Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape 7" x 44" Cardstock Identification Sign

Furnishing's and Utility Services are not included in your booth package, Please refer to the furnishing section and utility section to purchase these options and services for your booth.

Show drape color(s): Black, Red
Aisle carpet color: Cayenne

Please Note: Carpet is mandatory for all booths.

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Wednesday, February 1, 2017 8:00 AM - 8:00 PM
Thursday, February 2, 2017 8:00 AM - 12:00 PM

Exhibit Hours:
Thursday, February 2, 2017 1:00 PM - 7:00 PM
Friday, February 3, 2017 10:00 AM - 6:30 PM
Saturday, February 4, 2017 9:00 AM - 3:30 PM

Exhibitor Move-out: Saturday, February 4, 2017 3:30 PM - 10:00 PM

Freight Re-route Time: Saturday, February 4, 2017 9:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, January 5, 2017
Discount price deadline for standard Shepard orders: Thursday, January 12, 2017
Discount price deadline for custom Shepard rentals: Tuesday, January 3, 2017
First day for warehouse deliveries without a surcharge: Thursday, January 5, 2017
Last day for warehouse deliveries without a surcharge: Wednesday, January 25, 2017
First day freight can arrive at show facility: Wednesday, February 1, 2017 at 8:00 AM

SHIPPING ADDRESSES

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
SCMR Annual Scientific Sessions
Shepard Exposition Services
Gaylord National Resort and Convention Center (Potomac)
201 Waterfront Street
National Harbor, MD 20745

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
SCMR Annual Scientific Sessions
Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

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

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

2. Click on **SCMR Annual Scientific Sessions**

3. **LOG IN** from the Show Information page.

4. **ENTER** your email address and password then click **login**
   a. **NEW users:** User name = Your Email Address (provided by Show Management)
      Password = SCMR17
   b. **Previous users:** User name = Your Email Address
      Password = Your pre-existing password

5. Don't remember your password? Click the link **"Forgot your password?"** and follow the prompts to have your password sent to the registered email address.

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

7. Welcome to Shepard Online Ordering!

Some helpful tips:

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

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

To **VIEW** your shopping **CART**, click on **shopping cart**

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

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

(410) 737-9270

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

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

- COMPANY NAME: ___________________________  BOOTH #: ___________________________
- COMPANY ADDRESS: ___________________________  PHONE: ___________________________
- CITY, ST, ZIP: ___________________________  FAX: ___________________________
- CONTACT NAME: ___________________________  EMAIL: ___________________________

CREDIT CARD INFORMATION

- Type of Card: [ ] MasterCard [ ] Visa [ ] American Express [ ] Other [ ] Pay by Check* [ ] Pay by Wire* [ ]

- Credit Card #: ___________________________  Expiration Date: ______/____ [Month/Year]
- Billing Address: ___________________________  Security Code: ___________________________
- City, ST, Zip: ___________________________  ___________________________
- Name on Card: ___________________________

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES AND EMPTY CONTAINERS

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

<table>
<thead>
<tr>
<th>SERVICES TO BE COVERED BY THIRD PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>All services</td>
</tr>
<tr>
<td>Rental Furniture</td>
</tr>
<tr>
<td>Exhibit Display Rentals</td>
</tr>
<tr>
<td>Overhead Rigging/Labor</td>
</tr>
<tr>
<td>Carpet</td>
</tr>
<tr>
<td>Cleaning</td>
</tr>
<tr>
<td>Installation/Dismantling Labor</td>
</tr>
<tr>
<td>Logistics/Transportation</td>
</tr>
<tr>
<td>Other (please specify):</td>
</tr>
</tbody>
</table>
| Material Handling                   *

Notes: ____________________________________________________________________________

** Are you tax exempt for the state this event occurs in?  

Yes  No

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

Please submit tax exemption certificate to: baltimore@shepardes.com
Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

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

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

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

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

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

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

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

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

The following information must be completed and the form returned to Shepard by the deadline date.

| Name of Non-Official Contractor: |  |
| Services to be performed: |  |
| Contact Name: |  | Email: |
| Contact Phone: |  | Fax: |
| Contact Address: |  |
| Exhibitor's Signature: |  | Date: |
| Exhibiting Company Name: |  | Booth #: |
FX2 Package:
10’ Wide x 8’ High Full color fabric back wall with 40” high freestanding counter
20’ Wide x 8’ High Full color fabric back wall with 40” high freestanding double counter
*Mounted monitor also available

FX3 Package:
10’ Wide x 8’ High Full color fabric back wall with inset and (1) 40” high freestanding counter
20’ Wide x 8’ High Full color fabric back wall with (1) 40” high freestanding single counter

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

Package Options and Pricing

<table>
<thead>
<tr>
<th>FABEX Signature FX2 Options</th>
<th>FABEX Signature FX3 Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>Item Description</td>
</tr>
<tr>
<td>66534</td>
<td>10’ Backwall Package</td>
</tr>
<tr>
<td>66536</td>
<td>20’ Backwall Package</td>
</tr>
<tr>
<td>66542</td>
<td>10’ Backwall package with Header</td>
</tr>
<tr>
<td>66546</td>
<td>20’ Backwall package with Header</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Please complete the following.

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

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

*All tax rates are subject to change.

Authorized Signature: ___________________________________
**Freestanding 10' or 20' Backlit backwall with full color graphics**

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

FX1 also available in:
- 20' Wide x 8' High (66532)
- 30' Wide x 8' High (66547)

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

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

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

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

**FX1F - Backlit Freestanding Panel**
**Endcaps measure 1 Meter Wide x 8' High**

---

**Package Options and Pricing**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66530</td>
<td>FX1-10' Freestanding Backlit Wall</td>
<td>2430.30</td>
</tr>
<tr>
<td>66532</td>
<td>FX1.2-20' Freestanding Backlit Wall</td>
<td>3755.90</td>
</tr>
<tr>
<td>66547</td>
<td>FX1.3-30' Freestanding Backlit Wall</td>
<td>5081.50</td>
</tr>
</tbody>
</table>

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

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

Approved, print ready graphics MUST be received 30 days from show for availability.
Carpet is not included. To order please refer to Carpet and Cleaning Form.

---

**Please complete the following.**

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

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

*All tax rates are subject to change.*

---

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>FX1.2-20' Backlit Wall with Endcap</td>
<td>4234.60</td>
</tr>
<tr>
<td>FXU-20' Backlit Wall with Endcaps</td>
<td>4713.30</td>
</tr>
<tr>
<td>FX1F - Freestanding Backlit Panel</td>
<td>957.40</td>
</tr>
</tbody>
</table>

**BOOT Number: ______________________________  Phone Number: __________________________

Total FABEX Signature Packages: $__________
6.000% "Tax": $__________

Authorized Signature: ____________________________________________

Available Colors:

Signature Series Furniture

Natural Feel Business Table 30”

Natural Feel Business Chair

Natural Feel Business Table 40”

Natural Feel Business Stool

6 Foot Fabric Table Cover w/Table

Lighting & Accessories

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Feel Business Chair</td>
<td>158.60</td>
<td>206.20</td>
<td></td>
</tr>
<tr>
<td>Natural Feel Business Stool</td>
<td>193.10</td>
<td>251.05</td>
<td></td>
</tr>
<tr>
<td>Natural Feel Business Table 30”</td>
<td>334.10</td>
<td>421.35</td>
<td></td>
</tr>
<tr>
<td>Natural Feel Business Table 40”</td>
<td>337.85</td>
<td>439.20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Feel Floor Lamp</td>
<td>172.40</td>
<td>224.10</td>
<td></td>
</tr>
<tr>
<td>Natural Feel Table Lamp</td>
<td>124.15</td>
<td>161.40</td>
<td></td>
</tr>
<tr>
<td>Natural Feel Waste Receptacle</td>
<td>75.85</td>
<td>98.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>White - Fabric Table Cover w/Table</td>
<td>268.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red - Fabric Table Cover w/Table</td>
<td>268.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue - Fabric Table Cover w/Table</td>
<td>268.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black - Fabric Table Cover w/Table</td>
<td>268.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following.

Company Name: ____________________________
Contact Name: ____________________________
Booth Number: ____________________________
Phone Number: ____________________________

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

*All tax rates are subject to change.
Use the below formula to calculate the square footage (sq. ft.)

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

**Premium Plush Carpet (46004)**

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(22)</td>
<td>Navy</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(74)</td>
<td>Crimson</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(73)</td>
<td>Graphite</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(03)</td>
<td>White</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(96)</td>
<td>Black</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(99)</td>
<td>Hot Pink</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(81)</td>
<td>Electric Blue</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(77)</td>
<td>Blue</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(48)</td>
<td>Hunter</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(99)</td>
<td>Sun Gold</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(98)</td>
<td>Paprika</td>
<td>10.45</td>
<td></td>
</tr>
<tr>
<td>(07)</td>
<td>Burgundy</td>
<td>10.45</td>
<td></td>
</tr>
</tbody>
</table>

**Premium Vinyl Floor (46005)**

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(83)</td>
<td>Light Maple</td>
<td>13.50</td>
<td></td>
</tr>
<tr>
<td>(84)</td>
<td>Rustic Cherry</td>
<td>13.50</td>
<td></td>
</tr>
<tr>
<td>(80)</td>
<td>Blackwood</td>
<td>13.50</td>
<td></td>
</tr>
<tr>
<td>(81)</td>
<td>Ivory</td>
<td>13.50</td>
<td></td>
</tr>
<tr>
<td>(85)</td>
<td>Barnwood</td>
<td>13.50</td>
<td></td>
</tr>
<tr>
<td>(82)</td>
<td>Checkerboard</td>
<td>13.50</td>
<td></td>
</tr>
</tbody>
</table>

**Elevated Hardwood Floor**

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td>Light Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td>Dark Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
</tbody>
</table>

*Please refer to the labor order form to order labor for the installation of your elevated floor.

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

Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: __________________________________________

Contact Name: __________________________________________

Booth Number: __________________________  Phone Number: ________________

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

*All tax rates are subject to change.

Authorized Signature: __________________________

---

Signature Series Flooring

Premium Vinyl Floor Covering

Elevated Hardwood Flooring

SCMR Annual Scientific Sessions
Gaylord National Resort and Convention Center (Potomac), National Harbor, MD  
February 2 - 4, 2017  
(410) 737-9270  (410) 737-9274  baltimore@shepardes.com
Booth Cleaning

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

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

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

---

**Booth Vacuuming**

<table>
<thead>
<tr>
<th>Vacuum Once</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 399 sq ft</td>
<td></td>
<td>0.52</td>
<td>0.70</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td></td>
<td>0.45</td>
<td>0.60</td>
</tr>
<tr>
<td>500+ sq ft</td>
<td></td>
<td>0.40</td>
<td>0.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacuum Once with One Touch Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 399 sq ft</td>
</tr>
<tr>
<td>400-999 sq ft</td>
</tr>
<tr>
<td>500+ sq ft</td>
</tr>
</tbody>
</table>

**Mopping/Shampooing**

<table>
<thead>
<tr>
<th>Mopping</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening per sq ft</td>
<td>0.65</td>
<td>0.85</td>
<td></td>
</tr>
<tr>
<td>Daily per sq ft.</td>
<td>1.70</td>
<td>2.20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shampooing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening per sq ft</td>
</tr>
</tbody>
</table>

**Display Wipe Down**

<table>
<thead>
<tr>
<th>Display Wipe Down</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hr minimum per day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cleaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.000% Tax*</td>
</tr>
<tr>
<td>Amount Due</td>
</tr>
</tbody>
</table>

---

Porter Service

<table>
<thead>
<tr>
<th>Booth Porter Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service Once</td>
</tr>
<tr>
<td>Daily Porter Service</td>
</tr>
</tbody>
</table>

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

---

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

---

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

---

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

---

Please complete the following.

Company Name: ____________________________
Contact Name: ____________________________
Booth Number: ____________________________
Phone Number: ____________________________

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

*All tax rates are subject to change.
Choose Color:

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>(01)</td>
</tr>
<tr>
<td>Silver Cloud</td>
<td>(18)</td>
</tr>
<tr>
<td>Deep Navy</td>
<td>(22)</td>
</tr>
<tr>
<td>Charcoal</td>
<td>(17)</td>
</tr>
<tr>
<td>Black</td>
<td>(06)</td>
</tr>
<tr>
<td>Beige</td>
<td>(14)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sq ft</td>
<td>7.35</td>
<td>9.55</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+sq ft</td>
<td>6.35</td>
<td>8.25</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td>1/2&quot; Padding</td>
<td>1.35</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td>1&quot; Padding</td>
<td>2.60</td>
<td>3.40</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td>Visqueen</td>
<td>0.40</td>
<td>0.50</td>
<td></td>
</tr>
</tbody>
</table>

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

**BOOTH DIMENSIONS**

What is your booth size (ft.)?

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

**EXPONCARPET - 13 OZ.**

Choose Color:

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>(01)</td>
</tr>
<tr>
<td>Blue</td>
<td>(05)</td>
</tr>
<tr>
<td>Tuxedo</td>
<td>(50)</td>
</tr>
<tr>
<td>Black</td>
<td>(06)</td>
</tr>
<tr>
<td>Teal</td>
<td>(13)</td>
</tr>
<tr>
<td>Burgundy</td>
<td>(07)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>256.95</td>
<td>334.05</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>479.50</td>
<td>623.35</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>715.20</td>
<td>929.75</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>850.80</td>
<td>1236.05</td>
<td></td>
</tr>
</tbody>
</table>

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

**SPECIAL CUT EXPOCARPET**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft</td>
<td>6.10</td>
<td>7.95</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>5.55</td>
<td>7.20</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>5.00</td>
<td>6.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**TOTAL CARPETING**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Carpeting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.00% Tax:

\[ $ \]

Amount Due:

\[ $ \]

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

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
Choose drape color (place color code next to order):

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

### DRAPED RISERS

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50022</td>
<td></td>
<td></td>
<td>4'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50023</td>
<td></td>
<td></td>
<td>6'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td></td>
<td></td>
<td>8'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### UNDRAPED RISERS

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50025</td>
<td></td>
<td></td>
<td>4'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50026</td>
<td></td>
<td></td>
<td>6'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50027</td>
<td></td>
<td></td>
<td>8'L x 30'H</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD ACCESSORIES

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td></td>
<td>Wastebasket</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STANDARD SEATING

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td></td>
<td>Stool w/back</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td>Sateen Skirting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select sateen color from below:

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

**Total Expo Furnishings:** $6,000.00

6.00% Tax: $360.00

Amount Due: $5,640.00
# SPECIALTY FURNISHINGS & ACCESSORIES

## SCMR Annual Scientific Sessions
**February 2 - 4, 2017**
Gaylord National Resort and Convention Center (Potomac), National Harbor, MD

Event Code: M165820217
Discount Deadline: January 13, 2017

---

### SPECIALTY CHAIRS AND TABLES

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>50186</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director's Chair</td>
<td>96.05</td>
<td>124.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50190</td>
<td>Director's Stool</td>
<td>171.95</td>
<td>223.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50189</td>
<td>Ped. Table, 42&quot; 257.20</td>
<td>334.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50032</td>
<td>Ped. Table, 30&quot;</td>
<td>240.50</td>
<td>312.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50030</td>
<td>Rd Side Table</td>
<td>121.05</td>
<td>157.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50031</td>
<td>Sq. Side Table</td>
<td>121.05</td>
<td>157.35</td>
<td></td>
</tr>
</tbody>
</table>

### SHOWCASES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>50067</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full View 4&quot;</td>
<td>948.85</td>
<td>1233.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full View 6&quot;</td>
<td>1046.55</td>
<td>1360.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarter View 4&quot;</td>
<td>948.85</td>
<td>1233.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarter View 6&quot;</td>
<td>1046.55</td>
<td>1360.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Standard Showcases are a gray finish.*

---

### MISCELLANEOUS ITEMS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>50185</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Drawing Bowl</td>
<td>47.25</td>
<td>61.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50088</td>
<td>8' Upright</td>
<td>33.30</td>
<td>43.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50349</td>
<td>6&quot;-10' Crossbar</td>
<td>22.15</td>
<td>28.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50348</td>
<td>7&quot;-12' Crossbar</td>
<td>22.15</td>
<td>28.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50296</td>
<td>4&quot; x 12&quot; Display Riser *</td>
<td>106.35</td>
<td>138.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50297</td>
<td>6&quot; x 12&quot; Display Riser *</td>
<td>132.35</td>
<td>172.06</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### GRID AND GRID ACCESSORIES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td>2' x 8' w/legs, each</td>
<td>226.90</td>
<td>294.95</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>2' x 8' w/o legs, each</td>
<td>170.05</td>
<td>221.05</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall</td>
<td>15.60</td>
<td>20.30</td>
<td></td>
</tr>
</tbody>
</table>

*Other accessories available, please call customer service for more information.*

---

### VELCRO TACK BOARD

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td>4' x 8' Horz.</td>
<td>307.25</td>
<td>399.45</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 6' Vert.</td>
<td>307.25</td>
<td>399.45</td>
<td></td>
</tr>
</tbody>
</table>

---

### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Lin. Ft.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High</td>
<td>24.10</td>
<td>31.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High</td>
<td>17.90</td>
<td>23.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose Color:
- Minimum 10 linear feet rental required
- Red (01)
- White (03)
- Blue (05)
- Black (06)
- Grey (10)
- Burgundy (07)

<table>
<thead>
<tr>
<th>Total Specialty Furnishings/Accessories</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.000% Tax*</td>
<td>$</td>
</tr>
</tbody>
</table>

Amount Due: $ |

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

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

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

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

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

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

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

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

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

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

HEATHROW
H5008 Sectional 3pcs
(black vinyl)
72"L 48"D 28"H

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

HCD08 Heathrow Corner Chair
(black vinyl)
24"L 24"D 28"H

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

ALLEGRO
A) CHR002 Chair (blue fabric)
   36”L 34.5”D 30”H
B) SFA002 Sofa (blue fabric)
   73”L 34.5”D 30”H

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

KEY LARGO
A) KEYCHR Chair (black fabric)
   35”L 35”D 34”H
B) KEYLOV Loveseat (black fabric)
   57”L 35”D 34”H
C) KEYSOF Sofa (black fabric)
   79”L 35”D 34”H

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

MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

- BNQL7 Center Cone w/Electrical Charging Outlet (white vinyl) 38" RND 51"H
- BNQ417 Full Banquette w/Electrical Charging Outlet (white vinyl) 72" RND 51"H
- BNQR17 Ottoman Ring (4 ottoman seats) (white vinyl) 72" RND 18"H
- BNQ7 Quarter Curve Ottoman (white vinyl) 53" L 22" D 18" H
- WHT12 Half Bench Ottoman (white vinyl) 39" L 22.5" D 18" H
Accent Chairs

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

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

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

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

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

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

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

Meeting & Stage Chairs

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

B) OCMTAU
(taupe fabric)

C) OCMWHT
(white vinyl)
VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)  
B) VIB10 (black vinyl)  
C) VIB07 (beige vinyl)  
D) VIB04 (red vinyl)  
E) VIB05 (yellow vinyl)  
F) VIB02 (blue vinyl)  
G) VIB08 (orange vinyl)  
H) VIB06 (gold/bronze vinyl)  
I) VIB01 (green vinyl)  
J) VIB03 (pink vinyl)
Styles & Shapes

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

ENDLESS Curved
60.5"L 31.5"D 15"H
C) END01B (black)
D) END01W (white)

Bench Ottomans
60"L 20"D 18"H
E) BNO08 (black vinyl)
F) BNO075 (white vinyl)

G) SAL Sally Stool
12" Round 17"H

H) CUBL20 Edge
LED Cube Ottomans
20"L 20"D 20"H
A/C power only

I) WHT12 Half Bench
19"L 22.5"D 18"H

J) BNO77 Quarter Curve
(white vinyl)
53"L 22"D 18"H

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

Marche Swivel Ottomans
17"RND 18"H

A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow) fabric
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green)
Accent Tables

**ALONDRA**

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

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

**GEO**

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

End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
**Styles & Shapes**

**SYDNEY**  
(brushed steel)  
**Cocktail Tables**  
48”L 26”D 18”H  
A) C1W (white)  
C1WP (Powered)  
B) C1Y (black)  
C1YP (Powered)  

**End Tables**  
27”L 23”D 22”H  
C) E1W (white)  
D) E1Y (black)  

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

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

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

**RUSTIC**  
(wood)  
K) ETBL E-Table  
21”L 15.5”D 27”H  
L) TMBTBL Timber Table  
16” Round 17”H  
M) NEMSAC  
Mosaic Tables, Set of 3  
(wood, metal)  
12”L 14”D 16”H  
16.5”L 15”D 18”H  
20.5”L 16”D 20”H  

**N**  
**AURA**  
Aura Round Table  
(white metal)  
15” Round 22”H  

**O**  
**CUBTBL Edge LED**  
Cube Table  
(plexi top, white plastic)  
20”L 20”D 20”H  
A/C power only
### Customer Service Email:

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to

### Customer Service Fax:

### Customer Service Phone:

**Authorized Signature:**

Please complete the following:

| Qty. | Item                                      | Discount | Regular | Amount
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### COCKTAIL AND END TABLES

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Please complete the following:

- **Company Name:**
- **Contact Name:**
- **Phone #:**
- **Event Code:**
- **Discount Deadline:**
- **Subtotal:**
- **Amount Due:**

**Authorized Signature:**

This signature indicates you read and accept the Payment Policy and Terms and Conditions.

**Discount by order**

**Payment Authorization must be completed and returned with order.**

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

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

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

PWRUSB
Powered Conference Table Module
black 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.
Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

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

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

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

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

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

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

**MALBA**
MALGRN Chair
(green)
20"L 20"D 32"H
Mix & Match

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

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

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

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

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

G30 Powered Tables

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

(Choose from solid top tables or with grommet holes)

E) Bar Table 72”L 26”D 42”H
G30BMS (solid top)
G30BMW (grommet holes)
F) Café Table 72”L 26”D 30”
G30DMS (solid top)
G30DMW (grommet holes)
G) Cocktail Table 72”L 26”D 18”H
G30CMS (solid top)
G30CMW (grommet holes)

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

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

MAPLE
WHITE

(ADAPTW)

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

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

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

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

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

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

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

Choose from a wide variety of colorful Group Seating for the perfect style.

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

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

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

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

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

See additional options on page 21.

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

A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
### CONFERENCE TABLES & CHAIRS

<table>
<thead>
<tr>
<th>Qty.</th>
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### CAFÉ TABLES

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<td>ZTP-36' Maple Top/Black Base</td>
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<td>ZTJ-30' Graphite Top/Black Base</td>
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<tr>
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<td>ZTh-36' Graphite Top/Black Base</td>
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<td>TGO-36' Silver Textured Top</td>
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<td>ZTE-36' Brandy Top/Black Base</td>
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<td>ZTB-30' Red Top/Black Base</td>
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<td></td>
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<td></td>
<td>LQ040-30' Lot White/Black Base</td>
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### COMMUNAL TABLES

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### EXECUTIVE FURNITURE

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<td>PRO30E-Pro Executive Chair</td>
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<td>PRO33B-Executive Chair High Back</td>
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<td>PRO33B-Guest Executive Chair</td>
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### BAR TABLES

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### CAFÉ TABLES - Chrome Base 30', Hydraulic

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<td>30GRHC-Graphite Nebula, Chrome</td>
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<td>30STHC-Silver Textured, Chrome</td>
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<td>30RHC-Brushed Red Top, Chrome</td>
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<td>30MHHC-Grey Top, Chrome</td>
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### CAFÉ TABLES - Chrome Base 36', Hydraulic

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<td>36GRHC-Graphite Nebula, Chrome</td>
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<td>36WHHC-White Top, Chrome</td>
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### COMMUNITY TABLES

Please complete the following:

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

Authorized Signature:  
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.  
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Bar Tables

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

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

C) 30S8HB
30” Round Bar Table
(liquid steel blue top,
chrome hydraulic base)
30”RND 45”H

D) RSTSTL
Rustique Barstool
(gunmetal)
15”L 15”D 30”H
Customize And Create

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

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

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

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

36” Round 45”H
J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)

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

See additional options on page 23.

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

A.

B.

D.

C.

15” Round 23–33.5”H

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

LIFT BARSTOOLS
### Styles & Shapes

<table>
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<th>Apex Barstools</th>
<th>21”L x 21”D x 33”H</th>
<th>A) APS08 (black vinyl)</th>
<th>B) APS59 (red vinyl)</th>
<th>C) APS75 (white vinyl)</th>
<th>D) APS12 (blue ultra suede)</th>
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<td>Zoey Barstools</td>
<td>15”L x 16”D x 24-30.5”H</td>
<td>E) BS002 (white, chrome)</td>
<td>F) BS003 (black, chrome)</td>
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<td>Banana Barstools</td>
<td>21”L x 22”D x 30”H</td>
<td>G) BSS (black, chrome)</td>
<td>H) BST (white, chrome)</td>
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<td>Oslo Barstools</td>
<td>17”L x 20”D x 30”H</td>
<td>I) BSD (blue)</td>
<td>J) BSC (white)</td>
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<td>Banana Barstools</td>
<td>21”L x 22”D x 30”H</td>
<td>K) BSL Gin Barstool (maple, chrome)</td>
<td>16”L x 16”D x 29”H</td>
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<td>BCE Ice Barstool</td>
<td>16”L x 14”D x 33”H</td>
<td>L) BCE Ice Barstool (transparent, chrome)</td>
<td>16”L x 14”D x 33”H</td>
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<tr>
<td>XBAR Christopher Barstool</td>
<td>19”L x 15”D x 41”H</td>
<td>M) XBAR Christopher Barstool (white vinyl, chrome)</td>
<td>19”L x 15”D x 41”H</td>
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<td>BS001 Shark Barstool</td>
<td>22”L x 19”D x 34–44”H</td>
<td>N) BS001 Shark Barstool (white, chrome)</td>
<td>22”L x 19”D x 34–44”H</td>
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<td>BSR Syntax Barstool</td>
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<td>O) BSR Syntax Barstool (black, chrome)</td>
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<td>ZENBAR Zenith Barstool</td>
<td>19”L x 20”D x 44”H</td>
<td>P) ZENBAR Zenith Barstool (white, chrome)</td>
<td>19”L x 20”D x 44”H</td>
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<tr>
<td>RSTSTL Rustique Barstool</td>
<td>13”L x 13”D x 30”H</td>
<td>Q) RSTSTL Rustique Barstool (gunmetal)</td>
<td>13”L x 13”D x 30”H</td>
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<tr>
<td>LMBAR Laguna Barstool</td>
<td>18”L x 20”D x 47”H</td>
<td>R) LMBAR Laguna Barstool (maple, chrome)</td>
<td>18”L x 20”D x 47”H</td>
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### Mix & Match

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

- **P)** ZENBAR Zenith Barstool (white, chrome) 19”L x 20”D x 44”H
- **Q)** RSTSTL Rustique Barstool (gunmetal) 13”L x 13”D x 30”H
- **R)** LMBAR Laguna Barstool (maple, chrome) 18”L x 20”D x 47”H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
(gray acajou) 60"L 20"D 29"H
C) BC8 Madison Bookcase
(gray acajou) 36"L 12"D 72"H
D) SWAN Swanson Swivel Chair
(white vinyl) 28"L 25"D 30"H
POWERED PEDESTALS

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

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

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

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

ACHT LAMPS

A) LA15 Mason Floor Lamp (brushed silver)
18" Round 55"H

B) LA14 Mason Table Lamp (brushed silver)
16" Round 26"H

TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/ 3 Drawer File Cabinet
(brown metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered
(brown metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
(brown metal, laminate)
16"L 20"D 28"H

Charging Adapters
D) ADAPTB (black)
Show Essentials

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

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

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

A) CUBL20 Edge LED Cube Ottoman (white plastic) 20"L 20"D 20"H A/C power only
B) CUBTBL Edge LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H A/C power only

MOBILE TABLET STANDS & ACCESSORIES

TABLET STANDS
A) TBSTND (black) 14"L 13"D 44.5"H
B) TBSTDW (white) 14"L 13"D 44.5"H

ACCESSORIES
C) TBBCHR Brochure Holder (black) 8.625"L 1.1"D 11.325"H
D) TBSHLF Charging Shelf (black) 14.85"L 7.17"D 1"H
E) TBPNTR Wireless Printer Holder (black) 3.3"L 1.9"D 5.28"H

Denotes AC and USB charging outlets

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

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<td>V7B-30&quot; Red Top/Black Base</td>
<td>346.80</td>
<td>450.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V7H-30&quot; Steel/Black Base</td>
<td>261.30</td>
<td>339.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V790-30&quot; Lost White/Black Base</td>
<td>354.90</td>
<td>461.35</td>
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<tr>
<td></td>
<td>V7A-30&quot; Grey Top/Black Base</td>
<td>253.50</td>
<td>329.55</td>
<td></td>
</tr>
</tbody>
</table>

Barstools

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST-Banana, White/Chrome</td>
<td>350.50</td>
<td>455.70</td>
<td></td>
</tr>
<tr>
<td>BSS-Banana, Black/Chrome</td>
<td>350.50</td>
<td>455.70</td>
<td></td>
</tr>
<tr>
<td>BS001-Shark, Swivel White</td>
<td>447.65</td>
<td>581.95</td>
<td></td>
</tr>
<tr>
<td>BS002-Zoe, Swivel Black</td>
<td>410.55</td>
<td>537.70</td>
<td></td>
</tr>
<tr>
<td>BSS3-Zoe, Swivel Black</td>
<td>424.15</td>
<td>551.40</td>
<td></td>
</tr>
<tr>
<td>RSTTL-Rustique Barstool, Gunmetal</td>
<td>185.60</td>
<td>241.30</td>
<td></td>
</tr>
<tr>
<td>APS08-Apex Black Vinyl</td>
<td>314.95</td>
<td>409.45</td>
<td></td>
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<tr>
<td>APS69-Apex Red Vinyl</td>
<td>314.95</td>
<td>409.45</td>
<td></td>
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<tr>
<td>APS75-Apex White Vinyl</td>
<td>314.95</td>
<td>409.45</td>
<td></td>
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<tr>
<td>APS12-Apex Blue Ultra Suede</td>
<td>314.95</td>
<td>409.45</td>
<td></td>
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<tr>
<td>XBAR-Christopher White Vinyl</td>
<td>253.05</td>
<td>326.95</td>
<td></td>
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<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>191.10</td>
<td>248.45</td>
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<tr>
<td>BSR-Synful, Black/Chrome</td>
<td>232.05</td>
<td>301.65</td>
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<tr>
<td>ZENBAR-Zentith, White/Chrome</td>
<td>171.60</td>
<td>223.10</td>
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BAR Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30GRH-Graphite Nebula, Chrome</td>
<td>421.80</td>
<td>548.35</td>
<td></td>
</tr>
<tr>
<td>30RTH-Maple Top, Chrome</td>
<td>421.80</td>
<td>548.35</td>
<td></td>
</tr>
<tr>
<td>30STH-Silver Texture, Chrome</td>
<td>421.80</td>
<td>548.35</td>
<td></td>
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<tr>
<td>30BTH-Brushed Red, Chrome</td>
<td>421.80</td>
<td>548.35</td>
<td></td>
</tr>
<tr>
<td>30BTH-Steel Blue Top, Chrome</td>
<td>421.80</td>
<td>548.35</td>
<td></td>
</tr>
<tr>
<td>LIQ10-Liquid White Top, Chrome</td>
<td>477.75</td>
<td>621.10</td>
<td></td>
</tr>
<tr>
<td>30MAH-Grey Top, Chrome</td>
<td>308.10</td>
<td>400.55</td>
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</tbody>
</table>

Bar Stools

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSD-Ohi, Blue</td>
<td>369.25</td>
<td>480.05</td>
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</tr>
<tr>
<td>BSC-Ohi, White</td>
<td>369.25</td>
<td>480.05</td>
<td></td>
</tr>
<tr>
<td>BGL-Maple</td>
<td>279.30</td>
<td>363.10</td>
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<tr>
<td>BCE-Silver/Transparent/Chrome</td>
<td>349.65</td>
<td>454.55</td>
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<tr>
<td>ROX-BARC-Barstool, Black</td>
<td>298.10</td>
<td>387.55</td>
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<tr>
<td>ROX-BARC-Barstool, Red Vinyl</td>
<td>298.10</td>
<td>387.55</td>
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</tr>
<tr>
<td>ROX-BARC-Barstool, White</td>
<td>298.10</td>
<td>387.55</td>
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</table>

Bar Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36GRH-Graphite Nebula, Chrome</td>
<td>459.30</td>
<td>597.10</td>
<td></td>
</tr>
<tr>
<td>36RTH-Maple Top, Chrome</td>
<td>459.30</td>
<td>597.10</td>
<td></td>
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<tr>
<td>36WT-White Top, Chrome</td>
<td>459.30</td>
<td>597.10</td>
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</table>

Bar Tables - All Black Base

<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHB-Tech Desk w/drawers, Pw</td>
<td>785.45</td>
<td>1021.10</td>
<td></td>
</tr>
<tr>
<td>TECH-Tech Desk, Powered</td>
<td>635.50</td>
<td>826.15</td>
<td></td>
</tr>
<tr>
<td>TECH-T-drawer File Cnt w/Castors</td>
<td>209.95</td>
<td>272.95</td>
<td></td>
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</tbody>
</table>

MISCELLANEOUS ITEMS

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CBA-Madison, Creamy, Grey</td>
<td>526.50</td>
<td>644.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DCH-Madison Executive Desk, Grey</td>
<td>622.05</td>
<td>808.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCS-Madison Bookcase, Grey</td>
<td>450.45</td>
<td>585.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECHT-Tech Desk w/drawers, Pw</td>
<td>785.45</td>
<td>1021.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk, Powered</td>
<td>635.50</td>
<td>826.15</td>
<td></td>
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<tr>
<td></td>
<td>TECH-T-drawer File Cnt w/Castors</td>
<td>209.95</td>
<td>272.95</td>
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</table>

Product Display Pedestals

<table>
<thead>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL36-Ped, Locking, Powered</td>
<td>750.60</td>
<td>975.80</td>
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</tr>
<tr>
<td>PDL42-Ped, Locking, Powered</td>
<td>841.70</td>
<td>1094.20</td>
<td></td>
</tr>
<tr>
<td>PDL36W-Ped, Locking, Powered</td>
<td>710.45</td>
<td>923.60</td>
<td></td>
</tr>
<tr>
<td>PDL42W-Ped, Locking, Powered</td>
<td>841.70</td>
<td>1094.20</td>
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Charging Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAPT-Charging Adapter, black</td>
<td>33.75</td>
<td>43.90</td>
<td></td>
</tr>
<tr>
<td>ADAPT-Charging Adapter, white</td>
<td>33.75</td>
<td>43.90</td>
<td></td>
</tr>
</tbody>
</table>

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________ Subtotal: $0.000%

Contact Name: ___________________________ Phone #: ___________________________ Amount Due: $0.000%

Authorized Signature: ___________________________ Tax: $0.000%

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

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

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

* Please note that all tablet stands must be ordered separately
Please complete the following:

**Company Name:**

**Booth #:**

**Contact Name:**

**Phone #:**

**Authorized Signature:**

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

**Amount Due:**

*All tax rates are subject to change.*

**Please visit us online for additional options and information:**

http://www.shepardes.com/shep-gallery.html

---

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

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

---

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

---

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

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

---

**Event Code:** M165820217

**Discount Deadline:** January 4, 2017

---

**Inline Booth Rentals**

**SCMR Annual Scientific Sessions**

February 2 - 4, 2017

Gaylord National Resort and Convention Center (Potomac), National Harbor, MD

---

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

---

**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**
**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

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

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

<table>
<thead>
<tr>
<th>The Jackson</th>
<th>The Lincoln</th>
<th>The Roosevelt</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="The Jackson" /></td>
<td><img src="image2" alt="The Lincoln" /></td>
<td><img src="image3" alt="The Roosevelt" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>3970.40</td>
<td>5161.50</td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>6001.80</td>
<td>7802.35</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>3764.50</td>
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</tr>
<tr>
<td>10' x 20'</td>
<td>5185.00</td>
<td>6740.50</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10'</td>
<td>3942.00</td>
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<tr>
<td>10' x 20'</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Please fax completed form to Exhibit Solutions Department at 404-720-8757.
**EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS**

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

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

---

### The Monroe

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20’ x 20’</td>
<td>9304.55</td>
<td>12095.90</td>
</tr>
</tbody>
</table>

**Subtotal** *(66494)*

---

### The Jefferson

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20’ x 20’</td>
<td>13850.35</td>
<td>18005.45</td>
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</table>

**Subtotal** *(66498)*

---

### The Washington

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<th>Discount</th>
<th>Regular</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>20’ x 20’</td>
<td>13353.10</td>
<td>17359.05</td>
</tr>
</tbody>
</table>

**Subtotal** *(66368)*

---

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652. **Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.

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

---

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

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

* All tax rates are subject to change.
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

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

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

<table>
<thead>
<tr>
<th>The Adams</th>
<th>20' x 20'</th>
<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
<td>1 Qty.</td>
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<table>
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<th>The Tyler</th>
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<td>1 Qty.</td>
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<table>
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<th>The Garfield</th>
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<td>1 Qty.</td>
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<table>
<thead>
<tr>
<th>The Cleveland</th>
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<tbody>
<tr>
<td>1 Qty.</td>
<td>14489.60</td>
<td>18836.50</td>
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</tr>
</tbody>
</table>

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

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

Please complete the following:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Subtotal $</th>
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</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
<td>6.000% Tax* $</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
<td>Amount Due: $</td>
</tr>
</tbody>
</table>

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

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SCMR Annual Scientific Sessions
February 2 - 4, 2017
Gaylord National Resort and Convention Center (Potomac), National Harbor, MD
Event Code: M165820217
Discount Deadline: January 4, 2017

EXHIBIT RENTAL ACCESSORIES

SHOWCASES AND LOCKING CABINETS

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Square Showcase
1' 9" W x 1' 9" D x 7' H

LC3
3' 9" W x 2' 3" D x 3' 6" H

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.6 meters wide
5' W x 1' 9" D x 3' 6" H

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

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

Showcases

<table>
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<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td>66270</td>
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<td>Quarterview</td>
<td>1212.40</td>
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<tr>
<td>66272</td>
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<td>Square</td>
<td>1308.50</td>
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Locking Cabinets

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<th>Description</th>
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<th>Amount</th>
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<td>66283</td>
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<td>LC2</td>
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<td>66284</td>
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<td>LC3</td>
<td>662.85</td>
<td>861.70</td>
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RECEPTION COUNTERS AND COMPUTER STANDS

RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9" W X 2' 3" D x 3' 6" H

RC3*
5' 3" W x 3' 3" D x 3' 6" H

Reception Counters and Computer Stands

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66274</td>
<td></td>
<td>RC1</td>
<td>2500.70</td>
<td>3250.90</td>
<td></td>
</tr>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>924.10</td>
<td>1201.35</td>
<td></td>
</tr>
<tr>
<td>66285</td>
<td></td>
<td>RC3*</td>
<td>1165.80</td>
<td>1515.55</td>
<td></td>
</tr>
</tbody>
</table>

CS1* CS2*

CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

CS1 - 3' W x 1' 9" D x 7' 0" H
CS2 - 2' 3" W x 1' 6" D x 7' 0" H

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Gondola
3' 6" W x 1' 9" D x 5' H

Gondola
3' 6" W x 1' 9" D x 8' H

Phone Charging Station

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td></td>
<td>Phone Station*</td>
<td>2059.80</td>
<td>2677.75</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Please choose metal color:
- Black (06)
- White (03)
- Silver (15)
- Chrome (CH)
- Wood (W)

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

Please select the following:

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

Subtotal $______
6.000% Tax: $______
Total Due: $______

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

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

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

EXHIBIT LABOR JURISDICTION
Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

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.
### LABOR ORDER FORM

**SCMR Annual Scientific Sessions**
February 2 - 4, 2017
Gaylord National Resort and Convention Center (Potomac), National Harbor, MD

Event Code: M16620217
Discount Deadline: January 13, 2017

---

#### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Shepard Superintendents will be available 7:00 am – 5:30 pm daily.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST</td>
<td>99.00</td>
<td>128.70</td>
<td>30% **</td>
</tr>
<tr>
<td>68067</td>
<td>OT</td>
<td>148.50</td>
<td>193.05</td>
<td>30% **</td>
</tr>
<tr>
<td>68068</td>
<td>DT</td>
<td>198.00</td>
<td>257.40</td>
<td>30% **</td>
</tr>
</tbody>
</table>

**Discount Deadline:**
- January 13, 2017
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

**Please note:**
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- When ordering dismantle labor, due to show breakdown 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.

**Labor Hours**
- ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
- OT - Overtime: Monday - Friday: after 4:30 pm; All day Saturday & Sunday
- DT - Double time: All other hours and Holidays, including Union holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST</td>
<td>99.00</td>
<td>128.70</td>
<td>30% **</td>
</tr>
<tr>
<td>68061</td>
<td>OT</td>
<td>148.50</td>
<td>193.05</td>
<td>30% **</td>
</tr>
<tr>
<td>68062</td>
<td>DT</td>
<td>198.00</td>
<td>257.40</td>
<td>30% **</td>
</tr>
</tbody>
</table>

**Services You Have Ordered**
- Electrical drawings were sent to the official contractor

**Exhibitor-Owned Carpet Installation/Dismantling**

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>198.00</td>
<td>257.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**What is your booth size (ft.)?**

<table>
<thead>
<tr>
<th>X</th>
<th>= SQ FT</th>
</tr>
</thead>
</table>

**Inbound Freight Information**

- Carrier Company Name: ____________________________
- # of pieces: ____________________________
- Weight of Shipment: ____________________________
- Is shipment? □ Crated □ Uncrated
- Tracking/Pro #: ____________________________
- Estimated arrival date: ____________________________
- Shipment to arrive at: □ Warehouse □ Show site

**Set-up Information for Installation**

- Booth Size: ________ x ________
- Forklift required? □ Yes □ No
- Carpet? □ owned □ rented from Shepard
- Carpet padding? □ Yes □ No
- Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

**On-site Exhibitor Contact Information**

- Name: ____________________________
- Phone #: ____________________________

**Outbound Freight Information**

- Carrier Company Name: ____________________________
- Deliver Ship To: ____________________________
- Address: ____________________________
- City, ST, Zip: ____________________________
- Type of Service (air, van line, ground, etc.):
- If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
- Force freight through preferred carrier: □
- Send shipment back to Shepard warehouse: □ ($400 min. fee)

**Electrical Information:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68069</td>
<td>ST</td>
<td>99.00</td>
<td>128.70</td>
<td>30% **</td>
<td></td>
</tr>
<tr>
<td>68070</td>
<td>OT</td>
<td>148.50</td>
<td>193.05</td>
<td>30% **</td>
<td></td>
</tr>
<tr>
<td>68071</td>
<td>DT</td>
<td>198.00</td>
<td>257.40</td>
<td>30% **</td>
<td></td>
</tr>
</tbody>
</table>

** Shepard Supervision Information**

**Authorized Signature:** ____________________________

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

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

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

---

Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Please enter the following information:

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

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

Please note:

- **Maximum Capacity:**
- **Contract Rental:**
- **Discount Deadline:**
- **Discount Deadline:** January 13, 2017

Pricing:

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td>Straight-time Hourly Rental</td>
<td>329.90</td>
<td>428.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td>Overtime Hourly Rental</td>
<td>410.30</td>
<td>533.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td>Double-time Hourly Rental</td>
<td>490.75</td>
<td>638.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pricing:

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td>Straight-time Hourly Rental</td>
<td>659.75</td>
<td>857.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td>Overtime Hourly Rental</td>
<td>820.65</td>
<td>1066.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35069</td>
<td>Double-time Hourly Rental</td>
<td>981.50</td>
<td>1276.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pricing:

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td>Straight-time Hourly Rental</td>
<td>989.65</td>
<td>1286.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35066</td>
<td>Overtime Hourly Rental</td>
<td>1230.95</td>
<td>1600.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35070</td>
<td>Double-time Hourly Rental</td>
<td>1472.25</td>
<td>1914.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pricing:

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td>Straight-time Hourly Rate</td>
<td>123.75</td>
<td>160.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td>Overtime Hourly Rate</td>
<td>185.63</td>
<td>241.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35090</td>
<td>Double-time Hourly Rate</td>
<td>247.50</td>
<td>321.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pricing:

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td>Straight-time Hourly Rate</td>
<td>99.00</td>
<td>128.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td>Overtime Hourly Rate</td>
<td>148.50</td>
<td>193.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td>Double-time Hourly Rate</td>
<td>198.00</td>
<td>257.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

*All tax rates are subject to change.*
SCMR Annual Scientific Sessions
February 2 - 4, 2017
Gaylord National Resort and Convention Center (Potomac), National Harbor
Event Code: M165820217

Shepard Logistics Services
1531 Carroll Drive, NW Atlanta, GA 30318
Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-596-5620
Shepard Logistics Email: logistics@shepardes.com

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

**Inbound Pick Up Location Information**
- Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

**Shipping Information**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Dims</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet (color)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV/Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Pieces**

**Total Dims.**

**Total Wt.**

**Size of largest piece:**

L W H

**Loading Dock**

- Yes
- No

**Lift Gate**

**Residential**

- Inside Pick up
- Inside Delivery

**Special Instructions:**

☐ Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site.

☐ Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

**Outbound Shipping Information**

- I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**Ship to Address:**

☐ I will be shipping to WAREHOUSE

- Company Name, Booth #

☐ SCMR Annual Scientific Sessions

Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

☐ Warehouse Deadline January 25, 2017

☐ I will be shipping to SHOW SITE

c/o Shepard Exposition Services
(Company Name, Booth #)

SCMR Annual Scientific Sessions
Gaylord National Resort and Convention Center (Potomac)
201 Waterfront Street
National Harbor, MD 20745

**Delivery date:** February 1, 2017

**Type of Service - Choose One**

- Next Day Air
- 2nd Day Air
- Standard Ground
- Other (Truck Load, Specialized)

**Transportation Charges**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

- Type Card
  - MasterCard
  - Visa
  - American Express

- Logistics/Material Handling ONLY
- Authorize ALL charges

**Credit Card #:**

**Expiration Date:**

**Security Code:**

**Billing Address:**

**City, ST, Zip:**

**Name on Card:**

**Authorized Signature:**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

**Exhibiting Co. Name:**

**Booth #:**

**Contact Name:**

**Phone #:**

**Email:**

**Fax #:**

**Authorized Signature:**

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
Please complete the following information:

We plan to ship to:  
1. Advance Warehouse  
2. Direct to Show Site

We plan to ship on (date):

Our materials should arrive on (date):

Carrier Name: ___________________________  Pro #: ______________________

Origin of Shipment (city, state): ___________________________

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

Name: ___________________________  Phone: ______________________

**MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**

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

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

**COMPUTATION OF MATERIAL HANDLING SERVICES**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Packages (FedEx/UPS/DHL under 30 lbs.)</td>
<td>$71.50</td>
<td>$143.00</td>
</tr>
<tr>
<td>Each carton Special handling Min. per shipment</td>
<td>$93.00</td>
<td>$186.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$139.10</td>
<td>Direct Shipments to Showsite</td>
<td>$208.75</td>
<td>$180.75</td>
</tr>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
<td></td>
</tr>
<tr>
<td>$143.00</td>
<td>Advance Shipments to Warehouse</td>
<td>$186.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overtime**

Overtime: 30% fee for each overtime application based on ST rate

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$143.00</td>
<td>Overtime</td>
<td>$186.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Double Time**

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

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$143.00</td>
<td>Double Time</td>
<td>$186.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Please complete the following:

**Company Name:** ___________________________  **Booth #:** ___________________________

**Contact Name:** ___________________________  **Phone #:** ______________________

**Authorized Signature:** ___________________________

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

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

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

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Phone #: ___________________________

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

SHOWSITE STORAGE

Secured Storage: Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).

Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. ($100.00 Minimum)

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

POST SHOW TRANSPORTATION AND HANDLING

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

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

Return to Warehouse Service Fee: At the customer’s request, each shipment returned to the Shepard warehouse will incur the following charge: $20.00 per cwt. ($400.00 min.)

Storage per Month Service Fee: Monthly storage is $10.00 per cwt per month ($100.00 min). Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.)

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

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

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Phone #: ___________________________

Authorized Signature: ___________________________

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

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

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

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

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

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE
Surcharge: 25%  
Minimum: $50.00  
35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

### UNCRATED SHIPMENTS
Rate as shown on Material Handling Authorization 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.

### MIXED SHIPMENTS
Rate as shown on Material Handling Authorization Form
Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

### OFF-TARGET DELIVERIES
Surcharge: 15%  
Minimum: $50.00  
35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

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

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

### EMPTY CRATE STORAGE
Surcharge: $25.00 per piece, Minimum $50.00  
35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

### ENVELOPE DELIVERIES
Surcharge: $10.50 per envelope  
35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

If you have any questions about material handling, please contact Shepard Customer Service department.
What is material handling (also referred to as drayage)?
Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

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

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

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

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

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skins, fibercases, 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.

MATERIAL HANDLING CHARGES

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

How do I calculate material handling charges?
Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. EXAMPLE: 295 lbs. = 300 lbs/100 lbs. = $3 X RATE = $ amount or minimum charge, whichever is greater.

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

SMALL PACKAGES

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

How do I calculate my small package carrier shipment?
Charges for small package carrier shipments are based on per carton, per delivery. Example: I’m shipping 3 packages via FedEx, how much will I be charged?

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

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

CRATED–UNCRACTED–SPECIAL HANDLING

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

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

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

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

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

What does CWT mean?
CWT is an acronym for Century Weight, therefore it means per 100 lbs.

LIABILITY INSURANCE

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

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

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

OUTBOUND SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?
Signature Series Shipping will make it easier with the following benefits:

~ Receive a 10% discount off of material handling rates (restrictions apply).
~ Worry-free shipping to and from your show.
~ Priority Empty Service - priority of empty return at the close of show.
~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
~ No driver wait fees.
SPECIAL MACHINERY MATERIAL HANDLING

SCMR Annual Scientific Sessions
February 2 - 4, 2017

Gaylord National Resort and Convention Center (Potomac), National Harbor, MD
Event Code: M165820217

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

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<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
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<th>Special Handling**</th>
<th>Amount</th>
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</table>

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

**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.

SPECIAL MACHINERY IMPORTANT INFORMATION

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 distinguish between machinery and exhibit materials. 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.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly 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.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply. All rates apply per shipment.**

Please complete the following:

Company Name: ________________________ Booth #: ______________________

Contact Name: ________________________ Phone #: ______________________

Authorized Signature: ________________________

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

* All tax rates are subject to change.
All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.

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

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

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

<table>
<thead>
<tr>
<th>Type of Service:</th>
<th>In the event your designated carrier fails to pickup:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground</td>
<td>Reroute via show carrier</td>
</tr>
<tr>
<td>Overnight</td>
<td>Return to Warehouse</td>
</tr>
<tr>
<td>2nd Day</td>
<td></td>
</tr>
</tbody>
</table>

Shipping Options:
- Inside Delivery
- Residential
- Lift Gate
- No Loading Docks

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

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

**TRANSPORTATION CHARGES BILLING ADDRESS:**

Company Name: __________________________________________
Address: _______________________________________________
City __________________ State _______ Zip_________

Please complete the following:

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

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

COMPANY INFORMATION

Address: ______________________________________City: ______________________State: ______________________Zip code: _______________

Email: ___________________________________ Country: _______________________ Telephone: _______________________

Description of Business/Exhibit: ____________________________________________________________________________

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

Alcohol Serving Amusement Devices Animals Athletic Participation Mazes

Disc-Jockeys Bands Entertainment & Film Industry Equipment Rental Tobacco

Fireworks, Firearms, Weapons Health Supplements Hot Wax Impressions Inflatables

Installation/Service/Repair Massage Mechanical/Amusement Devices Water Activities

Medical Testing Motor Sport Activities Oxygen / Aromatherapy Storefront Operations

Tattooing or Piercing Vehicles in Motion Weight-Loss Products Watercraft Exhibits on Water

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

EXHIBITING COMPANY/INSURED: _______________________________________ Contact Name: ______________________

Address: ______________________________________ City: ______________________ State: ______________________ Zip code: _______________

Email: ___________________________________ Country: _______________________ Telephone: _______________________

Description of Business/Exhibit: ____________________________________________________________________________

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

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don’t list your employees. Just leave blank if you do not know.

Additional Insured #1: ___________________________________ Additional Insured #2: ____________________________

Address,City,ST,Zip: ___________________________________ Address,City,ST,Zip: ____________________________

Any special wording or coverage needed: _______________________________________________________________________

Any Additional Information or notes: __________________________________________________________________________

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

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

Card Number ____________________________ Expiration Date: ____________ Security Code: ____________

Cardholder Name: ____________________________ Cardholder Address: ____________________________

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

TERMS and CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Perimeter Booth – A booth space on an outside wall.

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

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

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

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

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

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

Service Desk – The location at which exhibitors order services.

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

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

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

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

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

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center
201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquires: GNExhibits@gaylordhotels.com

EVENT NAME_________________________________________ SHOW DATE_____________________
COMPANY NAME______________________________________ BOOTH#_______________________

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE
*Prices subject to change without notice

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<th>Advanced Price</th>
<th>Standard Price</th>
<th>QTY</th>
<th>Amount</th>
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<td>Package B</td>
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<td>$240.00</td>
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Volts | Max Watts | Circuit Amps | Phase | Advanced Price | Standard Price | QTY | Amount |
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<td>Single</td>
<td>$138.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>2,000</td>
<td>20</td>
<td>Single</td>
<td>$220.00</td>
<td>$245.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>3,300</td>
<td>20</td>
<td>Single</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>5,700</td>
<td>20</td>
<td>Single</td>
<td>$400.00</td>
<td>$475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>5,000</td>
<td>30</td>
<td>Single</td>
<td>$410.00</td>
<td>$490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>8,600</td>
<td>30</td>
<td>Single</td>
<td>$550.00</td>
<td>$655.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>9,900</td>
<td>60</td>
<td>Single</td>
<td>$700.00</td>
<td>$840.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208</td>
<td>17,000</td>
<td>60</td>
<td>Single</td>
<td>$1,100.00</td>
<td>$1,300.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100, 200 & 400 amps are available. Please call for a quote 301-965-3710

1 Outlet Extension-cord. RENTAL ONLY $15.00
6 Outlet Multi-strip. RENTAL ONLY $25.00

Compressed Air: Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM $350.00

Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms) $350.00

Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms) $350.00
One time fill and drain. Maximum of 300 gallons $400
Transformer Rental $150.00

Special orders:
Example: Overhead electrical, 24 hour service

Credit Card: Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club ☐
Card #: ___________________________________________ Exp. Date: ________________________
Email Address: ___________________________________ Phone #: _____________________________
Signature: _______________________________________ Please Print

Charges: $
Labor: * If Applicable
Installation & Removal (15%): $
SUBTOTAL: $
Tax (6%): $
TOTAL: $

Please fax form to 301-965-3797
For your security, we cannot accept credit card information via e-mail.
Maryland tax form must accompany this form to claim TAX EXEMPT

Gaylord Confidential and Proprietary Information
Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle #___________ BACK

Adjacent Booth or Aisle #___________ LEFT

Adjacent Booth or Aisle #___________ RIGHT

Adjacent Booth or Aisle #___________ FRONT

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.
### NETWORK & TELECOMMUNICATION SERVICES
**GAYLORD NATIONAL RESORT & CONVENTION CENTER**  
Information Technology Department  
201 Waterfront St National Harbor Md. 20745  
Fax: 301.965.2598  
Email IT questions to: M Dioquino@GaylordHotels.com  
Aaron.Harley@GaylordHotels.com

---

**PLEASE DO NOT EMAIL CREDIT CARD INFORMATION**

---

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Event Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company &amp; Contact Name:</td>
<td>Booth Number:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Contact Number:</td>
</tr>
</tbody>
</table>

---

### High-Speed Wireless Access

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&gt;2 weeks Adv</td>
<td>&lt;2 weeks</td>
<td></td>
</tr>
<tr>
<td>Wireless Internet (1st Device)</td>
<td>$800.00</td>
<td>$1,100.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connection</td>
<td>$250.00</td>
<td>$300.00</td>
<td></td>
</tr>
</tbody>
</table>

Please choose a User ID:________________________  
Please choose a Password:________________________

### High-Speed Wired Access

*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.*

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&gt;2 weeks</td>
<td>&lt;2 weeks</td>
<td></td>
</tr>
<tr>
<td>Wired Internet Access (1st Device)</td>
<td>$1,300.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connection</td>
<td>$300.00</td>
<td>$350.00</td>
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</tr>
</tbody>
</table>

### Dedicated Internet Access – Dedicated Private VLAN

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&gt;2 weeks</td>
<td>&lt;2 weeks</td>
<td></td>
</tr>
<tr>
<td>1.5 Mb/sec</td>
<td>$2,500.00</td>
<td>$3,900.00</td>
<td></td>
</tr>
<tr>
<td>3.0 Mb/sec</td>
<td>$5,000.00</td>
<td>$6,500.00</td>
<td></td>
</tr>
<tr>
<td>6.0 Mb/sec</td>
<td>$7,500.00</td>
<td>$11,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Static Public IP Requires dedicated selection

### Telecommunication (Telephone) Services

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&gt;2 weeks</td>
<td>&lt;2 weeks</td>
<td></td>
</tr>
<tr>
<td>Standard DID telephone/fax/modem line</td>
<td>$325.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Polycom (speakerphone)</td>
<td>$250.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Standard Desk Telephone</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

### Labor - Troubleshooting / Move / Change

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&gt;2 weeks</td>
<td>&lt;2 weeks</td>
<td></td>
</tr>
<tr>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

For security reasons we cannot accept credit card information via email so please use the fax number provided.

---

<table>
<thead>
<tr>
<th>Credit Card</th>
<th>Visa</th>
<th>MasterCard</th>
<th>Am Express</th>
<th>Discover</th>
<th>Diners</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CARD #</th>
<th>EXP. DATE:</th>
<th>SIGNATURE:</th>
<th>PHONE #</th>
<th>E MAIL ADDRESS:</th>
<th>ON SITE CONTACT:</th>
<th>PHONE #</th>
</tr>
</thead>
</table>

Charges: $  
24% Facility Fee: $  
Subtotal: $  
6% Tax: $  
TOTAL: $

---

This form has been created in order to allow you to have event expenses charged to your credit/debit card. We ask you to please sign and date the form before submission. **Please fax the completed form to Mae Dioquino at 301.965.2598. If you do not have access to a fax machine, please email the form with the credit card information blank and the IT team will follow up for credit card info.**

1. Fax a layout of your booth to 301-965-2598. **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
2. All equipment and services are subject to a 6% sales tax.
3. **NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths.
Gaylord National Resort and Convention Center Information Technology Standard Terms and Conditions

Installation of network and cabling services within the Gaylord National Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord National Staff.

All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for IT services shall remain the property of the Gaylord National Resort and Convention Center’s unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center’s Exhibitor Service desk at the close of show. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor’s possession.

Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center’s Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center’s Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.

All circuit installs must be coordinated with the Gaylord National Resort and Convention Center’s Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.

All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show’s official closing time unless prearranged with Gaylord National IT Staff.

Rates quoted for all services; include delivery of the requested communication services to a booth, will be in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is $150.00/hour.

Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancelations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord National IT Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies, without prior approval. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it’s transmission, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

Gaylord National Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, Fiddler, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server.

Gaylord National Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and user names will be permitted.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT’ing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contractors harmless for any and all liabilities arising from the use of non-secured data circuits.

Please do not send a photocopy of the front or back of your credit card. For security reasons, we cannot accept completed forms via email.

Gaylord Confidential and Proprietary Information
EXHIBITOR BOOTH CATERING ORDER FORM

FAX OR MAIL TO: Gaylord National Resort & Convention Center
201 Waterfront St., National Harbor, MD 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquiries: GNExhibits@gaylordhotels.com

Exhibiting Company: 
Contact: 
Street Address: 
City, State, Zip Code: 
On Site Contact: 

Booth Number: 
Telephone: 
Facsimile: 
Email: 
On Site Cell: 

SPECIALTY ITEMS

California Quivers (infused water / specialty cocktail)  Coffee Barista Station

Freshly Popped Popcorn  Candy Jar Display  Liquid Nitrogen Station - Smoothies, Gelato, Popcorn
### Order Form

#### Delivery Schedule (Specific Times Required)

<table>
<thead>
<tr>
<th>Show Dates</th>
<th>Show Times</th>
<th>Delivery Time ($50++ Delivery)</th>
<th>Refresh of Product Delivery Time</th>
<th>Amount of Refreshed Product ($50++ Delivery)</th>
<th>Pick-Up Time from Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Additional Delivery Instructions:**

- Utilize Existing Booth Display for Food/Beverage
- Hotel Table/Linen Required

#### Product Display (check one):

- Utilize Existing Booth Display for Food/Beverage
- Hotel Table/Linen Required

---

### Items

#### Cost

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UoFM</th>
<th>Sub total</th>
<th>24% svc chg</th>
<th>6% sales tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Brewed Regular Coffee</td>
<td>$ 98.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Brewed Decaffeinated Coffee</td>
<td>$ 98.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Lion Tea Selection</td>
<td>$ 98.00</td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Drinks</td>
<td>$ 6.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still and Sparkling Bottled Waters</td>
<td>$ 6.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bake Shop Specialties, Preserves, Butter</td>
<td>$ 65.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Baked Cookies or Brownies</td>
<td>$ 65.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Mini Cupcakes</td>
<td>$ 65.00</td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haagen-Dazs Ice Cream Bars</td>
<td>$ 6.75</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Popcorn Cart* (each bag pops approx. 100 bags)</td>
<td>$ 400.00</td>
<td>bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candy Jar Display (approx. 100 portions)</td>
<td>$ 600.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Gallon Water Bubbler (Power Required)</td>
<td>$ 250.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Gallon Water Bubbler Refill</td>
<td>$ 75.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CQ Mango Mint Pineapple</td>
<td>$ 175.00</td>
<td>container</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CQ Strawberry Basil</td>
<td>$ 175.00</td>
<td>container</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CQ Lemon Cucumber</td>
<td>$ 175.00</td>
<td>container</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQ Black Raspberry Acai Jalapeno</td>
<td>$ 175.00</td>
<td>container</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UoFM</th>
<th>Sub total</th>
<th>24% svc chg</th>
<th>9% sales tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Beer</td>
<td>$ 8.50</td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imported Beer</td>
<td>$ 9.50</td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Cocktails</td>
<td>$13.00</td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BV Century Cellars Chardonnay</td>
<td>$12.50</td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BV Century Cellars Cabernet Sauvignon</td>
<td>$12.50</td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UoFM</th>
<th>Sub total</th>
<th>24% svc chg</th>
<th>6% sales tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Attendant / Bartender (first 2 hours)</td>
<td>$225.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendant / Bartender (additional for each hour or fraction thereafter)</td>
<td>$75.00</td>
<td>each</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Ask your Catering Representative When this is Required*

### WRITE - IN:

WRITE - IN:

WRITE - IN:

**TOTAL:** $0.00

(Delivery fees not included)
**PRICES**

All prices are subject to change. Current pricing will be confirmed 90 days prior to the event.

**SERVICE CHARGES & TAX**

All pricing is subject to 24% service charge plus applicable federal, state, and municipal taxes. Service charge is also subject to applicable federal, state and municipal taxes.

**GUARANTEES**

Expected attendance (guarantee) is required three business days prior to the event date by 9am. The guarantee number may not be reduced and is the minimum per person that will be charged. If a guarantee is not received by the required date, the expected number on the banquet event order will default to be the guarantee on the BEO.

Preparation for food and beverage functions will be based on the guarantee number. If the guarantee number increases within two (2) days of the event, the increased number may be subject to food availability and substituted with an alternate menu option.

**FOOD AND BEVERAGE RESTRICTIONS**

Food and Beverage pricing for the Event will be based on current Gaylord National menu pricing at the time of the event date.

All events are subject to the procedures of the Facilities Guidelines, which may be provided per the group’s request. This agreement is binding to all parties associated with and attending the contracted event.

The hotel will assess a fee to all “pop-up” requests. A “pop-up” is classified as an event that is requested of the hotel within 24 hours of the actual event. The starting fee for “pop-up” events is $95.00 (up to 25 guests), and will increase with the number of guests and complexity of event.

Food and Beverage detailed on the Banquet Event Orders (BEO’s) as requested by the Client are to be distributed to Gaylord National operating departments no later than 12 days in advance of each event date. All BEO’s are to be signed and returned by the Client to the Catering Department prior to that time. Attendance numbers increasing or decreasing more than 10% at the time of signature will incur an additional 20% up charge per menu item listed on the BEO.

Any additional food ordered on the night of the event, if available, will be subject to an additional 24% labor fee plus the usual service charge and tax. Due to other events taking place, it is possible that additional food may not be available.

Gaylord National Resort & Convention Center reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Hotel does not assume responsibility for personal property and equipment brought into the meeting and banquet areas.

No outside food or beverage shall be permitted in the Hotel.

**Explanation of Onsite Booth Delivery Fees**

Gaylord National is the only authorized and licensed unit able to provide food and beverage services in exhibit and meeting space. Gaylord National reserves the right to confiscate any/or charge fees for any food or beverage brought into the exhibit hall or meeting room areas without prior authorization by a catering representative.

All product is charged as ordered and product is delivered on disposable service ware (Unless chaffer is required).

In compliance of the hotels class B alcohol license, all alcoholic beverages must be accompanied by a certified employee of the hotel. A Bartender must accompany the items and service the guests in the booth. In the event an Attendant/Bartender is requested, delivery fees are waived.

**PAYMENT POLICY / MASTER ACCOUNT**

For all other Group master accounts; no Terms are given. One-Hundred Percent (100%) of the events estimated charges are due 5-7 business days prior to the first scheduled event and is payable by check, money order or will be charged to the credit card on file. Pre-Payment will be based on pre-arranged events orders to include food and beverage, audio visual, IT, electrical, etc.

**MISCELLANEOUS**

**ELECTRICAL**

Any electrical needs required should be pre-arranged and will be charged to the master account. All electrical needs are the responsibility of the exhibiting company and must be ordered through the exhibitor kit.

**CANCELLATION POLICY**

Please refer to your Banquet Event Order contract. All deposits will be applied to the balance due:

- 12-7 Days prior to Event = 50% of F&B Ordered to be charged to Client
- 6-4 Days prior to Event = 75% of F&B Ordered to be charged to Client
- 3-0 Days prior to Event = 100% of F&B Ordered to be charged to Client
<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>By Jan 19*</th>
<th>SHOW PRICE</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Floral Arrangement (approx. 12&quot; H)</td>
<td>$ 60.00</td>
<td>$ 70.00</td>
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<tr>
<td></td>
<td>Floral Arrangement (approx. 18&quot; H)</td>
<td>$ 75.00</td>
<td>$ 85.00</td>
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<td></td>
<td>Custom Floral Arrangement (call for assistance)</td>
<td>Call / email</td>
<td>Call / email</td>
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<td></td>
<td>Bud Vases (list color preference)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
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<td></td>
<td>Tropical Arrangements</td>
<td>$ 80.00</td>
<td>$ 95.00</td>
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<td></td>
<td>Roses, arranged, one dozen (color________)</td>
<td>$ 75.00</td>
<td>$ 85.00</td>
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<td></td>
<td>Orchid Plants (Small______ Large______)</td>
<td>$50/$75.00</td>
<td>$60/$85.00</td>
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<td></td>
<td>Mum Plants (white____yellow____lavender__)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
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<td></td>
<td>Azaleas (red____pink____white________)</td>
<td>$ 35.00</td>
<td>$ 40.00</td>
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<tr>
<td></td>
<td>Bromeliads (Red, pink, yellow, other)</td>
<td>$ 35.00</td>
<td>$ 40.00</td>
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<td></td>
<td>Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)</td>
<td>$ 30.00</td>
<td>$ 35.00</td>
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<td></td>
<td>Small (6&quot;pot) I/* Ivy____ Pothos_______</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
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<tr>
<td></td>
<td>Large Fern___Ivy____ Pothos___________</td>
<td>$ 30.00</td>
<td>$ 35.00</td>
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<td></td>
<td>Glass Bowl for Cards (yours to keep)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
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<tr>
<td></td>
<td>Plg A: (1) 6' Ficus topped w/ greens and color</td>
<td>$125.00</td>
<td>$135.00</td>
<td></td>
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<td></td>
<td>Plg B: (2) 3' plants and (1) Blooming plant</td>
<td>$100.00</td>
<td>$110.00</td>
<td></td>
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<tr>
<td></td>
<td>Plg C: large container w/ivy and blooming plants</td>
<td>$100.00</td>
<td>$115.00</td>
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<tr>
<td></td>
<td>2' Green Plants</td>
<td>$ 30.00</td>
<td>$ 40.00</td>
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<tr>
<td></td>
<td>3' Green Plants</td>
<td>$ 40.00</td>
<td>$ 50.00</td>
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<tr>
<td></td>
<td>4' Green Plants</td>
<td>$ 50.00</td>
<td>$ 60.00</td>
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<td></td>
<td>5' Green Plants</td>
<td>$ 60.00</td>
<td>$ 70.00</td>
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<tr>
<td></td>
<td>6' Green Plants</td>
<td>$ 70.00</td>
<td>$ 80.00</td>
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<tr>
<td></td>
<td>7' Green Plants</td>
<td>$ 95.00</td>
<td>$ 110.00</td>
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<tr>
<td></td>
<td>8'- 10' Green Plants</td>
<td>$115.00</td>
<td>$130.00</td>
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</tbody>
</table>

**Decorative Containers:** White Black Wicker ♦ For prices on brass, chrome, terra cotta pots ♦ Tax based on show location

Sub Total $  
Sales Tax MD 6% $  
Total Amount Due $  

---

**Please remit payment to URBAN JUNGLE, Inc.**

**Rental Price includes:** Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. If tax-exempt in state of delivery, your certificate must be included with this order form.

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date ______________ Time ______________

Exhibitor: ___________________________ Telephone #: ___________________________

Third Party: ___________________________ Mobile #: ___________________________

Address: ___________________________

City, State, ZIP: ___________________________

Email**: ___________________________

Show Name: SCMR Annual Scientific Sessions

Show Dates: February 2-4, 2017

Location: Gaylord National Harbor Hotel

Booth #: ___________________________

Payment Info: (circle one) AX VISA MC CHECK

Credit Card #: ___________________________ Exp. Date: ___________________________ Security #: ___________________________

Name on Card: ___________________________ Billing Zip: ___________________________

---

**Overnight order form to:** Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101

**Email is required for confirmation and final invoices.**

*Orders must be received two weeks prior to show date for advance price!**
## Complimentary ExpoBadge Lead Retrieval Equipment

Included Booth Scanner:
Choose one option to be included at no cost with your booth sponsorship.

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT</th>
<th>REGULAR</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoBadge Mobile e-Lead+</td>
<td>No Charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ExpoBadge Lead Retrieval App (one license)</td>
<td>No Charge</td>
<td></td>
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</table>

## Optional ExpoBadge Lead Retrieval Equipment

Equipment descriptions on Page 2

<table>
<thead>
<tr>
<th>Optional Additional Scanners:</th>
<th>DISCOUNT</th>
<th>REGULAR</th>
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<th>TOTAL</th>
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<tbody>
<tr>
<td>ExpoBadge Mobile e-Lead+</td>
<td>$325</td>
<td>$365</td>
<td>0</td>
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<tr>
<td>ExpoBadge Lead Retrieval App (one license)</td>
<td>$295</td>
<td>$335</td>
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</table>

<table>
<thead>
<tr>
<th>Optional ExpoBadge Extras:</th>
<th>DISCOUNT</th>
<th>REGULAR</th>
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<tbody>
<tr>
<td>ExpoBadge Live Literature Link</td>
<td>$300</td>
<td>$330</td>
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<tr>
<td>Delivery, Setup, and Training</td>
<td>$95</td>
<td>$125</td>
<td>0</td>
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<td>Personalized Action Codes</td>
<td>$95</td>
<td>$125</td>
<td>0</td>
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<tr>
<td>ExpoBadge Mobile App Custom Survey</td>
<td>$75</td>
<td>$95</td>
<td>0</td>
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<tr>
<td>USB Flash Drive</td>
<td>$65</td>
<td>$85</td>
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Federal Tax ID # 20-8676699  Grand Total:  

### Company Information

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS 1</td>
<td>CITY</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>ADDRESS 2</td>
<td>STATE</td>
<td>COUNTRY</td>
</tr>
<tr>
<td>EMAIL</td>
<td>PHONE</td>
<td>ONSITE PHONE</td>
</tr>
</tbody>
</table>

### Payment Information

- AMERICAN EXPRESS  [ ]  MASTERCARD  [ ]  VISA  [ ]  CHECK  [ ]
- CREDIT CARD #:  
- EXPIRATION DATE:  
- NAME ON CARD:  

*Billing Zip Code Required*  

**Terms and Conditions:**  
I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

**WEBSITE:**  
www.expobadge.com

**EMAIL ORDERS TO:**  
orders@expobadge.com

**FAX ORDERS TO:**  
714-634-9016

**MAIL ORDERS TO:**  
ExpoBadge, Inc.  
1150 E. Stanford Court  
Anaheim, CA 92805, USA

**FOR ASSISTANCE CALL:**  
toll free  800-490-9941  
+1-714-712-7380
ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

<table>
<thead>
<tr>
<th>HANDHELD SCANNERS</th>
<th>DETAILS</th>
<th>LEADS FORMAT</th>
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</thead>
<tbody>
<tr>
<td>ExpoBadge Mobile e-Lead+</td>
<td>The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.</td>
<td>Electronic</td>
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<table>
<thead>
<tr>
<th>MOBILE APP</th>
<th>DETAILS</th>
<th>LEADS FORMAT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. *Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.</td>
<td>Electronic</td>
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<tr>
<td></td>
<td><strong>ExpoBadge Mobile App User Guide</strong></td>
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<tr>
<th>EXTRAS</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>Live Literature Link</td>
<td>Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and “Go Green” by uploading your promotional material onto the Live Literature Link. You may post up to 10 different pdfs. For further details, click on the link <a href="http://expobadge.com/expobadge/LLL.pdf">http://expobadge.com/expobadge/LLL.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Delivery, Setup &amp; Training</td>
<td>ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]</td>
<td></td>
</tr>
<tr>
<td>USB Flash Drive</td>
<td><strong>Not compatible with Lead Print options</strong> Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.</td>
<td></td>
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</tbody>
</table>
## STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

- **ADD TO MAILING LIST**: HOT LEAD!
- **CURRENT CUSTOMER**: INQUIRY ONLY
- **DISTRIBUTOR**: INTERESTED BUYER
- **HAS PURCHASING AUTHORITY**: OEM
- **HAVE SALES REP CALL**: PRODUCT A

- **PRODUCT B**: SCHEDULE DEMONSTRATION
- **PRODUCT C**: SEND LITERATURE
- **PRODUCT D**: SEND PRICING INFO
- **PRODUCT E**: VAR
- **PRODUCT F**: WANTS PRESENTATION

## PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

*Your codes will be ready with your equipment at our service desk. **Maximum 35 characters per code.** Custom Action Codes cannot include these characters: apostrophe (’), slash (/), backslash (\), period (.), carat (^), or quote (“).*

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