPUCINO BAR**

- To Include: Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer
- (200) Cups of Cappuccino and Espresso included.
- (1) Experienced Booth Attendant, for a maximum of (4) hours
- Cappuccino Machine set-up
- (Machine is attached to a stainless steel cart to accommodate water supply and storage.)
- Additional Cups of Cappuccino and Espresso @ $4.50++ each
- Minimum guarantee of $900.00 per day will apply, plus a one-time set-up fee of $100.00++.
- Should you desire service for a longer period of time; a $25.00++ per hour labor fee will apply.

*Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp 4x4 work space and storage area · Trash Removal · Clean Up*

$900.00

**STARBUCKS CAPPUCINO BAR**

- To Include: Starbucks Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer
- (300) 12 oz. Cups of Cappuccino and Espresso Included
- (1) Experienced Starbucks Barista for a maximum of (4) hours
- Cappuccino Machine set-up
- (Machine is attached to a stainless steel cart to accommodate water supply and storage.)
- Additional Cups of Cappuccino and Espresso @ $5.00++ each
- Minimum guarantee of $1425.00 per day will apply, plus a one-time set-up fee of $100.00++.
- Should you desire service for a longer period of time; a $25.00++ per hour labor fee will apply.

*Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp 4x4 work space and storage area · Trash Removal · Clean Up*

$1425.00

**STARBUCKS SHAKEN TEA STATION**

- To Include: (200) 12 oz. Cups of Tazo Iced Black Tea or Tazo Iced Passion Tea, handcrafted using a martini style shaker, Starbucks Logo Cups, Napkins and Appropriate Supplies
- Additional Cups of Tea @ $4.00++ each
- Minimum guarantee of $800.00 per day will apply, plus a one-time set-up fee of $100.00++.
- (2) Booth Attendants Required.
*An additional Booth Runner may be required depending on volume.
- A $25.00+ per hour/(4) hour minimum labor fee will apply for each attendant.

*Client to Supply: 4x4 work space and storage area · Minimum of one (6) ft table Trash Removal · Clean Up*

$800.00

A $25.00++ delivery fee will be applied to all above orders.
Centerplate holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the San Diego Convention Center without the written approval of Centerplate - this includes bottled water.

Centerplate requires that a SDCC bartender dispense all alcoholic beverages.

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: ______________________________________________________________________
Billing Address: _______________________________________________________________________
City: ___________________________________________________ State: ________________________
Zip: ______________ Phone: ___________________ Fax: ___________________ Email: _____________
Booth #: ___________________ Event: ____________________________________________________
Representative: ___________________ Title: __________________________
On-Site Contact: ___________________ On-Site Cell #: __________________

### MENU ITEMS · SUPPLIES · EQUIPMENT

<table>
<thead>
<tr>
<th>DELIVERY DATE</th>
<th>DELIVERY TIME</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### DELIVERY FEE · BARTENDER · BOOTH STAFF · KITCHEN LABOR

<table>
<thead>
<tr>
<th>START TIME</th>
<th>END TIME</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

COMMENTS: ____________________________

SUBTOTAL ____________________________

20% SERVICE CHARGE __________________

SUBTOTAL WITH SERVICE CHARGE __________

8.0% CA STATE TAX __________________

TOTAL ESTIMATED CHARGES ______________

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event.
Event Name: ________________________________________________________________

Exhibitor Name: _______________________________________________________________________

On-Site Contact: _________________________________________  On-Site Cell #: _________________

ONE OPTION BELOW MUST BE SELECTED:

☐ Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
☐ Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: ___________________________________________ Credit Card Type: ________________

Cardholder’s Name: ________________________________________  Exp. Date: ____________________

CID #: ____________________

☐ Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _________________________________________________________________________

City _________________________________________________ State _________ Zip _______________

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING
CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE.
CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT
OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____________________________________________ DATE _____________

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be
processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit
card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:
SAN DIEGO CONVENTION CENTER
ATTN: FOOD AND BEVERAGE DEPARTMENT
111 W. HARBOR DRIVE, SAN DIEGO, CA 92101
PHONE (619) 525-5800 • FAX (619) 525-5858

**TECH ADVANTAGE** 2017
CONFERENCE & EXPO
February 26 - March 1, 2017 | San Diego, CA

**BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND
RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.**
TODAYS DATE: ________________________________________________________________

ATTENTION: BOOTH CATERING DEPARTMENT – SAN DIEGO CONVENTION CENTER

FAX NUMBER: (619)-525-5858   # OF PAGES FAXED: ________________

FROM: (CONTACT NAME) ________________________________________________________

(COMPANY NAME) __________________________________________________________________

(FAX NUMBER) ______________________ (EMAIL) ________________________________________

EVENT NAME: _______________________________________ BOOTH NUMBER: _________________

EVENT START DATE: _________________ CONTACT PHONE NUMBER: ______________________

COMMENTS:

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
SAN DIEGO CONVENTION CENTER
BOOTH CATERING DEPARTMENT
EXHIBIT BOOTH
FOOD & BEVERAGE POLICY

CENTERPLATE holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the San Diego Convention Center without the written approval of CENTERPLATE; this includes private labeled bottled water. Exhibitors are not permitted to sell food or beverage in the San Diego Convention Center.

BOOTH SAMPLING:
Exhibitor/event participant must be the manufacturer or manufacturer’s representative of the product to be sampled.

- Product must be germane to the show/event.
- Food samples are restricted to: 2oz portion.
- Beverage samples are restricted to: 4oz fluid portion.

If the exhibitor/event participant meets the above criteria, simply submit the Booth Sampling/Waiver Authorization form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor’s booth space.

If you are a manufacturer or manufacturers’ representative and wish to exceed the sample size requirements, submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with a contract for the applicable waiver fee.

BOOTH WAIVER:
Exhibitors/event participants utilizing “traffic builders” (i.e. bottled water, popcorn, coffee, smoothies, full sized candy bars, etc.) that compete with food or beverage provided by Centerplate must submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with the applicable corkage fees due.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.
BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

Event Name___________________________________Date(s)_____________

EXHIBITOR/EVENT PARTICIPANT
Name_______________________________________Contact______________
Email Address____________________________________________________
Address__________________________________________________________
City_______________________________State_____________Zip__________
Phone_____________________________Fax___________________________

Booth #_____

Item(s) and portions to be distributed___________________________________
Quantity to be distributed____________________________________________
Purpose__________________________________________________________

_________________________________________Date___________________
Booth Catering Manager/F&B Department

Corkage/Waiver fees that apply to this approval: _________________________

Sampling Support Services
Please contact us at (619) 525-5818, no later than 21 days prior to your event to order Kitchen Prep Time, Equipment, Storage, Staffing, Ice, Bottled Water or other support services required for your sample distribution

Please fax this form no later than 21 days prior to your event:

San Diego Convention Center
Food & Beverage Department
111 West Harbor Drive
San Diego, Ca  92101
Phone: 619-525-5818 · Fax: 619-525-5858
## DISPLAY PACKAGES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCED RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>40&quot; LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf</strong>&lt;br&gt;Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)</td>
<td>$630.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>40&quot; LCD Monitor + Laptop + Floor Stand w/ Shelf</strong>&lt;br&gt;Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows/Microsoft Office)</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>46&quot; LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf</strong>&lt;br&gt;Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)</td>
<td>$730.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>46&quot; LCD Monitor + Laptop + Floor Stand w/ Shelf</strong>&lt;br&gt;Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows/Microsoft Office)</td>
<td>$846.00</td>
<td></td>
</tr>
</tbody>
</table>

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## FLATSCREEN DISPLAYS

TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!

**NOTE:** Displays do NOT include floor stands. Floor stands must be ordered separately. See under "Video".

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>How will you mount this display?</th>
<th>ADVANCED RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>46&quot; LCD Touchscreen Monitor</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$925.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>55&quot; LCD Touchscreen Monitor</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$1175.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>24&quot; HD LCD Monitor (16:9 / 1900/1200 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>32&quot; HD LCD Monitor (16:9 / 1920x1080 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$384.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>40&quot; HD LCD Monitor (16:9 / 1920x1080 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$534.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>46&quot; HD LCD Monitor (16:9 / 1920x1080 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$650.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>55&quot; HD LCD Monitor (16:9 / 1920x1080 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$844.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>65&quot; HD LED-LCD Monitor (16:9 / 1920x1080 Resolution)</strong></td>
<td>Table top Wall Other/Specify</td>
<td>$1200.00</td>
<td></td>
</tr>
</tbody>
</table>

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**Advanced Rate Deadline is February 10, 2017**

Orders received after the Advanced Rate Deadline are subject to an additional 20% charge on equipment.
<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCED RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>VIDEO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor Floor Stand w/ Shelf (Select if you are ordering a display from PRG)</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monitor Floor Stand w/ Shelf (Select if you are providing your own monitor)</td>
<td>$192.00</td>
<td></td>
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<tr>
<td></td>
<td>NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.</td>
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<tr>
<td></td>
<td>Blu-Ray / DVD Player (Consumer grade w/ HDMI output - NTSC, Format USA)</td>
<td>$76.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Regional DVD Player (Formats Include - NTSC / PAL / SECAM)</td>
<td>$200.00</td>
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<tr>
<td></td>
<td>Video DA (used to send a DVD player source to multiple displays)</td>
<td>$54.00</td>
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<tr>
<td></td>
<td><strong>COMPUTER PACKAGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop PC / 19&quot; LCD Monitor (4:3 / 1280x1024 resolution)</td>
<td>$284.00</td>
<td></td>
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<tr>
<td></td>
<td>Includes: Laptop PC (with Windows/Microsoft Office), 19&quot; Monitor, Keyboard, and Mouse</td>
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<tr>
<td></td>
<td>Laptop PC / 24&quot; LCD Monitor (16:9 / 1900x1200 resolution)</td>
<td>$334.00</td>
<td></td>
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<tr>
<td></td>
<td>Includes: Laptop PC (with Windows/Microsoft Office), 24&quot; Monitor, Keyboard, and Mouse</td>
<td></td>
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<tr>
<td></td>
<td>Mac Mini Computer / 24&quot; LCD Monitor (16:9 / 1900x1200 resolution)</td>
<td>$334.00</td>
<td></td>
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<tr>
<td></td>
<td>Includes: Mac Mini Computer (with 24&quot; monitor, Keyboard and Mouse)</td>
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<tr>
<td></td>
<td><strong>LAPTOPS AND COMPUTER ACCESSORIES</strong></td>
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<tr>
<td></td>
<td>PC Laptop (with Windows/Microsoft Office)</td>
<td>$216.00</td>
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<tr>
<td></td>
<td>Apple Laptop (MacBook Pro)</td>
<td>$350.00</td>
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<tr>
<td></td>
<td>Laser Printer (Black &amp; White)</td>
<td>$166.00</td>
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<tr>
<td></td>
<td>USB Keyboard &amp; Mouse</td>
<td>$24.00</td>
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<tr>
<td></td>
<td>Wireless Keyboard &amp; Mouse</td>
<td>$44.00</td>
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<td></td>
<td>Computer Speakers</td>
<td>$30.00</td>
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<tr>
<td></td>
<td>8-Port Ethernet Hub</td>
<td>$44.00</td>
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<td></td>
<td>Computer DA (used to send one computer signal to multiple displays)</td>
<td>$54.00</td>
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<td></td>
<td><strong>PRESENTATION EQUIPMENT</strong></td>
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<tr>
<td></td>
<td>Tripod Screen (w/ Black Skirt) - Select one: 4' Width 6' Width 8' Width</td>
<td>$44.00</td>
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<tr>
<td></td>
<td>3,000 Lumen LCD Projector (1024 x 768 Resolution)</td>
<td>$384.00</td>
<td></td>
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<tr>
<td></td>
<td>AV Cart (w/ Black Skirt) - Select one: 34&quot; Height 54&quot; Height</td>
<td>$30.00</td>
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<td></td>
<td><strong>AUDIO EQUIPMENT</strong></td>
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<tr>
<td></td>
<td>350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)</td>
<td>$234.00</td>
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<tr>
<td></td>
<td>Wireless Microphone - Select one: Handheld Headset Lavalier</td>
<td>$200.00</td>
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<tr>
<td></td>
<td>Wired Microphone - Select one: Handheld Headset Lavalier</td>
<td>$44.00</td>
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<tr>
<td></td>
<td>6-Channel Audio Mixing Console</td>
<td>$116.00</td>
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</tbody>
</table>

Add the Page 1 and Page 2 Equipment Subtotals

30% of Equipment Total, or $125 minimum, whichever is greater

*May be required for mounting monitors 32" and larger. (Please contact PRG)

Decline Waiver

10% of Equipment total, see next page for details

8% of Equipment Total

Advanced Rate Deadline is February 10, 2017

Orders received after the Advanced Rate Deadline are subject to an additional 20% charge on equipment.

DK2DLV10172016

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!
### AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to $2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only targeted times. There may be a variance in delivery times based on work loads for that particular day and time.

**Wall or Truss Mounted Monitors**: Additional labor charges may be required for mounting monitors 32” and larger to your booth structure. PRG is NOT responsible for attaching the mounting hardware to the booth structure.

Rental Rates: The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

### PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>Credit Card:</th>
<th>15 Card Numbers</th>
<th>16 Card Numbers</th>
<th>16 Card Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
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</tr>
</tbody>
</table>

Cardholder's Name: ____________________________

Cardholder's Signature: ______________________

Cardholder's Address: _________________________

City: __________________________ State: ________ Zip Code: __________

### COMPANY INFORMATION

Company Name: ________________________________

Address:_____________________________________

________________________________________________________________________

Phone:_______________________________________

Fax:_________________________________________

Contact:_____________________________________

Email:_______________________________________

---

### DELIVERY INFORMATION

Show Name: TechAdvantage 2017 Conference & Expo

Location: San Diego Convention Center

Booth#/Rm#: __________________ Booth size: ______

Delivery Date: _______________________________

Delivery Time: [ ] 8AM-10AM [ ] 10AM-12PM

[ ] 1PM-3PM [ ] 3PM-5PM

On-site Contact: _____________________________

On-site Phone: ______________________________

---

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG TOLL FREE at 888-844-4225, or email at tradeshow@prg.com.

We look forward to serving you, your staff and company at the event. Visit us online at www.prg.com

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!!
### PC’s (includes Keyboard/Mouse)

<table>
<thead>
<tr>
<th>QTY</th>
<th>PER WEEK</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELL755 SFF, PENTIUM IV, 2.6 GHz, 512MB, 40GB</td>
<td>375/unit</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELL OPTIPLEX GX270, PENTIUM IV, 3.0 GHz, 512MB, 40GB</td>
<td>425/unit</td>
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<td></td>
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<tr>
<td>HP7800, CORE 2 DUO, 2.33 GHz, 2GB, 80GB, DVD/CDRW</td>
<td>485/unit</td>
<td></td>
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</tbody>
</table>

### LCD DISPLAYS

<table>
<thead>
<tr>
<th>QTY</th>
<th>PER WEEK</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>24” IBM LCD DISPLAY</td>
<td>200/unit</td>
<td></td>
</tr>
<tr>
<td>32” NEC LCD DISPLAY</td>
<td>450/unit</td>
<td></td>
</tr>
<tr>
<td>42” SAMSUNG LCD DISPLAY</td>
<td>550/unit</td>
<td></td>
</tr>
<tr>
<td>46” NEC LCD DISPLAY</td>
<td>790/unit</td>
<td></td>
</tr>
<tr>
<td>32” Touchscreens wall mount/table top</td>
<td>800/unit</td>
<td></td>
</tr>
</tbody>
</table>

### PRINTERS

Includes 500 printouts $25 per each additional 500 printouts thereafter

<table>
<thead>
<tr>
<th>QTY</th>
<th>PER WEEK</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP 4300 LASER JET (45 PPM)</td>
<td>300/unit</td>
<td></td>
</tr>
</tbody>
</table>

### OPERATING SYSTEMS (Software or Computer)

<table>
<thead>
<tr>
<th>QTY</th>
<th>PER WEEK</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE 2010</td>
<td>60/unit</td>
<td></td>
</tr>
<tr>
<td>OFFICE 2007</td>
<td>60/unit</td>
<td></td>
</tr>
</tbody>
</table>
CONTRACT

TradeShow & Meetings agrees to rent their equipment ("Equipment"), subject to the conditions of the Contract, and in consideration thereof, the undersigned Customer ("Renter") agrees to the following.

1. Renter understands and agrees that the Equipment described in the Contract remains the property of TradeShow & Meetings, and that the failure by the Renter to return said Equipment to TradeShow & Meetings may constitute a crime and subject Renter to criminal prosecution.

2. Renter acknowledges that he has examined the equipment and knows the condition thereof, and that the same is in good condition and repair, and Renter agrees he will return the Equipment in the same good condition as when received, ordinary wear and tear expected.

3. Renter assumes all risks of loss, theft or destruction of or damage to such Equipment, and will hold TradeShow & Meetings harmless from any and all damages, claim, lien, storage costs, labor and materials. Renter further agrees to pay TradeShow & Meetings on demand all cost of repairs or replacement at the current cost of repair or replacement cost of said Equipment.

4. TradeShow & Meetings shall have a lien on all Renter’s property for all charges and expenses incurred by TradeShow & Meetings under the terms of the Contract including those caused by damage to or destruction of said Equipment.

5. Renter agrees that TradeShow & Meetings has the right to terminate this agreement at any time, and retake possession of said Equipment, and Renter shall guarantee free access to TradeShow & Meetings of said Equipment and may enter upon the premises of the Renter, without becoming liable for trespass.

6. RENTER EXPRESSLY AGREES to use Equipment in strict accordance with the following instructions. Failure to do so automatically terminates this Contract, with all sums due hereunder immediately payable to TradeShow & Meetings. Renter further agrees to immediately return said Equipment.

7. TradeShow & Meetings shall not be liable to Renter for any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by equipment or inadequacy thereof for any purpose, or any deficiency or defect (latent or patent) therein delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by TradeShow & Meetings shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or express or implied, as to the merchantability, fitness (for use or for any particular), design or condition of, or as to the quality of the material or workmanship in the equipment.

8. If TradeShow & Meetings incurs any expenses, including reasonable attorneys’ fees, in the enforcement of any of its right hereunder, those costs and expenses shall be the sole obligation of Renter.

9. Freight & Drayage Charges: In the event that freight and drayage charges are incurred, all expenses will be billed directly to you credit card on file.

10. Rental charges shall be based on all or any part of each twenty-four (24) hour period to the following 5:59 a.m. Renter agrees to pay rental fee stipulated for the period stated. If Equipment is kept for a longer period, rental fee will be charged at the stated rate until the Equipment is returned to the possession of TradeShow & Meetings.

11. No term or condition of this Contract may be waived or modified as to TradeShow & Meetings except in writing signed by a TradeShow & Meetings’ authorized representative or by an officer of TradeShow & Meetings who has been expressly authorized to do so by TradeShow & Meetings.

12. Cancellation Policy: To receive a full refund cancellations of equipment and services must be received two (2) weeks prior to show start. No refund at time of delivery. If equipment and services have already been provided at the time of cancellation, original charges will apply.

This Contract constitutes the entire agreement between TradeShow & Meetings and Renter.

RENTER: ____________________________________________

TRADESHOW & MEETINGS: ____________________________________________

TRADESHOW & MEETINGS
P.O. Box 5726 • Charleston, OR 97420
(702) 348-7544 • Fax: (541) 756-4266
www.TradeShowandMeetings.com
Computer Rentals - Copier, Fax & Office Equipment Rentals - Audio-Visual Rentals
**Purchase Items:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUMS YELLOW WHITE OTHER</td>
<td>$35.00</td>
<td>$   -</td>
</tr>
<tr>
<td>KALANCHOES</td>
<td>$35.00</td>
<td>$   -</td>
</tr>
<tr>
<td>AZALEAS RED Lt. PINK WHITE</td>
<td>$35.00</td>
<td>$   -</td>
</tr>
<tr>
<td>BROMELIADS, BEGONIAS</td>
<td>$35.00</td>
<td>$   -</td>
</tr>
</tbody>
</table>

*All blooming based on availability*

**Flower Arrangement:** Description $75.00 & Up $   -

**Tropical Arrangement:** Description $85.00 & Up $   -

**Rental Items:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 INCH GREEN PLANT - TABLE TOP</td>
<td>$35.00</td>
<td>$   -</td>
</tr>
<tr>
<td>LARGE FERN - LARGE IVY - LARGE POTHOS</td>
<td>$40.00</td>
<td>$   -</td>
</tr>
<tr>
<td>3' GREEN PLANT</td>
<td>$50.00</td>
<td>$   -</td>
</tr>
<tr>
<td>4' GREEN PLANT</td>
<td>$60.00</td>
<td>$   -</td>
</tr>
<tr>
<td>5' GREEN PLANT</td>
<td>$70.00</td>
<td>$   -</td>
</tr>
<tr>
<td>6' GREEN PLANT</td>
<td>$80.00</td>
<td>$   -</td>
</tr>
</tbody>
</table>

**Taller Material** Priced upon request

**Type of Container**
- White
- Black

---

**Rental Price includes Plant Container, Delivery, Installation, Maintenance and Removal**

**Company Name:** ____________________________ **Total Material Charge** $   -

| **Address:** ____________________________ | **8.00% Sales Tax** $   -
| **City, State, Zip:** ____________________________ | **Invoice Total** $   -
| **Phone:** ____________________________ | **Less Prepayment** $   -
| **Fax:** ____________________________ | **Email Address:** ____________________________
| **Booth Number:** ____________________________ | **Total Amount Due** $   -

**Purchase Order Number:** ____________________________ **Authorized Signature:** ____________________________

---

**Do you need a designer to help you with your selection?** Date & Time:

To charge your account for additional floral services incurred during the show, please sign the credit card authorization:

X

**If paying by Credit Card, Please complete the following**

<table>
<thead>
<tr>
<th>Account Number:</th>
<th>American Express</th>
<th>Visa*</th>
<th>MasterCard*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td>/</td>
<td></td>
<td>*Code on the back of card</td>
</tr>
</tbody>
</table>

**Policies:** All orders require payment in Advance. Cash, Check, Visa, MasterCard or American Express are accepted. If tax exempt, you must provide a tax exemption certificate for the state in which the event is being held. Rental items missing upon dismantling are the responsibility of the exhibitor. Missing and/or damaged product must be reported to our representatives prior to show close for any pricing adjustment. **No floral arrangement cancellations one week prior to show.**
# Lead Management Order Form

**TechAdvantage 2017 Conference & Expo**  February 26 - March 1, 2017 • San Diego, CA

Exhibiting Company: ___________________________  Booth #: __________________

Check if information is for:  ☐ Exhibiting Company  ☐ Third Party

Contact Name: ___________________________  Address: ___________________________

City: ___________________________  State/Country: ___________________________  Zip: ________

Phone: ___________________________  Fax: ___________________________

3rd Party Company (if applicable): ___________________________

---

## Select your preferred system

<table>
<thead>
<tr>
<th></th>
<th>on or before 1/10/17</th>
<th>from 1/11/17 to 1/25/17</th>
<th>after 1/25/17</th>
<th>number of units</th>
<th>sub total</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SWAP® “3 Pack”</strong> One license and three activations.</td>
<td>$499</td>
<td>$499</td>
<td>$499</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Additional SWAP Activations</strong> Additional activations only available with purchase of SWAP “3 Pack” or the RT2000.</td>
<td>$129</td>
<td>$129</td>
<td>$129</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

SWAP products not taxed for this event.  SWAP Total $ 

| **Optium™ RT2000** Includes Optional Custom Survey RT2000 Portable Bluetooth printer | $470 | $545 | $575 | $ | $ |
| **SWAP Enabled Tablet** | $399 | $425 | $475 | $ | $ |

| **Developer’s Kit for Real Time Data Services (RTS)**-for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed. | $650 | $650 | $650 | $ |

| **Delivery of Reader to Booth** (Post show pickup not available) | $100 | $100 | $100 | $ |

See page 2 for system descriptions and requirements.

### Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a $100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- Processing Fee is waived when order is placed online.

### Note:

- All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.
- It is against Experient’s security policy to accept credit card information via email.

---

**Order Online:** [https://exhibitor.experientswap.com](https://exhibitor.experientswap.com)

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

---

**For Assistance Contact:**

Jessica Quinteiro

**P:** 888.889.4674  
**E:** jessica.quinteiro@experient-inc.com

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Showcode: TCH171

---

**Payment Method**

- ☐ Check  *(Orders cannot be processed unless received with payment.)*
- ☐ Visa  ☐ MasterCard  ☐ American Express  ☐ DISCOVER

Signature: ____________________________________________________________

Card #: ___________________________  Exp: _____ / _____
Definitions & Requirements

SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7” Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up

Developer’s Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event
EXHIBITION MEETING ROOM ORDER FORM
February 27 – March 1, 2017

**Standard Package:**
Convention Center Meeting Room Space
Room Rental Fee: $100 Per-Hour for up to 3 hours
And
Exhibit Floor Classrooms available Tuesday, February 28, and Wednesday, February 29
Times: 7:00am to 9:00am
Room Rental Fee: $100

*Please make checks out to: National Rural Electric Cooperative Association*

Send Payment to:
NRECA TechAdvantage 2017 Expo
P.O. Box 758777
Baltimore, MD 21275-8777

**FACILITY LOCATION**
The TechAdvantage 2017 Expo will be held in the San Diego Convention Center
(Halls C-E), San Diego, CA

**Exhibition hours:**
Monday, February 27 from 4:30pm to 7:00pm
Tuesday, February 28 from 11:30am to 4:30pm
Wednesday, February 29 from 11:30am to 3:00pm

**UTILIZATION OF MEETING/FUNCTION SPACE**
TechAdvantage has allocated a limited number of meeting rooms for meetings. If you intend to use the space for training or education purposes the content of your program must be reviewed and approved by TechAdvantage Expo Show Management.

**WHAT’S INCLUDED IN USAGE FEE**
The fee includes the usage of the room during specified times, tables and chairs for standard room sets (U-shape, theatre, hollow square, schoolroom, and conference sets) and easel outside of the meeting room. Meetings can be published in our online Show Directory if requested.

**WHAT’S NOT INCLUDED IN USAGE FEE**
The fee does not include any special room sets or room change fees. Each company is responsible for their own audio/visual rentals, catering expenses and internet connections. These arrangements must be made directly with the show approved vendors as indicated in your confirmation letter.
HOSPITALITY EVENTS
Exhibitors are NOT allowed to utilize meeting room space as hospitality suites or reception functions.

PRE AND POST SHOW HOUR FUNCTIONS
Exhibitors holding pre or post show hour functions in their exhibit space are required to hire security for the event(s). TechAdvantage Expo Show Management provides perimeter security only. Attendee registration badges will not provide access to exhibit areas during non-Exposition hours. If an exhibitor wishes to have any dealers or customers in their stand during non-Exhibition hours, permission must be received in writing, in advance from Show Management. Permission granted for such a request will only be valid for the time period of two (2) hours prior to the opening of the Exposition and two (2) hours after the closing of the Exposition.

- With confirmation of space we will include contact information for the following:

FOOD & BEVERAGE SERVICE
Centerplate has exclusive rights to all food and beverage (including bottled water) at the CenterPlate the San Diego Convention Center facility. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through Centerplate, and are subject to regulations and permit requirements of San Diego, CA, SDCC and Centerplate. Food and non-alcoholic beverages may be served by exhibitors during Exhibition hours provided that:

1) The food and non-alcoholic beverages are served in an enclosed area within the boundaries of the exhibitor’s rented space or the second story of the exhibit. – OR – The food and non-alcoholic beverages are served in an area that is set back at least 5 feet from the aisle or neighboring exhibit.

Alcoholic beverages are strictly prohibited in all exhibit areas during show hours. Alcohol is permitted in designated hospitality areas during non-exhibition hours however; the operation of equipment is strictly prohibited. The exhibitor must obtain host liquor liability insurance and provide Show Management with documentation of insurance.

AUDIO/VISUAL
Audio/visual equipment is not provided in meeting rooms. Audio visual equipment can be ordered through the TechAdvantage preferred provider, Production Resource Group (PRG)

PRESS EVENTS
To arrange press or media events please contact: Tracey Warren

FOR ADDITIONAL INFORMATION CONTACT:
Von McMeekin, CMP, CEM
TechAdvantage Expo Show Management
MEP Hotline: 703-907-6683
Phone: (703) 907-5576
Fax: (703) 907-5537-5095
Email: mep@nreca.coop

All rules and regulations for the utilization of meeting/function space are determined by NRECA Show Management and approved by the TechAdvantage Expo Manager. Please refer to the complete TechAdvantage Rules & Regulations for further information.
PROCEDURE FOR REQUESTING EXHIBITION SPACE
Complete this form for each function being planned and submit it to Von McMeekin at MEP@nreca.coop or Fax: 703-907-5537. Please include “2017 TechAdvantage Function Space Request Form” in the subject line.
You may also mail the form to:

NRECA TechAdvantage 2017 Expo
PO Box 758777
Baltimore, MD 21275-8777

If you are paying by check, please make it out to National Rural Electric Cooperative Association “TechAdvantage Expo 2017” and send with this form. For questions please call Von McMeekin at: 703-907-5576

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Exhibitor/Affiliate Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

*Contact for Event  
Onsite Contact

Email  
Onsite Phone

FUNCTION INFORMATION

<table>
<thead>
<tr>
<th>Function Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Set-up State Time</th>
<th>Tear-down End Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expected Attendance</th>
<th>Event Start Time</th>
<th>Event End Time</th>
</tr>
</thead>
</table>

LOCATION

☐ TBD  
☐ TBD

SET UP REQUIREMENTS

☐ Theatre (chairs in a row)  
☐ Conference (large table—no more than 12)

EQUIPMENT RENTALS

☐ Computer/Monitor # _____  
☐ Internet Connection #_____  
☐ Printer: B&W #_____  
☐ Printer: Color #_____  
☐ Projection Stand #_____  
☐ LCD Projector #_____  
☐ Screen #________  
☐ Laser Pointer  
☐ Lectern Mic. #_____  
☐ Lavaliere Mic. #_____
☐ Table Mic. #______
☐ Lighted Lectern #______
☐ Flip Chart & Markers #______
☐ Floral Arrangement

MISCELLANEOUS SERVICES
☐ Technician (4 hour minimum)
   DAY/TIME: ______________________
☐ Photographer
   DAY/TIME: ______________________
☐ Additional Needs
   ________________________________

FOOD AND BEVERAGE REQUIREMENTS (Used to identify need only – MEP staff will follow up with appropriate menus for you to view)

☐ Continental Breakfast
   (Service Time: ___________AM/PM)
☐ Coffee Break
   (Service Time: ___________AM/PM)
☐ Breakfast
   (Service Time: ___________AM/PM)
☐ Lunch
   (Service Time: ___________AM/PM)
☐ Reception
   (Service Time: ___________AM/PM)
*Payment Method

☐ Visa  ☐ MasterCard  ☐ AMEX  ☐ Check

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Date</th>
<th>Security Code</th>
</tr>
</thead>
</table>

| Name On Card | Signature of Card Holder |

Authorized Signature (I agree to pay all charges in connection with the above event)  Print Name

*Required in order to process request