ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

BOOTH PACKAGE
Items provided in your booth:
8' High backwall drape, 3' High sidewall drape
7” x 44” Cardstock Identification Sign

Items provided for Table Top exhibits:
7” x 44” Cardstock Identification Sign
(1) 6’ x 30” Skirted Table - Blue
(1) Side Chair

Show drape color(s): Blue
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE
General Exhibitor Move-in: Tuesday, May 15, 2018 8:30 AM - 4:00 PM
Exhibit Hours: Wednesday, May 16, 2018
Thursday, May 17, 2018
9:00 AM - 7:00 PM
9:00 AM - 1:30 PM
Exhibitor Move-out: Thursday, May 17, 2018 1:30 PM - 3:30 PM
Driver check In Time: Thursday, May 17, 2018 2:30 PM

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
ATCA Technical Symposium
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Monday, April 16, 2018
Exhibitor appointed contractor notification deadline: Wednesday, April 18, 2018
First day for warehouse deliveries without a surcharge: Wednesday, April 18, 2018
Discount price deadline for standard Shepard orders: Wednesday, April 25, 2018
Last day for warehouse deliveries without a surcharge: Tuesday, May 8, 2018
Last day for warehouse deliveries*: Friday, May 11, 2018

The Resorts Hotel & Casino does not permit shipments to be delivered directly to the hotel. All shipments must be delivered to the Advance Warehouse.
Electrical Services
Audio Visual
Exhibitor Move Out
1:30 PM - 3:30 PM
Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Thursday, May 17, 2018 2:30 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Thursday, May 17, 2018 2:30 PM

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

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

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.
Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON ATCA Technical Symposium

LOG IN from the Show Information page by clicking at the top right corner of the page.

ENTER your email address and password then click

**NEW users**: User name = Your Email Address (provided by Event Management)
Password = ATCA18

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

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

Once logged in, please confirm your profile information. If you need to update, 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 button on the bottom right of the page.

To view your order click the Shopping Cart Icon at the top right of the page.

Confirm your order, click and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.
* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(410) 737-9270
baltimore@shepardes.com
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
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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 charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.**

Please complete the following information:

**EXHIBITING COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Phone:</th>
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<table>
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<tr>
<th>City, St, Zip:</th>
<th>Fax:</th>
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<table>
<thead>
<tr>
<th>Contact Name:</th>
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<table>
<thead>
<tr>
<th>Email:</th>
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<td></td>
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</table>

**CREDIT CARD INFORMATION**

(Required for all forms of payment)

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Pay by Check</th>
<th>Pay by Wire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Expiration Date:</th>
<th>Month</th>
<th>Year</th>
<th>Security Code</th>
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<table>
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<tr>
<th>Billing Address:</th>
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<table>
<thead>
<tr>
<th>City, St, Zip:</th>
<th>Name on Card:</th>
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<tr>
<td></td>
<td>(Please Print)</td>
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</table>

<table>
<thead>
<tr>
<th>Card:</th>
<th>Card Holder Signature</th>
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</table>

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

**WIRE TRANSFER**

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

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

- Name of show that you are attending: **ATCA Technical Symposium**
- 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.
Cancellation or Event Postponement: Shepard reserves the right to charge for services rendered in preparation of the event or show site orders. Floor orders are limited to availability.

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 negligence of any labor source used by Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or 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 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. Undesignated authorizes and acknowledges that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other forms of payment is not tendered prior to the close of the 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 those unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibit 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% pickup 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. Standard Furnishings. There are no exchanges or refunds once items have 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 within 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 boothe 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.

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.

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 show site orders. Floor orders are limited to availability.

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. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor’s materials after same have been picked up for loading after the show. All exhibit materials will be insured at the time of loading using document(s) submitted by the exhibitor. Shepard assumes no responsibility for conditions of materials or piece goods to be received. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
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Resorts Hotel & Casino - Atlantic City, New Jersey  
May 16 - 17, 2018  

Discount Deadline: Wednesday, April 18, 2018  

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

**Step 1:** Provide the Exhibiting Company Contact Information and Signature

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
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Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

**Step 2:** Check Services Below to Invoice to the Third Party

- [ ] All Services
- [ ] Booth Cleaning
- [ ] Material Handling
- [ ] Carpet
- [ ] Rental Furniture
- [ ] Exhibit Display Rentals
- [ ] Overhead Rigging/Labor
- [ ] Installation/Dismantling Labor
- [ ] Logistics/Transportation
- [ ] Other (please specify):

**Step 3:** Provide Third Party Contact Information

<table>
<thead>
<tr>
<th>3rd Party Name</th>
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<table>
<thead>
<tr>
<th>3rd Party Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
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</table>

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

**CREDIT CARD INFORMATION** (Required for all forms of payment)

<table>
<thead>
<tr>
<th>Credit Card #:</th>
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<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Month</th>
<th>Year</th>
<th>Security Code</th>
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<tr>
<th>Billing Address</th>
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</table>

<table>
<thead>
<tr>
<th>City, ST, Zip:</th>
<th>Name on Card: (Please Print)</th>
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</table>

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.
Exhibitor Appointed Contractor

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

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

Exhibitor Appointed Contractor

Contact Name
Street Address
City
Phone #
Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. 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.

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

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.
Save Time and Money!
Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

Company Name: ________________________________  Booth #: ________________________________

Contact Name ____________________________________  Contact Email Address _________________________

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

Above Booth #

Left Booth #

Below Booth #

Right Booth #
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

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

WHAT IS MATERIAL HANDLING?
Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don’t forget to add Material Handling to your budget!

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
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**Step 1: Complete Exhibiting company information:**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Phone #</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Company</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a loading dock?</td>
<td>Do we need a lift gate on our truck?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your building in a residential area?</td>
<td>Do we need to go inside your office to pick up your items?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any thing else we should know about your building</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
</tr>
</thead>
</table>

**Step 4: Tell us Where this is going:**

- [ ] Advance Warehouse
- [ ] Direct to showsite

**Step 5: Tell us What we are shipping:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Crates</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty</td>
<td>Cartons (cardboard)</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Cases/trucks</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Skids/pallets</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Carpet (color)</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Monitors</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Other</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
<tr>
<td>Qty</td>
<td>Total</td>
<td>L</td>
<td>W</td>
<td>H</td>
<td>Weight</td>
</tr>
</tbody>
</table>

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

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

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

- [ ] YES!
- [ ] No, I will arrange another carrier

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.
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.

TO: 
First day freight can arrive w/o a surcharge: April 18, 2018 
Last day freight can arrive w/o a surcharge: May 8, 2018

Advance Shipping Labels

ADVANCE WAREHOUSE

TO: 
(Exhibiting Company Name)
Booth #:
________________________
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM
For:
ATCA Technical Symposium
First day freight can arrive w/o a surcharge: April 18, 2018
Last day freight can arrive w/o a surcharge: May 8, 2018

ADVANCE WAREHOUSE

TO: 
(Exhibiting Company Name)
Booth #:
________________________
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM
For:
ATCA Technical Symposium
First day freight can arrive w/o a surcharge: April 18, 2018
Last day freight can arrive w/o a surcharge: May 8, 2018
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name_________________________Booth #

Contact Name_________________________Phone #

Email Address_________________________

Step 2: Tell us Where your items are going:

Company_________________________

Street Address_________________________City_________________________State_________________________Zip_________________________

Step 3 How many Pieces are in your shipment?

_______ # of Crate_______ # of Skids_______ # of Cases_______ # of Cartons_______ Approx Total Weight

Step 4: How many Labels do you need?

_______________

Step 5: Who is picking up your shipment?

_________________________OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS_________________________OTHER_________________________

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

Step 6: What type of Service do you need? (how fast does it need to get there?)

_______Ground_______2nd Day_______Overnight

Step 7: If your carrier doesn't show up, what do we do with your items?

_______Reroute via the show carrier (Shepard Logistics)

_______Return to warehouse ($400.00 minimum charge)

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

Light Weight (Shipments 40 pounds or less) Light Weight Shipment Tips

Overtime - 30% for each overtime application based on ST rate

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

What is Material Handling?

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

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments. Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$122.00</td>
<td>$158.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Shipments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$61.00</td>
<td></td>
</tr>
<tr>
<td>35400</td>
<td></td>
</tr>
</tbody>
</table>

Overtime - 30% for each overtime application based on ST rate

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

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

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
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, PO or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

What is CWT mean?  CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

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

How do I calculate material handling charges?

Material handling services whether used completely or in part are offered as a package. When recording weight, round up to the next 100 lbs. EXAMPLE: 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 as usual.

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

What are Rated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018
Discount Deadline Wednesday, April 25, 2018

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

Shipment 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 those 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.

DISPOSAL FEE  Fee: .75 Per Lb  Labor Rate: $126.00  Per Hour (OT/DT may apply)
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

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

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

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

UNCRATED SHIPMENTS  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%  Minimum: $50.00
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES  Surcharge: $8.00/CWT
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.

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

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

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

LIGHT WEIGHT SHIPMENTS
Shipment weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

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

MOBILE SPOTTING  Fee: $200 round trip
All vehicles must be escorted in and out of building by Shepard personnel.
Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

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

Exhibiting Company Name ________________________________ Booth # __________

Onsite Contact ________________________________ Onsite Cell Phone # __________

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

All packages must be properly packed & labeled. Shepard Exposition Services’ limit of liability will be $5.00 per pound or $50.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

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

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

<table>
<thead>
<tr>
<th>Per Day</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>ST</td>
<td>$126.00</td>
<td>35087</td>
</tr>
<tr>
<td></td>
<td>OT</td>
<td>$189.00</td>
<td>35100</td>
</tr>
<tr>
<td></td>
<td>DT</td>
<td>$315.00</td>
<td>35101</td>
</tr>
</tbody>
</table>

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

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum)

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>ST</td>
<td>$126.00</td>
</tr>
<tr>
<td>OT</td>
<td>$189.00</td>
</tr>
<tr>
<td>DT</td>
<td>$252.00</td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ________________________________ Booth # __________

Contact Name ________________________________ Contact Email Address ________________________________

Please Sign

Card Holder Signature ________________________________
International Shipping

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

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairseventsenquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017
ATCA Technical Symposium

Resorts Hotel & Casino - Atlantic City, New Jersey

May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018

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.

Booth Vacuuming

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td>Vacuum Once</td>
<td>$0.54</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td>Vacuum Once</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>Vacuum Once</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td>Daily</td>
<td>$1.08</td>
<td>$1.40</td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td>Daily</td>
<td>$1.00</td>
<td>$1.30</td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td>Daily</td>
<td>$0.90</td>
<td>$1.15</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>Porter</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>Porter</td>
<td>$1.10</td>
<td>$1.45</td>
<td></td>
</tr>
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</table>

Specialty Services

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>One Time Mop</td>
<td>Mop</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Daily Mop</td>
<td>Mop</td>
<td>$1.20</td>
<td>$1.55</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>One Time Shampoo</td>
<td>Shampoo</td>
<td>$0.70</td>
<td>$0.90</td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down (invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
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<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td>Display</td>
<td>$126.00</td>
<td>$189.00</td>
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</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>Display</td>
<td>$126.00</td>
<td>$189.00</td>
<td></td>
</tr>
</tbody>
</table>

Did you know....

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.

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.

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

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

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

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

Company Name: ____________________________ Booth # ____________________________

Contact Name ____________________________  Contact Email Address ____________________________

Please Sign

Card Holder Signature
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018
Discount Deadline Monday, April 16, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)
Order must be received 30 days in advance of show move in. 100 sq ft minimum

Quick and Easy Luxury!

Premium Plush Carpet 50 oz

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td></td>
<td>Premium</td>
<td>$11.10</td>
<td></td>
</tr>
</tbody>
</table>

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

Premium Vinyl Flooring

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium</td>
<td>$14.35</td>
<td></td>
</tr>
</tbody>
</table>

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Elevated Hardwood

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td></td>
<td>Light Oak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td></td>
<td>Dark Oak</td>
<td>[Call for Quote!]</td>
<td></td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: ____________________________  Booth # ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Card Holder Signature: ________________________
Order in just 3 Easy Steps!

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

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

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

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$8.00</td>
<td>$10.40</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.95</td>
<td>$9.05</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$19.65</td>
<td>$25.55</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Padding & Visqueen

- **Entice attendees to linger in your space with soft, comfortable padding!**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.45</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.85</td>
<td>$3.70</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td>$280.95</td>
<td>$365.25</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$524.25</td>
<td>$681.55</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$782.00</td>
<td>$1,016.60</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$1,039.60</td>
<td>$1,351.50</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Rental/sqft

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td></td>
<td>0 - 399 sq ft*</td>
<td>$7.05</td>
<td>$9.15</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$6.40</td>
<td>$8.30</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$5.85</td>
<td>$7.60</td>
<td></td>
</tr>
</tbody>
</table>

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

---

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

---

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

---

**Need something extra special? Check out our Signature Flooring Option Page**

---

**Event Code: M111260518**

**Resorts Hotel & Casino - Atlantic City, New Jersey**

**May 16 - 17, 2018**

**Discount Deadline:** Wednesday, April 25, 2018

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

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

---

**Please order cleaning service at least once before show opening.**

---

**There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on “Special Cut” carpet once order is placed.**

---

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

---

**Company Name: ____________________________**

**Booth #: ____________________________**

---

**Event Code:**

**Connect With Us!**

**Call:** (410) 737-9270

**Fax:** (410) 737-9274

**Email:** baltimore@shecardes.com

**Mail:**

7079 Oakland Mills Rd,
Columbia, MD 21046

---

**Price Policy:**

**Total Carpet and Padding: $**

**7.000% Tax*: $**

**Amount Due: $**
Regular Skirted Tables

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$156.65</td>
<td>$203.65</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$192.50</td>
<td>$250.25</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$244.05</td>
<td>$317.25</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$190.35</td>
<td>$247.45</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$243.85</td>
<td>$317.00</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L x 42&quot;H x 24&quot; W</td>
<td>$286.75</td>
<td>$372.80</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td>4th Side 30&quot;</td>
<td>$95.20</td>
<td>$123.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td>4th Side 42&quot;</td>
<td>$95.20</td>
<td>$123.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers

Modernize your look!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/ Table</td>
<td>$285.50</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$285.50</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$285.50</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$285.50</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed. Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ____________________________  Contact Name: ____________________________  Contact Email Address: ____________________________

Booth #: ____________________________

Please Sign

Card Holder Signature

ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: M111260518
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

Modernize your look!

Please Sign
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td>40&quot;H X 30&quot;R</td>
<td>$358.65</td>
<td>$466.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>30&quot;H X 30&quot; R</td>
<td>$344.05</td>
<td>$447.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Natural Feel tables also have matching chairs and accessories to complete your look!

Regular Pedestal
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td>42&quot;H X 36&quot;R</td>
<td>$281.25</td>
<td>$365.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>30&quot;H X 36&quot; R</td>
<td>$262.95</td>
<td>$341.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Side Tables
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$132.35</td>
<td>$172.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$132.35</td>
<td>$172.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $
7.000% Tax*: $
Amount Due: $

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

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

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

Company Name: ___________________________ Booth# ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________
**ATCA Technical Symposium**

**Resorts Hotel & Casino - Atlantic City, New Jersey**

**May 16 - 17, 2018**

**Discount Deadline**  Wednesday, April 25, 2018

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

---

**Natural Feel**

- **Stool**
  - Code: 50705
  - Quantity: 1
  - **Regular**: $168.35
  - **Discount**: $150.80
  - **Total**: $218.85

- **Chair**
  - Code: 50704
  - Quantity: 1
  - **Regular**: $168.35
  - **Discount**: $150.80
  - **Total**: $218.85

---

**Regular Seating**

- **Stool**
  - Code: 50024
  - Quantity: 1
  - **Regular**: $169.05
  - **Discount**: $150.80
  - **Total**: $218.85

- **Chair**
  - Code: 50021
  - Quantity: 1
  - **Regular**: $138.75
  - **Discount**: $125.00
  - **Total**: $163.75

---

**Specialty Seating**

- **Chair**
  - Code: 51090
  - Quantity: 1
  - **Regular**: $187.95
  - **Discount**: $170.05
  - **Total**: $258.00

- **Chair**
  - Code: 51086
  - Quantity: 1
  - **Regular**: $101.80
  - **Discount**: $90.50
  - **Total**: $192.30

---

**Chairs and Stools**

Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

---

**Payment Policy and Terms & Conditions**

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

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

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

**Total Chairs:** 

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td>1</td>
<td>Natural Feel Stool</td>
<td>$168.35</td>
<td>$150.80</td>
<td>$218.85</td>
</tr>
<tr>
<td>50704</td>
<td>1</td>
<td>Natural Feel Chair</td>
<td>$168.35</td>
<td>$150.80</td>
<td>$218.85</td>
</tr>
<tr>
<td>50024</td>
<td>1</td>
<td>Padded Stool</td>
<td>$169.05</td>
<td>$150.80</td>
<td>$218.85</td>
</tr>
<tr>
<td>50020</td>
<td>1</td>
<td>Side Chair</td>
<td>$101.80</td>
<td>$125.00</td>
<td>$163.75</td>
</tr>
<tr>
<td>50021</td>
<td>1</td>
<td>Arm Chair</td>
<td>$138.75</td>
<td>$125.00</td>
<td>$163.75</td>
</tr>
<tr>
<td>51090</td>
<td>1</td>
<td>Director Stool</td>
<td>$187.95</td>
<td>$170.05</td>
<td>$258.00</td>
</tr>
<tr>
<td>51086</td>
<td>1</td>
<td>Director Chair</td>
<td>$101.80</td>
<td>$90.50</td>
<td>$192.30</td>
</tr>
</tbody>
</table>

**Total: $205.00**

7.000% **Tax:** 

**Amount Due:** 

---

**Company Name:**

**Booth #**

---

**Contact Name**

**Contact Email Address**

---

**Please Sign**

Card Holder Signature
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018
Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$207.90</td>
<td>$270.25</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$56.30</td>
<td>$73.20</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$128.25</td>
<td>$166.75</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$275.30</td>
<td>$357.90</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$97.70</td>
<td>$127.00</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$275.30</td>
<td>$357.90</td>
<td></td>
</tr>
</tbody>
</table>

Grids

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2'x8' w/legs, each</td>
<td>$248.10</td>
<td>$322.55</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2'x8' w/o legs, each</td>
<td>$185.90</td>
<td>$241.65</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$17.05</td>
<td>$22.15</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Hooks (12)</td>
<td>$54.65</td>
<td>$71.05</td>
<td></td>
</tr>
</tbody>
</table>

Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4' x 8' Horz.</td>
<td>$335.95</td>
<td>$436.75</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$335.95</td>
<td>$436.75</td>
<td></td>
</tr>
</tbody>
</table>

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.
Rental items found and in use in your booth are subject to “Standard” pricing.

Company Name: ________________________________ Booth #: __________________

Card Holder Signature

Contact Name ___________________________ Contact Email Address __________________

Please Sign

Event Code: M111260518
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

Total Display Furnishings: $
7.000% Tax*: $
Amount Due: $

7.000% Tax*:
Showcases

Stacking Shelves

Skirting of Exhibitor Equipment

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td>4</td>
<td>4' Full View</td>
<td>$1,037.50</td>
<td>$1,348.75</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6</td>
<td>6' Full View</td>
<td>$1,144.30</td>
<td>$1,487.60</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4</td>
<td>4' Quarter View</td>
<td>$1,037.50</td>
<td>$1,348.75</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6</td>
<td>6' Quarter View</td>
<td>$1,144.30</td>
<td>$1,487.60</td>
<td></td>
</tr>
</tbody>
</table>

Regular showcase color is white, call to inquire about other colors

Stacking Shelves

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

Don't See what you are looking for? See our "Exhibit Counters" page for custom counters and create something just for you! Contact an ESS Representative to get started!

Skirting of Exhibitor Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Ft</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>21.55</td>
<td>28.00</td>
<td></td>
</tr>
</tbody>
</table>

Order per linear foot

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

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

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

Company Name: ___________________________  Booth# ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Total Showcase & Risers: $ ___________________________

7.000% Tax*: $ ___________________________

Amount Due: $ ___________________________
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Drapes and Bars

Drape is per linear foot, 10’ minimum order

Skirting of Exhibitor Equipment

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

Accessories

Natural Feel accessories also have matching chairs and tables to complete your look!

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

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

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

Drape, Skirting & Misc

Event Code: M111260518
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

3' High sidewall drape
8' High backwall drape

Discount Deadline

Wednesday, April 25, 2018

Order per linear foot

3' high drape $19.55 $25.40
8' high drape $26.35 $34.25
8' upright with base $36.35 $47.25
6'-10' cross bar $24.20 $31.45
7'-12' crossbar $24.20 $31.45

Code Qty Color Item Discount Regular Total
50073 8' high drape $26.35 $34.25
50074 3' high drape $19.55 $25.40
50088 NA 8' upright with base $36.35 $47.25
50349 NA 6'-10' cross bar $24.20 $31.45
50348 NA 7'-12' crossbar $24.20 $31.45

Red 01 White 03 Blue 05 Black 06 Burgundy 07 Grey 10

Code Qty Color Item Discount Regular Total
50058 Sateen Skirting $21.55 $28.00

Order per linear foot

Code Qty Item Discount Regular Total
50709 Natural Feel Flr Lamp $183.00 $237.90
50710 Natural Feel Tab Lamp $131.80 $171.35
50708 Natural Feel Recept $80.50 $104.65
50091 Wastebasket $27.75 $36.10
50185 Drawing Bowl $51.70 $67.20
50427 Tensa Stanchion, each $116.15 $151.00

Total Drape and Accessories: $ 7.00% Tax*: $ Amount Due: $

Company Name: ____________________________ Booth# ____________________________

Contact Name ____________________________ Contact Email Address ____________________________

Please Sign  ✗
Card: Holder Signature
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets a thing of the past. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

**Powered Seating**

Empower attendees at your next show with functional charging furniture and make searching for wall outlets a thing of the past. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

**ROMA**

**CHRPWR Chair, Powered**
(white vinyl) 37”L 31”D 33”H

**ROMA**

**SFAPWR Sofa, Powered**
(white vinyl) 78”L 31”D 33”H
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together, 10A max per charging panel.

**Powered Seating**

A) NPLCHP
Naples Chair, Powered
(36”L 30”D 33.25”H)
B) NPLSOP
Naples Sofa, Powered
(87”L 30”D 33.25”H)
C) NPLLOP
Naples Loveseat, Powered
(62”L 30”D 33.25”H)

**Powered Tables**

A) VNTWHT Bar
(white top)
(72.25”L 26.25”D 42”H)
B) VNTBLK Bar
(black top)
(72.25”L 26.25”D 42”H)
C) G30DWP Café
(white top)
(72”L 26”D 30”H)
D) C1WP
(white, brushed steel)
(48”L 26”D 18”H)
E) C1YP
(black, brushed steel)
(48”L 26”D 18”H)

**Charging Adapters**

F) ADAPTW (white)
G) ADAPTBL (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

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

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

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

- **BNQR17 Ottoman Ring**
  - (4 ottoman seats)
  - (white vinyl)
  - 72” RND 18” H

- **BNQ7 Quarter Curve Ottoman**
  - (white vinyl)
  - 53” L 22” D 18” H

- **WHT12 Half Bench Ottoman**
  - (white vinyl)
  - 39” L 22” D 18” H

Denotes Powered Products
Soft Seating
Create Engaging Booth Environments

**HOPI**
(gray linen)
*HOPI CHAIR*
21”L 25”D 34”H
*HOPLV, Loveseat*
48”L 25”D 34”H

**REGIS**
*REGOTT End Table*
(brushed metal)
16”L 15.5”D 16.5”H

**PEDESTAL**
*PDL42W Powered Locking (white)*
24”L 24”D 42”H

**CAFÉ TABLE**
*30WHHC Hydraulic Chrome Base*
( laminate white top)
30”Round 29”H

**MARCHÉ**
*MAR010 Swivel Ottoman*
(blue fabric)
17”RND 18”H
Soft Seating Collections

**BAJA**
A) BCHWHT Chair  
(white vinyl)  
36”L 30.5”D 28”H

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

**FAIRFAX**
A) FAIRSW Sofa  
(white vinyl, brushed metal)  
62”L 26”D 30”H

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

**NAPLES**
A) NPLCHR Chair  
(black vinyl)  
36”L 30”D 33.25”H

B) NPLSOF Sofa  
(black vinyl)  
87”L 30”D 33.25”H

C) NPLLOV Loveseat  
(black vinyl)  
62”L 30”D 33.25”H

Available in Power
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H
**Soft Seating Collections**

**ALLEGRO**

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

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

**TANGIERS**

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

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

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

**KEY LARGO**

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

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

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

**SOUTH BEACH**

A) SO1 Sofa  
(platinum suede)  
69"L 29"D 33"H

B) OTS Ottoman  
(platinum suede)  
25"L 31"D 18"H

C) SO2  
Sofa Sectional 3pc.  
(platinum suede)  
152"L 40"D 33"H
Accent Chairs

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

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

MADDEN

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

SWANSON
Accent Chairs

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

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

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

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

E) MNCHCH
Munich Armless Chair (gray fabric)
22.5”L 27”D 28.5”H

F) HOPCH, Chair (gray linen)
21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair
25.5”L 23.5”D 34”H

A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Group Seating

ZENITH
A) ZENCHR Chair (white, chrome) 18.25"L 22"D 32"H

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

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

D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

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

MALBA
MALGRN Chair (green) 20"L 20"D 32"H
Styles & Shapes

Berlin Chair
18" L 22" D 32" H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair
(black, chrome)
23" L 19" D 32.25" H

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

G) SC3
Brewer Chair
(onyx, black)
20" L 20" D 32" H
H) XC6
Altura Guest Chair
(black crepe)
25" L 20" D 34" H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.
I) RSTDIN Rustique Chair w/arms (gunmetal) 20" L 18" D 31" H
J) DUET Duet Chair (black, chrome) 21" L 23" D 33" H
Ottomans

VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Marche Swivel Ottomans
17" RND 18" H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
Accent Tables

**ALONDRA**

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

**ALONDRA**

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

**GEO**

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

**GEO**

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

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

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

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

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

RUSTIC
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H

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

N) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
Conference Tables

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

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

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.
Styles & Shapes

Atomic Round Tables
(glass, chrome)
A) 42ATO 42" RND 30"H
(not shown)
36ATO 36" RND 30"H

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

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

G) MERLIN Merlin
Multi Use Table
(gray laminate, black)
46"L 29"D 30"H

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

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

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

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

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

B. SY1 Altura Steno Chair
25"L 26"D 21"H

PROMID Pro Executive Mid White Chair
24"L 22"D 40"H Adjustable

PROMID Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable

PROGB Pro Executive Guest Chair
24"L 22"D 36"H

PROMDB Pro Executive Mid Back Chair
24"L 22"D 36"H Adjustable

(white vinyl)
Café Tables

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

B) MALGRN Malba Chair (green)
20"L 20"D 32" H

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

Hydraulic Chrome Base
30" Round 29" H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair (black, chrome)
23"L 19"D 32.25" H
Choose your base, black or chrome, then pick a color that suits your design.

**Customize And Create**

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

A) ZENCHR Zenith Chair (white, chrome) 18.25”L 22”D 32”H
B) DUET Duet Chair (black, chrome) 21”L 23”D 33”H

**Café Tables**
Standard Black Base
30” Round 29”H
A) ZTG (silver textured)
B) ZTI (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white laminate)
E) ZTA (Madison/gray acajou)

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

**Café Tables**
Hydraulic Chrome Base
30” Round 29”H
I) 30SBHC (liquid steel blue)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

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

Choose from Powered, Solid or Grommet Hole Table Tops.

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

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

G30 Powered Café Tables
72”L 26”D 30”H.
A) G30DWP (silver frame, white top)

G30 Communal Café Tables
(silver frame)
72”L 26”D 30”
Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Table Top Options
Colors not available in all table options. Please check options listed to the right.

BLACK  WHITE  MAPLE

Denotes AC and USB charging outlets

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

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

A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
20" RND 45"H

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

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

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

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

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**

- **Standard Black Base**
  - 30" Round 42"H
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)
  - H) VTW (white laminate)
  - I) VTN (graphite nebula)
  - J) VTP (maple)

- **36" Round 42"H**
  - K) 30GRHB (graphite nebula)
  - L) 30MTHB (maple)
  - M) 30STHB (silver textured)
  - N) 30BRHB (red)
  - O) 36WTHB (white laminate)
  - P) 36GRHB (graphite nebula)
  - Q) 36MTHB (maple)

---

**Create the right look.** Choose from a wide variety of Bar Table heights and colors for the perfect look.

- **R) 30MAHB** 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H
- **S) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
Barstools

15" Round 23-33.5"H

A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
P) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
(gray acajou) 60’L, 30’D, 29’H
B) CR8 Madison Credenza
(gray acajou) 60’L, 20’D, 29’H
C) PROMDB Pro Executive
Mid Back Chair
(black vinyl) 24’L, 22’D, 40’H Adjustable
D) PROEXE Pro Executive
High Back Chair
(white classic vinyl) 25’L, 24’D, 48’H Adjustable
TECH COLLECTION

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

Denotes AC and USB charging outlets

Charging Adapters
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp
   18" Round 55"H
B) LA14 Table Lamp
   16" Round 26"H

ACCENT LAMPS

MAISON LAMPS
   (brushed silver)
A) LA15 Floor Lamp
   18" Round 55"H
B) LA14 Table Lamp
   16" Round 26"H

SHELVING
C) PSHCCS
   Posh Shelving
   (Chrome, Acrylic)
   36"L 18"D 72"H
D) BC8
   Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Powered Pedestals

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

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)
Charging adapters are available to rent for all powered products.

Powered Locking Pedestal
A) PDL36W (white)
   24"L 24"D 36"H
B) PDL42W (white)
   24"L 24"D 42"H
C) PDL36B (black)
   24"L 24"D 36"H
D) PDL42B (black)
   24"L 24"D 42"H

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

Powered Tech Desk

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

Charging Adapter
D) ADAPTB (black)
Charging adapters are available to rent for all powered products.
Show Essentials

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

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

C) R1R Large
(White, 14.0 cubic feet)
28”L 28”D 64”H

D) R1Q Small
(White, 4.0 cubic feet)
20”L 22”D 33”H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

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

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

MOBILE TABLET STANDS & ACCESSORIES

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

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

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

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

Denotes AC and USB charging outlets
### Cocktail Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C1E-Silverado</td>
<td>$402.95</td>
<td>$523.85</td>
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<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$485.75</td>
<td>$631.50</td>
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<tr>
<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$485.75</td>
<td>$631.50</td>
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<tr>
<td></td>
<td>C1FWB-Geo, Wood/Black</td>
<td>$425.05</td>
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<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$364.30</td>
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<td></td>
<td>COLI - Oliver Cocktail Table</td>
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<td></td>
<td>C1W-Sydney, White</td>
<td>$408.50</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$408.50</td>
<td>$531.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$518.90</td>
<td>$674.55</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$416.75</td>
<td>$541.80</td>
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### Occasional End Tables

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<td>E1E-Silverado</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
<td>$350.50</td>
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<td></td>
<td>ALE200-Alondra, Wood/Chrome</td>
<td>$350.50</td>
<td>$455.65</td>
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</tr>
<tr>
<td></td>
<td>E1FWB-Geo, Wood/Black</td>
<td>$369.85</td>
<td>$480.80</td>
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<tr>
<td></td>
<td>E1C-Geo, Glass/Chrome</td>
<td>$358.80</td>
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<td></td>
<td>EOLI-Oliver End Table</td>
<td>$309.10</td>
<td>$401.85</td>
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<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$369.85</td>
<td>$480.80</td>
<td></td>
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<tr>
<td></td>
<td>E1Y-Sydney, Black</td>
<td>$369.85</td>
<td>$480.80</td>
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</tr>
<tr>
<td></td>
<td>CUBTBL-Edge LED Cube</td>
<td>$287.05</td>
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<tr>
<td></td>
<td>AURA End Table</td>
<td>$209.75</td>
<td>$272.70</td>
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<tr>
<td></td>
<td>ETBL-E Table, Wood</td>
<td>$259.45</td>
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<tr>
<td></td>
<td>TMBTBL Timber Table, Wood</td>
<td>$248.40</td>
<td>$322.90</td>
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<td>REGOTT-Regis End Table</td>
<td>$306.35</td>
<td>$398.25</td>
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Don’t forget device adapters/chargers for your powered tables!

### Adapters/Chargers

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>ADAPTB-Charging Adapter, black</td>
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<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$35.90</td>
<td>$46.65</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**Company Name:**

**Booth#**

**Contact Name**

**Contact Email Address**

Please Sign

[Signature]

Total Exec Tables Furnishings: $7,000.00

Tax*: $700.00

Amount Due: $
<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>END02B-Square, Black Leather</td>
<td>$380.90</td>
<td>$495.15</td>
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<tr>
<td>END02W-Square, White Leather</td>
<td>$380.90</td>
<td>$495.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>END01B-Curved, Black Leather</td>
<td>$607.20</td>
<td>$789.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>END01W-Curved, White Leather</td>
<td>$607.20</td>
<td>$789.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAL Sally Stool</td>
<td>$132.50</td>
<td>$172.25</td>
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<td>CUBL20-Edge Lighted Cube</td>
<td>$287.05</td>
<td>$373.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$546.50</td>
<td>$710.45</td>
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<tr>
<td>BNG7-Quarter Curve, White Vinyl</td>
<td>$714.85</td>
<td>$929.30</td>
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<tr>
<td>BNR017-Ottoman Ring, White Vinyl</td>
<td>$2,561.30</td>
<td>$3,329.70</td>
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<tr>
<td>REGBEN Regis Bench, Brushed Metal</td>
<td>$416.75</td>
<td>$541.80</td>
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<td></td>
</tr>
<tr>
<td>BVLYB Bev Bench Black Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
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</tr>
<tr>
<td>BVLYBN Bev Bench Brown Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
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</tr>
<tr>
<td>BVLYGR Bev Bench Grey Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BVLYLN Bev Bench Linen Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
<td></td>
<td></td>
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<tr>
<td>BVLYOB Bev Bench Ocean Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
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</tr>
<tr>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$870.10</td>
<td>$760.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BVLYWH Bev Bench White Vinyl</td>
<td>$870.10</td>
<td>$760.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Total Ottomans: $760.65

7.000% Tax*: $53.24

Amount Due: $813.89
### Sofas and Sectionals

<table>
<thead>
<tr>
<th>Qty.</th>
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<tr>
<td></td>
<td>MNCHSC Munich Sectional, 3 pc</td>
<td>$2,696.50</td>
<td>$3,505.45</td>
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<tr>
<td></td>
<td>SFA002- Allegro Sofa</td>
<td>$1,015.70</td>
<td>$1,320.40</td>
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<tr>
<td></td>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,214.40</td>
<td>$1,578.70</td>
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<tr>
<td></td>
<td>SO2-3pc. South Beach, P. Suede</td>
<td>$2,315.65</td>
<td>$3,010.35</td>
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<tr>
<td></td>
<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$963.25</td>
<td>$1,252.25</td>
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<tr>
<td></td>
<td>KEYSOF-Key Largo Sofa</td>
<td>$687.25</td>
<td>$893.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAIRSW-Fairfax Sofa</td>
<td>$692.75</td>
<td>$900.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO1- South Beach Sofa, P.Suede</td>
<td>$963.25</td>
<td>$1,252.25</td>
<td></td>
</tr>
</tbody>
</table>

### Loveseats

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KEYLOV-Key Largo Loveseat</td>
<td>$532.70</td>
<td>$692.50</td>
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<tr>
<td></td>
<td>HOPLV-Hopi Loveseat, Grey Linen</td>
<td>$540.95</td>
<td>$703.25</td>
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<tr>
<td></td>
<td>TANLOV Tangiers Loveseat</td>
<td>$1,004.65</td>
<td>$1,306.05</td>
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<td></td>
<td>BLVWHT Baja Loveseat White Vinyl</td>
<td>$1,156.45</td>
<td>$1,503.40</td>
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<tr>
<td></td>
<td>MNCHLV- Munich Armless Loveseat</td>
<td>$1,200.60</td>
<td>$1,560.80</td>
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<tr>
<td></td>
<td>NPLLOV- Naples Loveseat, Blk Vinyl</td>
<td>$1,021.20</td>
<td>$1,327.55</td>
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</table>

### Club Chairs

<table>
<thead>
<tr>
<th>Qty.</th>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BCHWHT Baja Chair, White Vinyl</td>
<td>$789.35</td>
<td>$1,026.15</td>
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<td></td>
<td>NPLCHR-Naples Chair, Black Vinyl</td>
<td>$847.30</td>
<td>$1,101.50</td>
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</tr>
<tr>
<td></td>
<td>TANCHR-Tangiers Chair, Beige</td>
<td>$626.50</td>
<td>$814.45</td>
<td></td>
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<tr>
<td></td>
<td>CHR002-Allegro Chair</td>
<td>$712.10</td>
<td>$925.75</td>
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</tr>
<tr>
<td></td>
<td>KEYCHR-Key Largo Chair</td>
<td>$455.40</td>
<td>$592.00</td>
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</tr>
<tr>
<td></td>
<td>FAIRCW-Fairfax Chair</td>
<td>$499.55</td>
<td>$649.40</td>
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### Accent Chairs

<table>
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<td>SWAN-Swanson Swivel, White Vinyl</td>
<td>$518.90</td>
<td>$674.55</td>
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<tr>
<td></td>
<td>OCB-Key West Tub, Black</td>
<td>$576.85</td>
<td>$749.90</td>
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<td></td>
<td>MADGRY-Madden Arm Chair,Grey</td>
<td>$615.50</td>
<td>$800.15</td>
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<td>BCW-Madrid Chair, White</td>
<td>$1,084.70</td>
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<tr>
<td></td>
<td>LABREA-La Brea Swivel Chair</td>
<td>$596.15</td>
<td>$775.00</td>
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<tr>
<td></td>
<td>HOPCH-Hopi Chair, Grey Linen</td>
<td>$347.75</td>
<td>$452.10</td>
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<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
<td>$819.70</td>
<td>$1,065.60</td>
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<tr>
<td></td>
<td>MNCHCH Munich Armless Chair</td>
<td>$676.20</td>
<td>$879.05</td>
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<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
<td>$1,084.70</td>
<td>$1,410.10</td>
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### Meeting Chairs

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<td>OCMTAU-Meeting Chair, Taupe</td>
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<tr>
<td></td>
<td>OCMWHT-Meeting Chair, White</td>
<td>$353.50</td>
<td>$473.60</td>
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<tr>
<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$402.95</td>
<td>$523.85</td>
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### Modular System

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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BNQ417-Full Banquette-Powered!</td>
<td>$3,331.30</td>
<td>$4,330.70</td>
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<td></td>
<td>BNR017-Ottoman Ring, White Vinyl</td>
<td>$2,561.30</td>
<td>$3,329.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BNR07-Quarter Curve, White Vinyl</td>
<td>$714.85</td>
<td>$929.30</td>
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<td></td>
<td>BNQTL7- Center Cone, White Vinyl</td>
<td>$1,051.55</td>
<td>$1,367.00</td>
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<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$546.50</td>
<td>$710.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTS-South Beach Wedge</td>
<td>$460.90</td>
<td>$599.15</td>
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### Powered Seating

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHRPWR- Roma Chair, powered</td>
<td>$919.10</td>
<td>$1,194.85</td>
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<tr>
<td></td>
<td>SFA001-Roma Chair, powered</td>
<td>$1,479.35</td>
<td>$1,923.15</td>
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</tr>
<tr>
<td></td>
<td>NPLCHR-Naples Chair, powered</td>
<td>$919.10</td>
<td>$1,194.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLSOF-Naples Sofa, powered</td>
<td>$1,479.35</td>
<td>$1,923.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLLOP-Naples Loveseat, powered</td>
<td>$1,272.35</td>
<td>$1,654.05</td>
<td></td>
</tr>
</tbody>
</table>

### Soft Seating

- **Item**: CHRPWR- Roma Chair, powered
- **Discount**: $919.10
- **Regular**: $1,194.85
- **Amount**: $1,194.85

### Total Soft Seating

- **Amount Due**: $2,303.70
- **Tax**: 7.000%
- **Amount Due**: $2,495.70

---

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

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

**Company Name:**

**Booth#**

---

*Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!*
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Conference Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CF2-Geo Table, Black</td>
<td>$654.10</td>
<td>$850.35</td>
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</tr>
<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$460.90</td>
<td>$599.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF1-Geo Table, Sq. Black</td>
<td>$460.90</td>
<td>$599.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
<td>$654.10</td>
<td>$850.35</td>
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</tr>
<tr>
<td></td>
<td>CB2-6' Graphite Table</td>
<td>$687.25</td>
<td>$893.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB3-8' Graphite Table</td>
<td>$808.70</td>
<td>$1,051.30</td>
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<td>CB1-42&quot; Round, Graphite Nebula</td>
<td>$557.50</td>
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<tr>
<td></td>
<td>C508GR-8', Granite</td>
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<td>$1,051.30</td>
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</tr>
<tr>
<td></td>
<td>CT10GR-10', Granite</td>
<td>$1,214.40</td>
<td>$1,578.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT06GR-6', Granite</td>
<td>$687.25</td>
<td>$893.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PWRUSB-Powered Table Module</td>
<td>$110.40</td>
<td>$143.50</td>
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<td>CB8-42&quot; Round Madison, Grey</td>
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<td>$326.50</td>
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<td></td>
<td>MADC10-10' Madison, Grey</td>
<td>$1,393.80</td>
<td>$1,811.95</td>
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<tr>
<td></td>
<td>MADC05-5' Madison, Grey</td>
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<td>MADC08-8' Madison, Grey</td>
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<td></td>
<td>CONF42-42&quot; Round, White lam</td>
<td>$557.50</td>
<td>$724.75</td>
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<td>36ATO Atomic 36&quot; Round, Glass</td>
<td>$460.90</td>
<td>$599.15</td>
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<td></td>
<td>42ATO Atomic 42&quot; Round, Glass</td>
<td>$460.90</td>
<td>$599.15</td>
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</table>

Group & Guest Seating

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>Duet-Black, Chrome</td>
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<td>$122.00</td>
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<td></td>
<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
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<td></td>
<td>CS8-Berlin Chair, Black</td>
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<td></td>
<td>CS9-Berlin Chair, Red</td>
<td>$184.90</td>
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<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$151.80</td>
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<td></td>
<td>CH002-Wendy Chair, Acrylic</td>
<td>$171.10</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
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<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$253.90</td>
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<tr>
<td></td>
<td>XC6-Altura Guest Chair</td>
<td>$447.10</td>
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<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$215.30</td>
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<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$165.60</td>
<td>$215.30</td>
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<td></td>
<td>MALGRN-Malba Chair, Green</td>
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<td>CS4-Syntax Chair, Black/Chrome</td>
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<td>ZENCHR-Zenith Chair-White/Chrome</td>
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<td>SY1-Altura Task Chair</td>
<td>$287.05</td>
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Executive Seating

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>538.20</td>
<td>699.65</td>
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<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
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<td>699.65</td>
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<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
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<td>491.55</td>
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<tr>
<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
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<td>459.30</td>
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<tr>
<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>342.25</td>
<td>444.95</td>
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</table>

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

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

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

Company Name: ____________________________  Booth# ________________

Total Conference: $ ____________
7.000% Tax*: $ ____________
Amount Due: $ ____________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign
Card Holder Signature
### Café Tables
**Café Tables- Black Base**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td>$325.70</td>
<td>$423.40</td>
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<tr>
<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$356.05</td>
<td>$462.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$325.70</td>
<td>$423.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$356.05</td>
<td>$462.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$325.70</td>
<td>$423.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$356.05</td>
<td>$462.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$325.70</td>
<td>$423.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
<td>$336.70</td>
<td>$437.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$336.70</td>
<td>$437.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH29 -30&quot; White Laminate</td>
<td>$345.00</td>
<td>$448.50</td>
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### G30 and Ventura Communal Tables
**30" High Tables**

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<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G30DMS-Café, Maple Top</td>
<td>$770.05</td>
<td>$1,001.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DMW-Café w/ Grmt, Maple</td>
<td>$770.05</td>
<td>$1,001.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWS-Café, White Top</td>
<td>$770.05</td>
<td>$1,001.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWW-Café w/ Grmt, White</td>
<td>$770.05</td>
<td>$1,001.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWP-Café Table-Powered!</td>
<td>$885.95</td>
<td>$1,151.75</td>
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</table>

**42" High Tables**

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTBPN Communal Table Black Top</td>
<td>$963.25</td>
<td>$1,252.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTMNPN Communal Table Maple Top</td>
<td>$963.25</td>
<td>$1,252.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$963.25</td>
<td>$1,252.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$963.25</td>
<td>$1,252.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$963.25</td>
<td>$1,252.25</td>
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</table>

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

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SBHC-Steel Blue Top, Chrome</td>
<td>$480.25</td>
<td>$624.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$471.95</td>
<td>$613.55</td>
<td></td>
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### Café Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36MTHC-Maple Top, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36GRHC-Graphite Nebula, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHC-White Top, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
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### Adapters/Chargers

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$35.90</td>
<td>$46.65</td>
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<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$35.90</td>
<td>$46.65</td>
<td></td>
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</table>

**Powered! 42" High Tables**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,137.10</td>
<td>$1,478.25</td>
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<tr>
<td></td>
<td>VNTWHT Communal Table White Top</td>
<td>$1,137.10</td>
<td>$1,478.25</td>
<td></td>
</tr>
</tbody>
</table>

---

Discount Deadline: Wednesday, April 25, 2018

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

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

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

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

Don't forget device adapters/chargers for your powered tables!
**Payment Policy and Terms & Conditions**

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

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

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

---

### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$383.65</td>
<td>$498.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$383.65</td>
<td>$498.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTW-36&quot; White Laminate Top</td>
<td>$383.65</td>
<td>$498.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTH-30&quot; Steel Blue/Black Base</td>
<td>$369.85</td>
<td>$480.80</td>
<td></td>
<td></td>
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<tr>
<td>30WH42 30&quot; White Laminated</td>
<td>$378.10</td>
<td>$491.55</td>
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<td></td>
</tr>
<tr>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$358.80</td>
<td>$466.45</td>
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<tr>
<td>RSTSQT Rustique Square Metal Bar Table</td>
<td>$397.45</td>
<td>$516.70</td>
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### Bar Tables - Chrome Base 30", Hydraulic

<table>
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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MTHB-Maple Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30STHB-Silver Texture, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30SBHB-Steel Blue Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WHHB White Laminate, Chrome</td>
<td>$471.95</td>
<td>$613.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MAHB-Grey Top, Chrome</td>
<td>$436.10</td>
<td>$566.95</td>
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</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36MTHB, Maple Top, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36WTHB-White Top, Chrome</td>
<td>$474.70</td>
<td>$617.10</td>
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</tbody>
</table>

### Barstools

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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>BST-Banana, White/Chrome</td>
<td>$361.55</td>
<td>$470.00</td>
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<tr>
<td>BSS-Banana, Black/Chrome</td>
<td>$361.55</td>
<td>$470.00</td>
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<tr>
<td>BS001-Shark, Swivel White</td>
<td>$460.90</td>
<td>$599.15</td>
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<tr>
<td>BS002-Zoey, Swivel White</td>
<td>$422.30</td>
<td>$549.00</td>
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<tr>
<td>BS003-Zoey, Swivel Black</td>
<td>$422.30</td>
<td>$549.00</td>
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<tr>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$209.75</td>
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<td>APS08-Apex Black Vinyl</td>
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<td>APS59-Apex Red Vinyl</td>
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<td>APS75-Apex White Vinyl</td>
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<td>$424.30</td>
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<tr>
<td>APS12-Apex Blue Ultra Suede</td>
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<td>$424.30</td>
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<tr>
<td>XBAR-Christopher White Vinyl</td>
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<td>$340.85</td>
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<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$270.50</td>
<td>$351.65</td>
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<tr>
<td>BSR-Syntax, Black/Chrome</td>
<td>$328.45</td>
<td>$427.00</td>
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<tr>
<td>ZENBAR-Zenith, White/Chrome</td>
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<tr>
<td>BSD-Oslo, Blue</td>
<td>$380.90</td>
<td>$495.15</td>
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<tr>
<td>BSC-Oslo, White</td>
<td>$380.90</td>
<td>$495.15</td>
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<tr>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$306.35</td>
<td>$398.25</td>
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<tr>
<td>ROLLGY-Lift Barstool, Grey Vinyl</td>
<td>$306.35</td>
<td>$398.25</td>
<td></td>
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</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$306.35</td>
<td>$398.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$306.35</td>
<td>$398.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bars

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRC-Circle Martini Bar</td>
<td>$5,624.90</td>
<td>$7,312.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR1-Martini Bar</td>
<td>$1,954.10</td>
<td>$2,540.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Total Bar:** $7,000.00  
**Tax:** $700.00  
**Amount Due:** $7,700.00
### Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$745.20</td>
<td>$968.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$880.45</td>
<td>$1,144.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$637.55</td>
<td>$828.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$808.70</td>
<td>$1,051.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$654.10</td>
<td>$850.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$215.30</td>
<td>$279.90</td>
<td></td>
</tr>
</tbody>
</table>

### Product Display- Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$731.40</td>
<td>$950.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$866.65</td>
<td>$1,126.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$731.40</td>
<td>$950.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$866.65</td>
<td>$1,126.65</td>
<td></td>
</tr>
</tbody>
</table>

### Product Display- Shelving

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSHCCS-Posh Shelving</td>
<td>$745.20</td>
<td>$968.75</td>
<td></td>
</tr>
</tbody>
</table>

### Refrigerators

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1R-White 14 Cubic Feet</td>
<td>$1,258.55</td>
<td>$1,636.10</td>
<td></td>
</tr>
<tr>
<td>R1Q-White 4 Cubic Feet</td>
<td>$441.60</td>
<td>$574.10</td>
<td></td>
</tr>
</tbody>
</table>

### Lamps

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$320.15</td>
<td>$416.20</td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>$204.25</td>
<td>$265.55</td>
<td></td>
</tr>
</tbody>
</table>

### Mobile Tablet Stands

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$204.25</td>
<td>$265.55</td>
<td></td>
</tr>
<tr>
<td>TBSTND-Mobile Tablet Stand, White</td>
<td>$204.25</td>
<td>$265.55</td>
<td></td>
</tr>
</tbody>
</table>

### Mobile Tablet Accessories*

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBBCHR-Tablet, brochure holder</td>
<td>$93.85</td>
<td>$122.00</td>
<td></td>
</tr>
<tr>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$93.85</td>
<td>$122.00</td>
<td></td>
</tr>
<tr>
<td>TBPNTR-Tablet, print stand</td>
<td>$93.85</td>
<td>$122.00</td>
<td></td>
</tr>
</tbody>
</table>

### Chargers and Adapters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$35.90</td>
<td>$46.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$35.90</td>
<td>$46.65</td>
<td></td>
</tr>
</tbody>
</table>

### Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERLIN-Multi Use Table</td>
<td>$499.55</td>
<td>$649.40</td>
<td></td>
</tr>
<tr>
<td>WD3-Work Table</td>
<td>$480.25</td>
<td>$624.35</td>
<td></td>
</tr>
</tbody>
</table>

**Have a Powered product? Order the Adapter to make charging easy!**

**Ordering Tablet Accessories? Don't forget to also order the Tablet Stand!**

---

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

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

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

---

**Company Name:_________________________**

**Booth#:______________________________**

---

**Contact Name_________________________**

**Contact Email Address_________________**

---

**Please Sign**

---

**Event Code:** M111260518

**Connect With Us!**

**email** baltimore@shepardex.com

**phone** (410) 737-9270

**fax** (410) 737-9274

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

---

**ATCA Technical Symposium**

**Resorts Hotel & Casino - Atlantic City, New Jersey**

**May 16 - 17, 2018**

**Discount Deadline** Wednesday, April 25, 2018

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

---

7.000% Tax*: $

Total Exec Accessories: $

Amount Due: $
LABOR
New Jersey 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, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools provided the booth is less than 100 sq ft and can be set in less than ½ hour. Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person. Exhibitors may use nothing larger than a two wheel baggage cart (rubber or plastic wheel only) to move their items.

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

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

**Choose Shepard Blue for your labor needs and leave your worries behind!**

---

### ATCA Technical Symposium

Resorts Hotel & Casino - Atlantic City, New Jersey

May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018

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

#### Labor Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>ST - Straight time:</th>
<th>OT - Overtime:</th>
<th>DT - Double-time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>Monday-Friday, 8:00 AM - 4:30 PM</td>
<td>Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM</td>
<td>All other hours and holidays</td>
</tr>
<tr>
<td>68067</td>
<td>$126.00</td>
<td>$189.00</td>
<td>$252.00</td>
</tr>
<tr>
<td>68068</td>
<td>$163.80</td>
<td>$245.70</td>
<td>$327.60</td>
</tr>
</tbody>
</table>

#### Shepard Blue Supervised Labor

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount Regular 30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$126.00 $163.80 $190.80</td>
</tr>
<tr>
<td>68067</td>
<td>$189.00 $245.70 $288.30</td>
</tr>
<tr>
<td>68068</td>
<td>$252.00 $327.60 $375.60</td>
</tr>
</tbody>
</table>

#### 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:

#### Step Five: Tell Us About Your Exhibit!

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

**Inbound Freight**

<table>
<thead>
<tr>
<th>Carrier Name</th>
<th>Tracking or Pro #</th>
<th>Estimated Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Pieces</td>
<td>Advance Warehouse or Direct to Show site?</td>
<td>Estimated Arrival Date</td>
</tr>
</tbody>
</table>

#### Set Up Information:

- Company Contact Name: ____________________________
- Email: ____________________________
- Cell Phone #: ____________________________

- Contact Arrival Date: ____________________________
- Booth Size: __________ X __________
- Carpet: ____________________________
- Ordered from Shepard: ____________________________
- Exhibitor Owned Carpet: ____________________________
- Carpet Padding: ____________________________

#### Drawings/Photos/Instructions:

- Attached: ____________________________
- Emailed to Shepard: ____________________________
- With the Exhibit: ____________________________
- In crate #: ____________________________

#### Electrical Placement

(exhibitor is responsible to order)

- Emailed to Shepard: ____________________________
- Drawing Attached: ____________________________
- Drawing with Exhibit: ____________________________

#### Graphics:

- With Exhibit: ____________________________
- Shipped Separately: ____________________________

#### Other Services Ordered:

- Overhead Rigging: ____________________________
- Cleaning: ____________________________
- AV: ____________________________

#### Outbound Shipping:

- # of Crates: ____________________________
- # of Cartons: ____________________________
- # of Fiber Cases: ____________________________
- # of Pallets: ____________________________
- Ship To: ____________________________
- Phone #: ____________________________
- Must Arrive at Destination By: ____________________________

#### Method:

- Common: ____________________________
- Air: ____________________________
- Van: ____________________________
- Other: ____________________________

If Your Carrier doesn't show:

- Reroute with SLS: ____________________________
- Send to warehouse for pick up ($400 minimum charge): ____________________________

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

---

**Estimated SES Blue Labor:** $__________________________

- **7.000% Tax:** $__________________________
- **Amount Due:** $__________________________

---

Company Name: ____________________________

Booth #: ____________________________

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

---

**Choose Shepard Blue for your labor needs and leave your worries behind!**

---

**Contact Name: ____________________________**

**Contact Email Address: ____________________________**

**Card Holder Signature: ____________________________**

---

**Spend a Little, Save a Lot**

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

---

**Choose Shepard Blue for your labor needs and leave your worries behind!**
ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Discount Deadline: Wednesday, April 25, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>Flooring Only</td>
<td>$126.00</td>
<td>$163.80</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>Flooring + Flooring</td>
<td>$189.00</td>
<td>$245.70</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>Minimum</td>
<td>$252.00</td>
<td>$327.60</td>
<td></td>
</tr>
</tbody>
</table>

Helpful Hints!
Send your booth to the Advance Warehouse so it will be onsite when you arrive. Send a detailed drawing and instructions to us prior to the event. When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td>Flooring + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>Minimum</td>
<td>252.00</td>
<td>327.60</td>
<td></td>
</tr>
</tbody>
</table>

Is electrical to be installed under your carpet? [ ] Yes [ ] No
(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate: $7,000.00
Tax*: $ 
Amount Due: $

Company Name: ____________________________  Booth # ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________
Event Code: M111260518

ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
April 16 - 17, 2018

Order Deadline: Monday, April 16, 2018

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

Inline Booth Rentals

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 ESS Representative to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie- 10' x 10'</td>
<td>$3,996.40</td>
<td>$5,195.30</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$6,507.85</td>
<td>$8,460.20</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon- 10' x 10'</td>
<td>$2,788.00</td>
<td>$3,624.40</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon- 10' x 20'</td>
<td>$4,880.15</td>
<td>$6,344.20</td>
</tr>
<tr>
<td>66476</td>
<td></td>
<td>The Grant- 10' x 10'</td>
<td>$4,426.65</td>
<td>$5,754.65</td>
</tr>
<tr>
<td>66477</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$6,135.15</td>
<td>$7,975.70</td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Grant- 10' x 10'</td>
<td>$4,069.40</td>
<td>$5,290.20</td>
</tr>
<tr>
<td>66479</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$5,979.80</td>
<td>$7,773.75</td>
</tr>
<tr>
<td>66480</td>
<td></td>
<td>The Harrison- 10' x 10'</td>
<td>$4,970.30</td>
<td>$6,461.40</td>
</tr>
<tr>
<td>66481</td>
<td></td>
<td>The Harrison- 10' x 20'</td>
<td>$7,507.85</td>
<td>$9,575.70</td>
</tr>
<tr>
<td>66482</td>
<td></td>
<td>The Pierce- 10' x 10'</td>
<td>$3,458.20</td>
<td>$4,495.65</td>
</tr>
<tr>
<td>66483</td>
<td></td>
<td>The Pierce- 10' x 20'</td>
<td>$6,566.25</td>
<td>$8,536.15</td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison- 10' x 10'</td>
<td>$4,193.70</td>
<td>$5,451.80</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison- 10' x 20'</td>
<td>$4,970.30</td>
<td>$6,461.40</td>
</tr>
<tr>
<td>66486</td>
<td></td>
<td>The Hamilton- 10' x 10'</td>
<td>$2,835.70</td>
<td>$3,686.40</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,967.80</td>
<td>$6,458.15</td>
</tr>
<tr>
<td>66488</td>
<td></td>
<td>The Lucy- 10' x 10'</td>
<td>$2,788.00</td>
<td>$4,880.15</td>
</tr>
<tr>
<td>66489</td>
<td></td>
<td>The Lucy- 10' x 20'</td>
<td>$4,880.15</td>
<td>$6,344.20</td>
</tr>
</tbody>
</table>

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 Exhibit Solutions Department with any questions at 404-720-8652.

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

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

Total Inline Rentals: $ ____________
7.000% Tax*: $ ____________
Amount Due: $ ____________

Contact Name: ___________________________ Contact Email Address: ___________________________

Company Name: __________________________

Please Sign: [Signature]

Mail: 7079 Oakland Mills Rd, Columbia, MD 21046
Phone: (410) 737-9270
Fax: (410) 737-9274
Email: baltimore@shepardes.com

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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie- 10' x 10'</td>
<td>$3,996.40</td>
<td>$5,195.30</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$6,507.85</td>
<td>$8,460.20</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon- 10' x 10'</td>
<td>$2,788.00</td>
<td>$3,624.40</td>
</tr>
<tr>
<td>66475</td>
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<td>The Jonathon- 10' x 20'</td>
<td>$4,880.15</td>
<td>$6,344.20</td>
</tr>
<tr>
<td>66476</td>
<td></td>
<td>The Grant- 10' x 10'</td>
<td>$4,426.65</td>
<td>$5,754.65</td>
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<tr>
<td>66477</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$6,135.15</td>
<td>$7,975.70</td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Grant- 10' x 10'</td>
<td>$4,069.40</td>
<td>$5,290.20</td>
</tr>
<tr>
<td>66479</td>
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<td>The Grant- 10' x 20'</td>
<td>$5,979.80</td>
<td>$7,773.75</td>
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<tr>
<td>66480</td>
<td></td>
<td>The Harrison- 10' x 10'</td>
<td>$4,970.30</td>
<td>$6,461.40</td>
</tr>
<tr>
<td>66481</td>
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<td>The Harrison- 10' x 20'</td>
<td>$7,507.85</td>
<td>$9,575.70</td>
</tr>
<tr>
<td>66482</td>
<td></td>
<td>The Pierce- 10' x 10'</td>
<td>$3,458.20</td>
<td>$4,495.65</td>
</tr>
<tr>
<td>66483</td>
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<td>The Pierce- 10' x 20'</td>
<td>$6,566.25</td>
<td>$8,536.15</td>
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<tr>
<td>66484</td>
<td></td>
<td>The Madison- 10' x 10'</td>
<td>$4,193.70</td>
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<tr>
<td>66485</td>
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<td>The Madison- 10' x 20'</td>
<td>$4,970.30</td>
<td>$6,461.40</td>
</tr>
<tr>
<td>66486</td>
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<td>The Hamilton- 10' x 10'</td>
<td>$2,835.70</td>
<td>$3,686.40</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,967.80</td>
<td>$6,458.15</td>
</tr>
<tr>
<td>66488</td>
<td></td>
<td>The Lucy- 10' x 10'</td>
<td>$2,788.00</td>
<td>$4,880.15</td>
</tr>
<tr>
<td>66489</td>
<td></td>
<td>The Lucy- 10' x 20'</td>
<td>$4,880.15</td>
<td>$6,344.20</td>
</tr>
</tbody>
</table>

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 Exhibit Solutions Department with any questions at 404-720-8652.

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Total Inline Rentals: $ ____________
7.000% Tax*: $ ____________
Amount Due: $ ____________

Contact Name: ___________________________ Contact Email Address: ___________________________

Company Name: __________________________

Please Sign: [Signature]
Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products

- Metal Colors: Black (06), Silver (15), White (03)
- Panel Colors: Black (06), White (03)

Locking Cabinets

- **LC1 1Meter Wide**
- **LC2 1.5 Meters Wide**
- **LC3**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$982.55</td>
<td>$1,277.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,192.30</td>
<td>$1,550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$724.80</td>
<td>$942.25</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

Reception Counters

- **RC2**
- **RC3**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<th>Product Size</th>
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<th>Panel Color</th>
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</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>9&quot;L x 2' 3&quot;D x 3' 3&quot;H x 2' 3&quot;</td>
<td>$1,010.45</td>
<td>$1,313.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5'3&quot;L x 3'6&quot;H x 3'3&quot;D</td>
<td>$2,191.80</td>
<td>$2,849.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Computer Stands-Silver Metal Only (graphic included!)

- **CS1**
- **CS2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
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<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6&quot; 3&quot; H x 1' 9&quot; D</td>
<td>$1,274.65</td>
<td>$1,657.05</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6&quot; 3&quot; H x 1' 6&quot; D</td>
<td>$742.90</td>
<td>$965.75</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

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**Total Counter Rentals:**
- 7.00% Tax: $
- Amount Due: $

Company Name: ___________________________ Booth # ___________________________
Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays
- Metal Colors: Black (06) Silver (15) White (03)
- Panel Colors: Black (06) White (03)

Product Displays

Gondolas

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
<td>6&quot; L x 1' 9&quot; D x 5' H x 1' 9&quot;</td>
<td>$688.50</td>
<td>$895.05</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5' 4&quot; L x 8&quot; H x 1' 3&quot; D</td>
<td>$680.60</td>
<td>$884.80</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
<td>4' 3&quot; L x 7&quot; H x 1' 3&quot; D</td>
<td>$1,173.20</td>
<td>$1,525.15</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
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</table>

Showcases

Quarterview

<table>
<thead>
<tr>
<th>Code</th>
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<th>Item</th>
<th>Product Size</th>
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<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
<td>* L X 1' 9&quot; D x 3' 3&quot; H X 1' 9&quot;</td>
<td>$1,325.65</td>
<td>$1,723.35</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>9&quot; L x 1' 9&quot; D x 7&quot; H x 1' 9&quot;</td>
<td>$1,430.70</td>
<td>$1,859.90</td>
<td>NA</td>
<td>NA</td>
<td></td>
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Charging Units

SCS3

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<tr>
<th>Code</th>
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<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66166</td>
<td></td>
<td>SCS3</td>
<td>20&quot; L x 2' x 20&quot; D</td>
<td>$493.00</td>
<td>$627.90</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3' L x 6&quot; 3&quot; H x 1' 9&quot; D</td>
<td>$2,252.15</td>
<td>$2,927.80</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Order Deadline: Monday, April 16, 2018
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10’ x 10’</td>
<td>$2,635.25</td>
<td>$3,425.85</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10’ w/Monitor</td>
<td>$4,767.35</td>
<td>$6,197.55</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size: 3042mm x 2432mm
Counter graphic size: 1070mm x 1020mm

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10’ x 20’</td>
<td>$4,567.80</td>
<td>$5,938.15</td>
</tr>
<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10’ x 20’ w/Monitor</td>
<td>$6,699.90</td>
<td>$8,709.85</td>
</tr>
<tr>
<td>66561</td>
<td></td>
<td>FX2H1 10’ x 10’</td>
<td>$3,224.60</td>
<td>$4,192.00</td>
</tr>
<tr>
<td>66562</td>
<td></td>
<td>FX2M1H 10’ w/Monitor</td>
<td>$5,356.70</td>
<td>$6,963.70</td>
</tr>
<tr>
<td>66563</td>
<td></td>
<td>FX2H2 10’ x 20’</td>
<td>$5,094.90</td>
<td>$6,623.35</td>
</tr>
<tr>
<td>66564</td>
<td></td>
<td>FX2M2H 20’ w/Monitor</td>
<td>$7,227.00</td>
<td>$9,395.10</td>
</tr>
</tbody>
</table>

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

**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 the Exhibit Solutions Department with any customizations at 404-720-8652.

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

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**Total Fabex Rental:** $7,000.00
**Tax:** $700.00
**Amount Due:** $6,300.00

Company Name: ___________________________  Booth #: __________________

Contact Name ___________________________  Contact Email Address ___________________________
Freestanding 8' high Backlit Backwalls with Full Color Graphics

Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
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</thead>
<tbody>
<tr>
<td>66564</td>
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<td>FX 11 10' x 10' Backlit</td>
<td>$2,657.25</td>
<td>$3,454.45</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX 12 10' x 20' Backlit</td>
<td>$4,106.60</td>
<td>$5,338.60</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX 13 10' x 30' Backlit</td>
<td>$5,556.00</td>
<td>$7,222.80</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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Company Name: ________________________________

Total Fabex Backlit: $_____________________

7.000% Tax*: $_____________________

Amount Due: $_____________________

Contact Name ________________________________

Contact Email Address ________________________________

Please Sign

Event Code: M111260518

Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

ATCA Technical Symposium
Resorts Hotel & Casino - Atlantic City, New Jersey
May 16 - 17, 2018

Order Deadline Monday, April 16, 2018
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

FX 11- 8'h x 10'

FX 12- 8'h x 20'

FX 13- 8' h x 30'

Order Deadline Monday, April 16, 2018

Company Name: ________________________________

BOOTH ________________________________

Contact Name ________________________________

Contact Email Address ________________________________

Please Sign
Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If electricity is needed it must be ordered directly through the Hotel

To order electrical installation please check below

1. On 110 Quad Box $25.00 ________

2. Add’l outlet up to 300 watts $35.00 ________

3. One outlet 300-1000 watts of One Motor
   Up to 1 horsepower $50.00 ________

4. Each added outlet or mot not more than 1000
   Watts of 1 horse power $45.00 ________

5. Furnishing & installing spotlight or floodlight
   150 watt capacity complete w. lamps and current $30.00 ________

6. Hardline internet connection
   (WIFI connectivity is complimentary) $75.00 ________

Please complete this form and return via fax or email to:

Cathy Taylor
Banquet Manager
Email: ctaylor@resortsac.com
Fax number: 609.340.6349
Exhibitor Liability Insurance Program

As a standard requirement for all exhibitors, it is necessary to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, May 13-18, 2018, naming the Air Traffic Control Association (1101 King Street Suite 300 Alexandria, VA 22314) as the certificate holder. The Additional Insureds must read as follows: ATCA and the Resorts Hotel & Casino.

If you already have compliant coverage, please forward your proof of insurance to Sandra.strickland@atca.org

Purchase Your Liability Insurance Now
Simply purchase your Exhibitor Insurance, which is already pre-filled with all of the proper show information, directly online by using a credit card.

Click the Link Below to Purchase Your Insurance for just $89:
https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=259af17869e1

NON USA EXHIBITORS - Address and Phone Number instructions:
When filling in your company information it will ask for a phone number and address. Please use the following:
Address - 1133 Boardwalk Atlantic City, NJ 08401
Phone Number - (800) 528-7975.

This program is valuable for:
*Exhibitors who do not have any insurance.
*International Exhibitors whose liability insurance will not cover them at a U.S Show.
*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen or damaged merchandise?
We also offer Short Term Optional Equipment/Merchandise/Display Insurance
All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form on pages 76 through 80.
Equipment Insurance Enrollment Form - Short Term

Policyholders Name: ____________________________________________________________

Contact Name: ________________________________________________________________

Mailing Address: _______________________________________________________________

City: ___________________________ State: _______ Zip Code: ________________

Email Address: ________________________________________________________________

Phone Number: __________________________

Effective Date (start date) of policy mm/dd/yyyy:  ____ / ____ / ______
Expiration Date (end date) of policy mm/dd/yyyy:  ____ / ____ / ______

Are you aware of any known or potential equipment losses or claims as of today?:
☐ Yes  ☐ No

If yes, please describe: _________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Please describe all of the owned equipment/inventory you wish to insured: __________

_________________________________________________________________________

_________________________________________________________________________
PLEASE SELECT AND COMPLETE ONLY ONE OPTION BELOW:

Option #1: Coverage for 1 to 15 Days - Deductible per claim: $250

<table>
<thead>
<tr>
<th>Limit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000</td>
<td>$115</td>
</tr>
<tr>
<td>$5,000</td>
<td>$165</td>
</tr>
<tr>
<td>$10,000</td>
<td>$275</td>
</tr>
<tr>
<td>$25,000</td>
<td>$625</td>
</tr>
<tr>
<td>$50,000</td>
<td>$1,175</td>
</tr>
</tbody>
</table>

Price Subtotal (from above choice): ______________________

Option #2: Coverage for 15 to 30 days - Deductible per claim: $250

<table>
<thead>
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<th>Limit</th>
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</thead>
<tbody>
<tr>
<td>$3,000</td>
<td>$148</td>
</tr>
<tr>
<td>$5,000</td>
<td>$225</td>
</tr>
<tr>
<td>$10,000</td>
<td>$395</td>
</tr>
<tr>
<td>$25,000</td>
<td>$925</td>
</tr>
<tr>
<td>$50,000</td>
<td>$1,775</td>
</tr>
</tbody>
</table>

Price Subtotal (from above choice): ______________________

SURCHARGES AND OPTIONAL COVERAGE:

Do you want to cover any Rented or Borrowed Equipment in addition to your owned Equipment?

☐ Yes  ☐ No

If NO, please skip to the next question.
If YES, please include the calculation on the next page to your price above.
Enter Replacement Cost of Rented Equipment Below:

\[ \text{ } \times 0.0008 = \text{ } \]

Multiply the sum above by the total number of days needing coverage from the OPTION you chose on the previous page.

This is your Rented Equipment Premium. Please enter this number here: _____________

| Rented Equipment Price Subtotal from New Price Subtotal |
| Premium | Previous Page | |
|__________|_______|_______|

Will any of your equipment/inventory include Clothing, Computers and Electronics, Comic Books, Video Games, Watches, Fine Arts, Wine or Craft Beer, Liquor?

☐ Yes ☐ No

If NO, please skip to the next question.
If YES, please include the below calculation to your price from the previous page.

| Price Subtotal | New Price Subtotal |
|_______|_______|

\[ \text{ } \times 1.15 = \text{ } \]

The policy excludes coverage for theft from an unlocked vehicle. However, you can add this coverage back for 10% additional price. Would you like to add this coverage?

☐ Yes ☐ No

If NO, please skip to the Final Price Section.
If YES, please include the surcharge calculation below.

| Price Subtotal | New Final Price |
|_______|_______|

\[ \text{ } \times 1.10 = \text{ } \]
FINAL PRICE (including all optional coverages and surcharges: 

__________________________

I understand that the following is excluded and not covered in the policy:
Jewelry, Coins, Stamps, Sports and Memorabilia Collectibles, Furs, Bullion, Securities, Any type of Food or Beverages (except wine, craft beer or liquor), Guns and Ammo, Fireworks, and Antique Vendors. Chemicals, Fertilizers, Pharmaceuticals, Vitamins and Supplements, Pesticides, Motor Vehicles, Boats, ATVs, Recreational Vehicles, Watercraft's and Tractors.

☐ I acknowledge these Exclusions.

_____ Initials

By signing this application, I understand that I have completed this form to the best of my knowledge. I also understand that any misrepresentations on this application can result in coverage being voided

Applicant Name: ____________________________

Date (mm/dd/yyyy): ________________________

CREDIT CARD FORM IS ON THE NEXT PAGE
CREDIT CARD PAYMENT AUTHORIZATION FORM
(Note: Due to the carrier needing to receive full payment, a 4% credit card processing fee will be added to your charge)

I ________________________________ Authorize Roca Services Corp. (dba – Rainprotection.net) or its affiliate to charge my credit card.

AMOUNT TO BE CHARGED: ________________
CREDIT CARD TYPE: _____________________
CREDIT CARD #: ___________________________
CARD CV2 #: ________ ______________________
EXPIRATION DATE (mm/yyyy): ________________
BILLING ADDRESS: ________________________________
CITY: ________________________________
STATE: ________________
ZIP CODE: ________________
PHONE: _________________________
NAME ON THE CARD: ________________________________
EMAIL ADDRESS: ________________________________

________________________________________  ______________________
Signature of Applicant                      Date

I am the application and I choose to use an Electronic Signature by clicking: ☐ Yes