EXHIBITOR SERVICE MANUAL

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

Shepard 1531 Carroll Dr NW, Atlanta, GA 30318 | phone: 404-720-8600 | fax: 404-720-8755

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Show Colors

Show Drape Color(s): Blue
Aisle Carpet Color: Eclipse

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN
Saturday, October 16, 2021 • 1:00PM to 5:00PM
Sunday, October 17, 2021 • 8:00AM to 1:00PM
Targeted Exhibitors (exhibit booths 400 sq.ft. or larger) will be contacted for their move in times

GENERAL EXHIBITOR MOVE-IN
Sunday, October 17, 2021 • 1:00PM to 5:00PM
Monday, October 18, 2021 • 8:00AM to 5:00PM

EXHIBIT HOURS
Tuesday, October 19, 2021 • 9:00AM to 5:00PM
Wednesday, October 20, 2021 • 9:00AM to 5:00PM
Thursday, October 21, 2021 • 9:00AM to 3:00PM

EXHIBITOR MOVE OUT
Thursday, October 21, 2021 • 3:00PM to 10:00PM
Friday, October 22, 2021 • 8:00AM to 3:00PM

FREIGHT REROUTE BEGINS*
*All outbound carriers must be checked in by this time

Friday, October 22, 2021 | 2:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals
Monday, September 20, 2021

Exhibitor Appointed Contractor Notification Deadline
Monday, September 20, 2021

First Day for Warehouse Deliveries Without a Surcharge
Monday, September 20, 2021

Discount Price Deadline for Standard Shepard Orders
Tuesday, September 28, 2021

Last Day for Warehouse Deliveries Without a Surcharge
Monday, October 11, 2021

Last Day for Warehouse Deliveries*
Friday, October 15, 2021

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

First Day Freight Can Arrive at Show Site
Sunday, October 17, 2021 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS
Exhibiting Co. Name & Booth Number
International Converting Exhibition and Conference
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

DIRECT TO SHOW SITE SHIPMENT ADDRESS
c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
International Converting Exhibition and Conference
Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819

ADVANCE DEADLINE DATE (STANDARD ORDERS): TUESDAY, SEPTEMBER 28, 2021

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

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Sunday, October 17, 2021 • 1:00PM to 5:00PM
Monday, October 18, 2021 • 8:00AM to 5:00PM
Tuesday, October 19, 2021 • 9:00AM to 5:00PM
Wednesday, October 20, 2021 • 9:00AM to 5:00PM
Thursday, October 21, 2021 • 9:00AM tto 10:00PM
Friday, October 22, 2021 • 8:00AM to 3:00PM

Exhibitor Move Out

Thursday, October 21, 2021 • 3:00PM to 10:00PM
Friday, October 22, 2021 • 8:00AM to 3:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, October 22, 2021 | 2:00PM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Friday, October 22, 2021 | 2:00PM**.

Post Show Paperwork & Labels

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

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

Pick Up Address

Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819

SILVER BOOTH PACKAGES A - C

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

A Budget and Time Friendly Solution!

Step 1: Select Your Package

Silver Package A - 10' x 10'

CODE	QTY	DISCOUNT	REGULAR	TOTAL
50352A		$247.80	$322.35	

Included in this package:
- 8' H Drape (50073)
- (1) 6' x 30" Skirted Table (50046) (choose skirt color in step 2)
- (2) Side Chairs (50020)
- (1) Wastebasket (50091)
- (1)Tuxedo Carpet (10' x 10') (50255)

Silver Package B - 10' x 15'

CODE	QTY	DISCOUNT	REGULAR	TOTAL
50352B		$303.20	$394.00	

Included in this package:
- 8' H Drape (50073)
- (1) 6' x 30" Skirted Table (50046) (choose skirt color in step 2)
- (2) Side Chairs (50020)
- (1) Wastebasket (50091)
- (1)Tuxedo Carpet (10' x 15') (5040050)

Silver Package C - 10' x 20'

CODE	QTY	DISCOUNT	REGULAR	TOTAL
50352C		$468.55	$609.00	

Included in this package:
- 8' H Drape (50073)
- (1) 6' x 30" Skirted Table (50046) (choose skirt color in step 2)
- (4) Side Chairs (50020)
- (1) Wastebasket (50091)
- (1)Tuxedo Carpet (10' x 20') (50256)

Step 2. Choose your table drape color.

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

If a drape color is not chosen, a color will be chosen for you upon order submission.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

SILVER BOOTH PACKAGES D - E

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

A Budget and Time Friendly Solution!

Step 1: Select Your Package

Silver Package D - 10' x 30'

CODE	QTY	DISCOUNT	REGULAR	TOTAL
50352D		$578.80	$752.35	

Included in this package:
- 8' H Drape (50073)
- (2) 6' x 30" Skirted Table (50046) (choose skirt color in step 2)
- (4) Side Chairs (50020)
- (1) Wastebasket (50091)
- (1)Tuxedo Carpet (10' x 30') (50257)

Rendering does not display all items included in packages listed on this page.

Silver Package E - 10' x 40'

CODE	QTY	DISCOUNT	REGULAR	TOTAL
50352E		$689.10	$895.65	

Included in this package:
- 8' H Drape (50073)
- (2) 6' x 30" Skirted Table (50046) (choose skirt color in step 2)
- (4) Side Chairs (50020)
- (1) Wastebasket (50091)
- (1)Tuxedo Carpet (10' x 40') (50258)

Step 2. Choose your table drape color.

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

If a drape color is not chosen, a color will be chosen for you upon order submission.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

10’ X 10’ ALL-INCLUSIVE PACKAGES

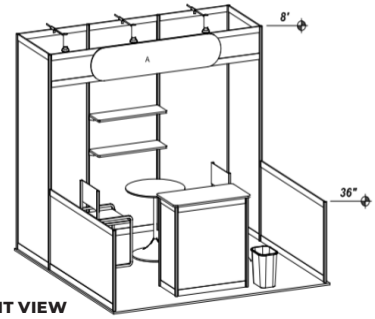
International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

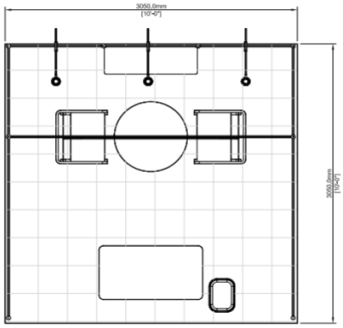
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

10’ x 10’ Gold Booth Package



FRONT VIEW



TOP VIEW

Gold Package - 10’ x 10’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66380		$1,460.80	$2,191.25	

Included in this package:

- (1) Tuxedo Carpet (10’ x 10’) (50255)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (1) Round Pedestal Table - 36” dia x 30” high (50032)
- (1) Lockable Counter (1m x 1m x .5m) (66282)
- (2) Shelves Mounted on Backwall (12” x 39”) (66053)
- Nightly Vacumming & waste removal (47002/47031)
- (2) Side Chairs (50020)
- (1) Wastebasket (50091)
- (3) Stem Lights (66051)

Text for booth header:

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solutions Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

10’ X 15’ ALL-INCLUSIVE PACKAGES

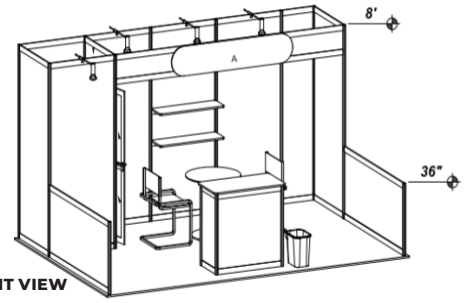
International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

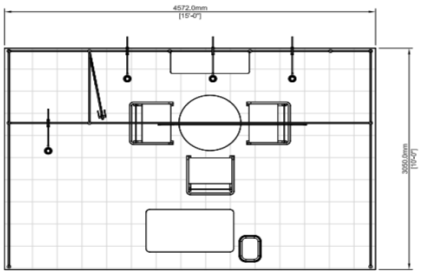
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

10’ x 15’ Gold Booth Package



FRONT VIEW



TOP VIEW

Gold Package - 10’ x 15’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66381		$1,681.30	$2,522.00	

Included in this package:

- (1) Tuxedo Carpet (10’ x 15’) (50400)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (1) Round Pedestal Table - 36” dia x 30” high (50032)
- (1) Lockable Counter (1m x 1m x .5m) (66282)
- (2) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 1m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (3) Side Chairs (50020)
- (1) Wastebasket (50091)
- (4) Stem Lights (66051)

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TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

10’ X 20’ ALL-INCLUSIVE PACKAGES

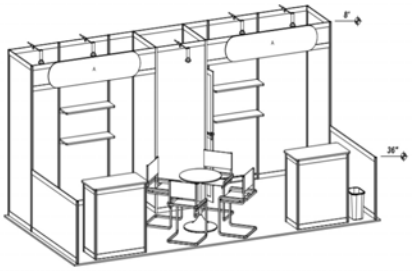
International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

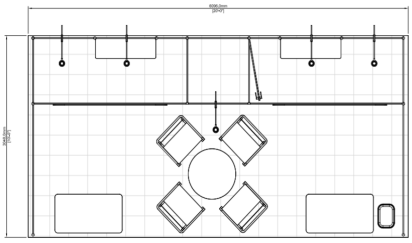
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

10’ x 20’ Gold Booth Package



FRONT VIEW



TOP VIEW

Gold Package - 10’ x 20’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66382		$2,921.60	$4,382.45	

Included in this package:

- (1) Tuxedo Carpet (10’ x 20’) (50256)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (1) Round Pedestal Table - 36” dia x 30” high (50032)
- (2) Lockable Counter (1m x 1m x .5m) (66282)
- (4) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 1m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (4) Side Chairs (50020)
- (1) Wastebasket (50091)
- (5) Stem Lights (66051)

Text for booth header:

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

10’ X 30’ ALL-INCLUSIVE PACKAGES

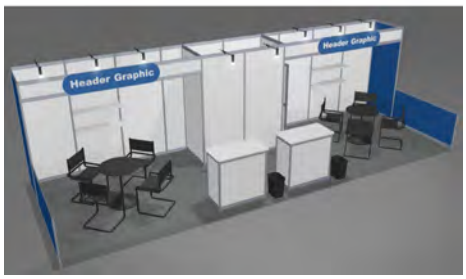
International Converting Exhibition and Conference **F126741021**

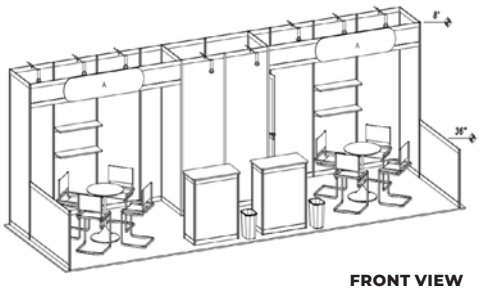
Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

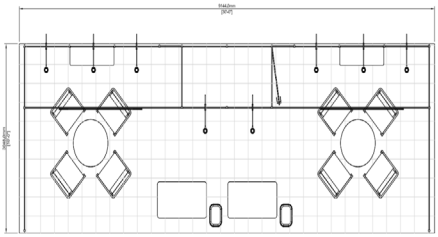
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

10’ x 30’ Gold Booth Package





FRONT VIEW



TOP VIEW

Gold Package - 10’ x 30’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66383		$4,024.15	$6,036.20	

Included in this package:

- (1) Tuxedo Carpet (10’ x 30’) (50257)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (2) Round Pedestal Table - 36” dia x 30” high (50032)
- (2) Lockable Counter (1m x 1m x .5m) (66282)
- (4) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 2m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (8) Side Chairs (50020)
- (2) Wastebasket (50091)
- (8) Stem Lights (66051)

Text for booth header:

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solutions Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

15’ X 20’ ALL-INCLUSIVE PACKAGES

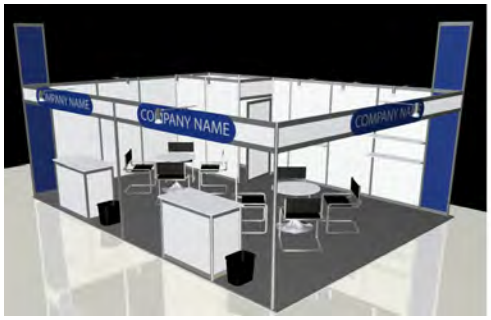
International Converting Exhibition and Conference **F126741021**

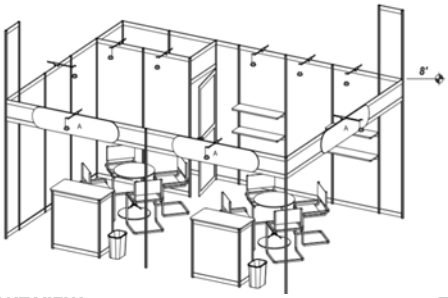
Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

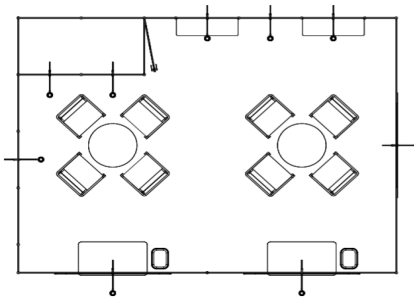
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

15’ x 20’ Gold Booth Package





FRONT VIEW



TOP VIEW

Gold Package - 15’ x 20’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66385		$4,024.15	$6,036.20	

Included in this package:

- (1) Tuxedo Carpet (15’ x 20’) (50580)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (2) Round Pedestal Table - 36” dia x 30” high (50032)
- (2) Lockable Counter (1m x 1m x .5m) (66282)
- (4) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 2m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (8) Side Chairs (50020)
- (2) Wastebasket (50091)
- (9) Stem Lights (66051)

Text for booth header:

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solutions Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

20’ X 20’ ALL-INCLUSIVE PACKAGES

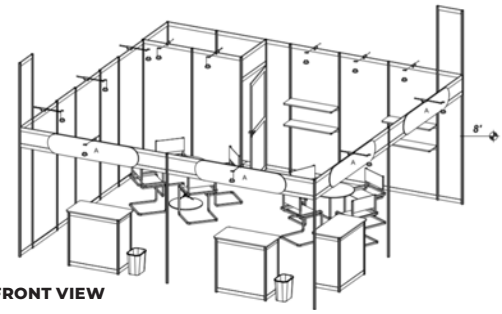
International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

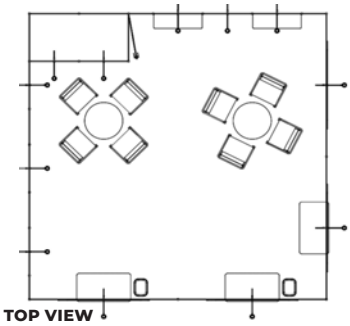
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

20’ x 20’ Gold Booth Package



FRONT VIEW



TOP VIEW

Gold Package - 20’ x 20’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66386		$5,347.15	$7,993.15	

Please Note: The layout of your booth will be determined by your booth’s position on the show floor.
**** The 20’ x 30’ booths are Split Island Booths. ****

Included in this package:

- (1) Tuxedo Carpet (20’ x 30’) (50259)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (2) Round Pedestal Table - 36” dia x 30” high (50032)
- (3) Lockable Counter (1m x 1m x .5m) (66282)
- (4) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 2m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (8) Side Chairs (50020)
- (2) Wastebasket (50091)
- (12) Stem Lights (66051)

Text for booth header:

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solution Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

20’ X 30’ ALL-INCLUSIVE PACKAGES

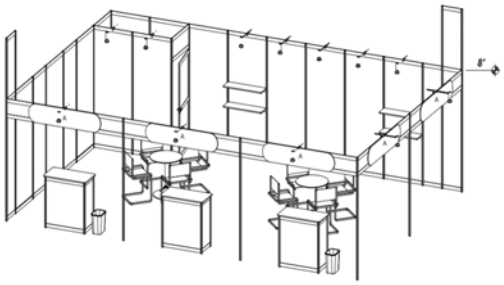
International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

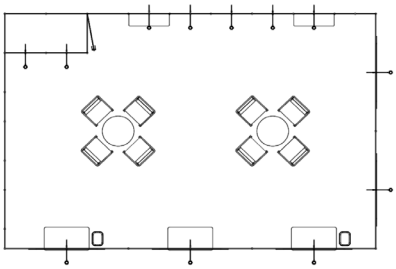
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

20’ x 30’ Gold Booth Package



FRONT VIEW



TOP VIEW

Gold Package - 20’ x 30’

CODE	QTY	DISCOUNT	REGULAR	TOTAL
66387		$6,008.65	$9,012.95	

Please Note: The layout of your booth will be determined by your booth’s position on the show floor.
**** The 20’ x 30’ booths are Split Island Booths. ****

Included in this package:

- (1) Tuxedo Carpet (20’ x 30’) (50259)
- (1) 500 Watt Outlet
- Company Name Fascia Sign(s) (14” x 72”)
- (2) Round Pedestal Table - 36” dia x 30” high (50032)
- (3) Lockable Counter (1m x 1m x .5m) (66282)
- (4) Shelves Mounted on Backwall (12” x 39”) (66053)
- 1m x 2m Closet
- Nightly Vacumming & waste removal (47002/47031)
- (8) Side Chairs (50020)
- (2) Wastebasket (50091)
- (12) Stem Lights (66051)

Text for booth header:

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solution Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

ADDITIONAL ACCESSORIES

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

If you wish to order any additional accessories for your booth packages, please use the order form below to do so.

Please Note: There will be no substitutions on package components.

Additional Accessories

CODE	QTY	ITEM	DISCOUNT	REGULAR	TOTAL
66053		FLAT SHELF (12" X 39")	$71.65	$107.50	
66054		SLANTED SHELF (12" X 39")	$82.70	$124.45	
66051		STEM LIGHT (ELECTRICAL NOT INCLUDED)	$93.70	$140.60	
66058		(2) TRACK LIGHTS (ELECTRICAL NOT INCLUDED)	$137.80	$206.75	

Please see the information about graphics and artwork submissions in the Additional Booth Signage section

For any modifications or changes to the All-Inclusive Booth Packages please contact our Exhibit Solutions Department at exhibits@shepardes.com

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: **customerservice@shepardes.com**

ONLINE ORDERING
IT'S EASY.

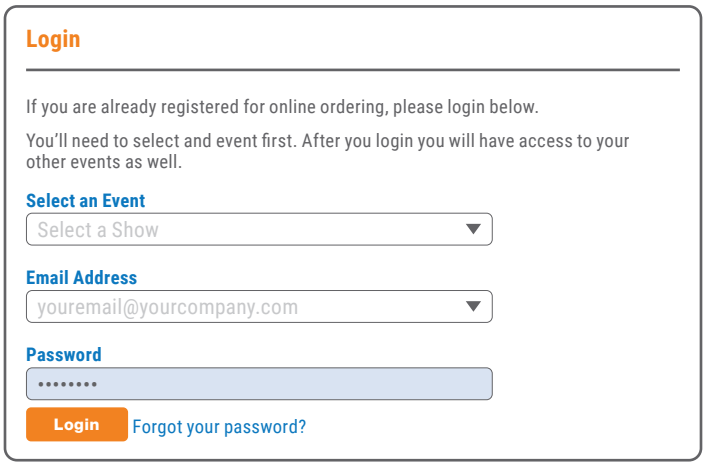
International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL October 19 - 21, 2021

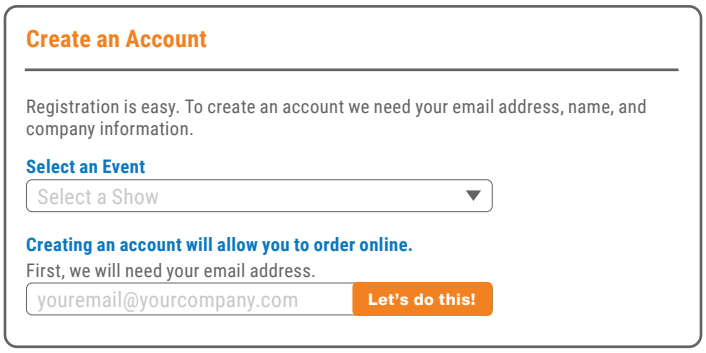
Order online through the Shepard Exhibitor Portal at **www.shepardes.com/intro.asp**. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: **www.shepardes.com/intro.asp**.
2. Select the Event.
3. Login from the Show Information page by clicking the **Login for Online Ordering** button.
4. Select your event, enter your email address and password then click Login.

   User Name = **Your Email Address**
   (provided by Event Management)

   Password = **ICE2021**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at **customerservice@shepardes.com**.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.





METHOD OF PAYMENT

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL October 19 - 21, 2021

Please review the information and complete your payment information online.

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

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at **https://www.shepardes.com/payment-methods** and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Tuesday, September 28, 2021 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, September 28, 2021 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **International Converting Exhibition and Conference** EVENT CODE: **F126741021**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: **Shepard Exposition Services, Inc.**	Routing Number: **041000124**	SWIFT CODE (US): **PNCCUS33**	**Please include the show name, event code and your booth number if you are sending a physical check.**
Bank Name: **PNC Bank N.A., Pittsburgh, PA 15219 USA**	Account Number: **42-6061-9772**	SWIFT CODE (INTL): **PNCCUS33**	

TAX EXEMPT? Please submit tax exemption certificate to: **orders@shepardes.com.** If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

TERMS & CONDITIONS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL October 19 - 21, 2021

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

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

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

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express , debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL October 19 - 21, 2021

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 Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

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

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

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

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

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

COVID-19 CANCELLATION POLICY

International Converting Exhibition and Conference
Orange County Convention Center (West Building) | Orlando, FL

F126741021
October 19 - 21, 2021

Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19) The impact of COVID-19 has been unlike anything our live events industry and the global community have ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their businesses. Due to these unprecedented circumstances, we have temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to Shepard's commencement of moving in the event:

- We will offer 100% refunds on standard furnishings, accessories, executive furnishings and standard carpet/padding. Custom products such as premium, special cut carpets and graphics will be refunded at 70-100%, based on cancellation date.
- Custom rental exhibits will be refunded based on cancellation date and production status.
- We will charge for work performed on labor, material handling and transportation.
- Custom fabrication items are non-refundable.
- All products/services not listed above will be charged per contracted terms.
- The Shepard customer services team will reach out to exhibitors to assist with freight, as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

Frequently Asked Questions

How do I cancel my order?
As soon as we are informed of a cancelled event, we will begin working through canceling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

If I just sent in my order, will it be processed, and will my card be charged?
If we have been notified by the event organizer that the event has been cancelled, we will not process the order.

When will I get a refund?
If a refund is due, we will send a check for monies due to the address on file. Wire transfers will be refunded and issued by the Shepard Accounts Receivable department as soon as invoices are finalized.

Will I still be charged material handling for my shipment?
Yes, material handling charges will apply and will be based on where your freight was shipped and if it had been taken to show site by the time of cancellation.

I already shipped my freight to the Shepard advance warehouse or the event. Can you send it back to me?
Yes, with the shipment already in our possession, we can easily return your freight to the destination of your choice using Shepard Logistics. Please contact us at **logistics@shepardes.com**.

Shepard reserves the right to modify this and other policies at any time.

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events.

With Shepard, You Can.

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.

Masks Required

Associates and union personnel are required to wear a mask while working at Shepard offices and event sites.

Health Screening

Associates and union personnel are required to complete a daily health screening before reporting in for work.

Temperature Check

Shepard is conducting a temperature check for all personnel entering Shepard offices and event sites.

Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.

Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.

Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.

Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.

Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.

Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.

COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.

Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.

THIRD PARTY PAYMENT

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

DEADLINE: MONDAY, SEPTEMBER 20, 2021

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

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

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ Carpet ☐ Furniture

☐ Exhibit Rentals ☐ Overhead Rigging/Labor ☐ Installation/Dismantling Labor ☐ Logistics/Transportation

Other (please specify):

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

Login to your account at **https://www.shepardes.com/payment-methods** and choose the event you are submitting payment for.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

DEADLINE: MONDAY, SEPTEMBER 20, 2021

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

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

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

_____

_____

_____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____

Email completed form to: **customerservice@shepardes.com**

WHERE DOES IT GO?

TELL US! SAVE TIME AND MONEY.

With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders.

Make as many copies as you need!

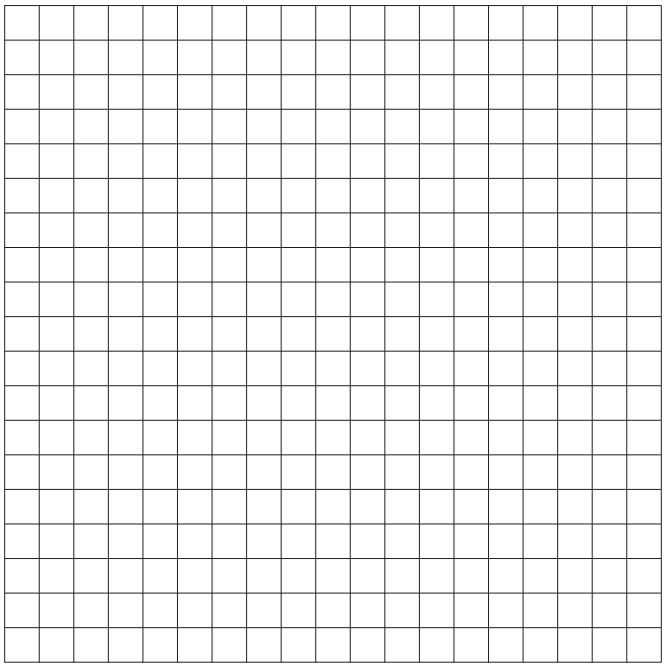
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

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

ABOVE BOOTH NUMBER: _____

LEFT BOOTH NUMBER: _____



RIGHT BOOTH NUMBER: _____

BELOW BOOTH NUMBER: _____

TARGET INFORMATION

FIND YOUR TARGET DATE.

Information coming soon!

Please check back in a few weeks for specific dates, times, addresses, etc.

International Converting Exhibition and Conference | **F126741021**

Orange County Convention Center (West Building) | Orlando, FL | October 19 - 21, 2021

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Friday, October 15, 2021** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, October 15, 2021** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after “on-target” carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

TARGET CONFIRMATION

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

TARGET DEADLINE: TUESDAY, SEPTEMBER 28, 2021

Information coming soon!
Please check back in a few weeks for specific dates, times, addresses, etc.

Confirm your target move in date and time in two easy steps, then email in the form!
Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

_____

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Tuesday, September 28, 2021

Step 2. Provide shipment details.

Where are you shipping?

☐ Advanced Warehouse** ☐ Direct to Facility/Show Site

** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

Dimensions of largest piece of freight? _____

How many truck loads do you have? _____

Weight of largest piece of freight? _____

Name of Carrier _____

Carrier Contact Phone Number _____

If Shipping Direct to Facility/Show Site

☐ Flatbed ☐ Close Trailer ☐ Container

Is Special Equipment Required to Unload

☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling
☐ Other _____

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

☐ Yes ☐ No
(if Yes, please place a forklift order with Customer Service)

Have you ordered carpet from Shepard?

☐ Yes ☐ No

Do you want your carpet installed prior to your target time?

☐ Yes ☐ No

Email completed form to: **targets@shepardes.com**

TARGET CHANGE REQUEST

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

TARGET DEADLINE: TUESDAY, SEPTEMBER 28, 2021

Information coming soon!
Please check back in a few weeks for specific dates, times, addresses, etc.

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:
Tuesday, September 28, 2021

Step 1. Complete company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____ NUMBER OF TRUCKLOADS: _____

Where are you shipping?

☐ Advanced Warehouse* ☐ Direct to Facility/Show Site

* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 2. Provide target information.

CURRENTLY ASSIGNED DATE: _____ CURRENTLY ASSIGNED TIME: _____

REQUESTED DATE AND TIME: _____

REASON FOR CHANGE: _____

_____

_____

Email completed form to: **targets@shepardes.com**

MARSHALING YARD INFORMATION

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

Information coming soon!
Please check back in a few weeks for specific dates, times, addresses, etc.

Show Site Address

Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819

Marshaling Yard Address

Street Address
City, State Zip

Map

Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM

EXHIBITOR MOVE-OUT	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM

ALL DRIVERS MUST BE CHECKED IN BY: Day, Month XX, 2021 at 0:00PM

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.

With Shepard, You Can.

What is shipping?

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

What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

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

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.

With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.

Inbound & Outbound Services

- Small package
- Standard ground
- Next Day, 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services

Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers

Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance

SHEPARD LOGISTICS SERVICES (SLS)

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Step 6. What type of service is need (how fast do you need it)?

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

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

Step 7. After the event is over, are we shipping it back to you?

☐ **YES!** ☐ No, I will arrange another carrier.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

Email completed form to: **logistics@shepardes.com**

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

$$$$$ SAVING TIP!

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ **Official Show Carrier: SHEPARD LOGISTICS** ☐ Other (Truckload, Specialized) _____

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

Step 7. What type of service is need (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight

Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, $400 minimum charge

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

Email completed form to: **logistics@shepardes.com**

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

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

FOR:
International Converting Exhibition and Conference

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Monday, September 20, 2021

Last day freight can arrive without a surcharge:
Monday, October 11, 2021

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

RUSH

DIRECT TO SHOW SITE

Shepard

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819

FOR:
International Converting Exhibition and Conference

MUST NOT BE DELIVERED PRIOR TO:
Sunday, October 17, 2021 | 8:00AM

MATERIAL HANDLING RATES

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, September 20, 2021
LAST DAY FREIGHT CAN ARRIVE: Friday, October 15, 2021

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	$86.50	
35036	Special Handling		X	$112.50	

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Sunday, October 17, 2021

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	$79.40	
35043	Uncrated		X	$119.00	
35038	Special Handling		X	$103.25	

Other Material Handling Services

CODE	ITEM	QTY		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	$75.00	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	$43.25	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Shepard

MATERIAL HANDLING INFORMATION

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL October 19 - 21, 2021

Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%.

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

Constricted Space
Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

Stacked Shipments
Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

Mixed Shipments
Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

Shipment Integrity
Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

Carpet/Pad Only
Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

No Documentation
Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

Designated Piece Unloading
Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

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

Overtime/Double-time
SURCHARGE: Overtime: 30% • Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Warehouse Overtime/Double-time
SURCHARGE: Overtime: 30% • Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

Early/Late Shipments to the Warehouse
SURCHARGE: 25% • 35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

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

Off-Target Deliveries
SURCHARGE: 15% • 35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

Marshaling Yard
FEE: $30 per Shipment • 35250
Where Shepard Exposition Services as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

Reweigh of Shipments
FEE: $25.00 per forklift load • 35282
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Empty Crate Storage
FEE: $25.00 per piece • 35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

Envelope Deliveries
FEE: $10.50 per envelope • 35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

Priority Empty Labels
FEE: $75.00 per label • 35064
Limited quantities available on a per event basis.

Mobile Spotting
FEE: $200 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.

MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

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

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

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

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

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

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

What are Advanced Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrived by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments? All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance? Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

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

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

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

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

MACHINE RATES

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

This form is intended for MACHINERY only.

For all other shipments, please refer to the Material Handling Rates page.

Important things to know:

1. Use of these specially discounted rates are for your machinery shipments only.
2. Certified weight tickets are required for all shipments.
3. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
4. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
5. All shipments must have proper inbound Bill of Lading or carrier bill with weight breakdowns.
6. No shipments over 5,000 lbs can be accepted at the advanced warehouse.

All other freight will be billed at regular Material Handling Rates.

For all machine shipments, Shepard will do the following:

Receive shipments consigned directly to the facility on installation days
Deliver your machine to your booth
Remove and store your empty containers
Return your empty containers to your booth
Load your outbound shipment on your carrier of choice

Machinery Conditions:

- Weight must be more than 2,000 pounds
- Must arrive at showsite skidded or with convenient lifting structures attached and easily lifted with forklift or crane
- A special handling rate is charged for extra labor or equipment to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirents warrenting special handling charges are: Rigging equipment on or off a truck using jacks, chains, rollers, skates, strapes or cables; the use of multiple forklifts due to the length or lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.
- Shippment should be listed as “MACHINERY” on the shipping documents and shipping container. All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments.
- When shipping a mixed load, separate weight tickets are required to distiguish between machinery and exhibit materials. Mixed Load shipments without separate weight tickets do not qualify for machinery rates and will be invoiced at regular material handling rates. Adjustments will not be made.
- **Uncrated machinery will not be accepted at the warehouse.** All uncrated machinery should be delivered to the facility during move -in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store and return empty containers.
- Machinery must be used or be nessecary to manufacture raw material and to produce a finished good
- Examples of machines: Printing Press, Cutting Tools, Printers and any tool constructed of metal that has moving parts to perform a spcific manufacturing or printing function. The definition would exclude all display material, calibration tools, and raw materials for demonstration purposes.
- **If your carrier picks up your shipment on Thursday, October 21, 2021 after 5:00PM an overtime fee will be added to your machine rate.**

Email completed form to: **orders@shepardes.com**

MACHINE RATES

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

This form is intended for MACHINERY only.

For all other shipments, please refer to the Material Handling Rates page. Please see important details on previous page.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Overtime: 30% fee for each overtime application based on ST rate
Double Time: 50% fee for each double time application based on ST rate

Machinery Incentive:

ICE/InPrint and Shepard Expositions are offering a special incentive to bring Machinery to ICE/IMPRINT.

- For **every machine** you ship to show site, we will handle the **second piece** of equal or lesser weight at **no charge**.
- **Free storage** 30 days pre-event and 15 days post event.

For Example:

1. If you ship in a machine weighing 5,000 lbs, the second machine weighing 4,000 lbs is unloaded at no charge.
2. If you ship 3 machines, you pay for the 2 heaviest machines and the 3rd machine is handled at no charge.
3. If you ship in 4 machines, you may pay for the 2 heaviest machines and next 2 are handled at no charge
4. If a machine is shipped in as 4 separate pieces, each piece is considered a separate machine and the above applies.

Important change this year:
These rates DO NOT include any overtime; if we are unable to move in heavy machinery on Friday, an additional overtime surcharge will apply.
If your carrier picks up your shipment on Thursday, October 21, 2021 after 5:00PM an overtime fee will be added to your machine rate.

QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge
	2,001 lbs - 3,000 lbs	$420.00 (35514)	$546.00 (35514)	$126.00 (35591)
	3,001 lbs - 5,000 lbs	$665.00 (35514)	$865.00 (35514)	$200.00 (35591)
	5,001 lbs - 7,500 lbs	$768.00 (35514)	$1,022.00 (35514)	$254.00 (35591)
	7,501 lbs - 10,000 lbs	$1,150.00 (35514)	$1,495.00 (35514)	$345.00 (35591)
	10,001 lbs - 12,000 lbs	$1,265.00 (35514)	$1,645.00 (35514)	$380.00 (35591)

QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge
	12,001 lbs - 15,000 lbs	$1,485.00 (35514)	$1,930.00 (35514)	$445.00 (35591)
	15,001 lbs - 17,500 lbs	$1,800.00 (35514)	$2,340.00 (35514)	$540.00 (35591)
	17,501 lbs - 30,000 lbs	$2,050.00 (35514)	$2,667.00 (35514)	$617.00 (35591)
	30,001 lbs - 50,000 lbs	$2,950.00 (35514)	$3,835.00 (35514)	$885.00 (35591)
	over 50,001 lbs	(call for quote)	(call for quote)	(call for quote)

Machinery rates are discounted and no other discounts apply.

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

MACHINE SHIPPING INFORMATION REQUEST

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 20, 2021

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: _____

Step 2. What is the weight of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

Step 3. What are the dimensions of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

Step 5. How is your machine being shipped?

☐ Flatbed ☐ Close Trailer ☐ Container

Step 6. Do you need special equipment to unload?

☐ Extended Forklift Blades ☐ Rollers ☐ Slings

☐ Other _____

Step 7. Do you require a forklift in your booth space to unskid, assemble, or spot machinery?

☐ Yes ☐ No

Step 8. Where are the pick points located on your machine?

☐ Top ☐ Bottom

Step 9. What is the weight per square foot* of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

* 350 pounds per sq. ft. is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 10. Please attach any photos or diagrams you have of your machines.

☐ Photos Attached ☐ No Photos

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **targets@shepardes.com**

CARTLOAD SERVICE

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- **One laborer**
- **One cart**
- **One trip** (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		$100.90	
35152	Booth to Dock ST		$100.90	
35153	Dock to Booth OT		$118.75	
35154	Booth to Dock OT		$118.75	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

All vehicles must be removed no later than:
Friday, October 22, 2021 | 2:00PM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		$200.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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 refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

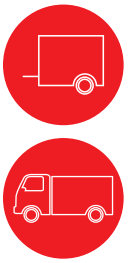
PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle.

The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.

✓ ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck
- Full Size Van



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to unload/load. Vehicles like shown below will be allowed to unload/load in the designated POV parking lot after checking in at the marshaling yard.

NOT ALLOWED IN THE DOCK AREA:

✗ Trailers of any kind
✗ No Step Van/Box Truck

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.

✓ ALLOWED:

- Boxes
- 2-wheel or 4-wheel Hand Carts

NOT ALLOWED:

✗ Pallet Jacks

FORKLIFTS & GROUND RIGGING

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Step 1: Describe the work.

☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground Rigging

Will you need: ☐ Straps ☐ Extended Blades Weight of Heaviest Piece: _____

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		$208.95	$240.30	$269.15	
35039	OT Hourly Rental		$234.95	$270.20	$302.60	
35067	DT Hourly Rental		$288.75	$332.05	$371.90	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		$418.95	$481.80	$539.60	
35049	OT Hourly Rental		$469.90	$540.40	$605.25	
35069	DT Hourly Rental		$577.50	$664.15	$743.85	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		$522.40	$600.75	$672.85	
35456	OT Hourly Rental		$587.40	$675.50	$756.55	
35457	DT Hourly Rental		$721.90	$830.20	$929.80	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		$626.85	$720.90	$807.40	
35066	OT Hourly Rental		$704.80	$810.50	$907.75	
35070	DT Hourly Rental		$866.25	$996.20	$1,115.75	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		$835.80	$961.15	$1,076.50	
35256	OT Hourly Rental		$939.80	$1,080.75	$1,210.45	
35257	DT Hourly Rental		$1,155.00	$1,328.25	$1,487.65	

FORKLIFT RENTAL - 4 STAGE

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		$313.45	$360.45	$403.70	
35594	OT Hourly Rental		$352.45	$405.30	$453.95	
35595	DT Hourly Rental		$433.15	$498.10	$557.85	

Rate structure includes forklift and one (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. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

RIGGING SUPERVISOR RATES (PER MAN HOUR)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		$76.13	$87.55	$98.05	
35086	OT Hourly Rental		$98.44	$113.20	$126.80	
35099	DT Hourly Rental		$152.25	$175.10	$196.10	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		$60.90	$70.05	$78.45	
35100	OT Hourly Rental		$78.75	$90.55	$101.40	
35101	DT Hourly Rental		$121.80	$140.05	$156.85	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **orders@shepardes.com**

ON-SITE STORAGE

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 2. Choose the type of storage to fit your needs.

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

Accessible Storage

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

CODE	ITEM	QTY	NUMBER OF DAYS	COST PER DAY	TOTAL
35166	Pallets/Skids			$35.00	
35349	1/2 Trailer			$80.00	
35348	Full Trailer			$120.00	
35087	Labor - Straight Time			$60.90	
35100	Labor - Overtime			$78.75	
35101	Labor - Double Time			$121.80	

Secured Storage

Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

CODE	SQ. FT.	NUMBER OF DAYS	TOTAL
35068			

CODE	ITEM	COST PER DAY	TOTAL
35087	Labor - Straight Time	$60.90	
35100	Labor - Overtime	$78.75	
35101	Labor - Double Time	$121.80	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

WAREHOUSE STORAGE

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

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

Pricing

- Warehouse storage rates are billed $10.00 per cwt per month ($100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed $20.00 per cwt ($400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound. or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Step 3. How long are we storing your items?

FROM DATE: _____ **TO DATE:** _____
Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

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

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*
*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____

Email completed form to: **orders@shepardes.com**

BOOTH & CARPET CLEANING

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		$0.42	$0.50	$0.55	
47051	400-900 sq. ft.		$0.40	$0.45	$0.50	
47052	900+ sq. ft.		$0.35	$0.40	$0.45	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		$1.26	$1.45	$1.65	
47056	400-900 sq. ft.		$1.15	$1.30	$1.50	
47057	900+ sq. ft.		$1.05	$1.20	$1.35	

Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		$0.40	$0.45	$0.50	
47031	Daily Porter		$1.25	$1.45	$1.65	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		$0.55	$0.65	$0.70	
47022	Mop Daily		$1.40	$1.60	$1.80	
47013	Shampoo One Time		$0.55	$0.65	$0.70	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		$79.17	$91.05	$102.00	
47044	Daily		$79.17	$91.05	$102.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

EXHIBIT DISINFECTING SERVICES

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		$82.22	$94.55	$105.90	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		$224.22	$257.85	$288.80	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open.
Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		$74.74	$85.95	$96.25	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		$0.84	$0.95	$1.05	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only per performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

BULK WASTE REMOVAL

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

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ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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Abandoned Carpet/Floor Coverings and Display Materials

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

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

Labor

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
68066	Labor - Straight Time		$79.15	$91.00	$101.90	
68067	Labor - Overtime		$102.40	$117.75	$131.90	
68068	Labor - Double Time		$158.35	$182.10	$203.95	

Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		$208.95	$240.30	$269.15	
35039	5k Forklift - Overtime		$234.95	$270.20	$302.60	
35067	5k Forklift - Double Time		$288.75	$332.05	$371.90	

Dumpster Fee

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35330	Per Full Dumpster		$525.00	$603.75	$784.90	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

SHEPARD FURNISHINGS & DECOR CATALOG

Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED

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

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

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

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

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

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

SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.

Display Table
#50042
4' x 24" x30"
Skirted

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

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

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

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

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

PEDESTAL & SIDE

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

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

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

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

Round Side Table
#50030
18" x 24"

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

CHAIRS

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

STOOLS

Director's Chair
#51090
Black Fabric,
Maple Wood

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

Padded Stool
#50024
Padded Stool with
Back, Grey Fabric

CHAIRS WITH ARMS

Director's Stool
#51086
Black Fabric,
Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING

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

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

Spiral Garment Rack
#50093
30" x 70"
Silver

2' x 8' Grid with Legs
#50236
2' x 8'
Chrome
Also Available Without Legs (#50237)

3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey

8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White

6" Hooks for Peg Board
#50104
Silver

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

UPRIGHT, CROSSBARS & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

6' - 10' Crossbar
#50349
1 ¼" D

7' - 12' Crossbar
#50348
1 ¼" D

3' High Drape
#50074

8' High Drape
#50074

SHELVING

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

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

BARRIER

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

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE

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

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

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

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

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

OTHER

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#51085

Sand Bag
#51087

SHOW CASES

4' Full View Showcase
#50067

6' Full View Showcase
#50068

4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

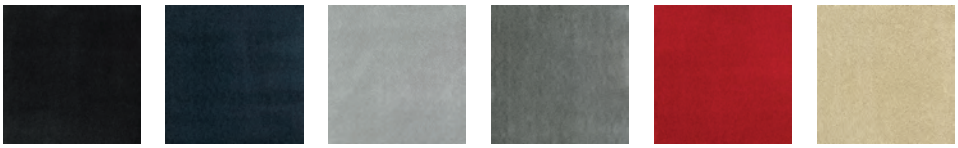
FLOORING

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

EXPO - 13 OZ

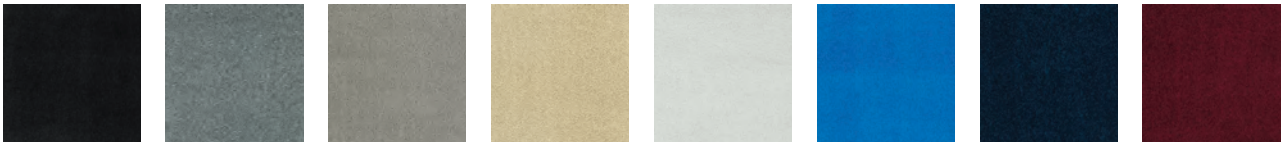
Black | Tuxedo | Grey | Blue | Eclipse | Peacock | Red | Cayenne | Burgundy

PREMIUM - 28 OZ



Black | Deep Navy | Silver Cloud | Charcoal | Red | Beige

PLUSH - 50 OZ



Black | Dark Grey | Silver Dollar | Sand | White | Electric Blue | Navy | Crimson

VINYL - CUSTOM ORDER ONLY

Laurel Brown | Vineyard Brown | Maple | Mountain Grey | Rosemary Stone | Whitewash | Snow

SKIRT & DRAPE

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

SKIRT

Red

Burgundy

Gold

Green

Blue

Teal

White

Grey

Black

SKIRT - SPANDEX

Red

Blue

White

Black

DRAPE

Red

Burgundy

Gold

Green

Blue

Teal

White

Grey

Black

STANDARD FURNISHINGS

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Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.
COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05) ,Black (06), Burgundy (07), Grey (10), Teal (13) · **Spandex:** Red (01), White (03), Blue (05), Black (06)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			$115.70	$133.05	$149.00	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			$142.20	$163.55	$183.20	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			$180.30	$207.35	$232.25	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			$140.65	$161.75	$181.15	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			$180.15	$207.15	$232.00	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			$211.85	$243.65	$272.90	
50052	4th Side Skirt for 30" High Table			$70.35	$80.90	$90.60	
50171	4th Side Skirt for 42" High Table			$70.35	$80.90	$90.60	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$82.45	$94.80	$106.20	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$98.40	$113.15	$126.75	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$115.95	$133.35	$149.35	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$92.85	$106.80	$119.60	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	$115.95	$133.35	$149.35	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$129.40	$148.80	$166.65	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$207.75	$238.90	$267.55	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$194.25	$223.40	$250.20	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	$97.75	$112.40	$125.90	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	$97.75	$112.40	$125.90	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$261.75	$301.00	$337.10	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$272.90	$313.85	$351.50	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	$75.20	$86.50	$96.90	
50021	Arm Chair Grey Fabric		n/a	$102.50	$117.85	$132.00	
50024	Stool with Back Grey Fabric		n/a	$124.90	$143.65	$160.90	
51086	Director's Chair Black Fabric		n/a	$77.60	$89.25	$99.95	
51090	Director's Stool Black Fabric		n/a	$138.85	$159.70	$178.85	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	$156.00	$179.40	$200.95	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	$128.10	$147.30	$165.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

SPECIALTY, DISPLAYS & DRAPERY

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ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	$19.50	$19.00	$19.50	
50094	Floor Easel, Chrome		n/a	$41.60	$47.85	$53.60	
50245	Literature Rack Silver, Glass		n/a	$153.55	$176.60	$197.80	
50175	Bag Rack, Chrome		n/a	$203.40	$233.90	$261.95	
50092	Coat Rack, Chrome		n/a	$72.20	$83.05	$93.00	
50093	Garment Rack, Chrome		n/a	$203.40	$233.90	$261.95	
50427	Tensabarrier, Per Stem, Black		n/a	$85.80	$98.65	$110.50	
50095	Sign Holder, 22" x 28" Chrome		n/a	$94.75	$108.95	$122.00	
50185	Drawing Bowl, Clear		n/a	$38.15	$43.85	$49.10	
50296	4' x 12" Display Riser White and Black		n/a	$85.90	$98.80	$110.65	
50297	6' x 12" Display Riser White and Black		n/a	$106.90	$122.95	$137.70	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	$367.50	$422.60	$473.30	
50067	4' Full View Showcase, White		n/a	$766.40	$881.35	$987.10	
50068	6' Full View Showcase, White		n/a	$845.30	$972.10	$1,088.75	
50069	4' Quarter View Showcase, White		n/a	$766.40	$881.35	$987.10	
50070	6' Quarter View Showcase, White		n/a	$845.30	$972.10	$1,088.75	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	$248.15	$285.35	$319.60	
50061	4' x 8' Vetical Posterboard Grey Fabric		n/a	$248.15	$285.35	$319.60	
50236	Grids 2' x 8' with Legs, Each		n/a	$183.30	$210.80	$236.10	
50237	Grid 2' x 8' without Legs, Each		n/a	$137.35	$157.95	$176.90	
50242	7-Ball Waterfall for Grids		n/a	$12.60	$14.50	$16.25	
50104	6" Hooks (12) for Peg Boards		n/a	$40.35	$46.40	$51.95	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$19.50	$22.40	$25.10	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$14.45	$16.60	$18.60	
50088	8' Upright with Base		n/a	$26.90	$30.95	$34.65	
52065	3' Upright with Base		n/a	$26.90	$30.95	$34.65	
50349	6'-10' Crossbar		n/a	$17.90	$20.60	$23.05	
50348	7'-12' Crossbar		n/a	$17.90	$20.60	$23.05	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			$15.90	$18.30	$20.50	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

FLOORING

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021
PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** MONDAY, SEPTEMBER 20, 2021

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	**Premium Plush Carpet** - 50 oz. (per sq. ft.)***** Rental includes installation and removal of carpet and visqueen.			$8.45	$9.70	$10.85	
AVAILABLE COLORS: White (03), Black (06), Navy (22), Sand (33), Silver Dollar (34), Dark Grey (35), Crimson(74), Electric Blue (91) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	**Premium Vinyl** (per sq. ft.)***** Rental includes installation and removal of carpet and visqueen.			$10.90	$12.55	$14.05	
46007	**1/2" Padding for Vinyl (per sq. ft.)*****		n/a	$4.40	$5.05	$5.65	
AVAILABLE COLORS: Vineyard Brown (61), Laurel Brown (62), Mountain Grey (63), Rosemary Stone (64), White Wash (65), Maple (66), Snow (89) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	**Premium Carpet - 28 oz. Rental/Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$5.95	$6.85	$7.65	
46003	**Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$5.15	$5.90	$6.60	
46002	**Premium Carpet - 28 oz. Purchase Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$14.55	$16.75	$18.75	
100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING **AVAILABLE COLORS:** Red (01), Black (06), Beige (14), Silver Cloud (18), Charcoal (17), Deep Navy (22) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	**Expo Carpet - 13 oz.** (Regular & Speical Cut) **10' x 10'**			$207.55	$238.70	$267.35	
50256	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 20'**			$387.30	$445.40	$498.85	
50257	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 30'**			$577.65	$664.30	$744.00	
50258	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 40'**			$767.95	$883.15	$989.15	
5040050	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 15'**		Tuxedo ONLY	$363.20	$417.70	$467.80	
RECOMMENDED FOR: Standard Size and Inline Booths **AVAILABLE COLORS:** Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · *Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	**Special Cut 0-399 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$3.80	$4.35	$4.85	
50581	**Special Cut 400-900 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$3.40	$3.90	$4.35	
50582	**Special Cut 900+ Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$3.10	$3.55	$4.00	
RECOMMENDED FOR: Island and Large Area Exhibits **AVAILABLE COLORS:** Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · *Order Special Cut when it is important that dye lots match.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	**1/2" Padding**		n/a	$1.05	$1.20	$1.35	
50008	**1" Padding**		n/a	$2.10	$2.40	$2.70	
50010	**Visqueen**		n/a	$0.30	$0.35	$0.40	
ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.							

Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Shepard

TRADESHOW

FURNISHINGS | 2021

Soft Seating
Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

Level The Field!:
Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas
with the Sofa/Table Divider
to create individual spaces.

Fairfax

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

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

Sterling

STECHA Chair
(gray fabric)
33"L 33.5"D 32"H

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H

NOTE: Items may be discontinued without notice at any time.

Soft Seating
Collections

Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H

Palm Beach

PALSOF Sofa
(white vinyl)
69"L 29"D 33"H

Key Largo

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

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

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

NOTE: Items may be discontinued without notice at any time.

Soft Seating
Collections

Baja

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

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

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

Powered Products

Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

NPLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLOV).

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.

NOTE: Items may be discontinued without notice at any time.

Powered Seating

Naples Collection

A.

POWERED DETAIL

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

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

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

Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.

B.

C.

Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.

POWERED DETAIL

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.

NOTE: Items may be discontinued without notice at any time.

Accent
Chairs

Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H

Spin Around

Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!

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

Swanson
SWAN Swivel Chair
(white vinyl, chrome)
28"L 25"D 30"H

Make it swivel

10'x20' - Meeting Booth

Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31"L 24"D 31.5"H

NOTE: Items may be discontinued without notice at any time.

Accent
Chairs

Madrid
BCW Chair
(white, chrome)
30"L 30"D 31"H

Montreal
MONCHA Chair
(blue, black metal)
30"L 23.25"D 30"H

Lena
LENCHA Chair
(moss green leather, bronze)
27"L 25"D 31"H

Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A.

B.

C.

D.

E.

F.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

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

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather, blackened steel) 27"L 31"D 30"H

E) PROGB Pro Executive Guest Chair
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/ chrome tower base) 27"L 25"D 26"H

NOTE: Items may be discontinued without notice at any time.

MARINA

CHAIRS

17.5"L19.5"D35"H

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

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.

Individual
Seating

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

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

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

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

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

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

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

E) ZENCHR Zenith Chair
(white, chrome)
18.25"L 22"D 32"H

F) Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

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

H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

Malba Chair
I) MALGRN (green, chrome)
J) MALGRY (gray, chrome)
20"L 20"D 32"H

Blade Chair
K) BLDCSB (sky blue)
L) BLDCRD (red)
20.5"L 19"D 30.5"H

NOTE: Items may be discontinued without notice at any time.

SMALL BENCH

OTTOMANS

30"L20"D18"H

A) BVSMOR (orange fabric) **B) BVSMON** (olive green fabric) **C) BVSMWH** (white vinyl)
D) BVSMBK (black vinyl) **E) BVSMBL** (ocean blue fabric) **F) BVSMBN** (brown fabric)
G) BVSMGY (gray fabric) **H) BVSMLN** (linen fabric) **I) BVSMLV** (lavender fabric)
J) BVSMRD (red fabric) **K) BVSMYL** (yellow fabric)

NOTE: Items may be discontinued without notice at any time.

BENCH

OTTOMANS

60"L20"D18"H

A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)

NOTE: Items may be discontinued without notice at any time.

Ottomans

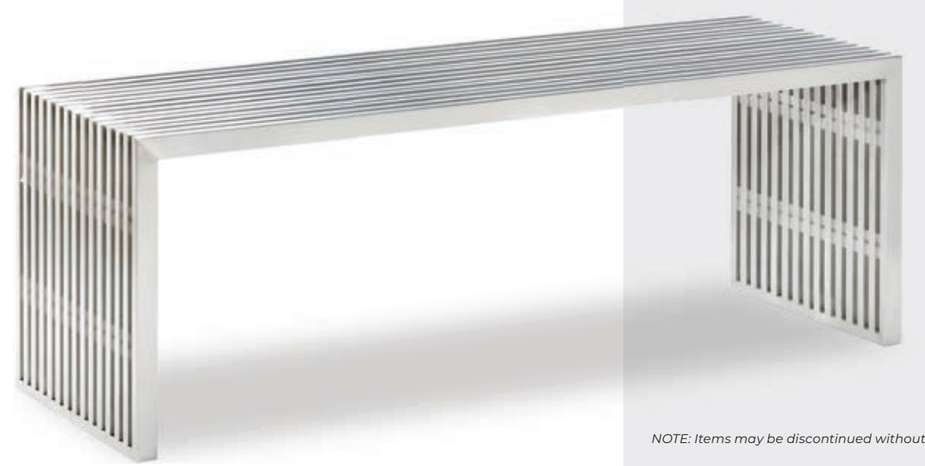
Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H

Curves
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H

Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench
REGBEN Regis
(brushed metal)
47"L 15.5"D 16"H



NOTE: Items may be discontinued without notice at any time.

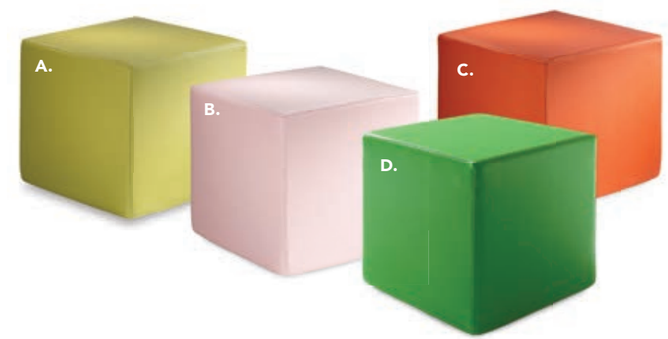
VIBE

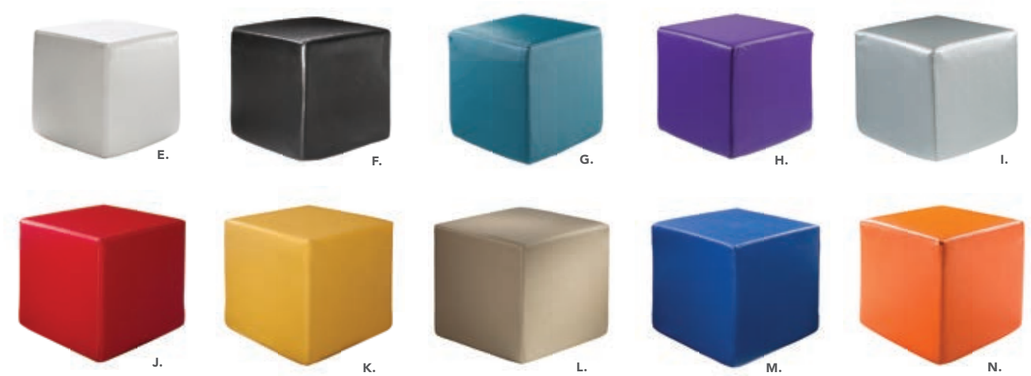
Provide a Pop!:
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18"L18"D18"H





A) VIB14 (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)
D) VIB01 (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)
H) VIB13 (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)
L) VIB15 (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)

NOTE: Items may be discontinued without notice at any time.

MARCHE

SWIVEL

OTTOMANS

17" RND 18"H

A) MAR011 (orange fabric) **B) MAR16** (Ivory Faux Sheep Fur) **C) MAR009** (pear yellow fabric)
D) MAR001 (white vinyl) **E) MAR006** (rose quartz fabric) **F) MAR007** (plum fabric)
G) MAR010 (blue fabric) **H) MAR002** (gray fabric) **I) MAR003** (linen fabric) **J) MAR004** (raspberry fabric)
K) MAR008 (meadow green fabric) **L) MAR015** (black vinyl) **M) MAR012** (forest green vinyl)
N) MAR013 (teal velvet) **O) MAR014** (distressed brown vinyl)

NOTE: Items may be discontinued without notice at any time.

MESA

ACCENT

COCKTAIL & END TABLES

32.25"RND 17.25"H | 20.5"RND 21.25"H

A) MESCTW Cocktail Table / **B) MESETW End Table** (barnwood top)
C) MESCTB Cocktail Table / **D) MESETB End Table** (black top)

E) MESCTG Cocktail Table / **F) MESETG End Table** (glass top)

All frames bronze finish.

NOTE: Items may be discontinued without notice at any time.

ALONDRA

ACCENT

COCKTAIL & END TABLES

47"L 24"D 16"H | 20"L 20"D 20"H

A) ALC100 Cocktail Table / **B) ALE100 End Table** (glass top)
C) ALC200 Cocktail Table / **D) ALE200 End Table** (wood top)

All frames chrome finish.

NOTE: Items may be discontinued without notice at any time.

GEO

ACCENT

COCKTAIL & END TABLES

A.

B.

C.

D.

A) C1C Cocktail Table / **B) E1C End Table** (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / **D) E1FWB End Table** (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H

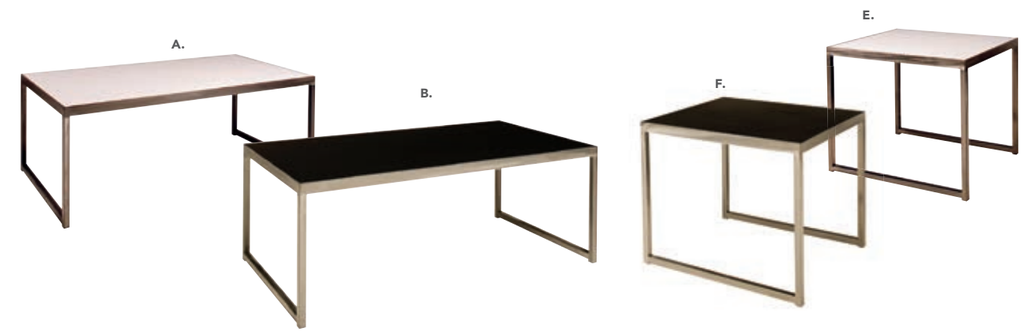
NOTE: Items may be discontinued without notice at any time.

SYDNEY

ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



A/B Powered options available.

Cocktail Tables A) C1W (white) **B) C1Y** (black) **C) SYDBEC** (blue) **D) SYDWDC** (barnwood)
End Tables E) E1W (white) **F) E1Y** (black) **G) SYDBEE** (blue) **H) SYDWDE** (barnwood)

All frames brushed steel.

NOTE: Items may be discontinued without notice at any time.

TAOS | SEDONA

SIDE

TABLES

15.75"L15.75"D24"H

Taos Tables A) TAOBWH (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)
Sedona Tables D) SEDBWH (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

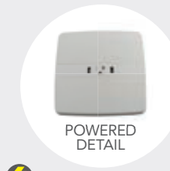
NOTE: Items may be discontinued without notice at any time.

Accent
Tables

Regis
REGBEN Bench Table
(brushed metal)
47"L 15.5"D 16"H

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

Aura
AURA Round Table
(white metal)
15"RND 22"H



Powered Products

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

Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.

Silverado
C1E Cocktail Table
(glass top, chrome)
36"RND 17"H
E1E End Table
(glass top, chrome)
24"RND 22"H

Timber
TMBTBL End Table
(wood)
16"RND 17"H

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

NOTE: Items may be discontinued without notice at any time.

Bar & Cafe
Tables

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

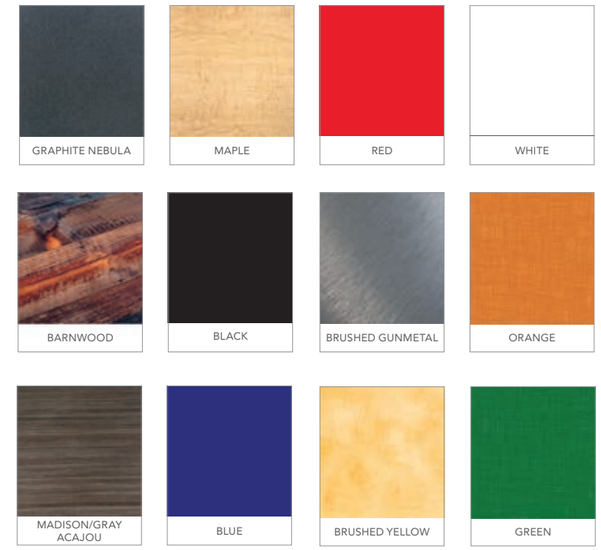
Bar Tables
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
30WDBB (barnwood top)
30BKSB (black top)
30AGBB
(brushed gunmetal top)
30OSBB (orange top)
VTA
(Madison/gray acajou top)
30BEBB (blue top)
30YBBB (brushed yellow top)
30GSBB (green top)

36" RND 42"H
VTN (graphite nebula top)
VTP (maple top)
VTW (white top)
36BKSB (black top)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
30GRHB
(graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30WDHB (barnwood top)
30BKHB (black top)
30AGHB
(brushed gunmetal top)
30OSHB (orange top)
30MAHB
(Madison/gray acajou top)
30BEHB (blue top)
30YSHB (brushed yellow top)
30GSHB (green top)

36" RND 45"H
36GRHB (graphite nebula)
36MTHB (maple top)
36WTHB (white)
36BKHB (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space

Mix and match table tops with base options to create the perfect combination for your needs.

Cafe Tables
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30WHHC (white top)
30WDHC (barnwood top)
30BKHC (black top)
30AGHC (brushed gunmetal top)
30OSHC (orange top)
30MAHC (Madison/gray acajou top)
30BEHC (blue top)
30YSHC (brushed yellow top)
30GSHC (green top)

36" RND 29"H
36GRHC (graphite nebula top)
36MTHC (maple top)
36WTHC (white top)
36BKHC (black top)

Cafe Tables
Standard Black Base
30" RND 29"H
ZTJ (graphite nebula top)
ZTK (maple top)
ZTB (red top)
30WH29 (white top)
30WDBC (barnwood top)
30BKSC (black top)
30AGBC (brushed gunmetal top)
30OSBC (orange top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30YSBC (brushed yellow top)
30GSBC (green top)

36" RND 29"H
ZTN (graphite nebula top)
ZTP (maple top)
ZTQ (white top)
36BKSC (black top)

NOTE: Items may be discontinued without notice at any time.

Midtown
Counter & Bar

Powered Counter
60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug in)

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.

20'x20' - Midtown Greenery Booth

Bar
60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

A.

(back)

B.

(lit-blue) (lit-red) (lit-green) (lit-white)

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTION

21"L17.5"D41.5"H

A) MARBBE (ocean blue fabric) **B) MARBBR** (brown fabric)
C) MARBRD (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTION

15"RND23-33.5"H

A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases crome finish.

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTIONS

Zoey Barstool 15"L 16"D 30-34.75"H **A) BS002** (white)
Banana Barstool 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases crome finish.

NOTE: Items may be discontinued without notice at any time.

42" ROUND

CONFERENCE

TABLES

42"RND29"H

A) CONF42 (white top) **B) CB1** (graphite nebula top)
C) CB8 (Madison/gray acajou top) **D) 42BKCT** (black top)

All bases black finish.

NOTE: Items may be discontinued without notice at any time.

GEO

CONFERENCE

TABLES

Rounded Square Tables 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

NOTE: Items may be discontinued without notice at any time.

Conference
Tables

Styling Tip:
Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Rectangular
A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H
B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H
C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H

Atomic
Round Table
(glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H

Work Table
WD3
(white top, white)
48"L 24"D 30"H

NOTE: Items may be discontinued without notice at any time.

MADISON

CONFERENCE

TABLES

Dividers | pg 16

A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H
B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H
C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.

NOTE: Items may be discontinued without notice at any time.

Ventura
Powered & Communal Tables

Powered Bar Table
(silver frame)
72.25"L 26.25"D 42"
A) VNTBLK (black top)
B) VNTWHT (white top)

Communal Bar Table
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
C) VNTMNP (solid)
VNTBMW (grommets)
White Top
D) VNTBWW (grommets)
VNTWNP (solid)
Black Top
E) VNTBNP (solid)

BLACK WHITE MAPLE

TABLE TOP OPTIONS
Colors not available in all table options.
Please check options listed.

Powered Products

POWERED DETAIL

Powered Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
F) VNTCBK (black top)
G) VNTCWH (white top)

Communal Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
H) VNTCMN (solid)
VNTCMW (grommets)
White Top
I) VNTCWW (grommets)
VNTCWN (solid)
Black Top
J) VNTCBN (solid)

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.

NOTE: Items may be discontinued without notice at any time.

Powered
Communal Tables

Ventura Bar Tables, Powered
A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25"L 26.25"D 42"H

Styling Tip:
One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Use Ventura 6' Bar or Cafe Tables
in your design to facilitate conversations while physical distancing.

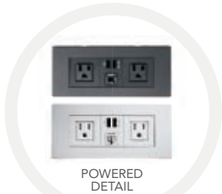
Ventura Cafe Tables, Powered
C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H

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

NOTE: Items may be discontinued without notice at any time.

Powered Tables

Sydney
Powered Cocktail Tables



Sydney Powered Cocktail Tables
C1WP (white top)
C1YP (black top)
(brushed steel)
48"L 26"D 18"H

10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

CUBPOW Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi wireless charging capability.

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.

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MADISON

10'x20' Madison Presentation Booth

EXECUTIVE

DESK & STORAGE

A.

DESK FRONT

DESK BACK

B.

A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

NOTE: Items may be discontinued without notice at any time.

Executive
Seating

Pro High Back
Executive Chairs
A) PROEXE
(white vinyl, chrome)

B) PROEXB
(black vinyl, chrome)

25"L 24"D 45 48"H
Adjustable height

A.

B.

Pro Mid Back
Executive Chairs
C) PROMID
(white vinyl, chrome)

D) PROMDB
(black vinyl, chrome)

24"L 22"D 36.75 39.75"H
Adjustable height

C.

D.

Pro Guest
PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H

Cupertino
CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height

Genesis
GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height

Task
TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"- 40.25"H
Adjustable height

NOTE: Items may be discontinued without notice at any time.

Dividers

Clear Dividers
A) DIVFRE Freestanding
(Silver, Clear) 39"L 1.5"D 72"H

B) DIVFWL Freestanding Wall Unit
(Silver, Clear) 40"L 1.5"D 72"H

C) DIVFCR Freestanding Corner
(Silver, Clear) 39"L 39"D 72"H

Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Clear Dividers
D) DIVBAR Bar/Counter
(Silver, Clear)
48-70"L 12"D 31.5"H

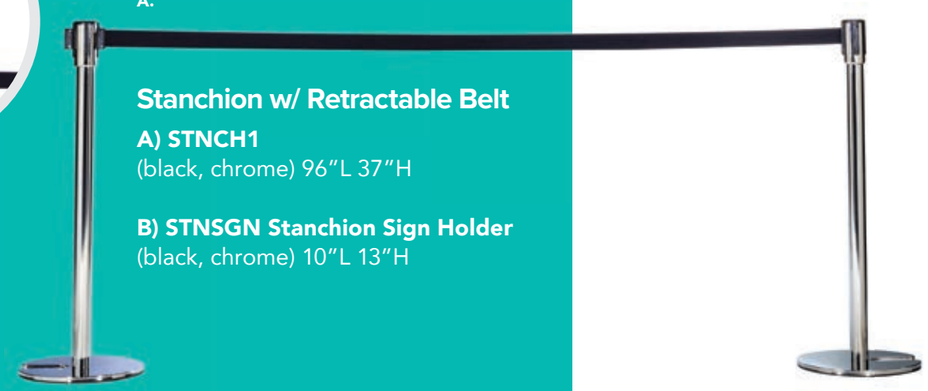
E) DIVFST Sofa/Table
(Silver, Clear)
34"L 11"D 47-74"H
Adjustable height.

NOTE: Items may be discontinued without notice at any time.

Dividers

B.

A.



Stanchion w/ Retractable Belt

A) STNCH1
(black, chrome) 96"L 37"H

B) STNSGN Stanchion Sign Holder
(black, chrome) 10"L 13"H

C.

C) DIVFWB Clear Divider, Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H

D.

D) MIRWHT Miramar Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

NOTE: Items may be discontinued without notice at any time.

Boxwood
Hedges

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

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

Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

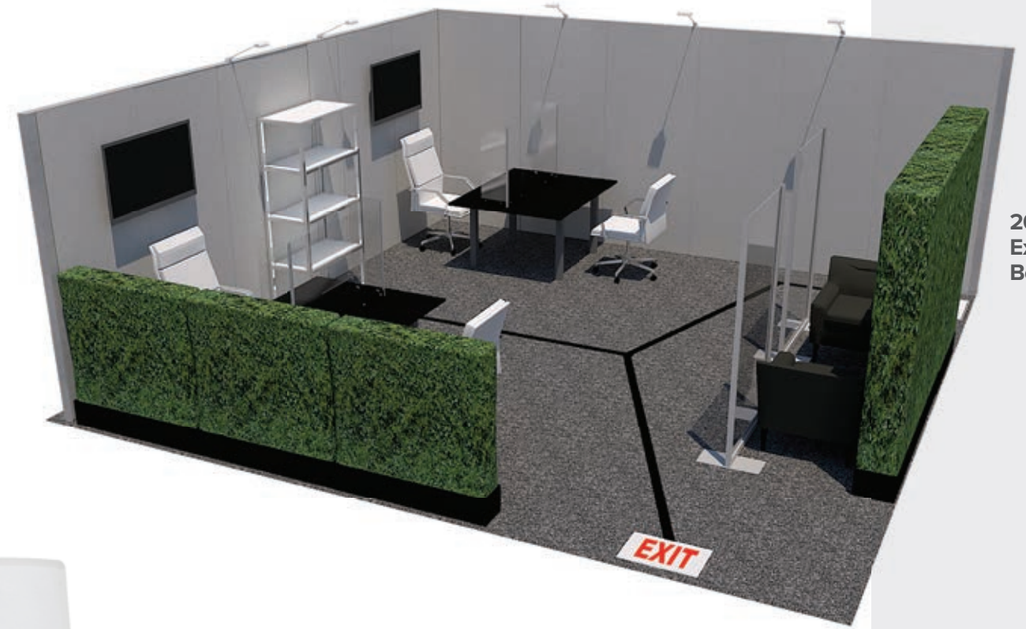
NOTE: Items may be discontinued without notice at any time.

Office
Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.

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

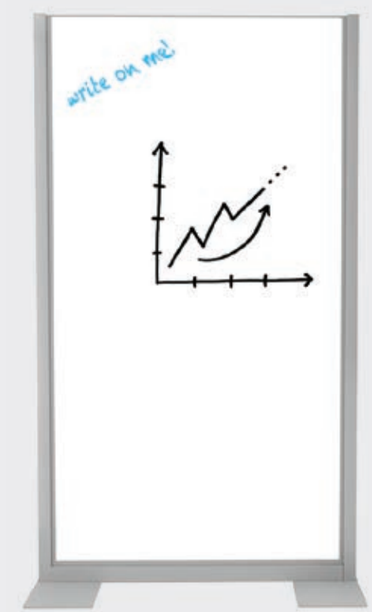


20'x20' - Executive Meeting Booth

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

Posh Shelving
PSHCCS 36"L 18"D 72"H
(chrome, acrylic)

Clear Divider, Freestanding Whiteboard
DIVFWB (silve, white)
39"L 9"D 72"H



NOTE: Items may be discontinued without notice at any time.

Powered Products

Village Charging Hub

VILHUB
Village Charging Hub
(cream)
12"L 12"D 28.25"H

POWERED DETAIL

Styling Tip:
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

POWERED DETAIL

POWERED DETAIL

Powered Locking Pedestals

White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

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

NOTE: Items may be discontinued without notice at any time.

SOFT SEATING COLLECTIONS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		$967.90	$1,113.10	$1,246.65	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		$416.40	$478.85	$536.30	
NPLLOV	Naples Loveseat - Black Vinyl		$800.10	$920.10	$1,030.50	
NPLLOP	**POWERED** Naples Loveseat - Black Vinyl		$997.80	$1,147.45	$1,285.15	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		$794.90	$914.15	$1,023.85	
BSFWHT	Baja Sofa - White Vinyl		$1,029.00	$1,183.35	$1,325.35	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		$543.60	$625.15	$700.15	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		$537.50	$618.15	$692.35	
NPLSOF	Naples Sofa - Black Vinyl		$952.35	$1,095.20	$1,226.60	
NPLLOP	**POWERED** Naples Sofa - Black Vinyl		$1,158.30	$1,332.05	$1,491.90	
PALSOF	Palm Beach Sofa - White Vinyl		$755.55	$868.90	$973.15	
STESOF	Sterling Sofa - Grey Fabric		$987.25	$1,135.35	$1,271.60	
VALSOF	Valencia Sofa - Coffee Brown Velvet		$557.15	$640.70	$717.60	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

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CONTACT NAME: _____

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ACCENT CHAIRS

International Converting Exhibition and Conference **F126741021**

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		$558.70	$642.50	$719.60	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		$509.10	$585.45	$655.70	
BCHWHT	Baja Chair - White Vinyl		$660.65	$759.75	$850.90	
BOWCHA	Bowery Chair - Ochre Fabric		$478.20	$549.95	$615.95	
CNTCHR	Century Chair - Gray Velvet		$487.25	$560.35	$627.60	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		$392.20	$451.05	$505.20	
KEYCHR	Key Largo Chair - Black Fabric, Wood		$355.80	$409.15	$458.25	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		$467.90	$538.10	$602.65	
LENCHA	Lena Chair - Moss Green Leather, Bronze		$429.10	$493.45	$552.65	
BCW	Madrid Chair - White Vinyl, Chrome		$907.85	$1,044.05	$1,169.35	
MONCHA	Montreal Chair - Blue, Black Metal		$525.45	$604.25	$676.75	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		$686.05	$788.95	$883.60	
NPLCHP	**POWERED** Naples Chair - Black Vinyl		$719.20	$827.10	$926.35	
NPLCHR	Naples Chair - Black Vinyl		$664.70	$764.40	$856.15	
STECHA	Sterling Chair - Gray Fabric		$678.20	$779.95	$873.55	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		$407.30	$468.40	$524.60	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		$374.55	$430.75	$482.45	
TCHGRY	**POWERED** Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		$365.45	$420.25	$470.70	
VALCHA	Valencia Chair - Spice Orange Velvet		$374.85	$431.10	$482.85	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		$399.00	$458.85	$513.90	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

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AMOUNT DUE	**$** _____

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Shepard

INDIVIDUAL SEATING

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		$81.90	$94.20	$105.50	
BLDCSB	Blade Chair - Sky Blue		$81.90	$94.20	$105.50	
SC3	Brewer Chair - Onyx, Chrome		$198.35	$228.10	$255.45	
XCHR	Christopher Chair - White Vinyl, Chrome		$119.60	$137.55	$154.05	
DUET	Duet Stack Chair - Black, Chrome		$74.20	$85.35	$95.60	
LMCHR	Laguna Chair - Maple, Chrome		$122.85	$141.30	$158.25	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		$220.50	$253.55	$284.00	
MALGRN	Malba Chair - Green, Chrome		$94.50	$108.70	$121.75	
MALGRY	Malba Chair - Gray, Chrome		$94.50	$108.70	$121.75	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		$178.50	$205.25	$229.90	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		$178.50	$205.25	$229.90	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		$178.50	$205.25	$229.90	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		$178.50	$205.25	$229.90	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		$178.50	$205.25	$229.90	
OCMWHT	Meeting Chair - White		$286.05	$328.95	$368.40	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		$296.35	$340.80	$381.70	
SC10	Razor Armless Chair - White		$89.35	$102.75	$115.10	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		$165.05	$189.80	$212.60	
CS4	Syntax Chair - Black, Chrome		$171.70	$197.45	$221.15	
ZENCHR	Zenith Chair - White, Chrome		$138.60	$159.40	$178.55	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
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BENCHES & OTTOMANS

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		$263.65	$303.20	$339.60	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		$263.65	$303.20	$339.60	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		$263.65	$303.20	$339.60	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		$263.65	$303.20	$339.60	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		$263.65	$303.20	$339.60	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		$263.65	$303.20	$339.60	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		$263.65	$303.20	$339.60	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		$263.65	$303.20	$339.60	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		$263.65	$303.20	$339.60	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		$263.65	$303.20	$339.60	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		$263.65	$303.20	$339.60	
BVLYBK	Beverly Bench - Black Vinyl		$489.70	$563.15	$630.75	
BVLYBN	Beverly Bench - Brown Fabric		$489.70	$563.15	$630.75	
BVLYGR	Beverly Bench - Grey Fabric		$489.70	$563.15	$630.75	
BVLYLN	Beverly Bench - Linen Fabric		$489.70	$563.15	$630.75	
BVLYOB	Beverly Bench - Ocean Fabric		$489.70	$563.15	$630.75	
BVLYRD	Beverly Bench - Red Fabric		$489.70	$563.15	$630.75	
BVLYWH	Beverly Bench - White Vinyl		$489.70	$563.15	$630.75	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		$325.55	$374.40	$419.35	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		$508.20	$584.45	$654.60	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		$508.20	$584.45	$654.60	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		$407.30	$468.40	$524.60	
END02W	Endless Square Ottoman - White Vinyl, Chrome		$407.30	$468.40	$524.60	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____

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CUBE & SWIVEL OTTOMANS

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		$158.95	$182.80	$204.75	
VIB02	Vibe Cube - Blue		$158.95	$182.80	$204.75	
VIB04	Vibe Cube - Red		$158.95	$182.80	$204.75	
VIB05	Vibe Cube - Yellow		$158.95	$182.80	$204.75	
VIB08	Vibe Cube - Orange		$158.95	$182.80	$204.75	
VIB09	Vibe Cube - White Waterproof		$116.55	$134.05	$150.15	
VIB10	Vibe Cube - Black Waterproof		$116.55	$134.05	$150.15	
VIB11	Vibe Cube - Steel Blue Vinyl		$158.95	$182.80	$204.75	
VIB12	Vibe Cube - Silver Vinyl		$170.95	$196.60	$220.20	
VIB13	Vibe Cube - Purple Vinyl		$170.95	$196.60	$220.20	
VIB14	Vibe Cube - Cirtus Green		$170.95	$196.60	$220.20	
VIB15	Vibe Cube - Taupe Vinyl		$170.95	$196.60	$220.20	
VIB16	Vibe Cube - Spice Orange		$170.95	$196.60	$220.20	
VIB17	Vibe Cube - Desert Rose		$170.95	$196.60	$220.20	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		$170.95	$196.60	$220.20	
MAR002	Marche Swivel - Grey		$154.35	$177.50	$198.80	
MAR003	Marche Swivel - Linen		$154.35	$177.50	$198.80	
MAR004	Marche Swivel - Raspberry		$154.35	$177.50	$198.80	
MAR005	Marche Swivel - Red		$154.35	$177.50	$198.80	
MAR006	Marche Swivel - Rose Qtz		$154.35	$177.50	$198.80	
MAR007	Marche Swivel - Plum		$154.35	$177.50	$198.80	
MAR008	Marche Swivel - Meadow Green		$154.35	$177.50	$198.80	
MAR009	Marche Swivel - Pear		$154.35	$177.50	$198.80	
MAR010	Marche Swivel - Blue		$154.35	$177.50	$198.80	
MAR011	Marche Swivel - Orange		$154.35	$177.50	$198.80	
MAR012	Marche Swivel - Forest Green		$154.35	$177.50	$198.80	
MAR013	Marche Swivel - Teal Velvet		$154.35	$177.50	$198.80	
MAR014	Marche Swivel - Distressed Brown		$154.35	$177.50	$198.80	
MAR015	Marche Swivel - Black Vinyl		$154.35	$177.50	$198.80	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		$154.35	$177.50	$198.80	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

ACCENT TABLES: COCKTAIL & END

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		$277.20	$318.80	$357.05	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		$277.20	$318.80	$357.05	
C1C	Geo Cocktail Table - Glass Top, Chrome		$286.20	$329.15	$368.65	
C1FWB	Geo Cocktail Table - Brandy Maple Top, Black		$242.55	$278.95	$312.40	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		$242.55	$278.95	$312.40	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		$242.55	$278.95	$312.40	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		$242.55	$278.95	$312.40	
C1E	Silverado Cocktail Table - Glass Top, Chrome		$316.45	$363.90	$407.55	
C1W	Sydney Cocktail Table - White Top, Brushed Steel		$321.00	$369.15	$413.45	
C1Y	Sydney Cocktail Table - Black Top, Brushed Steel		$321.00	$369.15	$413.45	
C1WP	**POWERED** Sydney Cocktail Table - White Top, Brushed Steel		$407.30	$468.40	$524.60	
C1YP	**POWERED** Sydney Cocktail Table - Black Top, Brushed Steel		$407.30	$468.40	$524.60	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		$346.50	$398.45	$446.25	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		$315.00	$362.25	$405.70	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		$200.05	$230.05	$257.65	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		$200.05	$230.05	$257.65	
CUBPOW	**POWERED** Wireless Charging Table - White, AC Plug In		$522.90	$601.35	$673.50	
E1C	Geo End Table - Glass Top, Chrome		$280.10	$322.10	$360.75	
E1FWB	Geo End Table - Brandy Maple Top, Black		$211.05	$242.70	$271.80	
MESETB	Mesa End Table - Black Top, Bronze		$160.25	$184.30	$206.40	
MESETG	Mesa End Table - Glass Top, Bronze		$160.25	$184.30	$206.40	
MESETW	Mesa End Table - Barnwood Top, Bronze		$160.25	$184.30	$206.40	
REGOTT	Regis End Table - Brushed Metal		$240.75	$276.85	$310.05	
E1E	Silverado End Table - Glass, Chrome		$301.30	$346.50	$388.10	
E1W	Sydney End Table - White Top, Brushed Steel		$289.15	$332.50	$372.40	
E1Y	Sydney End Table - Black Top, Brushed Steel		$289.15	$332.50	$372.40	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		$304.50	$350.15	$392.15	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		$304.50	$350.15	$392.15	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

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Shepard

ACCENT TABLES: SIDE

International Converting Exhibition and Conference **F126741021**

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		$165.05	$189.80	$212.60	
SEDBBK	Sedona Side Table - Black Top, Bronze		$161.70	$185.95	$208.25	
SEDBWD	Sedona Side Table - Wood Top, Bronze		$161.70	$185.95	$208.25	
SEDBWH	Sedona Side Table - White Top, Bronze		$161.70	$185.95	$208.25	
TAOBBK	Taos Side Table - Black Top, Bronze		$161.70	$185.95	$208.25	
TAOBWD	Taos Side Table - Wood Top, Bronze		$161.70	$185.95	$208.25	
TAOBWH	Taos Side Table - White Top, Bronze		$161.70	$185.95	$208.25	
TMBTBL	Timber Table - Wood		$195.30	$224.60	$251.55	

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AMOUNT DUE	**$** _____

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BAR TABLES, BARS & COUNTERS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		$313.65	$360.70	$404.00	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		$313.65	$360.70	$404.00	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		$313.65	$360.70	$404.00	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		$313.65	$360.70	$404.00	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		$313.65	$360.70	$404.00	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		$313.65	$360.70	$404.00	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		$316.45	$363.90	$407.55	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		$313.65	$360.70	$404.00	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		$280.10	$322.10	$360.75	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$280.10	$322.10	$360.75	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		$280.10	$322.10	$360.75	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		$204.75	$235.45	$263.70	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		$309.35	$355.75	$398.45	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$301.30	$346.50	$388.10	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		$301.30	$346.50	$388.10	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		$276.90	$318.45	$356.65	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		$378.55	$435.35	$487.60	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		$367.50	$422.60	$473.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		$378.55	$435.35	$487.60	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		$340.65	$391.75	$438.75	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$340.65	$391.75	$438.75	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		$378.55	$435.35	$487.60	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		$340.65	$391.75	$438.75	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		$378.55	$435.35	$487.60	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		$367.50	$422.60	$473.30	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		$395.00	$454.25	$508.75	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		$378.55	$435.35	$487.60	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		$248.85	$286.20	$320.55	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		$409.25	$470.65	$527.15	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$370.95	$426.60	$477.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		$370.95	$426.60	$477.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		$370.95	$426.60	$477.80	

BAR TABLES, BARS & COUNTERS CONTINUED

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		$332.65	$382.55	$428.45	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		$806.20	$927.15	$1,038.40	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		$806.20	$927.15	$1,038.40	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		$806.20	$927.15	$1,038.40	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		$806.20	$927.15	$1,038.40	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		$806.20	$927.15	$1,038.40	
VNTBLK	**POWERED** Ventura Communal Bar Table, Powered - Black Top, Silver		$951.70	$1,094.45	$1,225.80	
VNTWHT	**POWERED** Ventura Communal Bar Table, Powered - White Top, Silver		$951.70	$1,094.45	$1,225.80	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		$1,795.50	$2,064.80	$2,312.60	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		$1,680.00	$1,932.00	$2,163.85	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		$1,795.50	$2,064.80	$2,312.60	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		$1,690.50	$1,944.05	$2,177.35	

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TOTAL ESTIMATE	$ _____
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AMOUNT DUE	**$** _____

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CAFÉ TABLES

International Converting Exhibition and Conference **F126741021**

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		$281.20	$323.40	$362.20	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		$273.00	$313.95	$351.60	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		$281.20	$323.40	$362.20	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		$281.20	$323.40	$362.20	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		$281.20	$323.40	$362.20	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		$273.00	$313.95	$351.60	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		$288.75	$332.05	$371.90	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		$281.20	$323.40	$362.20	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		$192.15	$220.95	$247.45	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		$255.90	$294.30	$329.60	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$255.90	$294.30	$329.60	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		$255.90	$294.30	$329.60	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		$281.20	$323.40	$362.20	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$278.60	$320.40	$358.85	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		$278.60	$320.40	$358.85	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		$278.60	$320.40	$358.85	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		$378.00	$434.70	$486.85	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		$367.50	$422.60	$473.30	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		$378.00	$434.70	$486.85	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		$340.65	$391.75	$438.75	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$340.65	$391.75	$438.75	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		$378.00	$434.70	$486.85	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		$340.65	$391.75	$438.75	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		$378.00	$434.70	$486.85	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		$367.50	$422.60	$473.30	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		$395.00	$454.25	$508.75	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		$378.00	$434.70	$486.85	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		$248.85	$286.20	$320.55	

CAFÉ TABLES CONTINUED

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		$409.25	$470.65	$527.15	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$370.95	$426.60	$477.80	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		$370.95	$426.60	$477.80	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		$370.95	$426.60	$477.80	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		$619.50	$712.40	$797.90	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		$619.50	$712.40	$797.90	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		$619.50	$712.40	$797.90	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		$619.50	$712.40	$797.90	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		$619.50	$712.40	$797.90	
VNTCBK	**POWERED** Communal Ventura Cafe Table - Black Top, Silver		$703.50	$809.00	$906.10	
VNTCWH	**POWERED** Communal Ventura Cafe Table - White Top, Silver		$703.50	$809.00	$906.10	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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BAR STOOLS

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		$283.15	$325.60	$364.65	
BST	Banana Barstool - White, Chrome		$283.15	$325.60	$364.65	
BLDBRD	Blade Barstool - Red		$157.50	$181.15	$202.90	
BLDBSB	Blade Barstool - Sky Blue		$157.50	$181.15	$202.90	
XBAR	Christopher Barstool - White Vinyl, Chrome		$204.40	$235.05	$263.25	
LMBAR	Laguna Barstool - Maple, Chrome		$154.35	$177.50	$198.80	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		$240.75	$276.85	$310.05	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		$240.75	$276.85	$310.05	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		$240.75	$276.85	$310.05	
ROLLWH	Lift Barstool - White Vinyl, Chrome		$240.75	$276.85	$310.05	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		$315.00	$362.25	$405.70	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		$263.65	$303.20	$339.60	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		$263.65	$303.20	$339.60	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		$263.65	$303.20	$339.60	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		$263.65	$303.20	$339.60	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		$263.65	$303.20	$339.60	
RSTSTL	Rustique Barstool - Gunmetal		$149.90	$172.40	$193.10	
BS001	Shark Barstool - White, Chrome		$361.55	$415.80	$465.70	
BSR	Syntax Barstool - Black, Chrome		$187.45	$215.55	$241.40	
ZENBAR	Zenith Barstool - White, Chrome		$138.60	$159.40	$178.55	
BS002	Zoey Barstool - White, Chrome		$331.60	$381.35	$427.10	

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CONFERENCE & WORK TABLES

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Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKC10N	10' Table - Black Top, Silver		$810.90	$932.55	$1,044.45	
BKC10P	**POWERED** 10' Table - Black Top, Silver		$1,012.75	$1,164.65	$1,304.40	
CB8	42" Round Madison Table - Gray Acajou, Black		$143.35	$164.85	$184.65	
42BKCT	42" Round Table - Black Top, Black		$436.80	$502.30	$562.60	
CB1	42" Round Table - Graphite Nebula Top		$476.50	$547.95	$613.70	
CONF42	42" Round Table - White Top		$466.60	$536.60	$601.00	
BKCT5N	5' Table - Black Top, Silver		$407.25	$468.35	$524.55	
BKCT5P	**POWERED** 5' Table - Black Top, Silver		$527.25	$606.35	$679.10	
BKCT8N	8' Table - Black Top, Silver		$810.90	$932.55	$1,044.45	
BKCT8P	**POWERED** 8' Table - Black Top, Silver		$1,012.75	$1,164.65	$1,304.40	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		$385.75	$443.60	$496.85	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		$385.75	$443.60	$496.85	
CE2	Geo Table, Rectangle - Glass Top, Chrome		$513.30	$590.30	$661.15	
CF2	Geo Table, Rectangle - Glass Top, Black		$513.30	$590.30	$661.15	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		$361.90	$416.20	$466.15	
CF1	Geo Table, Rounded Square - Glass Top, Black		$513.30	$590.30	$661.15	
MADC05	Madison 5' Table - Gray Acajou, Chrome		$398.50	$458.25	$513.25	
MADC08	Madison 8' Table - Gray Acajou, Chrome		$795.40	$914.70	$1,024.45	
MADC10	Madison 10' Table - Gray Acajou, Chrome		$795.40	$914.70	$1,024.45	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		$377.00	$433.55	$485.60	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

EXECUTIVE SEATING, DESKS & STORAGE

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		$346.50	$398.45	$446.25	
GENCHA	Genesis Chair - Black		$302.40	$347.75	$389.50	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		$229.10	$263.45	$295.05	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		$527.40	$606.50	$679.30	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		$422.40	$485.75	$544.05	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		$201.60	$231.85	$259.65	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		$548.35	$630.60	$706.25	
TASKST	Task Stool - Black Fabric, Black		$178.50	$205.25	$229.90	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	**POWERED** Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		$513.30	$590.30	$661.15	
TECH3B	**POWERED** Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		$634.40	$729.55	$817.10	
JD8	Madison Executive Desk - Gray Acajou, Chrome		$502.45	$577.80	$647.15	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		$363.85	$418.45	$468.65	
TECH3	Cabinet on Castors - Black Top, Black Metal		$169.60	$195.05	$218.45	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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CONTACT NAME: _____

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DIVIDERS

International Converting Exhibition and Conference **F126741021**

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		$535.50	$615.80	$689.70	
HDG7FT	7' Boxwood Hedge		$871.50	$1,002.20	$1,122.45	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		$49.10	$56.45	$63.20	
STNCH1	Stanchion w/ Retractable Belt - Black, Chrome		$56.35	$64.80	$72.60	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		$158.20	$181.95	$203.80	
DIVFRE	Freestanding Divider - Clear, Silver		$318.20	$365.95	$409.85	
DIVFCR	Freestanding Corner Divider - Clear, Silver		$636.35	$731.80	$819.60	
DIVFWL	Freestanding Wall Divider - Clear, Silver		$318.20	$365.95	$409.85	
DIVFST	Sofa/Table Divider - Clear, Silver		$285.45	$328.25	$367.65	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		$396.35	$455.80	$510.50	
MIRWHT	Miramar Divider - White Molded Plastic		$407.25	$468.35	$524.55	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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ACCESSORIES

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

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ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	**POWERED** Village Charging Hub - Cream		$238.20	$273.95	$306.80	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		$158.95	$182.80	$204.75	
LA15	Mason Silver Floor Lamp - Brushed Silver		$234.70	$269.90	$302.30	

Pedestals

PDL36B	**POWERED** 36" Locking Pedestal - Black		$606.25	$697.20	$780.85	
PDL36W	**POWERED** 36" Locking Pedestal - White		$573.85	$659.95	$739.15	
PDL42B	**POWERED** 42" Locking Pedestal - Black		$679.80	$781.75	$875.55	
PDL42W	**POWERED** 42" Locking Pedestal - White		$679.80	$781.75	$875.55	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		$626.00	$719.90	$806.30	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____

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GRAPHICS & SIGNS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

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

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		$155.20	$178.50	
70010	22" x 28" Horizontal		$155.20	$178.50	
70011	28" x 44" Vertical		$236.45	$271.90	
70012	28" x 44" Horizontal		$236.45	$271.90	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		$478.60	$550.40	
70138	39" x 84" Meter Board, Ultraboard		$315.00	$362.25	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		$19.70	$22.65	
70071	Horizontal with Grommets		$19.70	$22.65	
70066	Vertical with Pockets		$21.15	$24.30	
70072	Horizontal with Pockets		$21.15	$24.30	

Table Clings

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling Table clings are made to fit our standard pedestal table tops.		$187.10	$215.15	

Accessories

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		$42.15	$48.45	
70021	Velcro/per ft. (Minimum of 5')		$2.75	$3.15	
70004	7" x 44" ID Sign		$46.40	$53.35	
50094	Floor Easel		$47.85	$53.60	
50095	22" x 28" Chrome Sign Holder		$108.95	$122.00	
50508	Cardboard Meter Board Base, Black		$21.00	$24.15	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

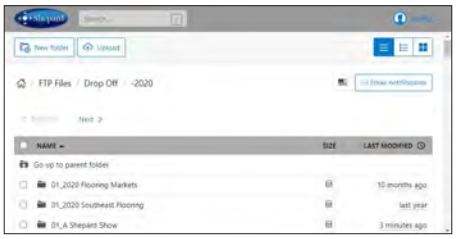
UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

International Converting Exhibition and Conference
Orange County Convention Center (West Building) | Orlando, FL

F126741021
October 19 - 21, 2021

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.



Before Sending Files

1. Please name your files for easy identification using the following format:

   Company Name_Booth#_Panel Letter
   example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: **files.shepardes.com**.
2. Login to the FTP site.
   User Name = sesftp
   Password = ftpftp
3. Click the **Go to Files** button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:
   Year → Month → Show Name → Exhibitor Uploads
   example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the **Upload** button and browse to the files you want to upload.

   NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.

7. When upload is complete, email the name of your files to: **orders@shepardes.com** with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.

SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.

With Shepard, You Can.

Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
  examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
  example: DESIGNED AT 50%
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

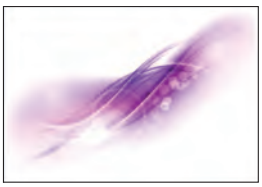
Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

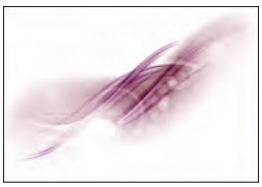
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Photoshop	.psd | .tiff .jpeg | .eps	Raster artwork. Must be built in CMYK color space.

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check "Copy Fonts" and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check "Copy Linked Graphics" and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES
CONTINUED

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

Vector

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

Raster

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

Shepard

Vector Logo at 100% scale.

Vector Logo at 200% scale.

Shepard

Raster Logo at 100% scale.

Raster Logo at 200% scale.

Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

  examples: 1:1 or 100% - resolution no less than 150 dpi
  2:1 or 50% - resolution no less than 300 dpi
  4:1 or 25% - resolution no less than 600 dpi

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

- Please name your files appropriately for easy identification.

  examples: Poster_22x28.pdf
  Panel A_1920x898_Qty3.pdf
  Shepard_Booth1905_Panel A.pdf

- Clients should compress information that they transfer electronically (.zip).

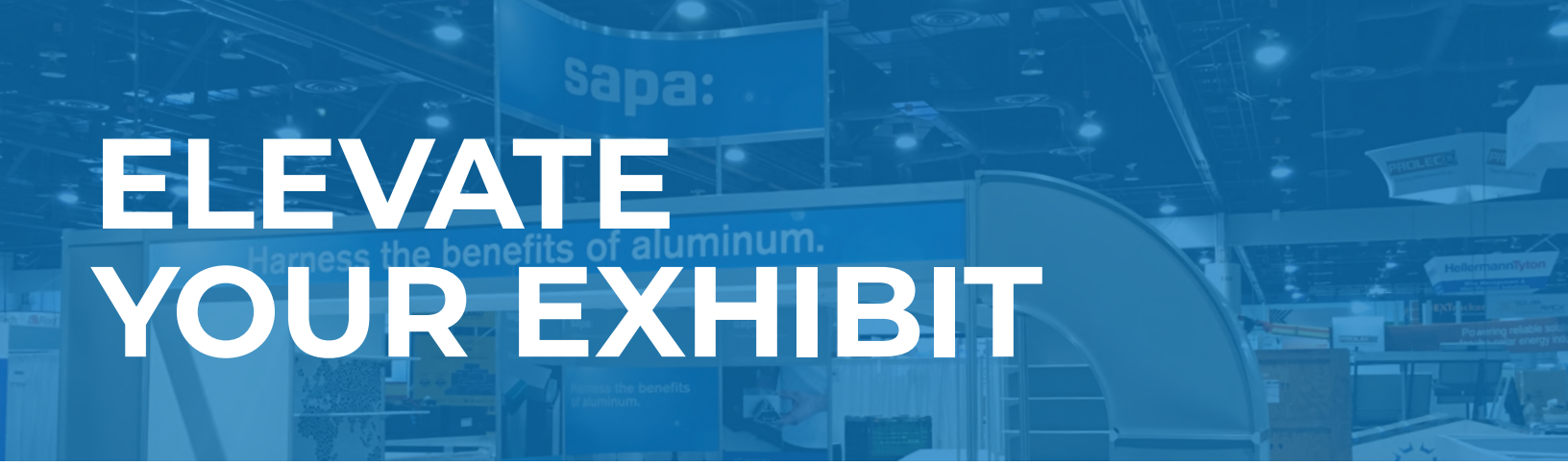
NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

  Website: **files.shepardes.com**
  Login: **sesftp**
  Password: **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- ☐ Bring your brand to life
- ☐ Attract attention
- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy

High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication** for a signature look & feel
- **Custom Rental** for ultimate flexibility
- **Fabric Panels** for maximum ease

Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics

Why Shepard?

- **Complimentary consultation:** We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:** Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:** Shepard delivers exhibits that engage your audiences

SHIELDS & BARRIERS

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Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	**Standard Plexi Shield** (CVPS1) 40" (l) x 36" (h)		$325.00	$373.75	$418.60	
66652	**Tall Plexi Shield** (CVPS2) 40" (l) x 44" (h)		$400.00	$460.00	$515.20	
66653	**Curved Plexi Shield** (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		$500.00	$575.00	$644.00	

Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	**Large Wall Divider** (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		$500.00	$575.00	$644.00	
66655	**Plexi/Trovicel Panel Wall Divider** (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		$350.00	$402.50	$450.80	
66656	**Trovicel/Trovicel Wall Divider** (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		$300.00	$345.00	$386.40	
66657	**Plexi Rolling Baffle** (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		$625.00	$718.75	$805.00	

Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	**Sanitizer Kiosk A** (CVSK1) 40" (l) x 36" (h)		$375.00	$431.25	$483.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

EXHIBIT COUNTER RENTALS

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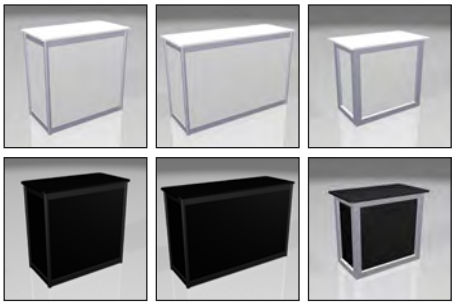
Choose Your Counter & Customize to Fit Your Exhibit!

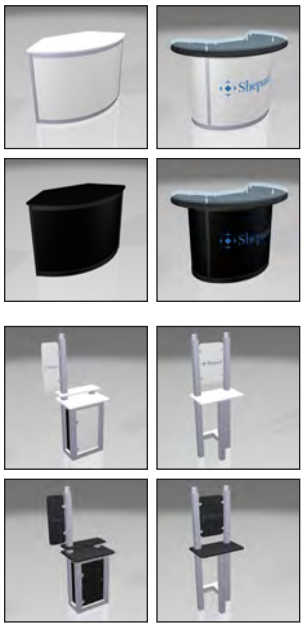
AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	**1 Meter Locking Cabinet** (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) *Graphic Sizes: 968mm x 898mm*		$725.80	$834.65	$934.80		
66283	**1.5 Meter Locking Cabinet** (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) *Graphic Size: 1463mm x 898mm*		$880.80	$1,012.90	$1,134.45		
66284	**Locking Cabinet** (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) *Graphic Size: 922mm x 872mm*		$535.40	$615.70	$689.60	Silver ONLY	



Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	**Reception Counter** (RC2) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) *Graphic Size: 1530mm x 898mm*		$746.40	$858.35	$961.35		
66276	**Reception Counter** (RC3) 5' (l) x 3' 6" (h) x 1' 9" (d) *Graphic Size: 1080mm x 898mm*		$1,619.10	$1,861.95	$2,085.40		

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66285	**Computer Stand 1** (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 250mm x 700mm*		$941.60	$1,082.85	$1,212.80	Silver ONLY	
66286	**Computer Stand 2** (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) *Graphic Size: 380mm x 580mm*		$548.80	$631.10	$706.85	Silver ONLY	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

PRODUCT DISPLAYS & CHARGING STATION RENTALS

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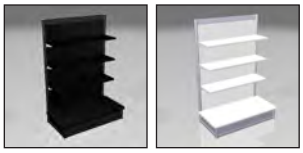
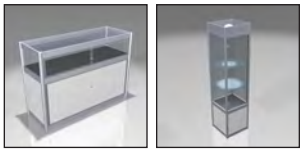
Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)





Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66277	**Gondola** 3' 6" (l) x 1' 9" (h) x 5" (d)		$508.55	$584.85	$655.05		
66278	**GL1** 5' 4" (l) x 8' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$502.80	$578.20	$647.60	Silver ONLY	
66279	**GL2** 4' 3" (l) x 7' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$866.65	$996.65	$1,116.25	Silver ONLY	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	**Quarterview Showcase** (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		$979.25	$1,126.15	$1,261.30		
66272	**Square Showcase** (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		$1,056.90	$1,215.45	$1,361.30		

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	**Phone Charging Station** (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 250mm x 700mm*		$1,663.65	$1,913.20	$2,142.80		Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	**8' x 4' Pegboard Panel** (PerfH)		$280.15	$322.15	$360.80	Silver ONLY	n/a
66149	**4' x 8' Pegboard Panel** (PerfV)		$280.15	$322.15	$360.80	Silver ONLY	n/a
50104	**6" Pegs - 1 dozen** (6"Pegs)		$40.35	$46.40	$51.95	n/a	n/a
66147	**3.5' x 8' Slat Wall, Grey** (Slatwall)		$280.15	$322.15	$360.80	Silver ONLY	n/a

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

INLINE BOOTH RENTALS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

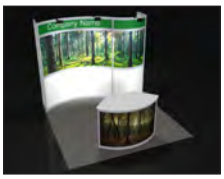
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.


The Eddie

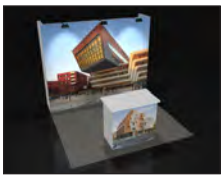
The Jonathon

The Pierce

The Madison

The Grant

The Harrison


The Hamilton

The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		$2,952.20	$3,395.05	$3,802.45	
66471	The Eddie - 10' x 20'		$4,807.45	$5,528.55	$6,192.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		$2,059.50	$2,368.40	$2,652.60	
66475	The Jonathon - 10' x 20'		$3,605.00	$4,145.75	$4,643.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		$2,554.60	$2,937.80	$3,290.35	
66478	The Pierce - 10' x 20'		$4,850.55	$5,578.15	$6,247.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		$3,097.90	$3,562.60	$3,990.10	
66485	The Madison - 10' x 20'		$3,671.60	$4,222.35	$4,729.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		$3,269.95	$3,760.45	$4,211.70	
66487	The Grant - 10' x 20'		$4,532.05	$5,211.85	$5,837.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		$3,006.10	$3,457.00	$3,871.85	
66493	The Harrison - 10' x 20'		$4,417.35	$5,079.95	$5,689.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		$2,373.35	$2,729.35	$3,056.85	
66468	The Hamilton - 10' x 20'		$4,157.85	$4,781.55	$5,355.35	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		$1,893.15	$2,177.10	$2,438.35	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABEX BOOTH RENTALS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.

FX21

FX2M1

FX2H1

FX2M1H

FX22

FX2M2

FX2H2

FX2M2H

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	**10' x 10' Booth** (FX21)		$2,205.60	$2,536.45	$2,840.80	
66558	**10' x 10' Booth with Monitor** (FX2M1)		$3,990.05	$4,588.55	$5,139.20	
66561	**10' x 10' Booth with Header** (FX2H1)		$2,698.80	$3,103.60	$3,476.05	
66562	**10' x 10' Booth with Header and Monitor** (FX2M1H)		$4,483.30	$5,155.80	$5,774.50	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620	
Header Graphic Size	2440mm x 380mm		

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	**10' x 20' Booth** (FX22)		$3,823.05	$4,396.50	$4,924.10	
66560	**10' x 20' Booth with Monitor** (FX2M2)		$5,607.55	$6,448.70	$7,222.55	
66567	**10' x 20' Booth with Header** (FX2H2)		$4,264.20	$4,903.85	$5,492.30	
66563	**10' x 20' Booth with Header and Monitor** (FX2M2H)		$6,048.70	$6,956.00	$7,790.70	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620	
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABEX BACKLIT BOOTH RENTALS

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

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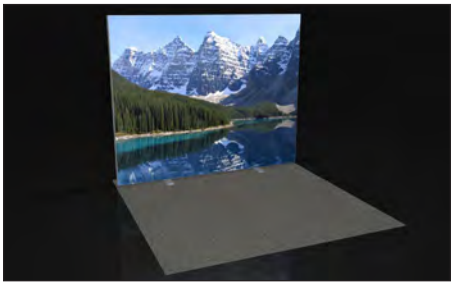
Freestanding 8' High Backlit Backwalls with Full Color Graphics

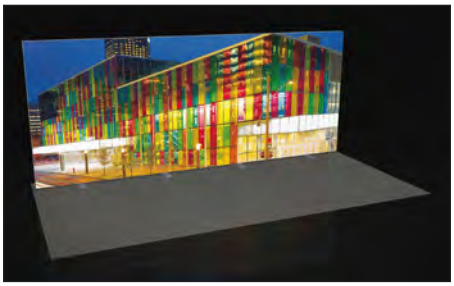
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX11



FX12

FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	**8' x 10' Backlit Backwall with Graphics** (FX11) *Graphic Size: 3042mm x 2436mm*		$2,224.00	$2,557.60	$2,864.50	
66565	**8' x 20' Backlit Backwall with Graphics** (FX12) *Graphic Size: 6088mm x 2436mm*		$3,437.05	$3,952.60	$4,426.90	
66566	**8' x 30' Backlit Backwall with Graphics** (FX13) *Graphic Size: 8992mm x 2436mm*		$4,650.15	$5,347.65	$5,989.35	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

ISLAND BOOTH RENTALS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

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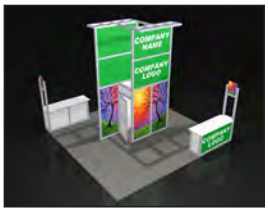
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.

The Monroe



The Washington

The Tyler

The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	**The Monroe**		$7,515.20	$8,642.50	$9,679.60	
66368	**The Washington**		$10,785.20	$12,403.00	$13,891.35	
66495	**The Tyler**		$8,025.85	$9,229.75	$10,337.30	
66496	**The Garfield**		$7,859.40	$9,038.30	$10,122.90	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

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EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABRIC HANGING SIGNS

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 20, 2021

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Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

** Rigging not included

DON'T FORGET!
To place an order for building and hanging your sign!!

Circle

Square

Triangle

Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	**10' x 48" Circle Hanging Sign** (HSC10)		$4,595.00	$5,284.25	$5,918.35	
69142	**16' x 48" Circle Hanging Sign** (HSC16)		$4,732.90	$5,442.85	$6,096.00	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	**10' x 48" Square Hanging Sign** (HSS10)		$7,522.15	$8,650.45	$9,688.50	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	**10' x 48" Triangle Hanging Sign** (HST10)		$5,755.20	$6,618.50	$7,412.70	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	**10' x 48" Single Sided Wave Hanging Sign** (HSWS)		$4,657.10	$5,355.65	$5,998.35	
69146	**10' x 48" Double Sided Wave Hanging Sign** (HSWD)		$2,811.05	$3,232.70	$3,620.60	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

ADVANCED SHIPPING HANGING SIGN LABEL

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

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

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.

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE
HANGING SIGN

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

FOR:
International Converting Exhibition and Conference

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Monday, September 20, 2021

Last day freight can arrive without a surcharge:
Monday, October 11, 2021

STRUCTURAL INTEGRITY STATEMENT

International Converting Exhibition and Conference **F126741021**
Orange County Convention Center (West Building) | Orlando, FL
October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

Orange County Convention Center (West Building)
9800 International Drive
Orlando, FL 32819
SHEPARD EXPOSITION SERVICES

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on-site at the exhibitor's expense.

EXHIBITING COMPANY NAME: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Email completed form to: **customerservice@shepardes.com**

HANGING SIGNS 101

THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

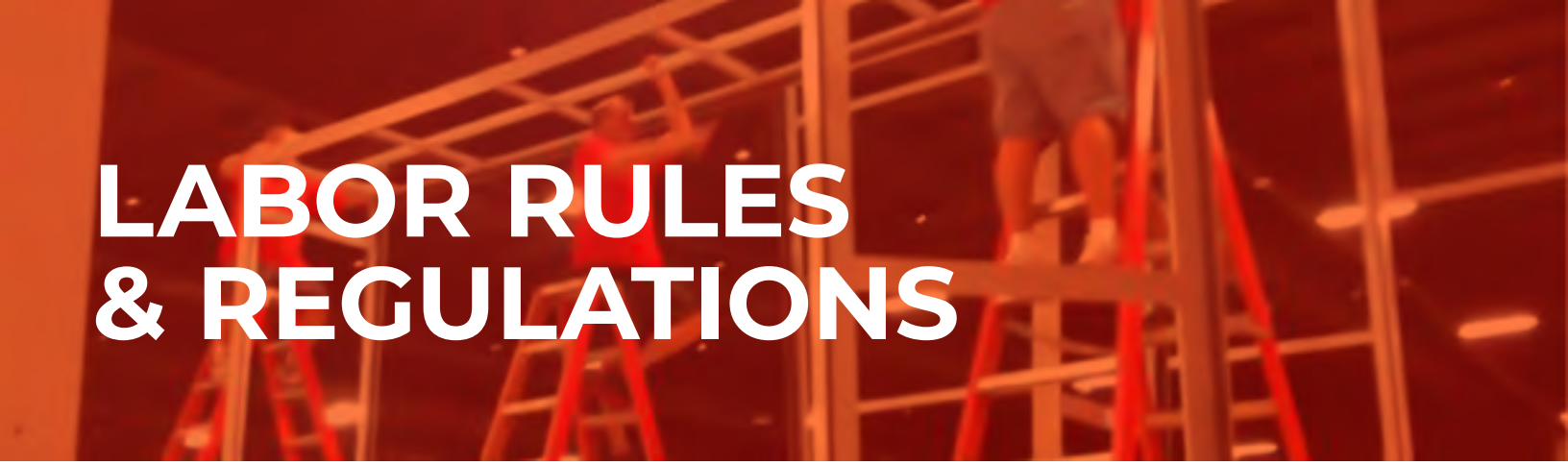
If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

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.

Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ 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: **Monday, October 11, 2021**



LABOR RULES & REGULATIONS

Orlando, Florida

LABOR

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

EXHIBIT LABOR JURISDICTION

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

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

SHEPARD BLUE LABOR

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	$79.15	$91.00	$101.90	
68067	OT	$102.40	$117.75	$131.90	
68068	DT	$158.35	$182.10	$203.95	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	$79.15	$91.00	$101.90	
68071	OT	$102.40	$117.75	$131.90	
68072	DT	$158.35	$182.10	$203.95	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS
☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS
☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)
☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET
☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED
☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

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

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?
☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup ($400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

EXHIBITOR SUPERVISED LABOR

International Converting Exhibition and Conference **F126741021**

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 28, 2021

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	$60.90	$70.05	$78.45	
68061	OT	$78.75	$90.55	$101.40	
68062	DT	$121.80	$140.05	$156.85	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	$60.90	$70.05	$78.45	
68064	OT	$78.75	$90.55	$101.40	
68065	DT	$121.80	$140.05	$156.85	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	6.50%
AMOUNT DUE	**$ _____**

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Orlando
Orange County Convention Center
Exhibitor Services

ORDERING INFORMATION

Show Name: International Converting Exhibition & Conference 2021
Incentive Deadline Date: September 27th, 2021
Base Rates Start On/After: September 28th, 2021
OCCC Exhibitor Services Coordinator: Carole Fila
Direct Phone: (407) 685-5504
Contact Email: Carole.Fila@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram MUST be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment AND finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject up to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

OCCC Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

Orlando
Orange County Convention Center
Exhibitor Services

WIRE & ACH PAYMENT INFORMATION

EVENT: International Converting Exhibition & Conference 2021

IN ORDER TO RECEIVE INCENTIVE RATES, ALL WIRE AND ACH PAYMENTS MUST BE CLEARED, NOT SENT, BY:

September 27th, 2021

ORDERS WITHOUT A CLEARED PAYMENT BY THE ABOVE DATE WILL BE CHARGED BASE RATES.

Wire & ACH Payment Terms & Conditions

● All wire and ACH payments must be cleared, not sent, by the incentive deadline in order to receive incentive rates. Orders without a cleared payment by the incentive deadline will be charged base rates.

● If paying via wire or ACH payment, exhibitors MUST complete and submit an OCCC Method of Payment form with their order.

● There are numerous fees associated with sending a wire transfer, including but not limited to: Initiating Bank Fees, Intermediary Bank Fees and Receiving Bank Fees. Exhibitors must verify ALL of the costs to route wires from their bank through New York to our bank, and include ALL of those fees in their payment. It is the exhibitor's responsibility to have their Initiating Bank verify all fees associated with the wire transfer, especially the Intermediary Bank Fees and to ensure that the full amount due is remitted to the OCCC's account in sufficient time. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

The OCCC's Bank Information: Wells Fargo Bank N.A. 800 North Magnolia Avenue Orlando, Florida 32803 (407) 649-5321	**Credit To:** "Orange County BCC – New BCC EFT Revenue" Account Number: 2000048897176 Routing Number: 121000248 Swift Code: WFBIUS6S
Include the following information with your wire/ACH payment:	International Converting Exhibi Company Name Booth Number
For questions about ordering or making payments, contact the OCCC's Exhibitor Services department:	Exhibitor.Services@occc.net (800) 345-9898 or (407) 685-9824.
To ONLY receive confirmation of wire/ACH transfer, contact:	Rose Brown Rose.Brown@occc.net (407) 685-5818

Orange County Convention Center Exhibitor Services

Orlando
Orange County Convention Center
Exhibitor Services

METHOD OF PAYMENT

EVENT: **International Converting Exhibition & Conference 2021**

EXHIBITOR

EXHIBITING COMPANY: _____

PHONE: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

BILLING

BILL-TO COMPANY (IF DIFFERENT): _____

ORDER CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

PHONE: _____ FAX: _____

ORDER CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

☐ INLINE ☐ ISLAND

☐ PENINSULA ☐ OTHER

I AM:

☐ THE EXHIBITOR

☐ A 3RD PARTY (EAC/I&D): _____

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

International Converting Exhibition & Conference 2021	Place Your Order Online or Via Email or Fax:	OCCC Mailing Address:
Incentive Deadline Date: September 27th, 2021 To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: September 27th, 2021	**Order Online:** www.occc.net/exhibitor **Email Forms:** exhibitor.services@occc.net **Send Via Fax:** (407) 685-9884 **Call:** (800) 345-9898	Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

***ACH Payments now available Online**

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

Orlando
Orange County Convention Center
Exhibitor Services

120V & 208V ELECTRICAL SERVICE

EVENT: **International Converting Exhibition & Conference 2021** **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

Quantity		Item Description	Incentive Rate If Ordered & Paid By: September 27th, 2021				Base Rate If Ordered Or Paid On/After: September 28th, 2021				On-Site Rates Start: October 16th, 2021
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
		120V 5 Amp (500w) Single Outlet*	*$119.87*	*$11.99*	*$7.80*	**$139.66**	*$192.87*	*$19.29*	*$12.54*	**$224.70**	
		120V 10 Amp (1000w) Single Outlet*	*$136.99*	*$13.70*	*$8.90*	**$159.59**	*$219.91*	*$21.99*	*$14.29*	**$256.19**	
		120V 15 Amp (1500w) Single Outlet*	*$154.12*	*$15.41*	*$10.02*	**$179.55**	*$247.85*	*$24.79*	*$16.11*	**$288.75**	
		120V 20 Amp (2000w) Single Outlet*	*$172.15*	*$17.21*	*$11.19*	**$200.55**	*$270.39*	*$27.04*	*$17.58*	**$315.01**	
208V Services (Single Phase) ***Plug Rental Charge is Automatically Added Unless Otherwise Noted Below***											
		208V 20 Amp Single Phase*	*$220.82*	*$22.08*	*$14.35*	**$257.25**	*$355.11*	*$35.51*	*$23.08*	**$413.70**	
		208V 30 Amp Single Phase*	*$292.02*	*$29.20*	*$18.98*	**$340.18**	*$466.87*	*$46.69*	*$30.35*	**$543.91**	
		208V 40 Amp Single Phase*	*$359.61*	*$35.96*	*$23.37*	**$418.94**	*$572.32*	*$57.23*	*$37.20*	**$666.75**	
		208V 50 Amp Single Phase*	*$447.04*	*$44.70*	*$29.06*	**$520.80**	*$715.63*	*$71.56*	*$46.52*	**$833.71**	
		208V 60 Amp Single Phase*	*$538.07*	*$53.81*	*$34.97*	**$626.85**	*$848.12*	*$84.81*	*$55.13*	**$988.06**	
		208V 80 Amp Single Phase*	*$666.95*	*$66.70*	*$43.35*	**$777.00**	*$1,066.95*	*$106.70*	*$69.35*	**$1,243.00**	
		208V 100 Amp Single Phase*	*$853.22*	*$95.32*	*$55.46*	**$994.00**	*$1,363.95*	*$136.40*	*$88.66*	**$1,589.00**	
N/A		208V 150 Amp Single Phase*	*$1,084.11*	*$70.47*	*$108.42*	**$1,263.00**	*$1,733.90*	*$112.71*	*$173.39*	**$2,020.00**	
		208V 200 Amp Single Phase*	*$1,446.34*	*$94.02*	*$144.64*	**$1,685.00**	*$2,315.01*	*$150.48*	*$231.51*	**$2,697.00**	
		208V 400 Amp Single Phase*	*$2,891.84*	*$187.97*	*$289.19*	**$3,369.00**	*$4,627.46*	*$300.79*	*$462.75*	**$5,391.00**	
208V Services (Three Phase) ***Plug Rental Charge is Automatically Added Unless Otherwise Noted Below***											
		208V 20 Amp Three Phase*	*$338.89*	*$33.89*	*$22.03*	**$394.81**	*$544.38*	*$54.44*	*$35.38*	**$634.20**	
		208V 30 Amp Three Phase*	*$485.79*	*$48.58*	*$31.58*	**$565.95**	*$779.61*	*$77.96*	*$50.67*	**$908.24**	
		208V 40 Amp Three Phase*	*$618.28*	*$61.83*	*$40.19*	**$720.30**	*$990.52*	*$99.05*	*$64.38*	**$1,153.95**	
		208V 50 Amp Three Phase*	*$734.55*	*$73.45*	*$47.75*	**$855.75**	*$1,177.98*	*$117.80*	*$76.57*	**$1,372.35**	
		208V 60 Amp Three Phase*	*$925.63*	*$92.56*	*$60.17*	**$1,078.36**	*$1,484.42*	*$148.44*	*$96.49*	**$1,729.35**	
		208V 80 Amp Three Phase*	*$1,177.68*	*$117.77*	*$76.55*	**$1,372.00**	*$1,884.12*	*$188.41*	*$122.47*	**$2,195.00**	
		208V 100 Amp Three Phase*	*$1,472.10*	*$147.21*	*$95.69*	**$1,715.00**	*$2,356.22*	*$235.62*	*$153.15*	**$2,745.00**	
N/A		208V 150 Amp Three Phase*	*$1,872.10*	*$121.69*	*$187.21*	**$2,181.00**	*$2,993.99*	*$194.61*	*$299.40*	**$3,488.00**	
		208V 200 Amp Three Phase*	*$2,495.27*	*$162.20*	*$249.53*	**$2,907.00**	*$3,993.12*	*$259.56*	*$399.32*	**$4,652.00**	
		208V 400 Amp Three Phase*	*$5,782.82*	*$375.89*	*$578.29*	**$6,737.00**	*$9,254.07*	*$601.52*	*$925.41*	**$10,781.00**	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				**$275.10**				**$407.40**	
		25' Extension Cord	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		Six Outlet Power Strip	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		GFI Rental Plug	*$25.00*		*$1.63*	**$26.63**	*$25.00*		*$1.63*	**$26.63**	
		20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$176.00**	
		400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
	☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**									
										TOTAL:	

**Labor, Placement & 24-Hour Power Included* *† Required For All Ceiling Drops* *‡ Required For Each 208V Connection*

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

240V & 480V ELECTRICAL SERVICE
(U.S. Standard)

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision			Incentive Rate If Ordered & Paid By: September 27th, 2021				Base Rate If Ordered Or Paid On/After: September 28th, 2021				On-Site Rates Start: October 16th, 2021
Quantity		Item Description									
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
240V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		240V 20 Amp Single Phase*	*$394.77*	*$39.48*	*$25.66*	**$459.91**	*$631.81*	*$63.18*	*$41.07*	**$736.06**	
		240V 30 Amp Single Phase*	*$518.24*	*$51.82*	*$33.69*	**$603.75**	*$830.09*	*$83.01*	*$53.96*	**$967.06**	
		240V 40 Amp Single Phase*	*$669.66*	*$66.97*	*$43.53*	**$780.16**	*$1,069.82*	*$106.98*	*$69.54*	**$1,246.34**	
		240V 50 Amp Single Phase*	*$834.59*	*$83.46*	*$54.25*	**$972.30**	*$1,336.61*	*$133.66*	*$86.88*	**$1,557.15**	
		240V 60 Amp Single Phase*	*$1,005.84*	*$100.58*	*$65.38*	**$1,171.80**	*$1,609.70*	*$160.97*	*$104.63*	**$1,875.30**	
		240V 80 Amp Single Phase*	*$1,309.57*	*$130.96*	*$85.12*	**$1,525.65**	*$2,095.50*	*$209.55*	*$136.21*	**$2,441.26**	
		240V 100 Amp Single Phase*	*$1,673.69*	*$167.37*	*$108.79*	**$1,949.85**	*$2,679.53*	*$267.95*	*$174.17*	**$3,121.65**	
		240V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
		240V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
		240V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
240V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		240V 20 Amp Three Phase*	*$607.47*	*$60.75*	*$39.49*	**$707.71**	*$970.68*	*$97.07*	*$63.09*	**$1,130.84**	
		240V 30 Amp Three Phase*	*$865.23*	*$86.52*	*$56.24*	**$1,007.99**	*$1,388.89*	*$138.89*	*$90.28*	**$1,618.06**	
		240V 40 Amp Three Phase*	*$1,155.45*	*$115.55*	*$75.10*	**$1,346.10**	*$1,848.55*	*$184.85*	*$120.16*	**$2,153.56**	
		240V 50 Amp Three Phase*	*$1,482.62*	*$148.26*	*$96.37*	**$1,727.25**	*$2,310.90*	*$231.09*	*$150.21*	**$2,692.20**	
		240V 60 Amp Three Phase*	*$1,729.57*	*$172.96*	*$112.42*	**$2,014.95**	*$2,772.36*	*$277.24*	*$180.20*	**$3,229.80**	
		240V 80 Amp Three Phase*	*$2,310.90*	*$231.09*	*$150.21*	**$2,692.20**	*$3,699.79*	*$369.98*	*$240.49*	**$4,310.26**	
		240V 100 Amp Three Phase*	*$3,827.76*	*$382.78*	*$248.80*	**$4,459.34**	*$4,622.71*	*$462.27*	*$300.48*	**$5,385.46**	
		240V 150 Amp Three Phase*	*$3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*$6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
		240V 200 Amp Three Phase*	*$5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*$8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
		240V 400 Amp Three Phase*	*$12,143.94*	*$1,214.39*	*$789.36*	**$14,147.69**	*$19,430.85*	*$1,943.08*	*$1,263.01*	**$22,636.94**	
480V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		480V 20 Amp Single Phase*	*442.53*	*$44.25*	*$28.76*	**$515.54**	*710.22*	*$71.02*	*$46.16*	**$827.39**	
		480V 30 Amp Single Phase*	*582.24*	*$58.22*	*$37.85*	**$678.31**	*932.83*	*$93.28*	*$60.63*	**$1,086.74**	
		480V 40 Amp Single Phase*	*715.63*	*$71.56*	*$46.52*	**$833.71**	*1,144.64*	*$114.46*	*$74.40*	**$1,333.50**	
		480V 50 Amp Single Phase*	*893.17*	*$89.32*	*$58.06*	**$1,040.55**	*1,430.34*	*$143.03*	*$92.97*	**$1,666.34**	
		480V 60 Amp Single Phase*	*1,074.34*	*$107.43*	*$69.83*	**$1,251.60**	*1,720.56*	*$172.06*	*$111.84*	**$2,004.46**	
		480V 80 Amp Single Phase*	*1,401.50*	*$140.15*	*$91.10*	**$1,632.75**	*2,242.40*	*$224.24*	*$145.76*	**$2,612.40**	
		480V 100 Amp Single Phase*	*1,790.86*	*$179.09*	*$116.41*	**$2,086.36**	*2,866.09*	*$286.61*	*$186.30*	**$3,339.00**	
		480V 150 Amp Single Phase*	*2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
		480V 200 Amp Single Phase*	*3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
		480V 400 Amp Single Phase*	*5,782.82*	*$375.89*	*$578.29*	**$6,737.00**	*9,254.07*	*$601.52*	*$925.41*	**$10,781.00**	
480V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		480V 20 Amp Three Phase*	*681.38*	*$68.14*	*$44.29*	**$793.81**	*1,090.56*	*$109.06*	*$70.89*	**$1,270.51**	
		480V 30 Amp Three Phase*	*999.35*	*$99.93*	*$64.96*	**$1,164.24**	*1,556.52*	*$155.65*	*$101.17*	**$1,813.34**	
		480V 40 Amp Three Phase*	*1,236.56*	*$123.66*	*$80.38*	**$1,440.60**	*1,977.42*	*$197.74*	*$128.53*	**$2,303.69**	
		480V 50 Amp Three Phase*	*1,544.81*	*$154.48*	*$100.41*	**$1,799.70**	*2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	
		480V 60 Amp Three Phase*	*1,850.34*	*$185.03*	*$120.27*	**$2,155.64**	*2,965.23*	*$296.52*	*$192.74*	**$3,454.49**	
		480V 80 Amp Three Phase*	*2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	*3,959.36*	*$395.94*	*$257.36*	**$4,612.66**	
		480V 100 Amp Three Phase*	*3,091.42*	*$309.14*	*$200.94*	**$3,601.50**	*4,946.27*	*$494.63*	*$321.51*	**$5,762.41**	
		480V 150 Amp Three Phase*	*3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
		480V 200 Amp Three Phase*	*5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
		480V 400 Amp Three Phase*	*11,565.66*	*$751.77*	*$1,156.57*	**$13,474.00**	*18,505.57*	*$1,202.87*	*$1,850.56*	**$21,559.00**	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				**$275.10**				**$407.40**	
		20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$176.00**	
		400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
	☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**									
										TOTAL:	

**Labor, Placement & 24-Hour Power Included* *† Required For All Ceiling Drops* *‡ Required For Each Connection*

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

220V & 380V ELECTRICAL SERVICE (International)

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision		Incentive Rate If Ordered & Paid By: September 27th, 2021				Base Rate If Ordered Or Paid On/After: September 28th, 2021				On-Site Rates Start: October 16th, 2021
Quantity Ceiling Only	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
220V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	220V 20 Amp Single Phase*	*$394.77*	*$39.48*	*$25.66*	**$459.91**	*$631.81*	*$63.18*	*$41.07*	**$736.06**	
	220V 30 Amp Single Phase*	*$518.24*	*$51.82*	*$33.69*	**$603.75**	*$830.09*	*$83.01*	*$53.96*	**$967.06**	
	220V 40 Amp Single Phase*	*$669.66*	*$66.97*	*$43.53*	**$780.16**	*$1,069.82*	*$106.98*	*$69.54*	**$1,246.34**	
	220V 50 Amp Single Phase*	*$834.59*	*$83.46*	*$54.25*	**$972.30**	*$1,336.61*	*$133.66*	*$86.88*	**$1,557.15**	
	220V 60 Amp Single Phase*	*$1,005.84*	*$100.58*	*$65.38*	**$1,171.80**	*$1,609.70*	*$160.97*	*$104.63*	**$1,875.30**	
	220V 80 Amp Single Phase*	*$1,309.57*	*$130.96*	*$85.12*	**$1,525.65**	*$2,095.50*	*$209.55*	*$136.21*	**$2,441.26**	
	220V 100 Amp Single Phase*	*$1,673.69*	*$167.37*	*$108.79*	**$1,949.85**	*$2,679.53*	*$267.95*	*$174.17*	**$3,121.65**	
	220V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
	220V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
	220V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
380V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	380V 20 Amp Single Phase*	*$421.81*	*$42.18*	*$27.42*	**$491.41**	*$675.97*	*$67.60*	*$43.94*	**$787.51**	
	380V 30 Amp Single Phase*	*$555.20*	*$55.52*	*$36.09*	**$646.81**	*$889.57*	*$88.96*	*$57.82*	**$1,036.35**	
	380V 40 Amp Single Phase*	*$715.63*	*$71.56*	*$46.52*	**$833.71**	*$1,144.64*	*$114.46*	*$74.40*	**$1,333.50**	
	380V 50 Amp Single Phase*	*$893.17*	*$89.32*	*$58.06*	**$1,040.55**	*$1,430.34*	*$143.03*	*$92.97*	**$1,666.34**	
	380V 60 Amp Single Phase*	*$1,074.34*	*$107.43*	*$69.83*	**$1,251.60**	*$1,720.56*	*$172.06*	*$111.84*	**$2,004.46**	
	380V 80 Amp Single Phase*	*$1,401.50*	*$140.15*	*$91.10*	**$1,632.75**	*$2,526.31*	*$252.63*	*$164.21*	**$2,943.15**	
	380V 100 Amp Single Phase*	*$1,790.86*	*$179.09*	*$116.41*	**$2,086.36**	*$2,866.09*	*$286.61*	*$186.30*	**$3,339.00**	
	380V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
	380V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
	380V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
380V Services (Three Phase)*Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	380V 20 Amp Three Phase*	*$649.82*	*$64.98*	*$42.24*	**$757.04**	*$1,038.28*	*$103.83*	*$67.49*	**$1,209.60**	
	380V 30 Amp Three Phase*	*$925.63*	*$92.56*	*$60.17*	**$1,078.36**	*$1,484.42*	*$148.44*	*$96.49*	**$1,729.35**	
	380V 40 Amp Three Phase*	*$1,236.56*	*$123.66*	*$80.38*	**$1,440.60**	*$1,977.42*	*$197.74*	*$128.53*	**$2,303.69**	
	380V 50 Amp Three Phase*	*$1,544.81*	*$154.48*	*$100.41*	**$1,799.70**	*$2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	
	380V 60 Amp Three Phase*	*$1,850.34*	*$185.03*	*$120.27*	**$2,155.64**	*$2,965.23*	*$296.52*	*$192.74*	**$3,454.49**	
	380V 80 Amp Three Phase*	*$2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	*$3,959.36*	*$395.94*	*$257.36*	**$4,612.66**	
	380V 100 Amp Three Phase*	*$3,091.42*	*$309.14*	*$200.94*	**$3,601.50**	*$4,946.27*	*$494.63*	*$321.51*	**$5,762.41**	
	380V 150 Amp Three Phase*	*$3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*$6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
	380V 200 Amp Three Phase*	*$5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*$8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
	380V 400 Amp Three Phase*	*$12,143.94*	*$1,214.39*	*$789.36*	**$14,147.69**	*$19,430.85*	*$1,943.08*	*$1,263.01*	**$22,636.94**	
Select Any Related and/or Required Services										
REQUIRED	Ceiling Drop Charge†				**$275.10**				**$407.40**	
	20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$176.00**	
	400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**									
									TOTAL:	

**Labor, Placement & 24-Hour Power Included* †*Required For All Orders* ‡ *Required For Each Connection*

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

PLUMBING & GAS SERVICE

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

	Quantity	Item Description	Incentive Rate If Ordered & Paid By: September 27th, 2021				Base Rate If Ordered Or Paid On/After: September 28th, 2021				On-Site Rates Start: October 16th, 2021
			Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
PLUMBING		**Water Service Connection*** 1/2 FPT Service Outlet	*$190.55*	*$19.06*	*$12.39*	**$222.00**	*$307.29*	*$30.73*	*$19.98*	**$358.00**	
		Drain Service Connection* 1/2 FPT Service Outlet	*$170.89*		*$11.11*	**$182.00**	*$272.00*		*$17.70*	**$290.00**	
		Water Fill & Drain* 1-500 Gallons	*$232.61*	*$23.27*	*$15.12*	**$271.00**	*$375.10*	*$37.51*	*$24.39*	**$437.00**	
		Water Fill & Drain* Each Additional 100 Gallons	*$33.47*	*$3.35*	*$2.18*	**$39.00**	*$58.36*	*$5.84*	*$3.80*	**$68.00**	
		30 Gallon Hot Water Heater*	*$317.37*		*$20.63*	**$338.00**	*$476.05*		*$30.95*	**$507.00**	
		80 Gallon Hot Water Heater* Quick Recovery Type	*$317.37*		*$20.63*	**$338.00**	*$476.05*		*$30.95*	**$507.00**	
		120 Gallon Hot Water Heater* Quick Recovery Type	*$634.74*		*$41.26*	**$676.00**	*$634.74*		*$41.26*	**$676.00**	
		Single Beauty Sink* with Hot Water Heater	*$329.57*		*$21.43*	**$351.00**	*$492.95*		*$32.05*	**$525.00**	
		Single Utility Sink* with Hot Water Heater	*$329.57*		*$21.43*	**$351.00**	*$492.95*		*$32.05*	**$525.00**	
		Single Utility Sink* without Hot Water Heater	*$232.86*		*$15.14*	**$248.00**	*$352.11*		*$22.89*	**$375.00**	
		Triple Kitchen Sink* with Hot Water Heater & Disposal	*$722.06*		*$46.94*	**$769.00**	*$1,053.52*		*$68.48*	**$1,122.00**	
GASES		**Air Service Connection*** 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	*$279.01*		*$18.14*	**$297.14**	*$380.56*		*$24.74*	**$405.30**	
		LP (Liquid Propane) Gas* 5lb Tank	*$62.18*	*6..22*	*$4.04*	**$72.44**	*$75.71*	*$7.57*	*$4.92*	**$88.20**	
		Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	*$256.64*	*$25.67*	*$16.69*	**$299.00**	***Only Available in West Hall B and the N/S Building.*** *To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date*				
		Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up	*$123.18*	*$12.32*	*$8.01*	**$143.51**					
		Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	*Must Be Included In Total For All Natural Gas Orders*			**$275.10**					
										TOTAL:	

** Labor & Placement Included, Only Available From Floor* *† Requires A Ceiling Drop Charge* *‡ Installation, Removal, Electricity, & (1) Focus Included*

OCCC TERMS & CONDITIONS

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

SERVICE PLACEMENT DIAGRAM FORM

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

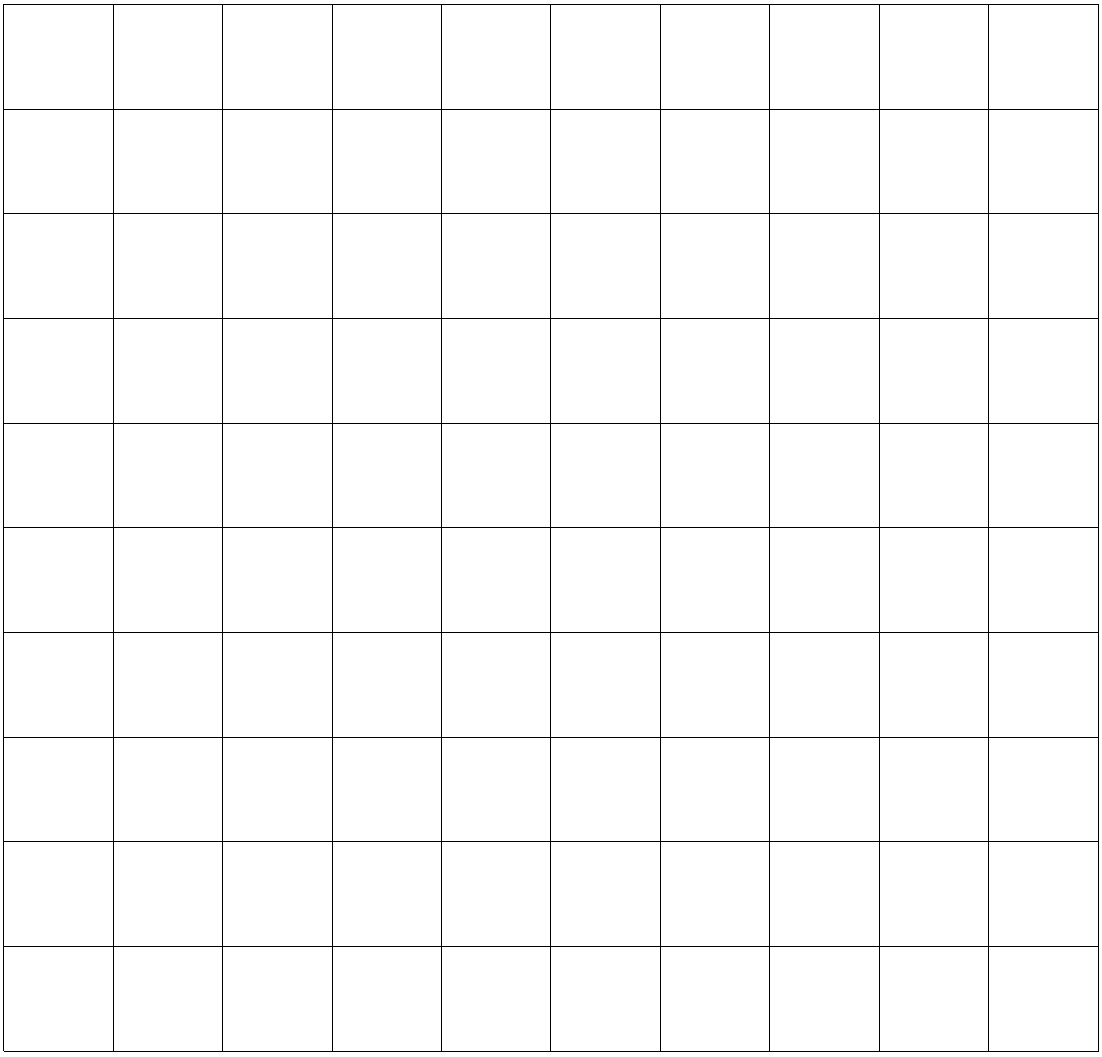
ORDER CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #: _____



ADJACENT BOOTH OR AISLE #: _____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

Orlando Orange County Convention Center Exhibitor Services

etcp ★RECOGNIZED★ Employer of ETCP Certified Technicians

OCCC RIGGING & HANGING SIGN LABOR

EVENT: International Converting Exhibition & Conference 2021

EXHIBITOR

EXHIBITING COMPANY: _____ **BOOTH #:** _____

PHONE: _____ **FAX:** _____ **BOOTH SIZE:** _____ X _____

ADDRESS: _____ **BOOTH TYPE:**

CITY: _____ **STATE:** _____ ☐ INLINE ☐ ISLAND

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____ ☐ PENINSULA ☐ OTHER

BILLING

BILL-TO COMPANY (IF DIFFERENT): _____ **I AM:**

RIGGING CONTACT NAME: _____ ☐ THE EXHIBITOR

ADDRESS: _____ ☐ A 3RD PARTY (EAC/I&D):

CITY: _____ **STATE:** _____

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____

PHONE: _____ **FAX:** _____

RIGGING CONTACT EMAIL: _____ **EMAIL FOR INVOICES:** _____

NOTICE

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By: **September 27th, 2021**	Base Rate If Ordered Or Paid On/After: **September 28th, 2021**
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	**$579.60** ☐ Select	**$844.20** ☐ Select
Additional Rigging Labor, Per Rigger, Per Hour	**$96.60**	**$140.70**
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	**$140.70**	**$211.05**

REQUESTED RIGGING INSTALL DATE: _____ **REQUESTED RIGGING STRIKE DATE:** _____

DESCRIPTION OF ITEM(S): _____ **DOES THIS ITEM REQUIRE:**

SIZE: _____ **WEIGHT:** _____ **QUANTITY:** _____ ☐ **POWER**

REQUESTED HEIGHT FROM FLOOR TO TOP OF SUSPENDED ITEM: _____ ☐ **OCCC TRUSS OR MOTORS**

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? ☐ **YES** ☐ **NO** **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** _____

ADDITIONAL COMMENTS:

OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

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Orlando Orange County Convention Center Exhibitor Services

etcp ★RECOGNIZED★ Employer of ETCP Certified Technicians

OCCC RIGGING EQUIPMENT RATES

EVENT: **International Converting Exhibition & Conference 2021**

Contact us for quantity discounts! ***Save on transportation/freight charges and costly downtime!***	Incentive Rate If Ordered & Paid By: **September 27th, 2021**			Base Rate If Ordered Or Paid On/After: **September 28th, 2021**		
Item Description	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	*$315.00*	*$20.48*	**$335.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	*$316.00*	*$21.48*	**$336.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 1 Ton*	*$317.00*	*$22.48*	**$337.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 2 Ton*	*$318.00*	*$23.48*	**$338.48**	*$472.50*	*$30.71*	**$503.21**
Rotating Motor, 100lb Capacity*	*$180.28*	*$11.72*	**$192.00**	*$270.42*	*$17.58*	**$288.00**
Rotating Motor, 200lb Capacity*	*$210.32*	*$13.72*	**$224.04**	*$473.22*	*$30.76*	**$503.98**
Rotating Motor, 500lb Capacity*	*$539.43*	*$35.07*	**$574.50**	*$539.43*	*$35.07*	**$574.50**
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 2.5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 3'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 4'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 6'	*$67.33*	*$4.38*	**$71.70**	*$100.99*	*$6.56*	**$107.55**
Thomas Aluminium Truss, 12" x 12" x 8'	*$72.93*	*$4.74*	**$77.67**	*$109.41*	*$7.11*	**$116.52**
Thomas Aluminium Truss, 12" x 12" x 10'	*$78.55*	*$5.11*	**$83.66**	*$117.82*	*$7.66*	**$125.48**
Thomas Aluminium Truss, 12" Corner Block	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" Grapple	*$42.35*	*$2.75*	**$45.10**	*$63.51*	*$4.13*	**$67.64**
Thomas Aluminium Truss, 12" Hingle Plate	*$72.93*	*$4.74*	**$77.67**	*$109.41*	*$7.11*	**$116.52**
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	*$67.33*	*$4.38*	**$71.70**	*$100.99*	*$6.56*	**$107.55**
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	*$78.55*	*$5.11*	**$83.66**	*$117.82*	*$7.66*	**$125.48**
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	*$95.38*	*$6.20*	**$101.58**	*$143.07*	*$9.30*	**$152.37**
Thomas Aluminium Truss, 20.5" Corner Block	*$89.78*	*$5.84*	**$95.61**	*$134.65*	*$8.75*	**$143.40**
Thomas Aluminium Truss, 20.5" Grapple	*$42.35*	*$2.75*	**$45.10**	*$63.51*	*$4.13*	**$67.64**
Thomas Aluminium Truss, 20.5" Hingle Plate	*$89.78*	*$5.84*	**$95.61**	*$134.65*	*$8.75*	**$143.40**
Hardware						
Airwall Hanger	*$21.00*	*$1.37*	**$22.37 / Week**	*$31.50*	*$2.05*	**$33.55 / Week**
All Thread	*$3.00*	*$0.20*	**$3.20 / Week**	*$4.50*	*$0.30*	**$4.80 / Week**
Barn Door	*$30.00*	*$1.95*	**$31.95 / Week**	*$45.00*	*$2.93*	**$47.93 / Week**
Batten or Water Pipe - Per Foot	*$3.00*	*$0.20*	**$3.20 / Week**	*$4.50*	*$0.30*	**$4.80 / Week**
Clamp - Beam	$45.00	*$2.93*	**$47.93 / Week**	*$67.50*	*$4.39*	**$71.89 / Week**
Clamp - Misc.	$6.00	*$0.39*	**$6.39 / Week**	*$9.00*	*$0.59*	**$9.59 / Week**
Deck Chain	$10.00	*$0.65*	**$10.65 / Week**	*$15.00*	*$0.98*	**$15.98 / Week**
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	$6.00	*$0.39*	**$6.39 / Week**	*$9.00*	*$0.59*	**$9.59 / Week**
Nylon Sling or GAC Flex	$15.00	*$0.98*	**$15.98 / Week**	*$20.00*	*$1.30*	**$21.30 / Week**
Raw Wire - Per Foot	$0.95	*$0.07*	**$1.02 / Week**	*$1.35*	*$0.09*	**$1.44 / Week**
Rope	$12.00	*$0.78*	**$12.78 / Week**	*$18.00*	*$1.17*	**$19.17 / Week**
Sheave	$21.00	*$1.37*	**$21.37 / Week**	*$31.50*	*$2.05*	**$33.55 / Week**
Steel Point	$10.00	*$0.65*	**$10.65 / Week**	*$15.00*	*$0.98*	**$15.98 / Week**
Strand Vice	$21.00	*$1.37*	**$21.37 / Week**	*$31.50*	*$2.05*	**$33.55 / Week**
Truss Protector	$1.00	*$0.07*	**$1.07 / Week**	*$1.00*	*$0.07*	**$1.07 / Week**

**Electricity Included*

****Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555***

Not An Order Form
Pricing purposes only

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardward is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject up to a 50% price increase over base rates.
- All prices are subject to change without notice.

Orlando
Orange County Convention Center
Exhibitor Services

AERIAL LIGHTING SERVICE

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: September 27th, 2021			Base Rate If Ordered Or Paid On/After: September 28th, 2021			On-Site Rates Start: October 16th, 2021
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light‡	*$266.66*	*$17.34*	**$284.00**	*$450.00*	*$29.25*	**$479.25**	
	Overhead Lights Out, Per Pod	*Per Show Management Approval*		**$55.00**	*Per Show Management Approval*		**$75.00**	
							TOTAL:	

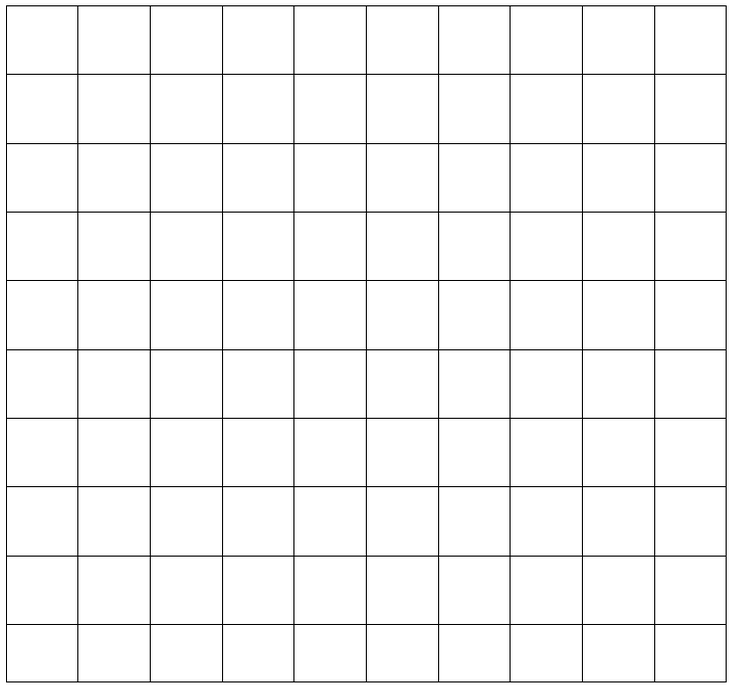
‡Installation, Removal, Electricity, & (1) Focus Included

TO EXPEDIATE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

_____



ADJACENT BOOTH OR AISLE #:

_____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

CABLE TV SERVICE

EVENT: International Converting Exhibition & Conference 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: **September 27th, 2021**			Base Rate If Ordered Or Paid On/After: **September 28th, 2021**			On-Site Rates Start: **October 16th, 2021**
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	HD Cable TV Service* Digital Tuner Required for HD Service	*$300.00*	*$38.16*	**$338.16**	*$300.00*	*$38.16*	**$338.16**	
							TOTAL:	

**Labor, Installation & Removal Included*

CABLE TV SERVICE IS DROPPED FROM THE CEILING. PLEASE NOTATE BELOW WHERE TO STAGE THE CABLE TV LINE DROP:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

_____

ADJACENT BOOTH OR AISLE #:

_____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Orders received on site are subject up to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando
Orange County Convention Center
Exhibitor Services

BALLOONS & OTHER LIGHTER-THAN-AIR OBJECTS AGREEMENT

EVENT: **International Converting Exhibition & Conference 2021** **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

****To Complete This Agreement You Must Include an OCCC Method Of Payment FormWith Your Submission****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.

2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.

3. All lighter-than-air objects must be properly tethered.

4. All items must be removed from the Convention Center property at the close of the event.

5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of $100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ **DATE:** _____

Orlando
Orange County Convention Center
Exhibitor Services

NATURAL/LP GAS, COOKING, OPEN FLAME, HEAT PRODUCING DEVICE AGREEMENT FORM

EVENT: **International Converting Exhibition & Conference 2021** **BOOTH #:** _____

EXHIBITING COMPANY: _____ **I AM:**

ORDER CONTACT NAME: _____ ☐ THE EXHIBITOR

PHONE: _____ **FAX:** _____ ☐ AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____ ☐ OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for $35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

Please Check All That Apply To Your Booth/Exhibit:

☐ "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)

☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)

☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: _____

☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: _____

☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: _____

☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: _____

☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless

☐ Fog/Haze

☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____ **DATE:** _____

Orlando
Orange County Convention Center
Exhibitor Services

MULTI-LEVEL & COVERED BOOTH APPLICATION

EVENT: International Converting Exhibition & Conference 2021

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

NAME OF EAC / DESIGN FIRM: _____

BOOTH TYPE:

CONTACT NAME: _____

☐ MULTI-LEVEL ☐ COVERED

PHONE: _____ **FAX:** _____

I AM:

CONTACT EMAIL: _____

☐ THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

☐ AN EAC/I&D: _____

SQUARE FOOTAGE OF COVER: _____

☐ OTHER: _____

STAIR RISE & TREAD: _____ **GUARD RAIL MEASUREMENTS:** _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a spinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

Please send the completed form back to:
Orange County Convention Center Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____

APPROVED:

OCCC RECEIVED: _____ **NUMBER OF COPIES:** _____

☐ YES ☐ NO

DATE TO FIRE MARSHALL: _____ **DATE RETURNED:** _____

FIREWATCH REQUIRED:

PLANS REVIEWER: _____

☐ YES ☐ NO

COMMENTS: