

**Private Practice Section**

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

mail 7079 Oakland Mills Rd, Columbia,
MD 21046**Booth Package**

Items provided in your booth, per exhibitor:

8' High backwall drape, 8' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape color(s): Beige

Aisle carpet color: Eclipse

Per APTA Show Management, floor covering is mandatory for each exhibit space. Please see the Flooring page for rental options.

Exhibit Show Schedule

General Exhibitor Move-in:	Thursday, October 29, 2020	6:00 AM	to	11:30 AM	
Exhibit Hours:	Thursday, October 29, 2020	12:30 PM	to	6:00 PM	
	Friday, October 30, 2020	8:30 AM	to	2:00 PM	
Exhibitor Move-out:	Friday, October 30, 2020	2:00 PM	to	7:00 PM	
Freight Reroute Begins*	Friday, October 30, 2020	7:00 PM			*All outbound carriers must be checked in by this time

Shipping Addresses See Material Handling Rate Form for all related fees.**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

Private Practice Section

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

Private Practice Section

Gaylord National Resort & Convention Ctr

701 Waterfront Street

National Harbor, MD 20745

Important Deadlines

Discount price deadline for custom Shepard rentals: Tuesday, September 29, 2020

Exhibitor appointed contractor notification deadline: Tuesday, September 29, 2020

First day for warehouse deliveries without a surcharge: Tuesday, September 29, 2020

Discount price deadline for standard Shepard orders: Thursday, October 8, 2020

Last day for warehouse deliveries without a surcharge: Thursday, October 22, 2020

Last day for warehouse deliveries*: Tuesday, October 27, 2020

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

First day freight can arrive at show facility: Thursday, October 29, 2020 at 6:00 AM



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Shepard Mailing Address 7079 Oakland Mills Rd, Columbia, MD 21046

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

Service Desk Hours

Thursday, October 29, 2020	6:00 AM	to	11:30 AM
Thursday, October 29, 2020	12:30 PM	to	6:00 PM
Friday, October 30, 2020	8:30 AM	to	7:00 PM

Exhibitor move-out

Friday, October 30, 2020	2:00 PM	to	7:00 PM
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Dismantle & move-out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by Friday, October 30, 2020 7:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move-out, please have all carriers checked in with Shepard no later than Friday, October 30, 2020 7:00 PM

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, shipping destination and the carrier check in deadline. Outbound paperwork must be returned to the service desk, not

Outbound Shipping

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

Pick Up Address

Gaylord National Resort & Convention Ctr
701 Waterfront Street
National Harbor, MD 20745

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



Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19)

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

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

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

Frequently Asked Questions

How do I cancel my order?

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

If I just sent in my order, will it be processed, and will my card be charged?

If we have been notified by the event organizer that the event has been canceled, we will not process the order.

When will I get a refund?

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

Will I still be charged material handling for my shipment?

Yes, material handling charges will apply and will be based on where your freight was shipped and if it had been taken to show site by the time of cancellation.

I already shipped my freight to the Shepard advance warehouse or the event. Can you send it back to me?

Yes, with the shipment already in our possession, we can easily return your freight to the destination of your choice using Shepard Logistics. Please contact us at logistics@shepardes.com.

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

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Online Ordering is Easy!

Go to: www.shepardes.com/intro.asp**Click on:** Private Practice Section**Login** from the Show Information page by clicking[Login for Online Ordering](#)**Select** your event, enter your email address and password then click Login

User name = Your registered email for the event

Password = PPS2020

Don't have a login? Click [Create an Account](#)

Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you log in you will have access to your other events as well.

Select an Event

Select a Show

Email Address

youremail@yourcompany.com

Password

.....

[Login](#)[Forgot your password?](#)

Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

Select an Event

Select a Show

[Creating an account will allow you to order online](#)

First, we'll need your email address.

[Let's do this!](#)

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

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

After making your selections, click the [Add to Cart](#) button on the bottom right of the page.


To view your order click the [SHOPPING CART](#) Shopping Cart Icon at the top right of the page.

Confirm your order, click [Checkout Booth](#) and complete the payment process.

Orders without payment will not be processed.

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

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

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



Payment Authorization

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

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

Please complete the following information:

Exhibiting Company Information

Company Name:	<input type="text"/>	Booth #	<input type="text"/>
Street Address:	<input type="text"/>	Phone:	<input type="text"/>
City, St, Zip:	<input type="text"/>	Fax:	<input type="text"/>
Contact Name:	<input type="text"/>		
Email:	<input type="text"/>		

Credit Card Information

(Required for all forms of payment)

Check ☐

Wire Transfer ☐



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

Credit Card #:	<input type="text"/>		
Expiration Date:	Month <input type="text"/>	Year <input type="text"/>	Security Code <input type="text"/>
Billing Address:	<input type="text"/>		
City, ST, Zip:	<input type="text"/>		
Name on Card:	<input type="text"/>		
Signature:	<input type="text"/>		

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

Wire Transfers

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

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

Name of show that you are attending: **Private Practice Section**

Exhibiting Company Name:

Booth Number:

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

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

TAX EXEMPT?

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

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

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



3rd Party Payment Authorization

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Deadline Tuesday, September 29, 2020

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

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: Booth #:

Exhibiting Company Address:

Phone:

Email Address:

Exhibiting Company Authorized Name - Please Print:

Signature from Exhibiting Company:

Step 2: Check Services Below to Bill to the Third Party

☐ All Services

☐ Booth Cleaning ☐ Carpet ☐ Exhibit Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation
☐ Material Handling ☐ Furniture ☐ Overhead Rigging ☐ Other (please specify)

Step 3: Provide Third Party Contact Information

3rd Party Company Name:

Contact Name:

Address:

Phone: Email Address:

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

Credit Card Information

(Required for all forms of payment)

☐  ☐ **VISA** ☐ 

Credit Card #:

Expiration Date: Month: Year: Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Signature:

**Private Practice Section**

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October 29 - 30, 2020

Due By: Tuesday, September 29, 2020

Event Code: M173551020
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274

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

Exhibiting Company Name	<input type="text"/>
Booth #	<input type="text"/>
Email Address:	<input type="text"/>

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

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance and an exhibitor payment authorization are not completed by an authorized representative and received by Shepard by the due date indicated above. The form must be completed for every EAC providing services at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor	<input type="text"/>
Contact Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
Phone #	<input type="text"/>
Description of proposed service for Exhibitor	<input type="text"/>

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

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

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

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

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

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

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

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

Exhibitor Signature:	<input type="text"/>
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October 29 - 30, 2020

M173551020

baltimore@shepardes.com

(410) 737-9270

(410) 737-9274

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

Booth #

Contact Email Address

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #Right Booth #

Below Booth #

SHEPARD LOGISTICS



EFFICIENT. ON TIME. GUARANTEED.

Enjoy Convenience and Confidence. With Shepard Logistics, You Can.

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



Inbound and Outbound Services

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



Material Handling

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



Shepard Value-Added Services

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



Want to learn more?

Contact us.

logistics@shepardes.com

888-568-8858

Shipping vs. Material Handling

MAKE FREIGHT MANAGEMENT EASY, WITH SHEPARD YOU CAN.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. So, keep your charges low by skidding items so that they are sure to arrive together.



Agility

Fairs & Events

The experts in International Event Logistics

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

Our complete services include:

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

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

Agility Fairs and Events
1 100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 941-861-8930
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

Get a free quote for international shipping at:
www.agility.com/en/contact-fairs-events



www.aglfairslogistics.com/usaebrochure/



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code:

M173551020

email

logistics@shepardes.com

phone

(888) 568-8858

fax

(404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name	<input type="text"/>	Booth #	<input type="text"/>
Contact Name:	<input type="text"/>	Phone #:	<input type="text"/>
Email Address:	<input type="text"/>		

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

Company:	<input type="text"/>						
Street Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Is there a loading dock?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Any thing else we should know about your building?				
Is a truck with a lift gate needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>				
Is your building in a residential area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>					

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

Date:	<input type="text"/>	Hours of Operation:	<input type="text"/>
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Step 4: Tell us Where this is going:

Advance Warehouse ☐

Direct to showsite ☐

Thursday, October 29, 2020

Step 5: Tell us What we are shipping:

	Qty	L	W	H	Weight		Qty	L	W	H	Weight
Crates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Carpet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cartons/Boxes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monitors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cases/Trunks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skids/Pallets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Service level may be changed to meet delivery date.

Check One:

Stan Ground ☐

2nd Day Air ☐

Next Day Air ☐

Other (Truckload, Specialized) ☐ Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you?

Yes ☐

No ☐

Company:	<input type="text"/>	Booth #:	<input type="text"/>
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>

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



Outbound Material Handling Authorization and Shipping Labels

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

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

Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name		Booth #	
Contact Name		Cell Phone #	
Email Address			

Step 2: Tell us Where your items are going:

Company Name			
Street Address			
City		State	
		ZIP	

Step 3 How many Pieces are in your shipment?

# of Crate		# of Skids		# of Cases		# of Cartons		Approx. Total Weight	
------------	--	------------	--	------------	--	--------------	--	----------------------	--

Step 4: Tell us What we are shipping:

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

Is there a loading dock?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there anything else we should know about your building? <input type="text"/>
Is your building in a residential area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do we need a lift gate on our truck?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do we need to go inside your office to pick up or deliver your items?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Step 5: How many Labels do you need?

Step 6: Who is picking up your shipment?

<input type="checkbox"/> OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS	Other Carrier: <input type="text"/>
If selecting a carrier other than Shepard Logistics, <u>you</u> must schedule the pickup. This includes Fed Ex, UPS, etc.	
If using FedEx or UPS <u>you must have and apply</u> their shipping labels.	

Step 7: What type of Service do you need? (how fast does it need to get there?)

<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day	<input type="checkbox"/> Exped. Ground (3-5 days)	<input type="checkbox"/> Overnight
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Step 8: If your carrier doesn't show up, what do we do with your items?

<input type="checkbox"/> Reroute via the show carrier (Shepard Logistics)
<input type="checkbox"/> Return to warehouse (\$400.00 minimum charge)

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

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



ADVANCE WAREHOUSE

To:

(Exhibiting Company Name)

Booth #

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

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

For:

Private Practice Section

FIRST DAY FREIGHT CAN ARRIVE W/O A SURCHARGE:

September 29, 2020

LAST DAY FREIGHT CAN ARRIVE W/O A SURCHARGE:

October 22, 2020

**R
U
S
H**

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



DIRECT TO SHOW

To:

(Exhibiting Company Name)

Booth #:

**R
U
S
H**

**Shepard Exposition Services
Gaylord National Resort & Convention Ctr
701 Waterfront Street
National Harbor, MD 20745**

For:

Private Practice Section

**MUST NOT BE DELIVERED
PRIOR TO:**

October 29, 2020

@

6:00 AM



Material Handling Rates

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

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

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

What is Material Handling?

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

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments. **Charges are billed per individual received shipment, not cumulative weight of all shipments.**

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

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

Advance Warehouse Shipments

First date freight can arrive Tuesday, September 29, 2020

Last date freight can arrive Tuesday, October 27, 2020

Item	Code	CWT Weight		Price	Total
Crated	35010	<input type="text"/>	x	\$163.35	<input type="text"/>
Special Handling	35036	<input type="text"/>	x	\$212.25	<input type="text"/>

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

Direct to Showsite Shipments

First date freight can arrive Thursday, October 29, 2020

Item	Code	CWT Weight		Price	Total
Crated	35030	<input type="text"/>	x	\$147.95	<input type="text"/>
Uncrated	35043	<input type="text"/>	x	\$222.00	<input type="text"/>
Special Handling	35038	<input type="text"/>	x	\$192.25	<input type="text"/>

Large pieces of machinery and uncrated shipments can be accepted at showsite.

Light Weight (Shipments 40 pounds or less)

Item	Code	Number of Shipments Under 40 lbs.		Price	Total
Light Weight Shipment	35400	<input type="text"/>	x	\$81.75	<input type="text"/>

Other Material Handling Services

Banding Service per 4x4 skid/pallet	35490	Qty <input type="text"/>	\$75.00
Shrink-wrap Service per 4x4 skid/pallet	35491	Qty <input type="text"/>	\$75.00

Only Shepard personnel are allowed to operate mechanical equipment.

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

All Material Handling charges are billable and will be charged to the credit card on file.

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020
 email baltimore@shepardes.com
 phone (410) 737-9270
 fax (410) 737-9274

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

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

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

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

Disposal Fee

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

Overtime/Double-time Surcharge: Overtime: 30% Double Time: 50%

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

Warehouse Overtime/Double-time Surcharge: Overtime: 30% Double Time: 50%

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

Early/Late Shipments to the Warehouse Surcharge: 25% 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

Uncrated Shipments Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries Surcharge: 15% 35004

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

Marshaling Yard Fee: \$30 per Shipment 35250

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

Reweigh of Shipments Fee: \$25.00 per forklift load 35282

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

Empty Crate Storage Fee: \$25.00 per piece. 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

Light Weight Shipments

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

Envelope Deliveries Fee: \$10.50 per envelope 35007

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

Priority Empty Labels Fee: \$75.00 per label 35064

Limited quantities available on a per event basis.

Mobile Spotting Fee: \$ 200.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.

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

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

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

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

What is the difference between material handling and shipping?

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

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

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

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are 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, 8:00 AM - 4:00 PM, excluding holidays.

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

Outbound Shipping

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

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

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

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



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

Step 1: If you have a vehicle, make sure it is shown on the official floor plan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to schedule your move-in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Friday, October 30, 2020** **7:00 PM**

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

Important Rules and Regulations

Battery Cables must be disconnected

Fuel Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of fuel.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Item	Code	Qty	Roundtrip	Total
Motorized Unit/Vehicle Spotting	35106	<input type="text"/>	\$200.00	<input type="text"/>

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

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

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

Total : \$
NA Tax*: \$
Amount Due: \$

Company Name: Booth #
Contact Name
Email:



Forklift and Ground Rigging

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline **Thursday, October 8, 2020**

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

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.
OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.
DT - Double-time: Holidays.

Holidays NY Day, ML King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Ground Rigging and Forklift Rental

Step 1: Describe the work:

- ☐ Uncrating Materials
☐ Spotting Equipment
☐ Booth work/ground rigging

Weight of Heaviest Piece:

Will you need: ☐ Straps
☐ Extended Blades

Step 2: When are we moving it?

(times are not guaranteed)

Install Date/Time:

Dismantle Date/Time:

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

Code	Item	Qty.	Online	Discount	Regular	Amount
35028	ST Hourly Rental	<input type="text"/>	\$321.75	\$370.00	\$418.25	<input type="text"/>
35039	OT Hourly Rental	<input type="text"/>	\$398.10	\$457.80	\$517.50	<input type="text"/>
35067	DT Hourly Rental	<input type="text"/>	\$474.45	\$545.60	\$616.75	<input type="text"/>

Forklift Rental - Up To 20,000 # Capacity

Code	Item	Qty.	Online	Discount	Regular	Amount
35035	ST Hourly Rental	<input type="text"/>	\$965.20	\$1,110.00	\$1,254.75	<input type="text"/>
35066	OT Hourly Rental	<input type="text"/>	\$1,194.30	\$1,373.45	\$1,552.50	<input type="text"/>
35070	DT Hourly Rental	<input type="text"/>	\$1,423.40	\$1,636.90	\$1,850.50	<input type="text"/>

Forklift Rental - Up To 10,000 # Capacity

Code	Item	Qty.	Online	Discount	Regular	Amount
35029	ST Hourly Rental	<input type="text"/>	\$643.45	\$739.95	\$836.50	<input type="text"/>
35049	OT Hourly Rental	<input type="text"/>	\$796.20	\$915.65	\$1,035.00	<input type="text"/>
35069	DT Hourly Rental	<input type="text"/>	\$948.95	\$1,091.30	\$1,233.75	<input type="text"/>

Forklift Rental - Up To 30,000 # Capacity

Code	Item	Qty.	Online	Discount	Regular	Amount
35255	ST Hourly Rental	<input type="text"/>	\$1,286.95	\$1,480.00	\$1,673.00	<input type="text"/>
35256	OT Hourly Rental	<input type="text"/>	\$1,592.40	\$1,831.25	\$2,070.00	<input type="text"/>
35257	DT Hourly Rental	<input type="text"/>	\$1,897.85	\$2,182.55	\$2,467.25	<input type="text"/>

Forklift Rental - Up To 15,000 # Capacity

Code	Item	Qty.	Online	Discount	Regular	Amount
35455	ST Hourly Rental	<input type="text"/>	\$804.35	\$925.00	\$1,045.75	<input type="text"/>
35456	OT Hourly Rental	<input type="text"/>	\$995.25	\$1,144.55	\$1,293.75	<input type="text"/>
35457	DT Hourly Rental	<input type="text"/>	\$1,186.15	\$1,364.05	\$1,542.00	<input type="text"/>

4 Stage Forklift Rental

Code	Item	Qty.	Online	Discount	Regular	Amount
35593	ST Hourly Rental	<input type="text"/>	\$482.60	\$555.00	\$627.50	<input type="text"/>
35594	OT Hourly Rental	<input type="text"/>	\$597.15	\$686.70	\$776.25	<input type="text"/>
35595	DT Hourly Rental	<input type="text"/>	\$711.70	\$818.45	\$925.25	<input type="text"/>

Rate structure includes forklift and (1) operator only.

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

Rigging Supervisor Rates (per man hour)

Code	Item	Qty.	Online	Discount	Regular	Amount
35085	ST per man hour	<input type="text"/>	\$117.49	135.10	\$152.75	<input type="text"/>
35086	OT per man hour	<input type="text"/>	\$176.23	202.65	\$229.10	<input type="text"/>
35099	DT per man hour	<input type="text"/>	\$234.98	270.20	\$305.45	<input type="text"/>

Riggers and Material Handlers (per man hour)

Code	Item	Qty.	Online	Discount	Regular	Amount
35087	ST per man hour	<input type="text"/>	\$93.99	\$108.10	\$122.20	<input type="text"/>
35100	OT per man hour	<input type="text"/>	\$140.99	\$162.15	\$183.30	<input type="text"/>
35101	DT per man hour	<input type="text"/>	\$187.98	\$216.20	\$244.35	<input type="text"/>

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

Comments/Instructions

Only Shepard personnel are allowed to operate mechanical equipment.

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Forklift Estimate \$

NA Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name:

Email:



Warehouse Storage

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

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

Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be .50 per pound or \$100.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

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

Exhibiting Company Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

Step Two: Tell us **what** you are storing:

How many pieces?

What are the dimensions of each piece?

Crate or
Skid?

	L x W x H	Weight	Crate or Skid?
Piece 1			
Piece 2			
Piece 3			
Piece 4			
Piece 5			
Piece 6			

	L x W x H	Weight	Crate or Skid?
Piece 7			
Piece 8			
Piece 9			
Piece 10			
Piece 11			
Piece 12			

Step Three: How **long** are we storing your items?

From Date

To

Fees will continue until storage is picked up.

Step Four: **What** do we do with your items at the end of the storage period?

☐ Ship to another destination via Shepard Logistics*

☐ Transport to another Shepard event*:

☐ Pick-up is arranged with another carrier:

*Additional fees will apply

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Estimated Warehouse Storage: \$

NA Tax*: \$

Amount Due: \$

Printed Name:

APTA Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Discount Deadline **Thursday, October 8, 2020**

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

Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

Clean + Disinfecting Services - Specialized protocols to combat biological threats.

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

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

Minimum 100 square foot order for all cleaning services.

245

Display Wipe Down with Sanitizing Disinfectant

Wipe down service using government recommended disinfectant products.

Code	Service	Per Hour	Online	Discount	Regular	Total
47070	One Time Wipe Down Disinfectant	<input type="text"/>	\$203.58	\$234.10	\$304.35	<input type="text"/>

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

Code	Service	Service	Online	Discount	Regular	Total
47071	Daily Wipe Down Disinfectant	<input type="text"/>	\$370.17	\$425.70	\$553.40	<input type="text"/>

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

Code	Service	Per Hour	Online	Discount	Regular	Total
47072	Multi Visit Wipe Down Disinfectant	<input type="text"/>	\$185.05	\$212.80	\$276.65	<input type="text"/>

Disinfecting and sanitizing of furniture and product delivered to booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of 2 visits per day. Each visit billed per hour.

Please provide cleaning schedule to: baltimore@shepardes.com

Include Show name, Company name, Booth #, Onsite Contact name and cleaning schedule broken down by days and times.

Electrostatic Fogging

Electrostatic sprayers with cleaning products approved by government regulatory agencies.

Code	Service	Sq Ft	Online	Discount	Regular	Total
47073	Electrostatic Fogging per Sq Ft	<input type="text"/>	\$ 0.88	1.00	1.15	<input type="text"/>

Nightly fogging of exhibit area and equipment for all event open days.

Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.



Shepard is not responsible for any damage, discoloration, etc. of exhibit items resulting from disinfecting or fogging chemicals.

Disinfecting wipe down service is a minimum of one hour.

Electrostatic fogging services are based on total booth sq. ft regardless of area being cleaned. Minimum order of 100 sq. ft.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Cleaning: \$
6.000% Tax*: \$
Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Discount Deadline Thursday, October 8, 2020

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

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

Code	Service	Sq Ft	Online	Discount	Regular	Total
47050	0-399 sq. ft	<input type="text"/>	\$0.44	\$0.50	\$0.55	<input type="text"/>
47051	400-900 sq.ft.	<input type="text"/>	\$0.40	\$0.45	\$0.50	<input type="text"/>
47052	900+ sq. ft	<input type="text"/>	\$0.35	\$0.40	\$0.45	<input type="text"/>

Daily Vacuum

Code	Service	Sq Ft	Online	Discount	Regular	Total
47055	0-399 sq. ft	<input type="text"/>	\$0.88	\$1.00	\$1.15	<input type="text"/>
47056	400-900 sq.ft.	<input type="text"/>	\$0.80	\$0.90	\$1.05	<input type="text"/>
47057	900+ sq. ft	<input type="text"/>	\$0.75	\$0.85	\$1.00	<input type="text"/>

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



Code	Service	Sq Ft	Online	Discount	Regular	Total
47030	One Time Porter	<input type="text"/>	\$0.50	\$0.60	\$0.65	<input type="text"/>
47031	Daily Porter	<input type="text"/>	\$1.05	\$1.20	\$1.35	<input type="text"/>

Specialty Services



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Online	Discount	Regular	Total
47042	Mop One Time	<input type="text"/>	\$0.55	\$0.65	\$0.70	<input type="text"/>
47022	Mop Daily	<input type="text"/>	\$1.00	\$1.15	\$1.30	<input type="text"/>
47013	Sham/One Time	<input type="text"/>	\$0.60	\$0.70	\$0.80	<input type="text"/>



Display Wipe Down with Cleanser (charged per labor hour)

Code	Service	Hours	Online	Discount	Regular	Total
47043	One Time	<input type="text"/>	\$150.80	\$173.40	\$225.40	<input type="text"/>
47044	Daily	<input type="text"/>	\$137.10	\$157.65	\$204.95	<input type="text"/>

Billed per hour, per day

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Cleaning: \$
6.000% Tax*: \$
Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

**Private Practice Section**

Gaylord National Resort & Convention Ctr - National Harbor

October 29 - 30, 2020

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Discount Deadline Thursday, October 8, 2020

Order with complete Payment Authorization and graphics must be received before

Discount Deadline date to receive discounted pricing.

Abandoned Carpet / Floor coverings and Display Materials

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

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

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used.

All related disposal fees will be added to the payment method on file.

Labor

Code	Item	Qty	Online	Discount	Regular
68066	ST Labor	<input type="text"/>	\$150.80	\$173.40	\$196.05
68067	OT Labor	<input type="text"/>	\$226.20	\$260.15	\$294.05
68068	DT Labor	<input type="text"/>	\$301.60	\$346.85	\$392.10

Forklift

Code	Item	Qty	Online	Discount	Regular
35028	ST 5k Forklift	<input type="text"/>	\$321.75	\$370.00	\$418.25
35039	OT 5k Forklift	<input type="text"/>	\$398.10	\$457.80	\$517.50
35067	DT 5k Forklift	<input type="text"/>	\$474.45	\$545.60	\$616.75

Dumpster Fee

Code	Item	Qty	Online	Discount	Regular
35330	Dumpster Fee	<input type="text"/>	\$650.00	\$747.50	\$845.00

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Disposal Fee: \$

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

6.000% Tax*: \$ Amount Due: \$

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

Company Name: Booth # Contact Name Email:



FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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

Also Available Without Legs (#50237)



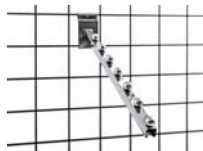
3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey



4' x 8' Peg Board
#66149
4' x 8'
White
Also available as horizontal #66148



6" Hooks for Peg Board
#50104
Silver



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

Display



UPRIGHT, CROSSBAR, & DRAPERY



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



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



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



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



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



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



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



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



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

SHELVING



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



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

BARRIER



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

OTHER



**Natural Feel
Wastebasket**
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

EXPO - 13oz



PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



Standard Furnishings

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor,
October 29 - 30, 2020

Online & Discount Deadline Thursday, October 8, 2020

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing. Online orders must be placed prior to deadline.

Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

Tables

Code	Item	Qty	Color	Online	Discount	Regular	Total
50042	4'L X 30"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$170.45	\$196.00	\$221.60	<input type="text"/>
50046	6'L X 30"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$209.45	\$240.85	\$272.30	<input type="text"/>
50050	8'L X 30"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$265.60	\$305.45	\$345.30	<input type="text"/>
50043	4'L X 42"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$207.15	\$238.20	\$269.30	<input type="text"/>
50047	6'L x 42"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$265.25	\$305.05	\$344.80	<input type="text"/>
50051	8'L x 42"H X 24"W Skirted Table	<input type="text"/>	<input type="text"/>	\$312.05	\$358.85	\$405.65	<input type="text"/>
50052	4th Side Skirt for 30" High Table	<input type="text"/>	<input type="text"/>	\$103.60	\$119.15	\$134.70	<input type="text"/>
50171	4th Side 42" Skirt for 42" High Table	<input type="text"/>	<input type="text"/>	\$103.60	\$119.15	\$134.70	<input type="text"/>
50700	6'L X 30"H X 24"W Spandex Table Cover	<input type="text"/>	<input type="text"/>	\$310.70	\$357.30	\$403.90	<input type="text"/>
50040	4'L X 30"H X 24"W UnSkirted Table	<input type="text"/>	na	\$121.40	\$139.60	\$157.80	<input type="text"/>
50044	6'L X 30"H X 24"W UnSkirted Table	<input type="text"/>	na	\$144.90	\$166.65	\$188.35	<input type="text"/>
50048	8'L X 30"H X 24"W UnSkirted Table	<input type="text"/>	na	\$170.80	\$196.40	\$222.05	<input type="text"/>
50041	4'L X 42"H X 24"W UnSkirted Table	<input type="text"/>	na	\$136.75	\$157.25	\$177.80	<input type="text"/>
50045	6'L x 42"H X 24"W UnSkirted Table	<input type="text"/>	na	\$170.80	\$196.40	\$222.05	<input type="text"/>
50049	8'L x 42"H X 24"W UnSkirted Table	<input type="text"/>	na	\$190.65	\$219.25	\$247.85	<input type="text"/>
51089	Pedestal Table,42"H 36"R Grey Fleck Top	<input type="text"/>	na	\$306.00	\$351.90	\$397.80	<input type="text"/>
50032	Pedestal. Table,30"H 36"R Grey Fleck Top	<input type="text"/>	na	\$286.15	\$329.05	\$372.00	<input type="text"/>
50030	Round Side Table 24" W X 18" H	<input type="text"/>	na	\$144.05	\$165.65	\$187.25	<input type="text"/>
50031	Square Side Table 24" W X 18" H	<input type="text"/>	na	\$144.05	\$165.65	\$187.25	<input type="text"/>
50706	Natural Pedestal Table 30"H X 36" R Maple Top	<input type="text"/>	na	\$374.35	\$430.50	\$486.65	<input type="text"/>
50707	Natural Pedestal Table 42"H X 36"R Maple Top	<input type="text"/>	na	\$390.25	\$448.80	\$507.35	<input type="text"/>

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

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

Spandex Colors

☐ Red (01) ☐ White (03) ☐ Blue (05) ☐ Black (06)

Seating

Code	Item	Qty	Color	Online	Discount	Regular	Total
50020	Side Chair Grey Fabric	<input type="text"/>	na	\$110.75	127.35	\$143.95	<input type="text"/>
50021	Arm Chair Grey Fabric	<input type="text"/>	na	\$151.00	173.65	\$196.30	<input type="text"/>
50024	Stool w/back Grey Fabric	<input type="text"/>	na	\$183.95	211.55	\$239.15	<input type="text"/>
51086	Director's Chair Black Fabric	<input type="text"/>	na	\$114.25	131.40	\$148.55	<input type="text"/>
51090	Director's Stool Black Fabric	<input type="text"/>	na	\$204.50	235.15	\$265.85	<input type="text"/>
50705	Natural Feel Stool Maple Back, Black Fabric Seat	<input type="text"/>	na	\$204.50	256.45	\$289.90	<input type="text"/>
50704	Natural Feel Chair, Maple Back, Black Fabric Seat	<input type="text"/>	na	\$183.15	210.60	\$238.10	<input type="text"/>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Furnishings: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: Booth #
Contact Name:
Email:



Specialty, Display, Drapes

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor

October 29 - 30, 2020

Online & Discount Deadline **Thursday, October 8, 2020**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing. Online orders must be placed prior to deadline.

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Specialty & Display

Code	Item	Qty	Color	Online	Discount	Regular	Total
50091	Wastebasket	<input type="text"/>	na	\$19.00	\$19.00	\$19.00	<input type="text"/>
50094	Floor Easel, Chrome	<input type="text"/>	na	\$61.30	\$70.50	\$79.70	<input type="text"/>
50245	Literature Rack Silver, Glass	<input type="text"/>	na	\$226.20	\$260.15	\$294.05	<input type="text"/>
50175	Bag Rack, Chrome	<input type="text"/>	na	\$299.50	\$344.40	\$389.35	<input type="text"/>
50092	Coat Rack, Chrome	<input type="text"/>	na	\$106.35	\$122.30	\$138.25	<input type="text"/>
50093	Garment Rack, Chrome	<input type="text"/>	na	\$299.50	\$344.40	\$389.35	<input type="text"/>
50427	Tensabarrier, Per Stem, Black	<input type="text"/>	na	\$126.35	\$145.30	\$164.25	<input type="text"/>
50095	Sign Holder, 22x28 Chrome	<input type="text"/>	na	\$139.55	\$160.50	\$181.40	<input type="text"/>
50185	Drawing Bowl, Clear	<input type="text"/>	na	\$56.25	\$64.70	\$73.15	<input type="text"/>
50296	4' x 12" Display Riser White and Black	<input type="text"/>	na	\$126.55	\$145.55	\$164.50	<input type="text"/>
50297	6' x 12" Display Riser White and Black	<input type="text"/>	na	\$157.45	\$181.05	\$204.70	<input type="text"/>
50098	Mini Refrigerator, Approx 3 cubic feet	<input type="text"/>	na	\$477.75	\$549.40	\$621.10	<input type="text"/>
50067	4' Full View Showcase, White	<input type="text"/>	na	\$1,128.85	\$1,298.20	\$1,467.50	<input type="text"/>
50068	6' Full View Showcase, White	<input type="text"/>	na	\$1,245.00	\$1,431.75	\$1,618.50	<input type="text"/>
50069	4' Quarter View Showcase, White	<input type="text"/>	na	\$1,128.85	\$1,298.20	\$1,467.50	<input type="text"/>
50070	6' Quarter View Showcase, White	<input type="text"/>	na	\$1,245.00	\$1,431.75	\$1,618.50	<input type="text"/>
50060	4' x 8' Horz. Posterboard Grey Fabric	<input type="text"/>	na	\$59.50	\$68.40	\$77.35	<input type="text"/>
50061	4' x 8' Vert. Posterboard Grey Fabric	<input type="text"/>	na	\$365.55	\$420.40	\$475.20	<input type="text"/>
50236	Grids 2'x8' w/legs, each	<input type="text"/>	na	\$270.00	\$310.50	\$351.00	<input type="text"/>
50237	Grid 2'x8' w/o legs, each	<input type="text"/>	na	\$202.20	\$232.55	\$262.85	<input type="text"/>
50242	7-Ball Waterfall for Grids	<input type="text"/>	na	\$18.60	\$21.40	\$24.20	<input type="text"/>
50104	6" Hooks (12) for Peg Boards	<input type="text"/>	na	\$364.20	\$418.85	\$473.45	<input type="text"/>

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

Code	Item	Qty	Color	Online	Discount	Regular	Total
50073	8' High drape on a cross bar, per linear foot	<input type="text"/>	<input type="text"/>	\$28.65	\$32.95	\$37.25	<input type="text"/>
50074	3' High on a cross bar, per linear foot	<input type="text"/>	<input type="text"/>	\$21.25	\$24.45	\$27.65	<input type="text"/>
50088	8' Upright w/base	<input type="text"/>	na	\$39.60	\$45.55	\$51.50	<input type="text"/>
52065	3' Upright w/base	<input type="text"/>	na	\$39.60	\$45.55	\$51.50	<input type="text"/>
50349	6'-10' Crossbar	<input type="text"/>	na	\$26.35	\$30.30	\$34.25	<input type="text"/>
50348	7'-12' Crossbar	<input type="text"/>	na	\$26.35	\$30.30	\$34.25	<input type="text"/>
50058	Sateen, per linear foot	<input type="text"/>		\$23.40	\$26.90	\$30.40	<input type="text"/>

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Furnishings: \$

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

6.000% Tax*: \$

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

Amount Due: \$

Company Name:

Booth #

Contact Name:

Email:

**Private Practice Section**

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline* Thursday, October 8, 2020Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.**Premim Plush and Premium Vinyl order deadline Tuesday, September 29, 2020**

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Premium Plush Carpet 50 oz Per sq foot. Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.**Must be ordered by: Tuesday, September 29, 2020**

Available Colors:

Code	Item	Sq Ft	Color	Online	Discount	Regular	Amount
46004	Premium Plush	<input type="text"/>	<input type="text"/>	\$12.10	\$13.90	15.75	<input type="text"/>

(03) White	(91) Electric Blue
(06) Black	(34) Silver Dollar
(74) Crimson	(33) Sand
(35) Dark Grey	(22) Navy

Premium Vinyl Flooring Per sq foot. Minimum 100 sq ft required.**Must be ordered by: Tuesday, September 29, 2020**

Available Colors:

Code	Item	Sq Ft	Color	Online	Discount	Discount	Amount
46005	Premium Vinyl	<input type="text"/>	<input type="text"/>	\$15.60	\$17.95	\$20.30	<input type="text"/>
46007	½" Padding for Vinyl	<input type="text"/>	NA	\$5.70	\$6.55	\$7.40	<input type="text"/>

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

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backir Per sq foot. Minimum 100 sq ft required.

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

Code	Item	Sq Ft	Color	Online	Discount	Regular	Amount
46001	Rental/sqft	<input type="text"/>	<input type="text"/>	\$8.70	\$10.00	\$11.30	<input type="text"/>
46003	Rental 1000+ sqft	<input type="text"/>	<input type="text"/>	\$7.60	\$8.75	\$9.90	<input type="text"/>
46002	Purchase sqft	<input type="text"/>	<input type="text"/>	\$21.45	\$24.65	\$27.90	<input type="text"/>

Available Colors:

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

Expo Carpet 13 oz. 2 Options: Standard and Special Cut!**Standard Booth Sizes,** Great for inline booths Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet

Code	Item	Qty	Color	Online	Discount	Regular	Amount
50255	10' x 10'	<input type="text"/>	<input type="text"/>	\$305.70	\$351.55	\$397.40	<input type="text"/>
50256	10' x 20'	<input type="text"/>	<input type="text"/>	\$570.45	\$656.00	\$741.60	<input type="text"/>
50257	10' x 30'	<input type="text"/>	<input type="text"/>	\$850.80	\$978.40	\$1,106.05	<input type="text"/>
50258	10' x 40'	<input type="text"/>	<input type="text"/>	\$1,131.20	\$1,300.90	\$1,470.55	<input type="text"/>

Available Colors:

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

Special Cut, Recommended for Island and large area exhibits!

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

Code	Item	Sq Ft	Color	Online	Discount	Regular	Amount
50580	0 - 399 sq ft*	<input type="text"/>	<input type="text"/>	\$5.80	\$6.65	\$7.55	<input type="text"/>
50581	400 - 900 sq ft	<input type="text"/>	<input type="text"/>	\$5.25	\$6.05	\$6.85	<input type="text"/>
50582	900+ sq ft	<input type="text"/>	<input type="text"/>	\$4.90	\$5.65	\$6.35	<input type="text"/>

Available Colors:

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

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

Code	Item	Sq Ft	Online	Discount	Regular	Amount
50009	1/2" Padding	<input type="text"/>	\$1.55	\$1.80	\$2.00	<input type="text"/>
50008	1" Padding	<input type="text"/>	\$3.05	\$3.50	\$3.95	<input type="text"/>
50010	Visqueen	<input type="text"/>	\$0.45	\$0.50	\$0.60	<input type="text"/>

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

Elevated HardwoodContact us for a quote! Exhibits@shepardes.com

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

Total Flooring: \$	<input type="text"/>
6.000% Tax*: \$	<input type="text"/>
Amount Due: \$	<input type="text"/>

Company Name:

Booth #

Contact Name

Email:

TRADESHOW

2020

Furnishings



FEATURING

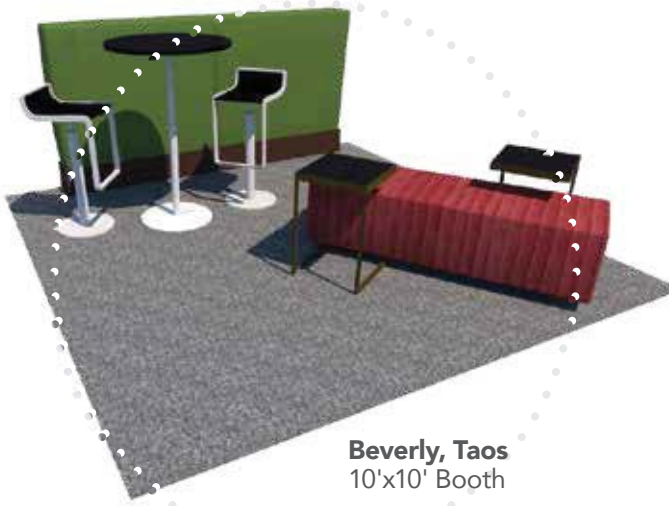
- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools



Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.





Beverly, Taos
10'x10' Booth



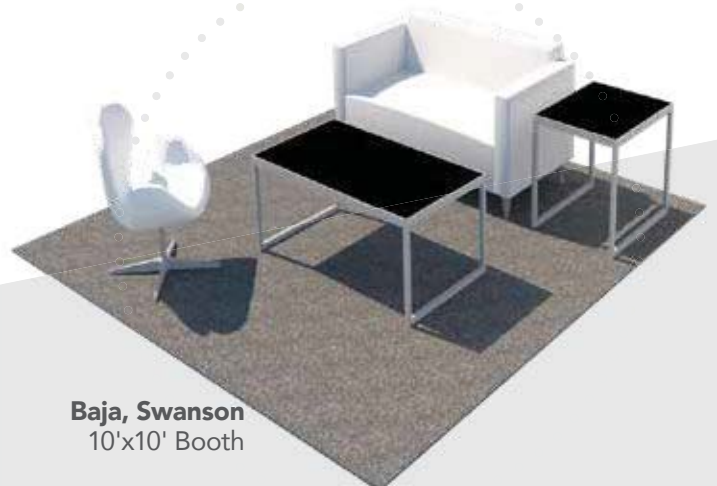
Malba, Beverly
10'x10' Booth



Vibe, Christopher
10'x20' Booth



Blade, Marche
10'x10' Booth



Baja, Swanson
10'x10' Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.

- 1. Spin Around.**
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

- 2. Get Connected.**
Communal tables help facilitate networking opportunities and build connections.

- 3. Creature Comforts.**
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.

- 4. Keep it Green.**
Don't forget the greenery to warm up your booth environment by bringing nature indoors.

- 5. Demo Down.**
Square or circular ottomans are a great way to design small theaters for quick demonstrations.

- 6. Level the field!**
Low and casual seating makes clients more comfortable and open to learning.

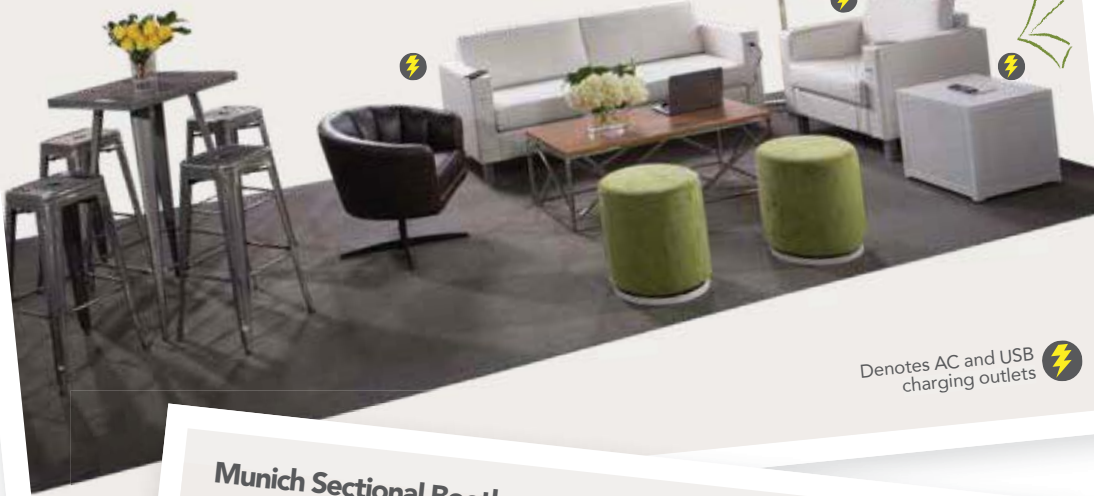
- 7. Stay Social.**
Stylize furnishings to create shareable moments worthy of Instagram.

- 8. Gather Round!**
Ottomans styled around a side table create an informal camp fire setting for small group discussions.

- 9. Charge it!**
Powered tables or seating encourages clients to linger in the booth and recharge.

- 10. Provide a Pop!**
Colorful furnishings attract attention and help reinforce brand themes.


Roma Powered Seating and Rustique Table Booth
10'x20'



Denotes AC and USB
charging outlets

Keep clients charged with
powered seating and
add a wireless charging
table for attendees
without charging cords.

Munich Sectional Booth
10'x10'



Create a comfortable
"living room" space
with soft lounge seating
to relax clients and
facilitate conversation.

Malba Conference and Beverly Demonstration Booth
10'x20'



Design multi-functional
booths with areas for
demonstrations and a
place for conferencing.

Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities.**

Charge it!

Powered tables or seating encourages clients to linger in the booth and recharge!



POWERED
DETAIL

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

Roma Powered Chair & Sofa
10'x20'

Roma Collection



POWERED
DETAIL



SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H
CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H



Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H



POWERED
DETAIL



Banquettes

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

POWERED
DETAIL



MODULAR SYSTEM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

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

Powered Tables



A.



POWERED
DETAIL



B.



C.



D.

Get Connected.
Use communal tables
in your design to facilitate
networking.

E.



POWERED
DETAIL

(Mobile devices must have Qi wireless charging capability.)



POWERED
DETAIL

F.



G.

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

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

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

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

F) C1WP (white top) G) C1YP (black top)



Powered Pedestals

A. | B.



POWERED
DETAIL



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

POWERED
DETAIL



C. | D.



Powered Locking Pedestals

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Powered Desk

B.



POWERED
DETAIL



A.



A) TECH3B Tech Desk, Powered w/3 drawer File Cabinet

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

Soft Seating Collections



Valencia

VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H



Fairfax

FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H



Allegro

CHR002 Chair (blue fabric) 36"L 34.5"D 30"H
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



POWERED
DETAIL

Roma

SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H
CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

Palm Beach

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



Soft Seating



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

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



POWERED
DETAIL

Munich Booth 10'x20'

Munich



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



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



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



Creature Comforts.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.



Baja Booth 10'x20'

Baja



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



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



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

Soft Seating Collections



Tangiers

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

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

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



Key Largo

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

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

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



Munich

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

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

MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

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

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

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



POWERED
DETAIL

Naples

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

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

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



Accent Chairs



A.

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



B.

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair
(black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair
(white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair
(black vinyl, chrome) 24"L 22"D 36"H

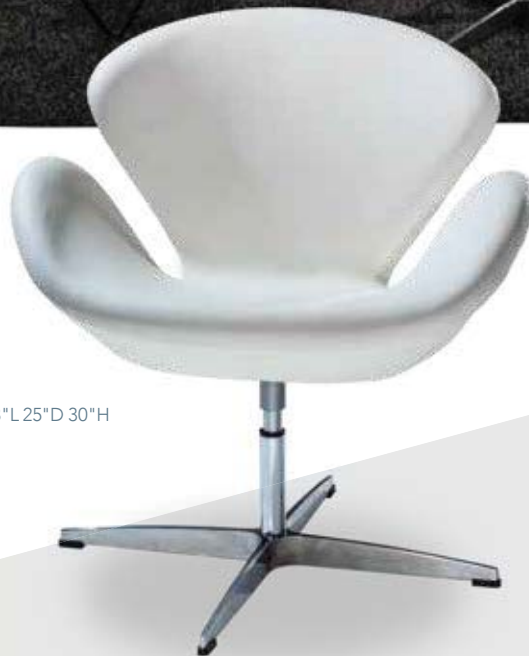
Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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



Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

- A) OCMTAU (taupe fabric, wenge)
- B) OCMWHT (white vinyl, wenge)
- C) OCMESP (espresso vinyl, wenge)



Marina Chairs

17.5"L 19.5"D 35"H

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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
 B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
 C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
 D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
 E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
 F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
 G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
 I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
 J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
 K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
 L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
 M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
 N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



K.



L.



M.



N.

Cafe Seating & Tables



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

B) 30BRHC Hydraulic Cafe Table
(red top, chrome) 30"RND 29"H

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

D) 30WDHC Hydraulic Cafe Table
(wood top, chrome) 30"RND 29"H

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

F) 30GSHC Hydraulic Cafe Table
(green top, chrome) 30"RND 29"H

G) MALGRN Malba Chair
(green, chrome) 20"L 20"D 32"H

H) 30MAHC Madison Hydraulic Cafe Table
(gray acajou top, chrome) 30"RND 29"H

Style

your exhibit
with cafe sets that
create inviting conference
and meeting areas for
your guests.



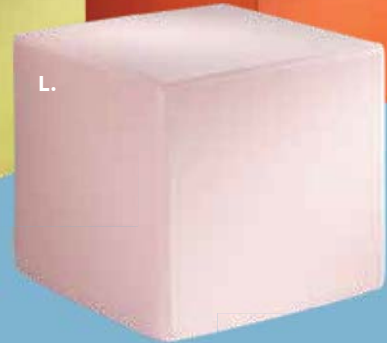
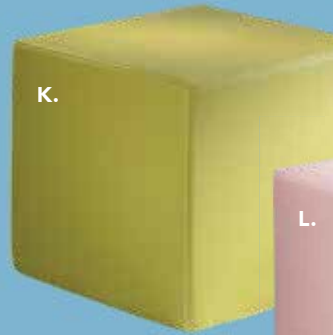
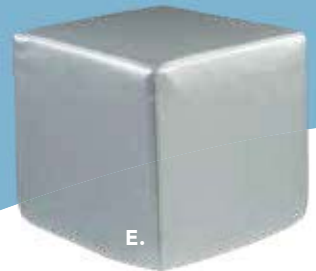
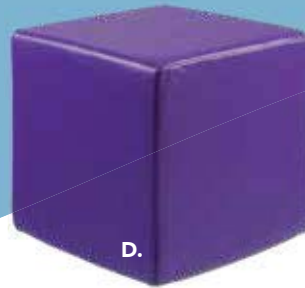
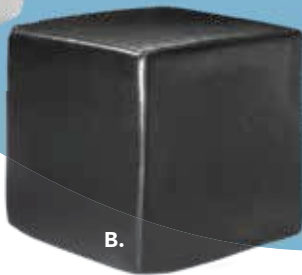
- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



Squares

Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



Benches

C) WHT12 Half

(white vinyl)

39"L 22"D 18"H

D) REGBEN Regis

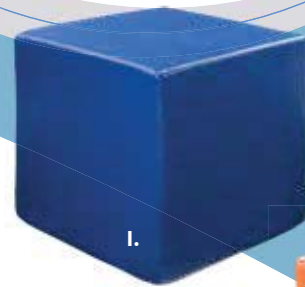
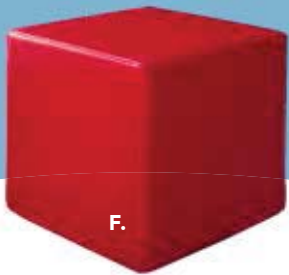
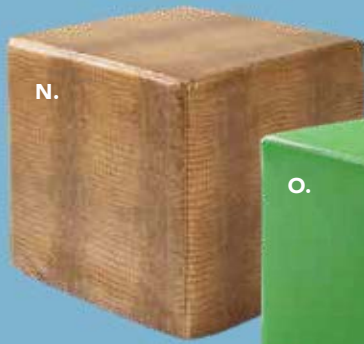
(brushed metal)

47"L 15.5"D 16"H



Provide a Pop!

Colorful furnishings
attract attention
and help reinforce
brand themes.



Curves

Endless Curved

60.5"L 37.5"D 15"H

A) END01B

(black vinyl, chrome)

B) END01W

(white vinyl, chrome)



C) BNQ7

Quarter Curve

(white vinyl)

53"L 22"D 18"H

D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

60"L 20"D 18"H

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

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



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) MAR003 (linen fabric)

H) MAR004 (raspberry fabric)

I) MAR008 (meadow green fabric)

J) MAR011 (orange fabric)

K) MAR015 (black vinyl)

L) MAR012 (forest green vinyl)

M) MAR013 (teal velvet)

N) MAR014 (distressed brown vinyl)

O) MAR006 (rose quartz fabric)



Marche Theater 10'x20' Booth

Accent Table Collections

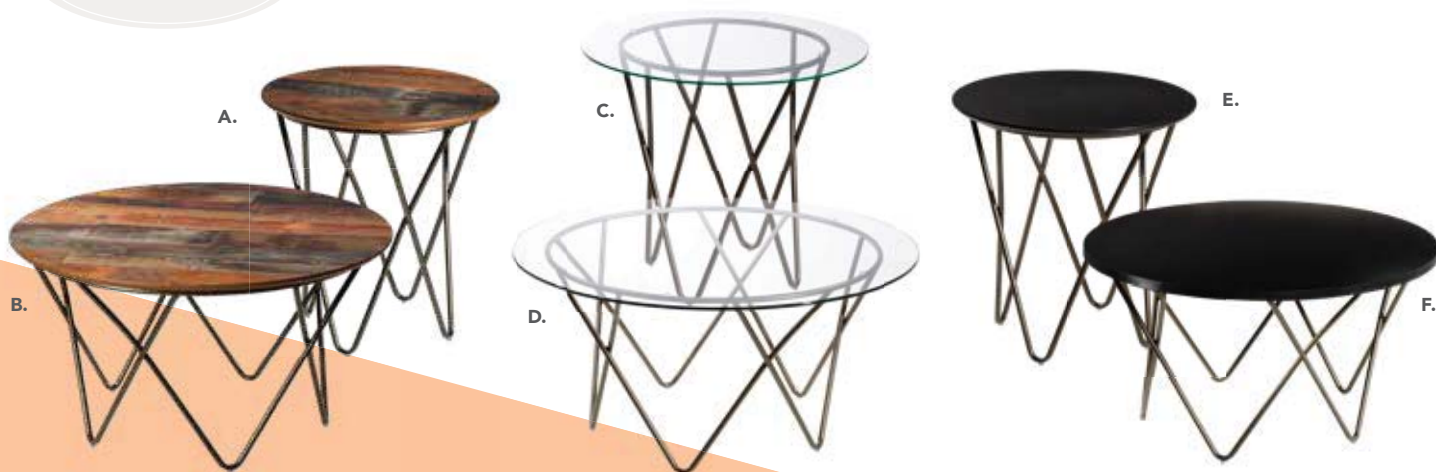
Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.

f t i @cortevents



Mesa



A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Alondra

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass top, chrome)

B) ALC200 (wood top, chrome)

End Table

20"L 20"D 20"H

C) ALE100 (glass top, chrome)

D) ALE200 (wood top, chrome)



Geo

Cocktail Table

50"L 22"D 16"H / 47"L 24"D 17"H

A) C1C (glass top, chrome)

B) C1FWB (wood top, black)

End Table

26"L 26"D 20"H / 20"L 20"D 21"H

C) E1C (glass top, chrome)

D) E1FWB (wood top, black)



Accent Tables



Taos

Side Tables

15.75"L 15.75"D 24"H

A) TAOWBH (white top, bronze)

B) TAOWBK (black top, bronze)

C) TAOWBD (wood top, bronze)



Sedona

Side Tables

15.75"L 15.75"D 24"H

A) SEDBWH (white top, bronze)

B) SEDBBK (black top, bronze)

C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

A) C1W (white top, brushed steel)

C1WP (powered)

B) C1Y (black top, brushed steel)

C1YP (powered)

C) SYDBEC (blue top, brushed steel)

D) SYDWDC (wood top, brushed steel)

End Tables

27"L 23"D 22"H

E) E1W (white top, brushed steel)

F) E1Y (black top, brushed steel)

G) SYDBEE (blue top, brushed steel)

H) SYDWDE (wood top, brushed steel)



A.



B.



Regis

A) REGBEN Bench Table

(brushed metal) 47"L 15.5"D 16"H

B) REGOTT End Table

(brushed metal) 16"L 15.5"D 16.5"H

C.



D.



Silverado

C) E1E End Table

(glass top, chrome) 24"RND 22"H

D) C1E Cocktail Table

(glass top, chrome) 36"RND 17"H

E.



F.



G.



Rustic

E) ETBL E-Table

(wood) 21"L 15.5"D 27.5"H

F) TMBTBL Timber Table

(wood) 16"RND 17"H

Aura

G) AURA Round Table

(white metal) 15"RND 22"H

H. 



POWERED
DETAIL

I.



Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered

(white, AC plug-in)
20"L 20"D 18"H

Edge

I) CUBTBL LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style

your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

Bar Tables

Standard Black Base
30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

VTA (Madison/gray acajou top)

30BEBB (blue top)

30WDDB (wood top)

30BKSB (black top)

30AGBB (brushed gunmetal top)

30OSBB (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTW (white top)

VTN (graphite nebula top)

VTP (maple top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top)

30WDHB (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

30OSHB (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

1. Choose Your
Base: Black
or Chrome...



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



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

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



2. Then pick a color that suits your design.



Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

ZTB (red top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30WDBC (wood top)

30AGBC (brushed gunmetal top)

30BKSC (black top)

30OSBC (orange top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTQ (white top)

ZTN (graphite nebula top)

ZTP (maple top)

36BKSC (black top)

Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30MAHC (Madison/gray acajou top)

30WHHC (white top)

30BEHC (blue top)

30WDHC (wood top)

30AGHC (brushed gunmetal top)

30BKHC (black top)

30OSHC (orange top)

30YSHC (brushed yellow top)

30GSHC (green top)

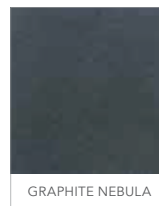
36" RND 29"H

36WTHC (white top)

36GRHC (graphite nebula top)

36MTHC (maple top)

36BKHC (black top)



GRAPHITE NEBULA



MAPLE



RED



WHITE



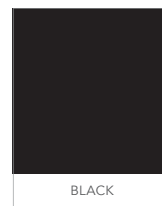
MADISON/GRAY
ACAJOU



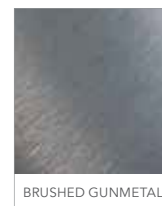
BLUE



WOOD



BLACK



BRUSHED GUNMETAL



ORANGE



BRUSHED YELLOW



GREEN

CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H



Barstool Collection

Spin 360°

Use barstools
to maximize client
engagement with those
all around you.

Zoey

15"L 16"D 30-34.75"H

A) BS003 (black, chrome)

B) BS002 (white, chrome)

A.



B.



Lift

15"RND 23-33.5"H

A) ROLLWH (white vinyl, chrome)

B) ROLLRD (red vinyl, chrome)

C) ROLLBL (black vinyl, chrome)

D) ROLLGY (gray vinyl, chrome)

C.



D.



A.



B.



Barstool Collection



Banana

21"L 22"D 41"H

A) BSS Barstool (black, chrome)

B) BST Barstool (white, chrome)



Zenith

ZENBAR Barstool

(white, chrome) 19"L 20"D 44"H



Apex

21"L 21"D 33"H

A) APS08 Barstool (black vinyl, silver)

B) APS59 Barstool (red vinyl, silver)

C) APS75 Barstool (white vinyl, silver)

D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

A) BSC Oslo Barstool

(white, chrome) 17"L 20"D 45"H

B) XBAR Christopher Barstool

(white vinyl, chrome) 19"L 15"D 41"H

C) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

D) BSR Syntax Barstool

(black, chrome) 23"L 19"D 43.25"H

E) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H

F) LUBSCL Lucent Barstool

(frosted acrylic, chrome)

22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool

(maple, chrome) 18"L 20"D 47"H



D.



E.



F.



G.

Blade

20.5"L 20"D 40.5"H

H) BLDBRD Barstool (red)

I) BLDBSB Barstool (sky blue)



H.



I.

Office Essentials



A modern office interior featuring a wooden desk with a laptop, a large window with a grid pattern, a bookshelf with books and decorative items, and white armchairs. A black bag sits on the floor near the desk. A circular callout box is overlaid on the right side of the image.

Create

comfortable
productive environments
in your booth or temporary
show office with on-trend
furnishings that reflect
your sense of
style.

Conference Tables

42" Round Conference Table 42" RND 29"H

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



Madison

(gray acajou top, chrome)

- E) MADC05 5' Table** 60"L 48"D 29"H
- F) MADC08 8' Table** 96"L 60"D 29"H
- G) MADC10 10' Table** 120"L 48"D 29"H



- H) CUPCHA Cupertino Mid Back Chair**
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
- I) GENCHA Genesis Chair**
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

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



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

A.



B.



D.



C.

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

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

E.



F.



G.



H.



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

Conference Tables
(graphite nebula top, black)
G) CB3 8'
96"L 48"D 29"H
H) CB2 6'
72"L 42"D 29"H

I. J.



K.



Conference Tables
(granite top, black)
I) C508GR 8'
96"L 44"D 29"H
J) CT10GR 10'
120"L 46"D 29"H
K) CT06GR 6'
72"L 36"D 29"H

Executive Seating & Desks

Cupertino



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

Pro High Back

Executive Chairs
25"L 24"D 45-48"H
Adjustable height

- A) PROEXE** (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)



Pro Mid Back

Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)



Pro Guest

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



Task

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



Genesis

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



Madison

- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
 B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
 C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



B. CREDENZA FRONT



CREDENZA BACK



C.



Tech Desk

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

A. 



POWERED
DETAIL

B. 



C.



Ventura

Powered & Communal Tables



Powered Bar Tables

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

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

Communal Bar Tables

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

Maple Top

B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)



B.



C.



POWERED
DETAIL

Draw A Crowd.

Communal tables keep attendees charged while encouraging networking and genuine connections.

Powered Cafe Tables

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

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

Communal Cafe Tables

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

Maple Top

C) VNTCMN (solid)
VNTCMW (grommets)

White Top

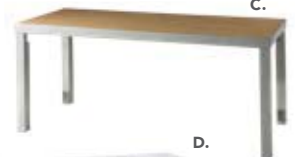
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top

E) VNTCBN (solid)



C.



D.



E.



POWERED
DETAIL

B.



Office Accessories & Decor

Powered Products



A.



B.



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



C.



D.

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment
for a warm and natural feel.



A.



B.



C.

A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

Midtown

Counter & Bar

Powered Products



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



Midtown Powered Counter

60"L 18"D 42"H (taupe glass top, pewter)

MTCPUL (unlighted)

MTCLPI (lighted with plug-in)

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



BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)

A.

Midtown Bar

60"L 18"D 42"H (taupe glass top, pewter)

A) MTBUUL (unlighted)

B) MTBLPI (lighted with plug-in)



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



(back)

B.



(lit-blue)



(lit-red)



(lit-green)



(lit-white)



Cocktail and Occasional Tables

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Thursday, October 8, 2020

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

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Cocktail Tables

Item	Qty.	Online	Discount	Regular	Amount
C1E-Silverado	<input type="text"/>	\$451.60	\$519.35	\$587.10	<input type="text"/>
ALC100-Alondra, Glass/Chrome	<input type="text"/>	\$544.40	\$626.05	\$707.70	<input type="text"/>
ALC200-Alondra, Wood/Chrome	<input type="text"/>	\$544.40	\$626.05	\$707.70	<input type="text"/>
C1FWB-Geo, Wood/Black	<input type="text"/>	\$476.30	\$547.75	\$619.20	<input type="text"/>
C1C-Geo Rect., Glass/Chrome	<input type="text"/>	\$408.25	\$469.50	\$530.75	<input type="text"/>
MESCTB-Mesa Cocktail Table Black top	<input type="text"/>	\$315.30	\$362.60	\$409.90	<input type="text"/>
MESCTG-Mesa Cocktail Table Glass top	<input type="text"/>	\$315.30	\$362.60	\$409.90	<input type="text"/>
MESCTW-Mesa Cocktail Table Wood top	<input type="text"/>	\$315.30	\$362.60	\$409.90	<input type="text"/>
C1W-Sydney, White	<input type="text"/>	\$457.75	\$526.40	\$595.10	<input type="text"/>
C1WP-Sydney White, Powered!	<input type="text"/>	\$581.50	\$668.70	\$755.95	<input type="text"/>
C1Y-Sydney, Black	<input type="text"/>	\$457.75	\$526.40	\$595.10	<input type="text"/>
C1YP-Sydney Black, Powered!	<input type="text"/>	\$581.50	\$668.70	\$755.95	<input type="text"/>
REGBEN-Regis Bench Table	<input type="text"/>	\$467.05	\$537.10	\$607.15	<input type="text"/>
SYDBEC-Sydney Cocktail Table	<input type="text"/>	\$463.95	\$533.55	\$603.15	<input type="text"/>
SYDWDC-Sydney Cocktail Table	<input type="text"/>	\$421.80	\$485.05	\$548.35	<input type="text"/>

Occasional End Tables

Item	Qty.	Online	Discount	Regular	Amount
E1E-Silverado	<input type="text"/>	\$429.90	\$494.40	\$558.85	<input type="text"/>
ALE100-Alondra, Glass/Chrome	<input type="text"/>	\$392.85	\$451.80	\$510.70	<input type="text"/>
ALE200-Alondra, Wood/Chrome	<input type="text"/>	\$392.85	\$451.80	\$510.70	<input type="text"/>
E1FWB-Geo, Wood/Black	<input type="text"/>	\$414.50	\$476.65	\$538.85	<input type="text"/>
E1C-Geo, Glass/Chrome	<input type="text"/>	\$402.15	\$462.45	\$522.80	<input type="text"/>
MESETB-Mesa End Table, Black top	<input type="text"/>	\$208.35	\$239.60	\$270.85	<input type="text"/>
MESETG-Mesa End Table, Glass top	<input type="text"/>	\$208.35	\$239.60	\$270.85	<input type="text"/>
MESETW-Mesa End Table, Wood top	<input type="text"/>	\$208.35	\$239.60	\$270.85	<input type="text"/>
E1W-Sydney, White	<input type="text"/>	\$414.50	\$476.65	\$538.85	<input type="text"/>
E1Y-Sydney, Black	<input type="text"/>	\$414.50	\$476.65	\$538.85	<input type="text"/>
CUBTBL-Edge LED Cube	<input type="text"/>	\$321.70	\$369.95	\$418.20	<input type="text"/>
AURA End Table	<input type="text"/>	\$235.05	\$270.30	\$305.55	<input type="text"/>
ETBL-E Table, Wood	<input type="text"/>	\$290.75	\$334.35	\$378.00	<input type="text"/>
TMBTBL Timber Table, Wood	<input type="text"/>	\$278.40	\$320.15	\$361.90	<input type="text"/>
REGOTT-Regis End Table	<input type="text"/>	\$343.40	\$394.90	\$446.40	<input type="text"/>
CUBPOW-Wireless Chrg Tbl, Powered!	<input type="text"/>	\$700.20	\$805.25	\$910.25	<input type="text"/>
SYDBEE - Sydney End Table	<input type="text"/>	\$407.75	\$468.90	\$530.10	<input type="text"/>
SYDWDE-Sydney End Table	<input type="text"/>	\$407.75	\$468.90	\$530.10	<input type="text"/>
TAOBWH-Taos White top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>
TAOBBK Taos Black top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>
TAOBWD Taos Wood top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>
SEDBWH Sedona White top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>
SEDBBK Sedona Black Top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>
SEDBWD Sedona Wood Top	<input type="text"/>	\$220.75	\$253.85	\$287.00	<input type="text"/>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Tables Furnishings: \$

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

6.000% Tax*: \$

Amount Due: \$

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

Company Name:	<input type="text"/>	Booth #	<input type="text"/>
Contact Name	<input type="text"/>		
Email:	<input type="text"/>		



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

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(410) 737-9270

fax

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Item	Qty.	Online	Discount	Regular	Amount
Styles and Shapes					
END02B-Square, Black Leather	<input type="text"/>	\$426.85	\$490.90	\$554.90	<input type="text"/>
END02W-Square, White Leather	<input type="text"/>	\$426.85	\$490.90	\$554.90	<input type="text"/>
END01B-Curved, Black Leather	<input type="text"/>	\$680.50	\$782.55	\$884.65	<input type="text"/>
END01W-Curved, White Leather	<input type="text"/>	\$680.50	\$782.55	\$884.65	<input type="text"/>
CUBL20-Edge Lighted Cube	<input type="text"/>	\$321.70	\$369.95	\$418.20	<input type="text"/>
WHT12-Half Bench, White Vinyl	<input type="text"/>	\$612.45	\$704.30	\$796.20	<input type="text"/>
BNQ7-Quarter Curve, White Vinyl	<input type="text"/>	\$801.15	\$921.30	\$1,041.50	<input type="text"/>
BNQR17-Ottoman Ring, White Vinyl	<input type="text"/>	\$2,870.40	\$3,300.95	\$3,731.50	<input type="text"/>
REGBEN Regis Bench, Brushed Metal	<input type="text"/>	\$467.05	\$537.10	\$607.15	<input type="text"/>

Beverly Bench

BVLYBK Bev Bench Black Vinyl	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYBN Bev Bench Brown Fabric	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYGR Bev Bench Grey Fabric	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYLN Bev Bench Linen Fabric	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYOB Bev Bench Ocean Fabric	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYRD Bev Bench Red Fabric	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>
BVLYWH Bev Bench White Vinyl	<input type="text"/>	\$655.70	\$754.05	\$852.40	<input type="text"/>

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Total Ottomans: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

**Private Practice Section**

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Thursday, October 8, 2020Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Item	Qty.	Online	Discount	Regular	Amount
Vibes					
VIB01-Vibe Cube, Green	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB02-Vibe Cube, Blue	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB04-Vibe Cube, Red	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB05-Vibe Cube, Yellow	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB06-Vibe Cube, Gold/Bronze	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB08-Vibe Cube, Orange	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB09-Vibe Cube, White Wtrproof	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB10-Vibe Cube, Black Wtrproof	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB11 Vibe Cube, Steel Blue Vinyl	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
VIB12 Vibe Cube, Silver Vinyl	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
Vibe13-Vibe Cube, Purple Vinyl	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
Vibe14-Vibe Cube, Cirtus Green	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
Vibe15-Vibe Cube, Taupe Vinyl	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
Vibe16- Vibe Cube, Spice Orange	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>
Vibe 17-Desert Rose	<input type="text"/>	\$228.95	\$263.30	\$297.65	<input type="text"/>

Marche Swivel

MAR001-Marche Swivel, White	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR002-Marche Swivel, Grey	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR003-Marche Swivel, Linen	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR004-Marche Swivel, Raspberry	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR005-Marche Swivel, Red	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR006-Marche Swivel, Rose Qtz	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR007-Marche Swivel, Plum	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR008-Marche Swivel, Mdw Grn	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR009, Marche Swivel, Pear	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR010-Marche Swivel, Blue	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR011-Marche Swivel, Orange	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR012-Marche Swivel, Forest Green	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR013-Marche Swivel, Teal Velvet	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR014-Marche Swivel, Distr. Brown	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
MAR015-Marche Swivel, Black Vinyl	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>

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Total Ottomans: \$ 6.000% Tax*: \$ Amount Due: \$ Company Name: Booth # Contact Name Email:



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

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Event Code:

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fax

M173551020

baltimore@shepardes.com

(410) 737-9270

(410) 737-9274

	Item	Qty.	Online	Discount	Regular	Amount
Sofas and Sectionals	MNCHSC Munich Sectional, 3 pc		\$3,022.00	\$3,475.30	\$3,928.60	
	SFA002- Allegro Sofa		\$1,138.30	\$1,309.05	\$1,479.80	
	NPLSOF-Naples Sofa, Black Vinyl		\$1,360.95	\$1,565.10	\$1,769.25	
	VALSOF- Valencia Sofa		\$724.30	\$832.95	\$941.60	
	TANSOF-Tangiers Sofa, Beige		\$1,079.50	\$1,241.40	\$1,403.35	
	KEYSOF-Key Largo Sofa		\$770.20	\$885.75	\$1,001.25	
	FAIRSW-Fairfax Sofa		\$776.35	\$892.80	\$1,009.25	
	BSFWHT-Baja Sofa		\$1,377.80	\$1,584.45	\$1,791.15	
	PALSOF-Palm Beach Sofa		\$1,135.15	\$1,305.40	\$1,475.70	
	KEYLOV-Key Largo Loveseat		\$596.95	\$686.50	\$776.05	
Loveseats	TANLOV Tangiers Loveseat		\$1,125.85	\$1,294.75	\$1,463.60	
	BLVWHT Baja Loveseat White Vinyl		\$1,295.95	\$1,490.35	\$1,684.75	
	MNCHLV- Munich Armless Loveseat		\$1,345.50	\$1,547.30	\$1,749.15	
	NPLLOV- Naples Loveseat, Blk Vinyl		\$1,144.40	\$1,316.05	\$1,487.70	
	BCHWHT Baja Chair, White Vinyl		\$884.65	\$1,017.35	\$1,150.05	
Club Chairs	NPLCHR-Naples Chair, Black Vinyl		\$949.60	\$1,092.05	\$1,234.50	
	TANCHR-Tangiers Chair, Beige		\$702.15	\$807.45	\$912.80	
	CHR002-Allegro Chair		\$798.05	\$917.75	\$1,037.45	
	KEYCHR-Key Largo Chair		\$510.40	\$586.95	\$663.50	
	FAIRCW-Fairfax Chair		\$559.85	\$643.85	\$727.80	
Accent Chairs	SWAN-Swanson Swivel, White Vinyl		\$581.50	\$668.70	\$755.95	
	OCB-Key West Tub, Black		\$646.50	\$743.45	\$840.45	
	BCW-Madrid Chair, White		\$1,215.65	\$1,398.00	\$1,580.35	
	LABREA-La Brea Swivel Chair		\$668.05	\$768.25	\$868.45	
	VALCHA Valencia Chair		\$487.30	\$560.40	\$633.50	
	MNCHCC Munich Corner Chair		\$918.65	\$1,056.45	\$1,194.25	
	MNCHCH Munich Armless Chair		\$757.75	\$871.40	\$985.10	
	OCH Madrid Chair, Black		\$1,215.65	\$1,398.00	\$1,580.35	
	WENCHA-Wentworth Chair		\$534.25	\$614.40	\$694.55	
	BNQ417-Full Banquette- Powered!		\$3,733.35	\$4,293.35	\$4,853.35	
Modular System	BNQR17-Ottoman Ring, White Vinyl		\$2,870.40	\$3,300.95	\$3,731.50	
	BNQ7-Quarter Curve, White Vinyl		\$801.15	\$921.30	\$1,041.50	
	BNQTL7- Center Cone, White Vinyl		\$1,178.45	\$1,355.20	\$1,532.00	
	WHT12-Half Bench, White Vinyl		\$612.45	\$704.30	\$796.20	
Powered Seating	CHRPWR- Roma Chair, powered		\$1,030.05	\$1,184.55	\$1,339.05	
	SFAPWR-Roma Sofa, powered		\$1,657.95	\$1,906.65	\$2,155.35	
	NPLCHP-Naples Chair, powered		\$1,030.05	\$1,184.55	\$1,339.05	
	NPLSOP-Naples Sofa, powered		\$1,657.95	\$1,906.65	\$2,155.35	
	NPLLOP-Naples Loveseat, powered		\$1,425.95	\$1,639.85	\$1,853.75	

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Total Soft Seating: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD
October 29 - 30, 2020

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Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

Conference Tables	Item	Qty.	Online	Discount	Regular	Amount
	CF2-Geo Table, Black	<input type="text"/>	\$733.05	\$843.00	\$952.95	<input type="text"/>
	CE1-Geo Table, Sq. Chrome	<input type="text"/>	\$516.50	\$593.95	\$671.45	<input type="text"/>
	CF1-Geo Table, Sq. Black	<input type="text"/>	\$516.50	\$593.95	\$671.45	<input type="text"/>
	CE2-Geo Table, Chrome	<input type="text"/>	\$733.05	\$843.00	\$952.95	<input type="text"/>
	CB2-6' Graphite Table	<input type="text"/>	\$770.20	\$885.75	\$1,001.25	<input type="text"/>
	CB3-8' Graphite Table	<input type="text"/>	\$906.30	\$1,042.25	\$1,178.20	<input type="text"/>
	CB1-42" Round, Graphite Nebula	<input type="text"/>	\$624.85	\$718.60	\$812.30	<input type="text"/>
	C508GR-8', Granite	<input type="text"/>	\$906.30	\$1,042.25	\$1,178.20	<input type="text"/>
	CT10GR-10', Granite	<input type="text"/>	\$1,360.95	\$1,565.10	\$1,769.25	<input type="text"/>
	CT06GR-6', Granite	<input type="text"/>	\$770.20	\$885.75	\$1,001.25	<input type="text"/>
	PWRUSB-Powered Table Module	<input type="text"/>	\$123.75	\$142.30	\$160.90	<input type="text"/>
	CB8-42" Round Madison, Grey	<input type="text"/>	\$552.30	\$635.15	\$718.00	<input type="text"/>
	MADC10-10' Madison, Grey	<input type="text"/>	\$1,562.00	\$1,796.30	\$2,030.60	<input type="text"/>
	MADC05-5' Madison, Grey	<input type="text"/>	\$782.55	\$899.95	\$1,017.30	<input type="text"/>
	MADC08-8' Madison, Grey	<input type="text"/>	\$1,562.00	\$1,796.30	\$2,030.60	<input type="text"/>
	CONF42-42" Round, White lam	<input type="text"/>	\$624.85	\$718.60	\$812.30	<input type="text"/>
	36ATO Atomic 36" Round, Glass	<input type="text"/>	\$516.50	\$593.95	\$671.45	<input type="text"/>
	42ATO Atomic 42" Round, Glass	<input type="text"/>	\$516.50	\$593.95	\$671.45	<input type="text"/>
	42BKCT 42" Round, Black Top	<input type="text"/>	\$596.25	\$685.70	\$775.15	<input type="text"/>

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Total Conference: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Email:



M173551020

baltimore@shepardes.com

(410) 737-9270

(410) 737-9274

	Item	Qty.	Online	Discount	Regular	Amount
Executive Seating	PROEXE-Executive Chair High Back - White		\$603.15	\$693.60	\$784.10	
	PROEXB-Executive Chair High Back - Black		\$603.15	\$693.60	\$784.10	
	PROGB-Guest Executive Chair - Black		\$423.75	\$487.30	\$550.90	
	PROMDB-Executive Chair Mid Back - Black		\$395.90	\$441.10	\$514.65	
	PROMID-Executive Chair Mid Back - White		\$383.55	\$455.30	\$498.60	
Group & Guest Seating	Duet-Black, Chrome		\$105.15	\$120.90	\$136.70	
	RSTDIN-Rustique w/ arms, Gunmetal		\$213.40	\$245.40	\$277.40	
	CS8-Berlin Chair, Black		\$207.20	\$238.30	\$269.35	
	XCHR-Christopher Chr, White Vinyl		\$170.15	\$195.65	\$221.20	
	SC10 Razor Chair		\$126.80	\$145.80	\$164.85	
	SC3-Brewer Chair, Onyx		\$284.50	\$327.15	\$369.85	
	LMCHR-Laguna Chair, Maple/Chrome		\$241.30	\$277.50	\$313.70	
	MALGRY-Malba Chair, Grey		\$185.60	\$213.45	\$241.30	
	MALGRN-Malba Chair, Green		\$185.60	\$213.45	\$241.30	
	CS4-Syntax Chair, Black/Chrome		\$337.15	\$387.70	\$438.30	
	ZENCHR-Zenith Chair-White/Chrome		\$272.15	\$312.95	\$353.80	
	BLDCRD-Blade Chair		\$109.65	\$126.10	\$142.55	
	BLDCSB-Blade Chair		\$109.65	\$126.10	\$142.55	
	LUCHCL-Lucent Chair		\$295.25	\$339.55	\$383.85	
	MARCBE-Marina Chair, Ocean Blue		\$239.00	\$274.85	\$310.70	
	MARCBK-Marina Chair, Black Vinyl		\$239.00	\$274.85	\$310.70	
	MARCBR-Marina Chair, Brown		\$239.00	\$274.85	\$310.70	
	MARCRD-Marina Chair, Red		\$239.00	\$274.85	\$310.70	
	MARCWH-Marina Chair, White Vinyl		\$239.00	\$274.85	\$310.70	
	TASKST-Task Stool		\$239.00	\$274.85	\$310.70	
	CUPCHA-Cupertino Mid Back Chair		\$472.95	\$543.90	\$614.85	
	GENCHA-Genesis		\$412.75	\$474.65	\$536.60	
	Meeting Chairs	OCMTAU-Meeting Chair, Taupe		\$445.40	\$512.20	\$579.00
OCMWHT-Meeting Chair, White			\$408.25	\$469.50	\$530.75	
OCMESP-Meeting Chair, Espresso			\$451.60	\$519.35	\$587.10	

**Private Practice Section**

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October 29 - 30, 2020

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baltimore@shepardes.com

(410) 737-9270

(410) 737-9274

Café Tables

	Item	Qty.	Online	Discount	Regular	Amount
Café Tables- Black Base	ZTK-30" Maple Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	ZTP-36" Maple Top/Black Base	<input type="text"/>	\$398.95	\$458.80	\$518.65	<input type="text"/>
	ZTJ-30" Graphite Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	ZTN-36" Graphite Top/Black Base	<input type="text"/>	\$398.95	\$458.80	\$518.65	<input type="text"/>
	ZTQ-36" White Laminate Top	<input type="text"/>	\$398.95	\$458.80	\$518.65	<input type="text"/>
	ZTB-30" Red Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	ZTA-30" Grey Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30WH29 -30" White Laminate	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30BEBC-30" Blue Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30WDBC-30" Wood Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	36BKSC-36" Black Top Black Base	<input type="text"/>	\$398.95	\$458.80	\$518.65	<input type="text"/>
	30AGBC 30" Gunmetal top Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30BKSC 30" Black Top Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30OSBC 30" Orange Top Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30GSBC 30" Green Top Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	30YSBC 30" Brushed Yellow Top/Black Base	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
Café Tables - Chrome Base 30", Hydraulic	30MTHC-Maple Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30GRHC-Graphite Nebula, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30BRHC-Brushed Red Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30MAHC-Grey Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30WHHC-White Laminate	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30BEHC-Blue Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30WDHC-Wood Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30BKHC-Black Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30AGHC-Brushed Gunmetal, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30YSHC-Brushed Yellow Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30GSHC-Green Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
	30OSHC-Orange Top, Chrome	<input type="text"/>	\$488.75	\$562.05	\$635.40	<input type="text"/>
Café Tables - Chrome Base 36", Hydraulic	36MTHC-Maple Top, Chrome	<input type="text"/>	\$532.00	\$611.80	\$691.60	<input type="text"/>
	36GRHC-Graphite Nebula, Chrome	<input type="text"/>	\$532.00	\$611.80	\$691.60	<input type="text"/>
	36WTHC-White Top, Chrome	<input type="text"/>	\$532.00	\$611.80	\$691.60	<input type="text"/>
	36BKHC Black Top, Chrome	<input type="text"/>	\$532.00	\$611.80	\$691.60	<input type="text"/>

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Company Name:

Booth #

Contact Name

Email:



Communal Tables

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

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phone

(410) 737-9270

fax

(410) 737-9274

Ventura Communal Tables

30" High

Item	Qty.	Online	Discount	Regular	Amount
VNTCBN-Black Top, Silver Frame	<input type="text"/>	\$829.55	\$954.00	\$1,078.40	<input type="text"/>
VNTCMN-Maple Top, Silver Frame	<input type="text"/>	\$829.55	\$954.00	\$1,078.40	<input type="text"/>
VNTCWN-White Top, Silver Frame	<input type="text"/>	\$829.55	\$954.00	\$1,078.40	<input type="text"/>
VNTCMW-Maple, w/ Grmt	<input type="text"/>	\$829.55	\$954.00	\$1,078.40	<input type="text"/>
VNTCWW-White, w/ Grmt	<input type="text"/>	\$829.55	\$954.00	\$1,078.40	<input type="text"/>
VNTCBK-Black Top- Powered!	<input type="text"/>	\$942.00	\$1,083.30	\$1,224.60	<input type="text"/>
VNTCWH-White Top- Powered!	<input type="text"/>	\$942.00	\$1,083.30	\$1,224.60	<input type="text"/>

Ventura Communal Tables

42" High

VNTBNP Black Top	<input type="text"/>	\$1,079.50	\$1,241.40	\$1,403.35	<input type="text"/>
VNTMNP Maple Top	<input type="text"/>	\$1,079.50	\$1,241.40	\$1,403.35	<input type="text"/>
VNTWNP White Top	<input type="text"/>	\$1,079.50	\$1,241.40	\$1,403.35	<input type="text"/>
VNTBMW Maple Top w/ Grom	<input type="text"/>	\$1,079.50	\$1,241.40	\$1,403.35	<input type="text"/>
VNTBWW White w/ Grom	<input type="text"/>	\$1,079.50	\$1,241.40	\$1,403.35	<input type="text"/>
VNTBLK Black Top Powered!	<input type="text"/>	\$1,274.40	\$1,465.55	\$1,656.70	<input type="text"/>
VNTWHT White Top Powered!	<input type="text"/>	\$1,274.40	\$1,465.55	\$1,656.70	<input type="text"/>

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Total Bar: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:



Bar Tables and Bars

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

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baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

Bar Tables - All Black Base

Item	Qty.	Online	Discount	Regular	Amount
VTK-30" Maple Top/Black Base		\$402.15	\$462.45	\$522.80	
VTP-36" Maple Top/Black Base		\$429.90	\$494.40	\$558.85	
VTJ-30" Graphite Top/Black Base		\$402.15	\$462.45	\$522.80	
VTN-36" Graphite Top/Black Base		\$429.90	\$494.40	\$558.85	
VTW-36" White Laminate Top		\$429.90	\$494.40	\$558.85	
VTB-30" Red Top/Black Base		\$402.15	\$462.45	\$522.80	
30WH42 30" White Laminate		\$423.75	\$487.30	\$550.90	
VTA-30" Grey Top/Black Base		\$402.15	\$462.45	\$522.80	
RSTSQT Rustique Square Metal		\$445.40	\$512.20	\$579.00	
30BEBB-Blue Top/Black Base		\$407.75	\$468.90	\$530.10	
30WDBB-Wood Top/Black Base		\$407.75	\$468.90	\$530.10	
30BKSB Black Top, Black Base		\$402.05	\$462.35	\$522.65	
30AGBB Gun Metal Top, Black Base		\$402.05	\$462.35	\$522.65	
30YBBB Brushed Yellow Top, Black Base		\$402.05	\$462.35	\$522.65	
30GSBB Green Top, Black Base		\$402.05	\$462.35	\$522.65	
30OSBB Orange Top, Black Base		\$402.05	\$462.35	\$522.65	

Bar Tables - Chrome Base 30", Hydraulic

30GRHB-Graphite Nebula, Chrome		\$488.75	\$562.05	\$635.40	
30MTHB-Maple Top, Chrome		\$488.75	\$562.05	\$635.40	
30BRHB-Brushed Red, Chrome		\$488.75	\$562.05	\$635.40	
30WHHB White Laminate, Chrome		\$528.95	\$608.30	\$687.65	
30MAHB-Grey Top, Chrome		\$488.75	\$562.05	\$635.40	
30BEHB-Blue Top, Chrome		\$492.10	\$565.90	\$639.75	
30WDHB-Wood Top, Chrome		\$492.10	\$565.90	\$639.75	
30BKHB Black Top Hydraulic Base		\$ 516.75	\$594.25	\$671.80	
30AGHB Gun Metal Top, Hydraulic Base		\$ 516.75	\$594.25	\$671.80	
30YSHB Brushed Yellow Top, Hydraulic Base		\$ 516.75	\$594.25	\$671.80	
30GSHB Green Top, Hydraulic Base		\$ 516.75	\$594.25	\$671.80	
30OSHB Orange Top, Hydraulic Base		\$ 516.75	\$594.25	\$671.80	

Bar Tables - Chrome Base 36", Hydraulic

36GRHB-Graphite Nebula, Chrome		\$532.00	\$611.80	\$691.60	
36MTHB, Maple Top, Chrome		\$532.00	\$611.80	\$691.60	
36WTHB-White Top, Chrome		\$532.00	\$611.80	\$691.60	
36BKHB 36" Black Top Hydraulic Base		\$429.90	\$494.40	\$558.85	

Bars and Counters

MTBLPI-Midtown Bar, Lighted		\$2,404.15	\$2,764.75	\$3,125.40	
MTBUUL-Midtown Bar, unlighted		\$2,249.50	\$2,586.90	\$2,924.35	
MTCLPI- Midtown Counter, Lighted		\$2,404.15	\$2,764.75	\$3,125.40	
MTCPUL- Midtown Counter, Unlighted		\$2,263.55	\$2,603.10	\$2,942.60	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Bar: \$

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

6.000%

Tax*: \$

Amount Due: \$

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

Company Name:

Booth #

Contact Name

Email:



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline **Thursday, October 8, 2020**

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

Event Code: M173551020
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274

Barstools	Item	Qty.	Online	Discount	Regular	Amount
	BST-Banana, White/Chrome	<input type="text"/>	\$405.20	\$466.00	\$526.75	<input type="text"/>
	BSS-Banana, Black/Chrome	<input type="text"/>	\$405.20	\$466.00	\$526.75	<input type="text"/>
	BS001-Shark, Swivel White	<input type="text"/>	\$516.50	\$593.95	\$671.45	<input type="text"/>
	BS002-Zoey, Swivel White	<input type="text"/>	\$473.25	\$544.25	\$615.25	<input type="text"/>
	BS003-Zoey, Swivel Black	<input type="text"/>	\$473.25	\$544.25	\$615.25	<input type="text"/>
	RSTSTL-Rustique Barstool, Gunmetal	<input type="text"/>	\$235.05	\$270.30	\$305.55	<input type="text"/>
	APS08-Apex Black Vinyl	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	APS59-Apex Red Vinyl	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	APS75-Apex White Vinyl	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	APS12-Apex Blue Ultra Suede	<input type="text"/>	\$365.00	\$419.75	\$474.50	<input type="text"/>
	XBAR-Christopher White Vinyl	<input type="text"/>	\$293.80	\$337.85	\$381.95	<input type="text"/>
	LMBAR-Laguna, Maple/Chrome	<input type="text"/>	\$303.10	\$348.55	\$394.05	<input type="text"/>
	BSR-Syntax, Black/Chrome	<input type="text"/>	\$368.10	\$423.30	\$478.55	<input type="text"/>
	ZENBAR-Zenith, White/Chrome	<input type="text"/>	\$272.15	\$312.95	\$353.80	<input type="text"/>
	BSC-Oslo, White	<input type="text"/>	\$426.85	\$490.90	\$554.90	<input type="text"/>
	ROLLBL-Lift Barstool, Black Vinyl	<input type="text"/>	\$343.40	\$394.90	\$446.40	<input type="text"/>
	ROLLGY-Lift Barstool, Grey Vinyl	<input type="text"/>	\$343.40	\$394.90	\$446.40	<input type="text"/>
	ROLLRD-Lift Barstool, Red Vinyl	<input type="text"/>	\$343.40	\$394.90	\$446.40	<input type="text"/>
	ROLLWH-Lift Barstool, White Vinyl	<input type="text"/>	\$343.40	\$394.90	\$446.40	<input type="text"/>
	BLDBRD-Blade, Red	<input type="text"/>	\$210.85	\$242.50	\$274.10	<input type="text"/>
	BLDBSB-Blade, Sky Blue	<input type="text"/>	\$210.85	\$242.50	\$274.10	<input type="text"/>
	LUBSCL- Frosted, Acrylic	<input type="text"/>	\$421.80	\$485.05	\$548.35	<input type="text"/>

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

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

Total Bar: \$
6.000% Tax*: \$
Amount Due: \$

Company Name:

Booth #

Contact Name:

Email:



Executive Accessories

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Thursday, October 8, 2020

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

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

	Item	Qty.	Online	Discount	Regular	Amount
Desks, Credenzas, Files, Bookcases	CR8-Madison Credenza, Grey	<input type="text"/>	\$835.10	\$960.35	\$1,085.65	<input type="text"/>
	JD8-Madison Executive Desk, Grey	<input type="text"/>	\$986.70	\$1,134.70	\$1,282.70	<input type="text"/>
	BC8-Madison Bookcase, Grey	<input type="text"/>	\$714.50	\$821.65	\$928.85	<input type="text"/>
	TECH3B-Tech Desk w/drawers- Powered!	<input type="text"/>	\$906.30	\$1,042.25	\$1,178.20	<input type="text"/>
	TECH-Tech Desk- Powered	<input type="text"/>	\$733.05	\$843.00	\$952.95	<input type="text"/>
Work & Multi-Use Tables	TECH3-3-drawer File Cbnt w/Castors	<input type="text"/>	\$241.30	\$277.50	\$313.70	<input type="text"/>
	MERLIN-Multi Use Table	<input type="text"/>	\$559.85	\$643.85	\$727.80	<input type="text"/>
	WD3-Work Table	<input type="text"/>	\$538.20	\$618.95	\$699.65	<input type="text"/>
Shelving Pedestals	PSHCCS-Posh Shelving	<input type="text"/>	\$838.25	\$964.00	\$1,089.75	<input type="text"/>
	PDL36B-Ped, Locking- Powered!	<input type="text"/>	\$819.65	\$942.60	\$1,065.55	<input type="text"/>
	PDL42B-Ped, Locking- Powered!	<input type="text"/>	\$971.25	\$1,116.95	\$1,262.65	<input type="text"/>
	PDL36W-Ped, Locking- Powered!	<input type="text"/>	\$819.65	\$942.60	\$1,065.55	<input type="text"/>
Lamps	PDL42W-Ped, Locking- Powered!	<input type="text"/>	\$971.25	\$1,116.95	\$1,262.65	<input type="text"/>
	LA15-Mason Silver Floor Lamp	<input type="text"/>	\$358.80	\$412.60	\$466.45	<input type="text"/>
	LA14-Mason Silver Table Lamp	<input type="text"/>	\$235.05	\$270.30	\$305.55	<input type="text"/>
Hedge Walls	HDG4FT-Boxwood Hedge, 4ft	<input type="text"/>	\$717.00	\$824.55	\$932.10	<input type="text"/>
	HDG7FT-Boxwood Hedge, 7ft	<input type="text"/>	\$1,166.95	\$1,342.00	\$1,517.05	<input type="text"/>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Accessories: \$

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

6.000% Tax*: \$

Amount Due: \$

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

Company Name:

Booth #

Contact Name

Email:



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Discount Deadline **Tuesday, September 29, 2020**

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

Event Code:

M173551020

email

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fax

(410) 737-9274

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

Foam Core Signs, Single sided

Code	Item	Qty.	Discount	Regular	Amount
70009	Vertical, 22" x 28"	<input type="text"/>	\$228.65	\$297.25	<input type="text"/>
70010	Horz., 22" x 28"	<input type="text"/>	\$228.65	\$297.25	<input type="text"/>
70011	Vertical, 28" x 44"	<input type="text"/>	\$348.25	\$452.75	<input type="text"/>
70012	Horz., 28" x 44"	<input type="text"/>	\$348.25	\$452.75	<input type="text"/>
70027	Meterboard, 38.25" x 90.75", trovicil panel	<input type="text"/>	\$704.85	\$916.30	<input type="text"/>
70138	39"x84" Meterboard, Ultraboard	<input type="text"/>	\$409.50	\$532.35	<input type="text"/>

Vinyl Banners with Digital Printing

Code	Item	Qty.	Discount	Regular	Amount
70065	Grommets, per sq. ft.- Vertical	<input type="text"/>	\$29.00	\$37.70	<input type="text"/>
70071	Grommets, per sq. ft. - Horizontal	<input type="text"/>	\$29.00	\$37.70	<input type="text"/>
70066	Pockets, per sq. ft. - Vertical	<input type="text"/>	\$31.20	\$40.55	<input type="text"/>
70072	Pockets, per sq. ft.- Horizontal	<input type="text"/>	\$31.20	\$40.55	<input type="text"/>

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

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

Accessories

Code	Item	Qty.	Discount	Regular	Amount
70017	Blank Foamcore, 4' x 8'	<input type="text"/>	\$62.10	\$80.75	<input type="text"/>
70021	Velcro, per ft, min. 5 ft.	<input type="text"/>	\$4.05	\$5.25	<input type="text"/>
70004	7" x 44" ID Sign	<input type="text"/>	\$68.40	\$88.90	<input type="text"/>
50094	Floor Easel	<input type="text"/>	\$61.30	\$79.70	<input type="text"/>
50095	22x28 Sign Holder	<input type="text"/>	\$139.55	\$181.40	<input type="text"/>
50508	Cardboard Meterboard base, blk	<input type="text"/>	\$27.30	\$35.50	<input type="text"/>

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

Code	Item	Qty.	Discount	Regular	Amount
70034	36"x36" Rnd Table Cling	<input type="text"/>	\$243.25	\$316.25	<input type="text"/>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Total Graphics: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code:

M173551020

email

baltimore@shepardes.com

phone

(410) 737-9270

fax

(410) 737-9274

All graphic files for ordered products should be uploaded to our FTP site.**Address:** https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/10_APTA/EXHIBITOR%20UPLOADS**Username:** [sesftp](#)**Password:** [ftpftp](#)

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** [Shepard_1905_A](#)
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: baltimore@shepardes.com
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

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Acceptable File Formats

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

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

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

Fonts

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

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

Artwork Guidelines

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi).

NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

Color

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

Artwork File Types and Resolution

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

Vector

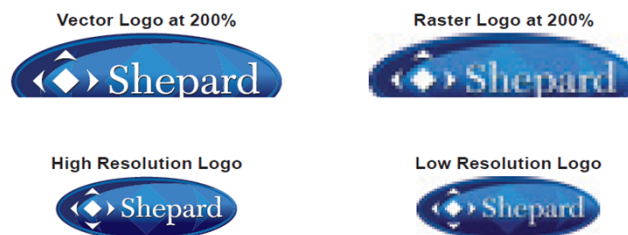
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

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

Resolution

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



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- | | |
|--|--|
| <input type="checkbox"/> Bring our brand to life | <input type="checkbox"/> Create an engaging experience |
| <input type="checkbox"/> Attract attention | <input type="checkbox"/> Make exhibiting easy |
| <input type="checkbox"/> Generate traffic | |



High-impact exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease



Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



Why Shepard?

- **Complimentary consultation**: We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service**: Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions**: Shepard delivers exhibits that engage your audiences



Ready to get started?

Contact Our Exhibits Team!
Exhibits@shepardes.com
404-720-8600

shepardes.com

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code:

M173551020

email

exhibits@shepardes.com

phone

404-720-8652

fax

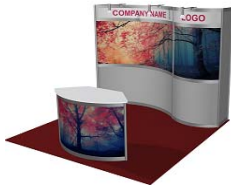
404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie



Code	Item	Qty	Online	Discount	Regular
66470	The Eddie- 10' x 10'	<input type="text"/>	\$3,348.30	\$5,000.55	\$5,652.80
66471	The Eddie- 10' x 20'	<input type="text"/>	\$7,080.85	\$8,143.00	\$9,205.10
66474	The Jonathon - 10' x 10'	<input type="text"/>	\$3,033.50	\$3,488.50	\$3,943.55
66475	The Jonathon - 10' x 20'	<input type="text"/>	\$5,309.85	\$6,106.35	\$6,902.80

The Jonathon



The Pierce



Code	Item	Qty	Online	Discount	Regular
66477	The Pierce - 10' x 10'	<input type="text"/>	\$3,762.70	\$4,327.10	\$4,891.50
66478	The Pierce - 10' x 20'	<input type="text"/>	\$7,144.35	\$8,216.00	\$9,287.65
66484	The Madison - 10' x 10'	<input type="text"/>	\$4,562.95	\$5,247.40	\$5,931.85
66485	The Madison - 10' x 20'	<input type="text"/>	\$5,407.85	\$6,219.05	\$7,030.20

The Madison



The Grant

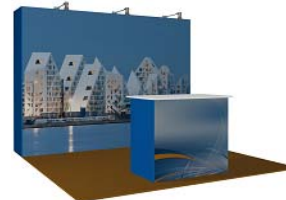


Code	Item	Qty	Online	Discount	Regular
66486	The Grant- 10' x 10'	<input type="text"/>	\$4,816.30	\$5,538.75	\$6,261.20
66487	The Grant- 10' x 20'	<input type="text"/>	\$6,675.30	\$7,676.60	\$8,677.90
66492	The Harrison - 10' x 10'	<input type="text"/>	\$4,427.75	\$5,091.90	\$5,756.10
66493	The Harrison - 10' x 20'	<input type="text"/>	\$6,506.25	\$7,482.20	\$8,458.15

The Harrison



The Hamilton



Code	Item	Qty	Online	Discount	Regular
66467	The Hamilton- 10' x 10'	<input type="text"/>	\$3,085.35	\$3,548.15	\$4,010.95
66468	The Hamilton- 10' x 20'	<input type="text"/>	\$5,405.20	\$6,216.00	\$7,026.75
66473	The Lucy - 10' x 10'	<input type="text"/>	\$2,788.45	\$3,206.70	\$3,625.00

The Lucy



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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Total Inline Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code:

M173551020

email

exhibits@shepards.com

phone

404-720-8652

fax

404-720-8757

Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products

Metal Colors

Black (06)

Silver (15)

Panel Colors

Black (06)

White (03)

Locking Cabinets

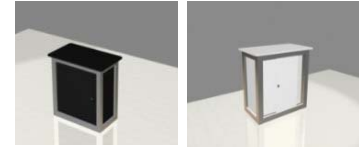
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Item	Qty	Product Size	Online	Discount	Regular	Metal Color	Panel Color
66282	LC1	<input type="text"/>	3' 6" L x 3' 6" H x 1' 9" D	\$1,069.05	\$1,229.40	\$1,389.75	<input type="text"/>	<input type="text"/>
66283	LC2	<input type="text"/>	5' L x 3' 6" H x 1' 9" D	\$1,297.25	\$1,491.85	\$1,686.45	<input type="text"/>	<input type="text"/>
66284	LC3	<input type="text"/>	3' 9" L x 3' 6" H x 2' 3" D	\$788.60	\$906.90	\$1,025.20	Silver Only	<input type="text"/>

Reception Counters

RC2



RC3



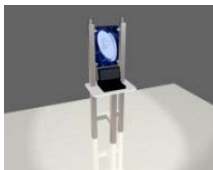
Code	Item	Qty	Product Size	Online	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275	RC2	<input type="text"/>	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$1,099.35	\$1,264.25	\$1,429.15	<input type="text"/>	<input type="text"/>	Contact Us to Customize
66276	RC3	<input type="text"/>	5' 3"L x 3' 6"H x 3' 3"D	\$2,384.80	\$2,742.50	\$3,100.25	<input type="text"/>	<input type="text"/>	1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Item	Qty	Product Size	Online	Discount	Regular	Panel Color	Graphic Size
66285	CS1	<input type="text"/>	3' L x 6' 3" H x 1' 9" D	\$1,386.85	\$1,594.90	\$1,802.90	<input type="text"/>	250mm x 700mm
66286	CS2	<input type="text"/>	2' 3" L x 6' 3" H x 1' 6" D	\$808.35	\$929.60	\$1,050.85	<input type="text"/>	380mm x 580mm

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Counter Rentals: \$

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

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code:

M173551020

email

exhibits@shepardes.com

phone

404-720-8652

fax

404-720-8757

Choose Your Unit & Customize to Fit Your Products!

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

Panel Colors Black (06) White (03)

Product Displays

Gondolas



GL Display Units



Code	Item	Product Size	Qty	Online	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277	Gondola	3' 6" L x 1' 9" D x 5' H	<input type="text"/>	\$749.15	\$861.50	\$973.90			NA
66278	GL1	5' 4" L x 8' H x 1' 3" D	<input type="text"/>	\$740.55	\$851.65	\$962.70	Silver Only	NA	674mm x 1682mm
66279	GL2	4' 3" L x 7' H x 1' 3" D	<input type="text"/>	\$1,276.45	\$1,467.90	\$1,659.40	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview

Square



Code	Item	Product Size	Qty	Online	Discount	Regular	Metal Color	Panel Color
66270	Qtrview	4' 6" L X 1' 9" D x 3' 3" H	<input type="text"/>	\$1,442.35	\$1,658.70	\$1,875.05		
66272	Square	1' 9" L x 1' 9" D x 7' H	<input type="text"/>	\$1,556.70	\$1,790.20	\$2,023.70		

Charging Units

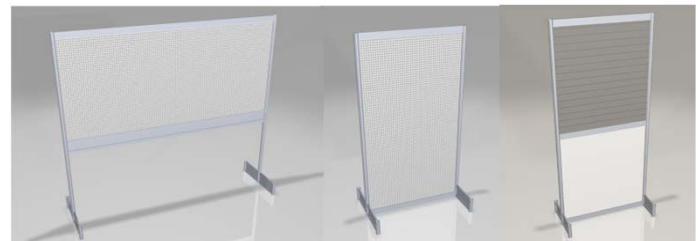
Code	Item	Product Size	Qty	Online	Discount	Regular	Panel Color	Graphic Size
66430	PCS	3' L x 6' 3" H x 1' 9" D	<input type="text"/>	\$2,450.45	\$2,818.00	\$3,185.60	Black Only	250mm x 700mm

PCS



Perforated/Peg Boards

Code	Item	Product Size	Qty	Online	Discount	Regular
66148	PerfH	4'x7' Pegboard panel	<input type="text"/>	\$364.20	\$418.85	\$473.45
66149	PerfV	4'x8' Pegboard panel	<input type="text"/>	\$364.20	\$418.85	\$473.45
50104	6" Pegs	6" Pegs 1 dozen	<input type="text"/>	\$364.20	\$418.85	\$473.45
66147	Slatwall	8'x3.5 Slatwall grey vert	<input type="text"/>	420.40	\$420.40	475.20



Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: \$
 All orders cancelled by the exhibitor within 30 days of first day of exhibitor move-in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change. 6.000% Tax*: \$
 Amount Due: \$

Company Name: Booth #
 Contact Name
 Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code:

M173551020

email

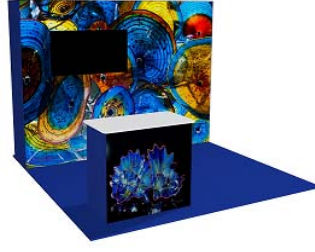
exhibits@shepardes.com

phone

404-720-8652

fax

404-720-8757

10x10 Fabric Booth Rental Display


Code	Item	Qty	Online	Discount	Regular
66557	FX21 10' x 10'	<input type="text"/>	\$2,867.30	\$3,297.40	\$3,727.50
66558	FX2M1 10' w/Monitor	<input type="text"/>	\$5,187.05	\$5,965.10	\$6,743.15

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Item	Qty	Online	Discount	Regular
66561	FX2H1 10' x 10'	<input type="text"/>	\$3,508.45	\$4,034.70	\$4,561.00
66562	FX2M1H 10' w/Monitor	<input type="text"/>	\$5,828.30	\$6,702.55	\$7,576.80

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

10x20 Fabric Booth Rental Display


Code	Item	Qty	Online	Discount	Regular
66559	FX22 10' x 20'	<input type="text"/>	\$4,969.95	\$5,715.45	\$6,460.95
66560	FX2M2 10' x 20' w/Monitor	<input type="text"/>	\$7,289.80	\$8,383.25	\$9,476.75
66567	FX2H2 10' x 20'	<input type="text"/>	\$5,543.45	\$6,374.95	\$7,206.50
66563	FX2M2H 20' w/Monitor	<input type="text"/>	\$7,863.30	\$9,042.80	\$10,222.30

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620


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

 All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact a Exhibit Team member with any customization requests at exhibits@shepardes.com.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

 Total Fabex Rental: \$

 6.000% Tax*: \$

 Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code: M173551020
 email: exhibits@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



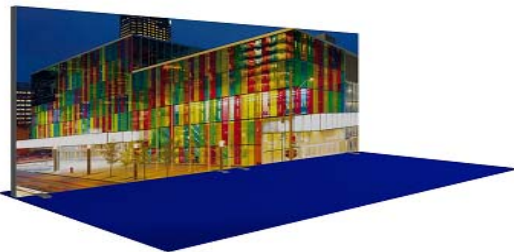
Step 1: Choose Your Booth Size

Step 2: Send Us Your Full Color Graphics

Code	Item	Qty	Online	Discount	Regular	Graphic Sizes
66564	FX11 10' x 10' Backlit	<input type="text"/>	\$2,891.20	\$3,324.90	\$3,758.55	3042mm x 2436mm
66565	FX12 10' x 20' Backlit	<input type="text"/>	\$4,468.15	\$5,138.35	\$5,808.60	6088mm x 2436mm
66566	FX13 10' x 30' Backlit	<input type="text"/>	\$6,045.20	\$6,952.00	\$7,858.75	8992mm x 2436mm

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

FX 12- 8'h x 20'



FX 13- 8' h x 30'



All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at exhibits@shepardes.com.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Total Fabex Backlit: \$
 6.000% Tax*: \$
 Amount Due: \$

Company Name: Booth #:
 Contact Name:
 Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline **Tuesday, September 29, 2020**

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

Event Code:

M173551020

email

exhibits@shepardes.com

phone

404-720-8652

fax

404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

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

The Monroe

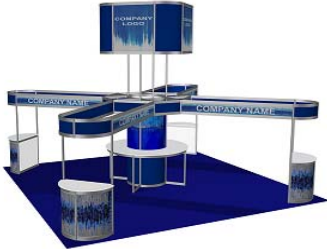


The Tyler

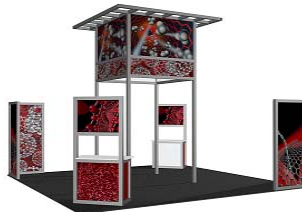


Code	Item	Qty	Online	Discount	Regular
66494	The Monroe	<input type="text"/>	\$11,069.10	\$12,729.45	\$14,389.85
66368	The Washington	<input type="text"/>	\$15,885.55	\$18,268.40	\$20,651.20
66495	The Tyler	<input type="text"/>	\$11,821.25	\$13,594.45	\$15,367.65
66496	The Garfield	<input type="text"/>	\$11,576.10	\$13,312.50	\$15,048.95

The Washington



The Garfield



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at exhibits@shepardes.com.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Total Island Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Email:

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Online & Discount Deadline Tuesday, September 29, 2020

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

Event Code: M173551020

email exhibits@shepardes.com

phone 404-720-8652

fax 404-720-8757

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

Circle Design



Code	Qty	Item	Size	Online	Discount*	Regular
69140	<input type="text"/>	HSC10	10' x 48"	\$6,971.10	\$8,016.75	\$9,062.45
69142	<input type="text"/>	HSC16	16' x 48"	\$11,079.40	\$12,741.30	\$14,403.20

Triangular Design



Code	Qty	Item	Size	Online	Discount*	Regular
69144	<input type="text"/>	HST10	10' x 48"	\$6,859.45	\$7,888.35	\$8,917.30

Square Design



Code	Qty	Item	Size	Online	Discount*	Regular
69143	<input type="text"/>	HSS10	10' x 48"	\$8,476.85	\$9,748.40	\$11,019.90

Wave Design



Code	Qty	Item	Size	Online	Discount*	Regular
69145	<input type="text"/>	HSWS	10' x 48" Single	\$3,020.90	\$3,474.05	\$3,927.15
69146	<input type="text"/>	HSWD	10' x 48" Double	\$4,019.80	\$4,622.75	\$5,225.75

Don't forget to also place an order for building and hanging your sign!

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame Blockout liner

Basic harness Weighs under 75 pounds Rigging not included

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Hanging Sign Rental: \$

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

6.000% Tax*: \$

Amount Due: \$

Company Name: Booth #

Contact Name

Email:

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

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

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To:	<input type="text"/>
		(EXHIBITING CO. NAME)
	Booth #	<input type="text"/>
		c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046 Delivery Hours: M-F, 8-4:30 PM
	For:	Private Practice Section First day freight can arrive w/o a surcharge: September 29, 2020 Last day freight can arrive w/o a surcharge: October 22, 2020



Structural Integrity Statement

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Deadline: **Thursday, October 8, 2020**

Event Code: M173551020

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

Private Practice Section

Gaylord National Resort & Convention Ctr

Shepard Exposition Services

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company

Authorized Signature Date

Authorized Name (printed)

Email

Display House/Builder (if applicable)

Authorized Signature Date

Authorized Name

Email

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move-in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the **Advance Hanging Sign Shipping Label**.

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

Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Thursday, October 22, 2020**

Have questions or need more help? Our knowledgeable staff is ready to assist...give us a call!

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.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

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.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

Discount Deadline **Thursday, October 8, 2020**

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

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.

OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.

DT - Double-time: Holidays.

Holidays: NY Day, ML King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Shepard Blue Supervised Install Labor

Shepard Blue Supervised Dismantle Labor

Code	Online	Discount	Regular	Estimate
68066	ST	\$150.80	\$173.40	\$196.05
68067	OT	\$226.20	\$260.15	\$294.05
68068	DT	\$301.60	\$346.85	\$392.10

Code	Online	Discount	Regular	Estimate
68070	ST	\$150.80	\$173.40	\$196.05
68071	OT	\$226.20	\$260.15	\$294.05
68072	DT	\$301.60	\$346.85	\$392.10

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

Step One:

Choose Your **Service**

Installation ☐

Dismantling ☐

Both ☐

Step Two:

How Many **People?**

#

#

#

Step Three:

How Many **Hours?**

#

#

#

Step Four:

When Should the Build be **Complete?**

Date: Time:

Date: Time:

Date: Time:

Step Five: Tell Us About Your Exhibit!

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

Booth Size: X

Inbound Freight ☐ Advance Warehouse ☐

Carrier Name

Estimated Arrival Date

Direct to Show site ☐

Tracking or Pro #

of Pieces **Estimated Weight**

Set Up Information:

Company Contact Name:

Email

Cell Phone #

**Drawings/Photos/
Instructions:**

Attached ☐

Emailed to Shepard ☐

With the Exhibit ☐

In crate #

Graphics:

With Exhibit ☐

Shipped ☐

Separately ☐

Electrical Placement
(exhibitor is responsible to order)

Emailed to Shepard ☐

Drawing Attached ☐

Drawing with Exhibit ☐

Run under carpet ☐

**Other Services
Ordered:**

Overhead Rigging ☐

Cleaning ☐

AV ☐

Carpet:

Ordered from Shepard ☐

Exhibitor Owned Carpet ☐

Carpet Padding ☐

Outbound Shipping:

of Crates

of Cartons

of Fiber Cases

of Pallets

If your Carrier doesn't show?

Reroute with SLS ☐

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

Method:

Ground ☐

2-Day Air ☐

Next Day Air ☐

Other ☐

Phone #

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

*Allow time for empty return when scheduling your pick up

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

Estimated **SES Blue** Labor: \$

NA Tax*: \$

Total \$

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

Company Name: **Booth #**

Contact Name

Email:



Exhibitor Supervised Labor

Private Practice Section

Gaylord National Resort & Convention Ctr - National Harbor, MD

October 29 - 30, 2020

Event Code: M173551020

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

Discount Deadline Thursday, October 8, 2020

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.

OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.

DT - Double-time: Holidays.

Holidays: NY Day, ML King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

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

Exhibitor Supervised Install Labor

Code	Online	Discount	Regular	Estimate
68060 ST	\$116.00	\$133.40	\$150.80	
68061 OT	\$174.00	\$200.10	\$226.20	
68062 DT	\$232.00	\$266.80	\$301.60	

Exhibitor Supervised Dismantle Labor

Code	Online	Discount	Regular	Estimate
68063 ST	\$116.00	\$133.40	\$150.80	
68064 OT	\$174.00	\$200.10	\$226.20	
68065 DT	\$232.00	\$266.80	\$301.60	

Step One:

Choose your service

Installation ☐

Dismantling ☐

Both ☐

Step Two:

How many people?

#

#

#

Step Three:

How many hours?

#

#

#

Step Four:

Carpet:

Ordered from Shepard ☐

Exhibitor Owned Carpet ☐

Carpet Padding ☐

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

Ladders ☐ Lifts ☐

Code	Items	Qty	Online	Discount	Regular	Estimate
68120	Install Scissor Lift	<input type="text"/>	\$813.00	\$934.95	\$1,056.90	
68121	Dismantle Scissor Lift	<input type="text"/>	\$813.00	\$934.95	\$1,056.90	

Special Tools:

Details:

Step Six: Schedule

Installation Request Date: Start Time: End Time:

Dismantle Request Date: Start Time: End Time:

Requested times are not guaranteed and are based on availability. Dismantle labor may not be available until 1 hour after show close.

Step Seven: Onsite Contact Info

Name

Cell #

Email:

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

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

Labor Estimate \$

NA Tax*: \$

Amount Due: \$

Company Name: Booth #

Contact Name

Email:

PRIVATE PRACTICE SECTION



American Physical Therapy Association

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: Sept. 25th, 2020

Event Name: Private Practice Section 2020

Event Dates: Oct. 28 - 31, 2020

Job Number: 7927

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	

Delivery Information	
Venue:	
Room / Hall:	
Booth #:	
On-Site Contact:	
Cell Phone:	
Deliver Date:	
4-Hour Window:	
Pickup Date:	
Time:	

SOMEONE MUST BE PRESENT AT TIME OF DELIVERY

Please note: all Power & Internet services are provided by faci

COMPUTERS & ACCESSORIES - Show Rate	Rates		Qty	Total	Ordering Instructions
	Discounted	Regular			
PC laptop computer (with Windows/Microsoft Office)	\$275.00	\$325.00			Orders received after Sept. 25th, 2020 will be charged at the regular rate.
Apple iPad	\$175.00	\$227.00			
iPad Floor Stand (white)	\$150.00	\$195.00			
Apple 15" MacBook Pro	\$450.00	\$585.00			
Apple 17" MacBook Pro	\$525.00	\$682.50			
Apple 21.5" iMac	\$300.00	\$390.00			
Mac Mini Computer	\$250.00	\$325.00			
Wired USB Keyboard and Mouse	\$30.00	\$40.00			
Wireless keyboard and Mouse	\$40.00	\$55.00			
Laser printer (black & white)	\$150.00	\$175.00			
AUDIO - Show Rate	Discounted	Regular	Qty	Total	The total charge per item is determined by multiplying the Quantity x Rate.
Small Sound System (2 spkrs w/stands, wired mic, mixer)	\$400.00	\$500.00			
Large Sound System (4 spkrs w/stands, wired mic, mixer)	\$500.00	\$600.00			
Wireless Microphone Select: HH or Lav	\$250.00	\$325.00			
Computer Audio Interface	\$35.00	\$45.00			Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	
HDMI Cable (4')	\$25.00	\$32.50			
Monitor Floor Stand Dual Post w/shelf(with monitor rental)	\$225.00	\$292.50			
Blu-Ray Player	\$50.00	\$60.00			We will attempt to accommodate requested delivery times, but cannot guarantee them due to the volume of orders.
Media Player	\$75.00	\$95.00			
*Floor Stand for monitors 43" and above					If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge.

Event Name: **Private Practice Section 2020**
 Event Dates: **Oct. 28 - 31, 2020**
 Job Number: **7927**

FLATSCREEN MONITORS - Show Rate	Rates		Qty	Total	Ordering Instructions
	Discounted	Regular			
24" HDTV Monitor w/Table Stand or mounting bracket	\$225.00	\$300.00			CANCELLATIONS: A) Cancellation of order must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities! 404-593-8410 or omcguire@shepardav.com We have a wide range of services and solutions to help you deliver your message. We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!
32" HDTV Monitor w/Table Stand or mounting bracket	\$375.00	\$450.00			
43" HDTV Monitor w/Table Stand or mounting bracket	\$450.00	\$550.00			
48" HDTV Monitor w/Table Stand or mounting bracket	\$600.00	\$700.00			
55" HDTV Monitor w/Table Stand or mounting bracket	\$700.00	\$825.00			
65" HDTV Monitor w/Table Stand or mounting bracket	\$900.00	\$1,100.00			
70" HDTV Monitor	\$1,250.00	\$1,375.00			
32" Touchscreen	\$600.00	\$750.00			
40" Touchscreen	\$1,100.00	\$1,420.00			
46" Touchscreen	\$1,200.00	\$1,400.00			
55" Touchscreen	\$1,340.00	\$1,740.00			
65" Touchscreen	\$1,650.00	\$2,100.00			
Page 1 Total					
Page 2 Total					
(add Page 1 & Page 2 totals) SUBTOTAL:					
(25% of subtotal or \$150.00 minimum) DELIVERY/SETUP/PICKUP					
TOTAL AMOUNT DUE					

PAYMENT	RETURN for PROCESSING
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER You will receive an e-mail with a link for secure online credit card payment RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation. Signature _____ Date _____	Shepard AV 1177 Logan Circle NW Atlanta, GA 30318 Tel: 404-593-8410 Attn: Oliver McGuire omcguire@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY



MEETING ROOM AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: Sept. 25th, 2020Event Name **Private Practice Section 2020**Event Dates **Oct. 28 - 31, 2020**Job Number: **7927**

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	

Delivery Information	
Venue:	
Room / Hall:	
Booth / Room #:	

On-Site Contact:	
Cell Phone:	

Deliver Date	
4-Hour Window	
Pickup Date:	
Time:	

SOMEONE MUST BE PRESENT AT TIME OF DELIVERY
Please note: all Power & Internet services are provided by facilit

Please note: all Power & Internet services are provided by Juch

		Rates		Qty	Total	Ordering Instructions
Meeting Room Equipment - Daily Rate	Discounted	Regular				
LCD Package (Includes: LCD, Screen, Stand, Cable)	\$600.00	\$780.00				Orders received after Sept. 25th, 2020 will be charged at the regular rate.
LCD Support Package (Includes: Screen, Stand, Cable)	\$165.00	\$214.50				
Flipchart with Markers	\$40.00	\$52.00				
8' Tripod Screen	\$40.00	\$52.00				
4000 Lumen LCD Projector	\$550.00	\$715.00				
Laptop Computer - Windows	\$150.00	\$195.00				The total charge per item is determined by multiplying the Quantity x Rate.
AUDIO - Daily Rate	Discounted	Regular	Qty	Total		Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
Small Sound System (2 spkrs w/stands, wired mic, mixer)	\$325.00	\$425.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer)	\$475.00	\$575.00				
Wireless Microphone Select: HH or Lav	\$130.00	\$210.00				
Computer Audio Interface	\$35.00	\$45.00				
Accessories - Daily Rate	Discounted	Regular	Qty	Total		We will attempt to accommodate requested delivery times, but cannot guarantee them due to the volume of orders.
HDMI Cable (4')	\$25.00	\$32.50				
Blu-Ray Player	\$50.00	\$60.00				
Media Player	\$75.00	\$95.00				
SUBTOTAL:						If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge.
(25% of subtotal or \$150.00 minimum) DELIVERY/SETUP/PICKUP:						
TOTAL AMOUNT DUE:						
						If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!
CANCELLATIONS:						404-593-8410 or omcguire@shepardav.com
A) Cancellation of order must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.						

If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!

404-593-8410 or
omcguire@shepardav.com

PAYMENT

RETURN for PROCESSING

ADVANCE PAYMENT IS DUE TO CONFIRM ORDER

You will receive an e-mail with a link for secure online credit card payment

RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.

Signature _____ Date _____

Shepard AV

1177 Logan Circle NW

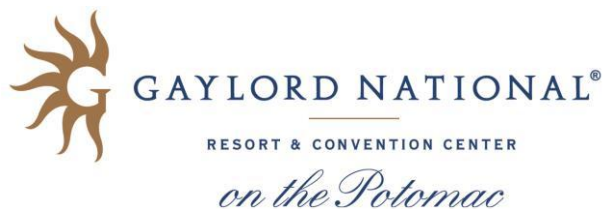
Atlanta, GA 30318

Tel: 404-593-8410

Attn: Oliver McGuire

omcguire@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting the Private Practice Section



We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:

Wednesday, June 3rd, 2020

Standard Price Applies:

Wednesday, October 14th, 2020

Exhibit Show Floor Manager:

John Mathis

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or
gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$175.00	\$215.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$255.00	\$280.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$145.00	\$185.00
120	2,000	20	Single	\$230.00	\$255.00
208	3,300	20	Single	\$300.00	\$350.00
208	5,700	20	Three	\$400.00	\$475.00
208	5,000	30	Single	\$410.00	\$490.00
208	8,600	30	Three	\$550.00	\$655.00
208	9,900	60	Single	\$700.00	\$840.00
208	17,000	60	Three	\$1,100.00	\$1,300.00
208	20,800	100	Single	\$1400.00	\$1700.00
208		100	Three	\$1900.00	\$2300.00
208		200	Three	\$3400.00	\$3900.00
208		400	Three	\$5200.00	\$6500.00
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					\$375.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$400.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$450.00
One time fill and drain. Maximum of 300 gallons					\$400.00
Transformer Rental					\$150.00
Special orders Example: Overhead electrical, 24 hour service					

Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.
****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

Gaylord National Exhibits Internet Pricing

FOR PRICING REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE

	<u>QTY</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
<u>High-Speed Wireless Access</u>		<i>>2 weeks Adv</i>	<i><2 weeks</i>	
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<u>High-Speed Wired Access</u>				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
<u>Dedicated Internet Access – Dedicated Private VLAN</u>				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$10,000.00	\$11,000.00	_____
Static Public IP <i>Requires dedicated selection</i>	_____	\$350.00	\$400.00	_____
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
 Labor - Troubleshooting / Move / Change	 _____	 \$100.00	 \$150.00	 _____

Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

Gaylord National Exhibits Food & Beverage Pricing

FOR PRICING REFERENCE ONLY

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Freshly Brewed Regular Coffee	\$ 113.00		gal			
Freshly Brewed Decaffeinated Coffee	\$ 113.00		gal			
White Lion Tea Selection	\$ 113.00		gal			
Soft Drinks	\$ 7.00		each			
Still and Sparkling Bottled Waters	\$ 7.00		each			
Bake Shop Specialties, Preserves, Butter	\$ 68.00		dzn			
Freshly Baked Cookies or Brownies	\$ 68.00		dzn			
Assorted Mini Cupcakes	\$ 68.00		dzn			
Haagen-Dazs Ice Cream Bars	\$ 7.50		each			
Popcorn Cart* (each bag pops approx. 100 bags)	\$ 500.00		bag			
Candy Jar Display (approx. 100 portions)	\$ 600.00		each			
5-Gallon Water bubbler (Power Required)	\$ 250.00		each			
5-Gallon Water bubbler Refill	\$ 75.00		each			
CQ Mango Mint Pineapple	\$ 225.00		container			
CQ Strawberry Basil	\$ 225.00		container			
CQ Lemon Cucumber	\$ 225.00		container			
CQ Black Raspberry Acai Jalapeno	\$ 225.00		container			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	9% sales tax
Domestic & Import Beer	\$10.50		drink			
Craft Beer	\$12.00		drink			
Deluxe Cocktails	\$13.50		drink			
Deluxe Wine - White (by the bottle)	\$60 and up		drink			
Deluxe Wine - Red (by the bottle)	\$60 and up		drink			

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
*Attendant / Bartender (first 2 hours)	\$225.00		each			
Attendant / Bartender (additional for each hour or fraction thereafter)	\$75.00		each			

(Ask your Catering Representative When this is Required)

ITEMS	COST	Qty	UofM	Sub total	25% svc chg	6% sales tax
Delivery Fee(s)	\$50.00					

****Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710****

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****



2020 PPS ANNUAL CONFERENCE & EXHIBITION

Washington, DC

| GAYLORD NATIONAL HARBOR | OCTOBER 28-31, 2020 | WWW.PPSAPTA.ORG

**Lead retrieval is
at a cost of \$150 per exhibiting company!**

erLEAD

- No Hardware Onsite!
- iPhone and Android Compatible
- Instant Online Exhibitor Purchase
- Quick-Scan QR Codes
- Post-Event Exhibitor Reports

WWW.EVENTREBELS.COM

eventrebels

ERLead is a lead retrieval app designed to allow exhibitors the ability to scan leads directly with their smartphones or tablets at a fraction of the cost of traditional lead retrieval hardware rentals. ERLead allows real-time access to excel reports of your leads and is available for Android devices running Android 2.3 or greater and iOS devices running iOS 7.0 or greater. Learn more here by checking out our Overview video or [FAQ](#).

Exhibitors interested in purchasing lead retrieval can do so by logging into their booth record with the information provided below.

<https://ww2.eventrebels.com/er/Registration/UpdateInfoBilling.jsp?ActivityID=<# Activity ID #>>

E-mail address: <# Email #>

Billing Id: <# Billing ID #>

Once logged in, click the "Resources" tab and click "Purchase Lead Retrieval for your SmartPhone!"

If you have any questions, contact erlead@eventrebels.com

Important Note: If the event is cancelled for any reason, Pre-Conference Attendee List purchases will be refunded in full. Also, exhibit booths must be paid in full to purchase this list.

Pre-Conference Attendee List - Purchase Instructions

PPS Annual Conference 2020



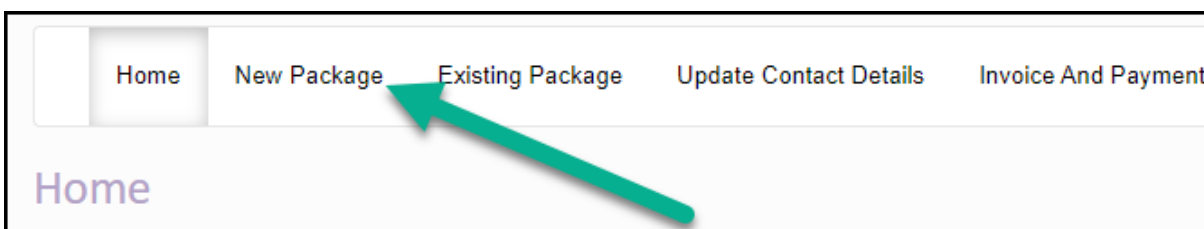
Pre-Conference Attendee List (\$250) includes name, company, title, and mailing address (no email/phone per PPS policy). The attendee list will be provided on Wednesday, September 30th.

Purchase Instructions:

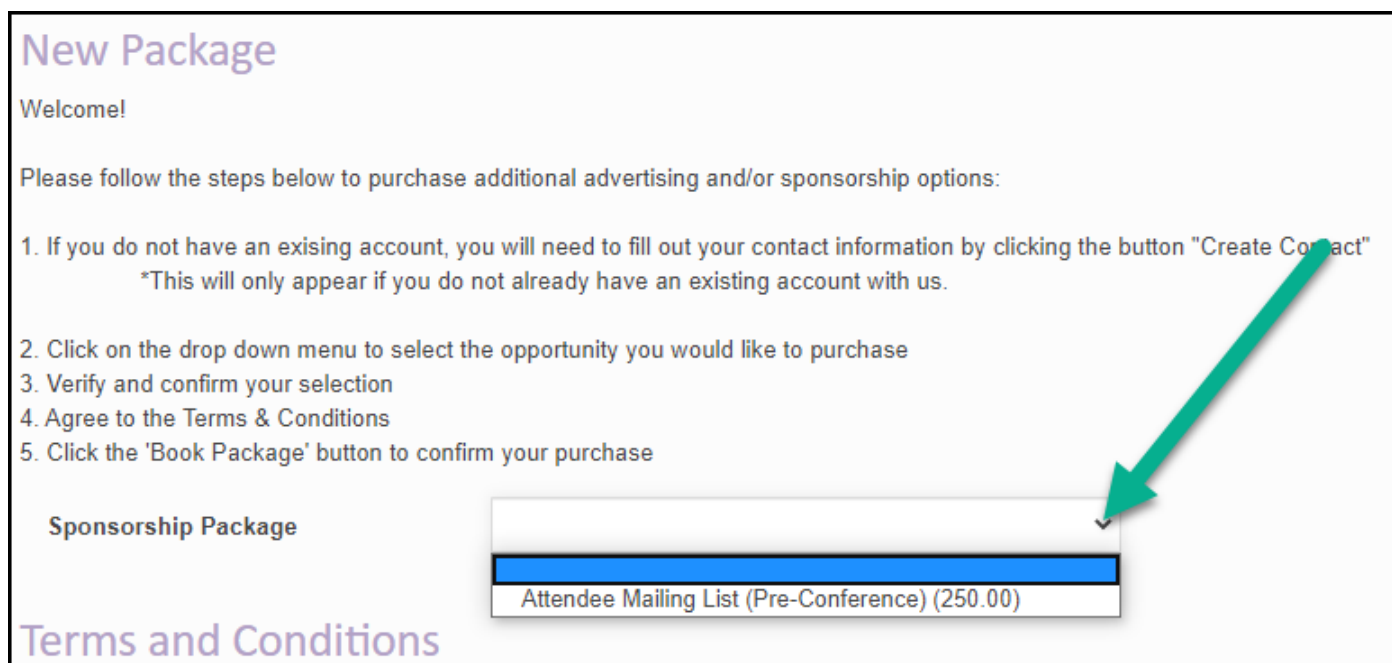
Login to your PPS Exhibitor Account [through this link](#) using your email address and password

- If you forgot your password, please email Emmy Mielcarz (emielcarz@ahint.com) for assistance

Click the “New Package” tab



Under the “Sponsorship Package” drop-down menu, select the “Attendee Mailing List” option



Read Terms and Conditions, check “I Agree” and click “Book Package”

Sponsorship Package

Attendee Mailing List (Pre-Conference) (250.00) ▼

[View Inclusions](#)

Terms and Conditions

By completing this booking you agree to be bound by the full Sponsorship [Terms and Conditions](#), a copy of which can also be found in the document, as well as the cancellation policy on page 1.

☒ I Agree

Book Package

Click the “Invoice and Payment” tab

Home New Package Existing Package Update Contact Details **Invoice And Payment**

Existing Packages

Listed below are the details for your packages including the price amounts.

Sponsorship Package	Amount	Outstanding	Checklist
Attendee Mailing List	250.00	250.00	

Click the “Pay Now” button, then pay for your item to finish the transaction

Payment Options

Payment can be made by check, ACH, or Wire Transfer.

Please contact our Industry Relations Administrator, Emmy Mielcarz for more details. (Information found on Home Page)

Pay Now