



Dear Exhibitor,

Marketplace Events welcomes you to the 35th Annual Fall Atlanta Home Show, September 7-9, 2018 at the Cobb Galleria Centre. We sincerely appreciate your support of this Atlanta tradition and look forward to servicing your needs while at the show.

In order to streamline your move-in, we have assigned you a specific move-in time. Please read through the enclosed information carefully and refer to the enclosed map for directions. Upon your arrival, our move-in crew will help direct and guide you to your booth. **Please use extreme caution while on the show floor. People and forklifts can appear from behind drape and exhibits quickly and without notice.**

A few notes about the show in general: Badges will be at the Exhibitor Registration desk in the lobby. Please take the time to review Booth Construction Guidelines and call us with any questions. We would suggest that you park in the decks at the Cobb Galleria Centre and avoid parking at the Waverly Hotel or Cumberland Mall as these two areas are outside of our contracted space for the show and unauthorized vehicles may be towed without notice or warning. The exhibition halls are under constant camera surveillance but please take extra precautions for keeping your valuables safe at all times, especially during move-in and move-out times.

Please note: All exhibits must be completely removed from the exhibit hall by 2:00pm on Monday, September 10. No exceptions can be made as another show is moving in right behind us.

If you have any questions or need assistance, please don't hesitate to call:

Marketplace Events Staff

Mark Levine, <i>Assistant Show Manager</i>	(317) 705-8719 ext. 28
Kim Huggins, <i>Exhibit Sales Consultant</i>	(317) 705-8719 ext. 29
Veronica McGlothlin, <i>Exhibit Sales Consultant</i>	(317) 705-8719 ext. 70
M.J. Doan, <i>Show / Office Administrator</i>	(317) 705-8719 ext. 71



September 7-9, 2018
Cobb Galleria Centre

Exhibitor Checklist

<i>Completed</i>	<i>Due Date</i>	<i>Form</i>
	*Now	Read this Manual! Please be sure your display meets the show's booth construction guidelines (see diagram within this Exhibitor Kit).
	August 6 th	Final Payment due to MPE
	August 10 th	Cobb Galleria Forms (Send to Cobb Galleria) -Cooking Authorization Request -Food and Beverage Sample Form
	August 10 th	Vehicle Authorization Form (Send to MPE)
	August 10 th	DEADLINES FOR SHOW GUIDE (MPE) <i>If we have not received your fully completed contract by this date, you may not appear in the show guide</i>
	August 17 th	DISCOUNT DEADLINE (Order Online - Shepard) -Carpet/Furniture/Specialty Furniture
	August 24 th	DISCOUNT DEADLINE (Order Online - Cobb Galleria) -Cable/Electrical/Telecommunications
	August 24 th	Advanced Shipping Deadline (Send to Shepard)
	September 5 th	Exhibitor Discount Ticket Request Deadline (Send to MPE)

Important Websites

Cobb Galleria Centre – www.cobbgalleria.com

Shepard Exposition Services – www.shepardes.com

Show Website – www.fallatlantahomeshow.com



September 7-9, 2018
Cobb Galleria Centre

Exhibitor Information

Show Dates/Hours

Friday, September 7	10:00 am – 6:00 pm
Saturday, September 8	10:00 am – 8:00 pm
Sunday, September 9	11:00 am – 5:00 pm

Move-in Dates/Hours

Friday, August 31	Noon – 8:00 pm
Tuesday, September 4	8:00 am – 8:00 pm
Wednesday, September 5	8:00 am – 8:00 pm
Thursday, September 6	8:00 am – 8:00 pm

Move-out Dates/Hours

Sunday, September 9	5:00 pm – Midnight
Monday, September 10	8:00 am – 2:00 pm

**You will receive a specific move in day and time approximately 30 days prior to the event.*

Show Office/Sales Office/Press Room (Open Tuesday-Monday)

Room #120

Exhibitor Lounge (Open Friday-Sunday)

Room #119

**Coffee provided*

Exhibitor Registration Counter/Will Call

In the Cobb Galleria Centre Lobby near the Show Office. Exhibitors pick up badges and VIP Tickets.

Friday, August 31	Noon – 6:00 pm	*Please see Mark Levine On-Site – Friday Only* 317-730-5112
Tuesday, September 4	9:00 am – 6:00 pm	
Wednesday, September 5	9:00 am – 6:00 pm	
Thursday, September 6	9:00 am – 6:00 pm	
Friday, September 7	8:00 am – 6:30 pm	
Saturday, September 8	8:00 am – 7:30 pm	
Sunday, September 9	9:00 am – 5:00 pm	

Exhibitor Services

Cobb Galleria Centre (Electrical/Water/Gas)
Nancy Stoeppelwerth
770-989-5016

Shepard Exposition Services (carpet, tables/chairs)
404-720-8600

ONsite (AV services)

770-989-5045

Booth Construction Guidelines – Please pay close attention to the enclosed document and diagram.

MPE provides each inline exhibitor with a back curtain 8 feet in height, two side curtains, each 3 feet in height and a 7”x44” ID sign with company name and booth number. An island booth, opens on all sides, does not have any pipe and drape or an ID sign. **No pop up tents are permitted unless in an island booth.**

Parking

Parking is adjacent to Cobb Galleria Centre, \$5 per car (Cards only – No Cash). Should the Galleria lots fill up; a secondary lot will be opened at the Galleria 100 Building. Do not park at Cumberland Mall or the Waverly Hotel unless you are a paid guest there as these two areas are outside of our contracted area.

BOOTH CONSTRUCTION GUIDELINES

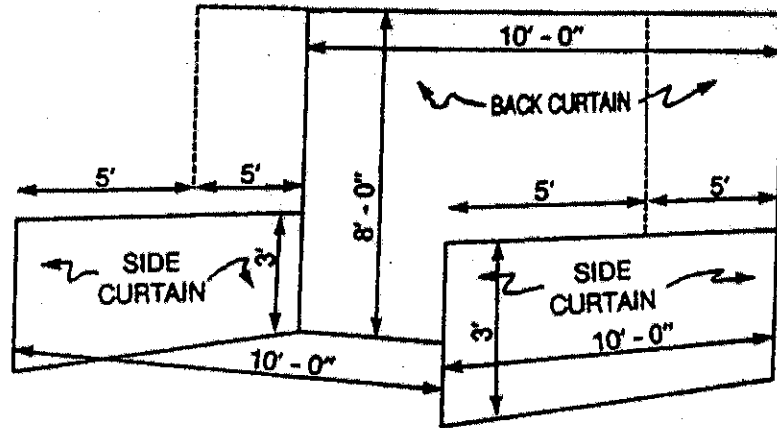
MPE provides each inline exhibitor with a back curtain 8 feet in height, two side curtains, each 3 feet in height and an ID sign with company name and booth number. A corner booth has only one side drape. An island booth, opens on all sides, does not have any pipe and drape or ID sign.

- ❖ **Inline booth displays, including signage, shall not exceed 8 feet in height.** Signs exceeding booth height requirements must be approved by show management or exhibitor may be asked to remove. Your display may be 8 feet high for the width of your back drape (this only applies to inline spaces). On each side you will have a 3 feet high side curtain. For inline spaces, your display may remain 8 feet in height from the back wall, up to 5 feet from the aisle, or $\frac{1}{2}$ the depth of your booth (see dotted line below). For the remaining 5 feet, your display must return to the same 3 feet height of the side curtain. **No pop up tents allowed unless in an island booth. All flag banners must meet sight guidelines.**

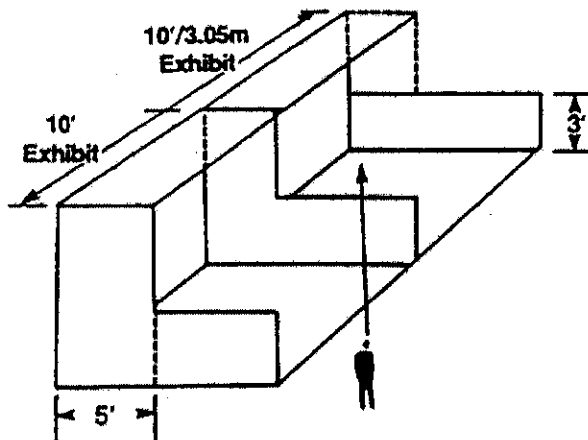
All unfinished portions of displays must be draped or finished so as to be pleasant to the public view. Show Management may require exhibitors to purchase drape if display is not finished adequately. Your own flooring is strongly recommended.

If your exhibit space is a peninsula, special restrictions may apply as indicated by your sales representative.

Please contact your exhibit sales consultant for approval or questions.



10' Booth



Fire Department Rules and Regulations

No flammable products, open flames, or flammable display materials, etc. are permitted in the exposition hall by order of the Fire Department and the Facility Security Department. Enclosed structures under 300 sq.ft. must have a fire extinguisher and smoke detector. Enclosed structures of over 300 sq.ft. must install a sprinkler system inside the structure. No cartons, boxes, or crates may be stored behind booth curtains. Pine straw is not allowed unless treated.

Pop-Up Tents and Flag Banners

Per the Booth Construction Guidelines – **Pop-Up Tents are not allowed in most booths and require pre-approval for limited use.** You may obtain approval to use a pop-up tent in your display, if your booth space is 400+ square feet.



All Flag Banners must comply with sight guidelines. This means, they cannot be more than 8 ft tall (unless in an island booth) and must remain within 5 feet of your back drape.

For question on any of these guidelines please contact your exhibit sales consultant.



September 7-9, 2018
Cobb Galleria Centre

Free Wi-Fi

FREE WIFI

Compliments of:



PMCPros has three locations:

PMC West: 2009 Dorsey Road, Marietta, GA 30066

PMC East: 175 Buford Drive (Hwy 20), Lawrenceville, GA 30046

PMC South: 189 Lower Bay St., Macon, GA 31206

Wi-Fi login instructions:

Network: EVENTS

Username: atlantahs

Password: mpe2018

We sincerely appreciate your support of the Atlanta Home Shows and thank you for being an important part of this Atlanta tradition!

MARKETPLACE | **EVENTS**



September 7-9, 2018
Cobb Galleria Centre

Exhibitor Discount Tickets & Badges

Exhibitor Badges

Exhibitors will be allotted 5 "Exhibitor" badges for under 200 sq. ft. and 10 badges for 201 sq. ft and up. Badges will be available at Exhibitor Registration for pickup during move-in and show hours. Additional badges and replacement badges may be purchased for \$10.00 each. No badges will be authorized for children under 16. **Exhibitor badges can be purchased at the show office.**

Complimentary Tickets

Show Management will provide at no charge **5 regular adult tickets per 100 sq. ft. of exhibit space up to a maximum of 20 tickets** to be used at the exhibiting company's discretion. These tickets will be available at Exhibitor Registration during move-in and show days. **Exhibiting companies may leave tickets at "Will Call", located at Exhibitor Registration, for your customers under your company name.**

Exhibitor Discount Tickets Must Be Ordered In Advance

Advance discount tickets priced at \$5.00 each are available to exhibitors who wish to give tickets to friends, customers, or employees. Complete the following form and return to MPE with payment for the total amount due. All tickets will be at Will Call. If you need further assistance, please call M.J. Doan at (317) 705-8719.

Company Name: _____

Contact Name: _____

Please process _____ tickets at \$5.00 each: \$ _____

Make checks payable to Marketplace Events and mail to address below.

OR

Charge my Credit Card: [] Visa [] MC [] AMEX In the amount of \$ _____

Credit Card Number: _____

Exp. Date: _____ Security Code: _____

Cardholder Name: _____

Cardholder Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature: _____ Date: _____

**Please return your completed form to:
Marketplace Events • 12800 N. Meridian St. Suite 135 • Carmel, IN 46032
317-705-8719 • 317-705-8720 fax**



September 7-9, 2018
Cobb Galleria Centre

Move-in Procedure

- Exhibitors will receive a move-in packet approximately 30 days prior to the show, and your **specific days and times must be followed**. If you miss your targeted move-in time, you will go to the back of the line. **No exceptions!** If you are unable to adhere to your assigned move-in day and time, you will have the opportunity to request a different schedule.
- You must proceed to the marshalling area (see enclosed map) for a move-in pass during move-in; passes will be issued only at the marshaling area. **No Passes will be issued to exhibitors with a balance due on their booth**
- The one-day move-in pass permits an exhibitor to bring a vehicle, for a *limited time*, onto the show floor (Monday all day, Tuesday all day, and Wednesday until 12pm ****only passenger vehicles allowed on Wednesday****) or to the ramps and docks for unloading or loading booth materials on all days. This pass must be displayed on your dashboard at all times. We ask for your cooperation in moving your vehicle off the show floor or away from the ramps and docks as soon as possible, so that we may service other exhibitors. You may NOT park your vehicle on the loading dock wall at any time. Dock access is for move-in and move-out only. All vendors leaving trailers overnight must receive prior approval to park in the marshalling yard near the Cobb Energy Performing Arts Center.
- Driving onto the show floor will be permitted **on MONDAY, TUESDAY, and until 12pm on WEDNESDAY* (ONLY PASSENGER VEHICLES WILL BE ALLOWED ON THE SHOWFLOOR ON WEDNESDAY) as long as there is direct access to your booth**. Exhibitors must unload and remove their vehicle from show floor as soon as it is unloaded.
- **No move-in on Friday, September 7.** If you arrive on Friday to move into your booth, you must park in the regular lot and carry all materials to your booth.

Tips for a successful move-in:

- Move-in all at one time.
- Remember you can and should bring your own dollies and hand trucks.
- Several loading docks are available for your use at no charge, on a first come first serve basis.
- See a **MPE** staff member for on-site assistance.
- Tipping move-in personnel is prohibited.
- Work should be completed each night by 8:00 pm. If you must work later, please notify Show Management. You will be required to sign in with security and stay within your own exhibit space.
- Pick up your Exhibitor Badges at Exhibitor Registration located in the Galleria Lobby during move-in to save time. Wear your exhibitor badges at all times.
- Keep marked "No-Freight" aisles clear at all times.

Reminders:

- ❖ Cutting of all dust-producing materials must be done in the designated cutting area outside in the loading dock area, located adjacent to Ramp 1. This is monitored 24/7 by the Cobb Galleria Centre security cameras.
- ❖ **No inline booths or booth signs can extend above 8' unless exhibit is located along the perimeter walls of the exhibit hall or space is a 400 sq. ft. or larger island exhibit.**
- ❖ Carpet your booth – it attracts business.
- ❖ Plants create a nice business atmosphere.
- ❖ **Absolutely NO** Moving in through the front of the building or across any Galleria carpet.
- ❖ **No pop up tents allowed unless in an island booth.**



September 7-9, 2018
Cobb Galleria Centre

Move-out Procedure

- The Atlanta Home Show comes to a close at 5:00 pm on Sunday, September 9th. On Sunday night and Monday, **move-out proceeds through the Marshalling area**. No move-out passes will be issued before 4pm on Sunday.
- **If your booth ends in the numbers 43-56 (ex. 1256), it is mandatory that you move-out on Sunday night.**
- **All other** booths that can move-out on Sunday should do so, as there will be heavy truck traffic on the show floor first thing Monday morning.
- The move-out pass permits an exhibitor to bring a vehicle, for a *limited time*, onto the show floor (Monday only) or to the ramps and docks for loading booth materials. This pass must be displayed on your dashboard at all times. We ask for your cooperation in moving your vehicle away from the ramps and docks as soon as possible, so that we may service other exhibitors.
- Forklifts and carts will be available for a fee and can be obtained from the Shepard Service Desk. Save money by bringing your own carts and dollies. A limited number of flat bed dollies are available from MPE at no charge. Please request any and all costs be quoted in advance for services at the show.
- All material must be removed from the show exhibit hall by 2:00 pm on Monday, September 10th. If your display is not removed by this time, it may be disposed of or will be removed by the service contractor who will charge you accordingly. The show's exhibit hall contract ends at 2:00pm and there can be NO exceptions to this. Labor fees to move and store your exhibit materials can be very costly.
- It is the sole responsibility of the exhibitor to have personnel stay with your booth from teardown through loading to ensure the safety of your product. Please be aware that it is particularly easy for product to "disappear" during this time. For security purposes, we request that all exhibitors wear their show badges during move-out.
- See a **MPE** staff member for any on-site assistance. Our main objective is to provide a smooth and safe move-out with an acceptable flow of traffic. We must maintain full control and security of the exhibit area and your full cooperation and patience during this busy time is appreciated.

Reminders:

- ❖ What you bring in, take out. ***Leave the Cobb Galleria Centre floor in broom-clean condition. If you do not, you could be charged. This includes carpet tape residue on the floor.***
- ❖ Tipping move-out personnel is prohibited.
- ❖ **Absolutely NO** Moving out through the front of the building or across any Galleria carpet.



September 7-9, 2018
Cobb Galleria

Security Bulletin

REMINDER: Exhibitors are allowed inside the Exhibit Halls on show days two hours prior to opening and one hour after closing. Permission must be obtained from Show Management for times other than stated.

Nothing can ruin a successful show experience more than the loss or theft of expensive equipment or products. Marketplace Events and the security contractor provide **24-hour uniformed security and the Cobb Galleria Centre has camera surveillance**, but you and your staff are responsible for your valuables. Please be assured that we are all doing everything possible to prevent theft. Here are some basic steps you can take to help . . .

1. Treat valuable goods as irreplaceable. Under no circumstances should such goods ever be unattended. Televisions, computers, and other electronic devices are particularly vulnerable to theft.
2. All items sold at the show that will be picked up during move-out need an *Itemized Bill of Sale with your booth number* for removal from the show.
3. At the close of the show each day, cover all display tables to prohibit curiosity-seekers and would-be thieves.
4. Wear your show badge **at all times** during move-in, throughout the show, and move-out. This will help us identify anyone that should not be on the show floor.
5. Move-out is an easy time for product(s) to disappear. **Don't leave your booth unattended.**
6. Report any suspicious activity to show management – look for a MPE staff member or proceed to the Show Office, Room 120 in the main lobby area.
7. Obtain proper insurance coverage for your goods, including transit to and from the show site. There is a form in the Exhibitor Service Kit for an insurance provider, or you may request a special rider from your insurance carrier covering you over the specific show dates.

Our objective is to make your show experience as pleasant, worthwhile, and as profitable as possible. Following these simple security measures will help ensure your success. Please see a MPE staff member if you have any questions or need assistance with any show related issue.

Have a great show!



September 7-9, 2018
Cobb Galleria Centre

Vehicles on Show Floor

Vehicles on Show Floor

Vehicles displayed must be approved 14 days prior to the show. Vehicles displayed on the show floor may have a maximum of 5 gallons of fuel or ¼ of a tank, whichever is smaller. A locking gas cap must be installed or the tank must be adequately sealed with tape. All battery cables must be disconnected and taped in order to prevent sparks. No vehicles may be moved during show hours. A set of keys must be provided to show management.

Company Information

Company Name: _____

Booth #: _____ Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

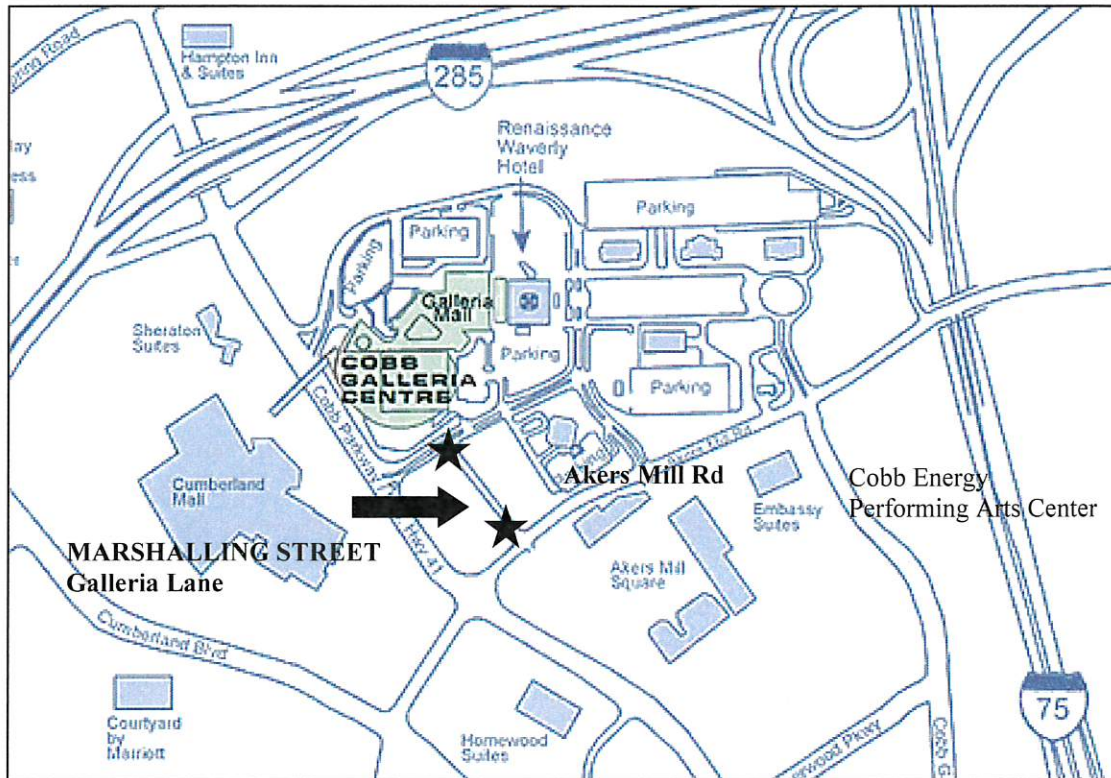
Vehicle Information

Make: _____ Model: _____ Year: _____

Please return your completed form to:
Marketplace Events • 12800 N. Meridian St. Suite 135 • Carmel, IN 46032
317-705-8719 • 317-705-8720 fax

ATTENTION:

IMPORTANT MARSHALLING INFORMATION



Directions to Galleria Lane - Marshalling Street

- Marshalling will take place on Galleria Lane, denoted on the map above by the two stars.
- All exhibitors **MUST** enter Galleria Lane from Akers Mill due to one-way traffic flow.
- All exhibitors will have a targeted move-in time (received in August). You **MUST** arrive during your scheduled time or you will not be allowed to move-in until space becomes available on the docks/show floor. You will receive a form allowing you to request a different move-in time once assigned. All requests will be due by August 24th, 2018.

From I-75 North or South

Take Exit #258 (Cumberland Blvd). Proceed west to intersection with Cobb Galleria Pkwy. Make a right onto Cobb Galleria Pkwy; turn left on Akers Mill Rd. Galleria Lane and marshalling will be on right.

From I-285 Eastbound/Northbound

Take Exit #19 (Dobbins Air Force Base/Cobb Pkwy/US Hwy 41). Proceed south to intersection with Akers Mill Rd (3rd traffic light). Turn left onto Akers Mill Rd. Galleria Lane and marshalling will be on left.

From I-285 Westbound/Southbound

Take Exit #20 (Dobbins Air Force Base/Cobb Pkwy/US Hwy 41). Turn left onto Cobb Pkwy, and proceed south to intersection with Akers Mill Rd (4th traffic light). Turn left onto Akers Mill Rd. Galleria Lane and marshalling will be on left.



September 7-9, 2018
Cobb Galleria Centre

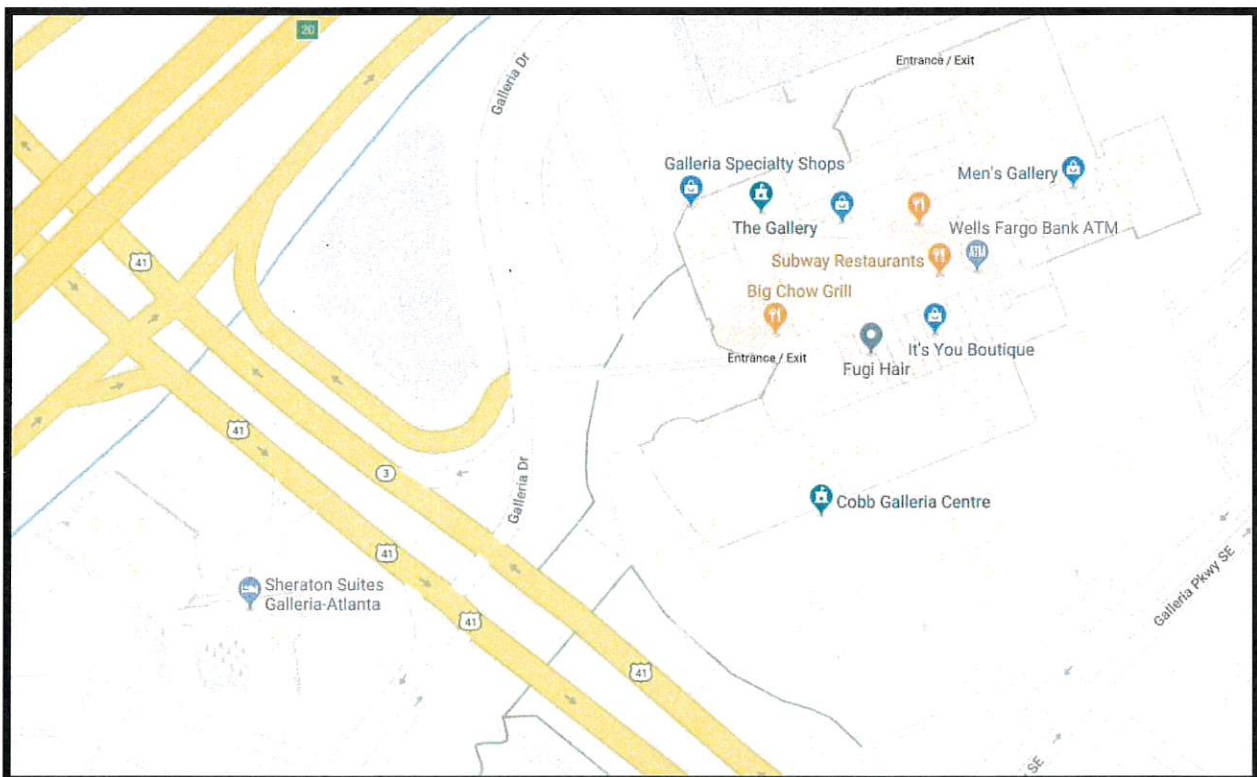
Special Show Rate Hotel

Sheraton Suites Galleria

2844 Cobb Parkway SE
Atlanta, GA 30339
Phone: 770-955-3900

Special Show Rate: \$125 per night, plus taxes.

The Sheraton Suites Galleria is connected to the Cobb Galleria by a pedestrian sky bridge.



You can call the hotel directly to make reservations or make your reservations online at:
<https://www.starwoodmeeting.com/events/start.action?id=1807162366&key=D23765C>



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia
September 7 - 9, 2018

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Show Information

BOOTH PACKAGE

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

Show drape color(s): Black
Aisle carpet color: Eclipse

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, September 4, 2018	8:00 AM - 8:00 PM
	Wednesday, September 5, 2018	8:00 AM - 8:00 PM
	Thursday, September 6, 2018	8:00 AM - 8:00 PM
Exhibit Hours:	Friday, September 7, 2018	10:00 AM - 6:00 PM
	Saturday, September 8, 2018	10:00 AM - 6:00 PM
	Sunday, September 9, 2018	11:00 AM - 5:00 PM
Exhibitor Move-out:	Sunday, September 9, 2018	5:00 PM - 12:00 AM
	Monday, September 10, 2018	8:00 AM - 2:00 PM
Freight Reroute Begins*	Monday, September 10, 2018	2:00 PM

All outbound carriers must be checked in by this time

PROOF

See Material Handling Rate sheet for all MH related fees!

SHIPPING ADDRESSES

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
Atlanta Home Show Fall
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Direct Shipments Address
c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Atlanta Home Show Fall
Cobb Galleria Centre
2 Galleria Pkwy SE
Atlanta, GA 30339

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, August 10, 2018
Discount price deadline for standard Shepard orders: Friday, August 17, 2018
Discount price deadline for custom Shepard rentals: Wednesday, August 8, 2018
First day for warehouse deliveries without a surcharge: Friday, August 10, 2018
Last day for warehouse deliveries without a surcharge: Tuesday, August 28, 2018
Last day for warehouse deliveries*: Friday, August 31, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Tuesday, September 4, 2018 at 8:00 AM



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

Event Code: G111010918

Connect With Us!	email	atlanta@shepardes.com
	phone	(404) 720-8600
	fax	(404) 720-8755
	mail	1531 Carroll Drive, NW Atlanta, GA 30318

Quick Facts

Ancillary Vendor Information

Utilities	Cobb Galleria	https://cobb Galleria.boomerecommerce.com	770-989-5016
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Exhibitor Move Out

Sunday, September 09, 2018 5:00 PM - 11:45 PM

Monday, September 10, 2018 8:00 AM - 3:00 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 Monday, September 10, 2018 2:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Monday, September 10, 2018 2:00 PM

Post Show Paperwork & Labels

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



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318


Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON Atlanta Home Show Fall

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 = AHSF18

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 directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(404) 720-8600

atlanta@shepardes.com



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia
September 7 - 9, 2018

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Payment Authorization

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

Company Name: _____ Booth # _____
 Street Address: _____ Phone: _____
 City, St, Zip: _____ Fax: _____
 Contact Name: _____
 Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check

Pay by Wire



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

Credit Card #: _____
 Expiration Date: _____
Month Year Security Code
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: _____ (Please Print)



Card Holder Signature

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 **Atlanta Home Show Fall**

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:

atlanta@shepardes.com

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



Atlanta Home Show Fall

the
YOU!
experience

Terms &
Conditions

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

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

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

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

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

Third Party Payment Authorization

Discount Deadline Friday, August 10, 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

Exhibiting Company Name Booth #

Exhibiting Company Address City State Zip

Phone Fax Contact Email Address

Please Sign X

Exhibiting Company Authorized Signature

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

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

Step 3: Provide Third Party Contact Information

3rd Party Name 3rd Contact Name

3rd Party Address City State Zip

Phone Fax Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign X Card Holder Signature

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.



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Exhibitor Appointed Contractor

Discount Deadline Friday, August 10, 2018

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

Exhibiting Company Name Booth # Contact Email Address

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

PROOF

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.

Exhibitor Please Sign Exhibitor Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Grids

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 #

PROOF																	

Right Booth #

Below Booth #



Shepard Logistics

Complete Transportation Services

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.



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Event Code: G111010918

Connect With Us! email logistics@shepardes.com phone (888) 568-8858 fax (404) 596-5620 mail 1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck? Is your building in a residential area? Do we need to go inside your office to pick up your items? Any thing else we should know about your building

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

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Tuesday, September 04, 2018

Step 5: Tell us What we are shipping:

Table with columns for Qty, L, W, H, Weight and rows for Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total.

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

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

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.

Shipping Labels

RUSH


ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

1790 Marietta Blvd
Atlanta, GA 30318

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

For: **Atlanta Home Show Fall**

First day freight can arrive w/o a surcharge:
August 10, 2018

Last day freight can arrive w/o a surcharge:
August 28, 2018

RUSH


ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

1790 Marietta Blvd
Atlanta, GA 30318

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

For: **Atlanta Home Show Fall**

First day freight can arrive w/o a surcharge:
August 10, 2018

Last day freight can arrive w/o a surcharge:
August 28, 2018

Advance Shipping Labels

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

Cobb Galleria Centre
2 Galleria Pkwy SE
Atlanta, GA 30339

For: **Atlanta Home Show Fall**

MUST NOT BE DELIVERED PRIOR TO:
September 4, 2018 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

Cobb Galleria Centre
2 Galleria Pkwy SE
Atlanta, GA 30339

For: **Atlanta Home Show Fall**

MUST NOT BE DELIVERED PRIOR TO:
September 4, 2018 @ 8:00 AM

Direct Shipping Labels



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 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.

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com phone (404) 720-8600 fax (404) 720-8755 mail 1531 Carroll Drive, NW Atlanta, GA 30318

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

Outbound Material Handling Authorization & Shipping Labels

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.



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

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 Atlanta, GA 30318

Material Handling Rates

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

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

What is Material Handling?

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

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

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

Weight	Crated	Special Handling	Total
	\$97.60	\$127.00	
35010		35036	

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$83.95	\$126.00	\$109.25	
35030		35043	35038	

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$48.75	
35400	

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

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

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

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.

Company

Booth #



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com phone (404) 720-8600 fax (404) 720-8755 mail 1531 Carroll Drive, NW Atlanta, GA 30318

Forklift Rental

Discount Deadline Friday, August 17, 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

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us what we are moving: # of pieces to be spotted Heaviest piece to be spotted

Step 2: When are we moving it? Install Date/Time: Dismantle Date/Time: (times are not guaranteed)

Step 3: Describe the work to be performed:

Step 4: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

Table with 6 columns: Code, Qty., Item, Discount, Regular, Amount. Rows include ST Hourly Rental, OT Hourly Rental, DT Hourly Rental.

Forklift Rental - Up To 20,000 # Capacity

Table with 6 columns: Code, Qty., Item, Discount, Regular, Amount. Rows include ST Hourly Rental, OT Hourly Rental, DT Hourly Rental.

Forklift Rental - Up To 10,000 # Capacity

Table with 6 columns: Code, Qty., Item, Discount, Regular, Amount. Rows include ST Hourly Rental, OT Hourly Rental, DT Hourly Rental.

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request. Contact Us for Pricing!

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

Rigging Supervisor Rates (per man hour)

Table with 6 columns: Code, Qty., Item, Discount, Regular, Amount. Rows include ST per man hour, OT per man hour, DT per man hour.

Riggers and Material Handlers (per man hour)

Table with 6 columns: Code, Qty., Item, Discount, Regular, Amount. Rows include ST per man hour, OT per man hour, DT per man hour.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments. Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

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.

Total Forklift: NA Tax*: Amount Due:

Company Name: Booth #

Contact Name

Contact Email Address



Card Holder Signature



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

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

What is the definition of "freight"?

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its 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 does 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 Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What 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

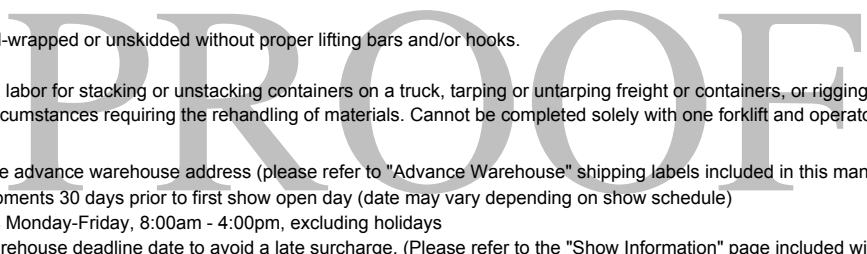
If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials

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).





Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

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 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Material Handling Info

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

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

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

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$72.95 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.

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: \$50.00 35003

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

UNCRAVED 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 35004

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

PADDED VAN DELIVERIES Surcharge: \$8.00/CWT 35041

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 35250

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

REWEIGH OF SHIPMENTS Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

LIGHT WEIGHT SHIPMENTS
 Shipments 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 35007

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

MOBILE SPOTTING Fee: \$ 200.00 per round trip 35106

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



Mobile/Vehicle Spotting

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Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
 All vehicles must be escorted on and off the floor by a Shepard representative.
 Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

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

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

All vehicles must be removed no later than **Monday, September 10, 2018 2:00 PM**
 Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

PROOF

Important Rules and Regulations
 Battery Cables must be disconnected
 Gas Cap must either be taped shut or have a lockable gas cap.
 Must contain less than 1/4 tank of gas.
 Keys must be given to Shepard Exposition Services to be held onsite.

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

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$ 200.00

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

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.

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



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Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	112.95	
35152		Booth to Dock ST	112.95	
35153		Dock to Booth OT	149.43	
35154		Booth to Dock OT	149.43	

Cartload Service includes one laborer, one cart, one trip per rate listed above

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

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

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



Card Holder Signature



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On-site Storage

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 \$500.00 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 show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

Table with 3 columns: Item, Price, and ID. Includes rows for Pallets/Skids, 1/2 a Trailer, Full Trailer, Labor ST, OT, and DT.

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).

(35068)

Table with 4 columns: Item, Price, # of Days, and Total. Includes rows for Per Sq Ft, Labor ST, OT, and DT.

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.

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

Company Name: Booth #

Contact Name

Contact Email Address

Please Sign





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Warehouse Storage

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

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006
Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step One: Tell Us Who You Are:

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

PROOF

Step Two: Tell Us What You Are Storing:

How many pieces? _____
What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?		Length	Width	Height	Weight	Crate or Skid?
Piece 1						Piece 7					
Piece 2						Piece 8					
Piece 3						Piece 9					
Piece 4						Piece 10					
Piece 5						Piece 11					
Piece 6						Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date _____ To _____ Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

Ship to another destination via Shepard Logistics* Transport to another Shepard event*
 Pick-up is arranged with another carrier: *Additional fees will apply

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

Estimated Warehouse Storage: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

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

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



Printed Name



Card Holder Signature



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

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POV Order Form

No exhibitor owned forklifts, bobcats, or cranes may be operated on the show floor.

This form is for show site shipments arriving in a Personally Owned Vehicle or Company Truck. If the company delivering your items requires a signature for release, you may not use POV. If the company delivering your items arrives and you are not on site, you will be charged normal material handling charges. All shipments requiring a signature will be handled as normal freight delivery and will be charged by weight. See Material Handling Forms for details.

This service is based on one way only. It does not cover your move out expenses.

Fork Lift Service Pick Rate

Shepard will provide a forklift for exhibitors needing material handling services that deliver freight in either a personally owned vehicle or company owned truck. This service does not include empty storage and is based on a per pick charge.

Forklift and Operator - 1st Trip \$77.25
Additional Forklift Trip(s) \$51.50

Number of forklift trips

Forklift Hourly Service

Shepard will provide exhibitors arriving in a personally owned vehicle or company truck an hourly price for move-in/out of materials with one (1) 5,000 lb. forklift. This service is charged per hour per forklift. Actual use hours will be billed. This service does not include empty storage.

Straight-time Hourly Rental \$202.50
Overtime Hourly Rental \$238.75
Double-time Hourly Rental \$275.00

Number of forklift hours requested

By using this method of POV unloading, the above named exhibitor agrees to hold Shepard Exposition Services harmless in the event of damage. The exhibitor also acknowledges that at this special POV rate, crates, empty boxes, etc. will not be stored and returned to the exhibitor at the end of the show at no charge. A charge of \$10.00 per crate, carton or skid (\$40.00 minimum) applies when Shepard handles the storage and return of empties from a shipment not received by Shepard. If the exhibitor does not agree to this, then the exhibitor should instead use the usual material handling methods and accept the material handling show site rate of \$89.60 per 100 lbs (200 lbs. minimum charges) which would include receiving materials, delivering materials to booth, removing empty containers, storing of empty containers, and returning empty containers at the end of the show, and then taking outbound shipment to docks for carrier to load out.

Once a POV method has been chosen and work has been performed, the POV method cannot be changed. No refunds or credits will be given. All exhibitors are responsible for the choices made by their representatives. Only rates listed within the exhibitor manual will be honored.

A credit card must be on file prior to service. Please complete Payment Authorization Form.

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named below. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard. Payment Authorization must be completed and returned with POV Form. Other charges may apply, please review Material Handling Information form included in this manual.

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.

Total Hanging Sign: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address





AGILITY FAIRS & EVENTS

The experts in International Logistics

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



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Economy Booth

SAVE MONEY AND ORDER IN ADVANCE ONE OF THE SHEPARD ECONOPACS.

NOTE: YOUR ORDER MUST BE RECEIVED WITH 100% PAYMENT BY ADVANCED ORDER DEADLINE DATE ABOVE. ORDERS RECEIVED AFTER THIS DEADLINE WILL BE CHARGED REGULAR FLOOR PRICE FOR THESE ITEMS.

The following furniture package options are being offered to customers for the Fall Atlanta Home Show. Only those items listed are included in these plans. Any additional items can be ordered from the furnishings, floor coverings, and accessories pages.

If you choose to take advantage of Booth Package A or Booth Package B please complete this form and return it to the address listed above. Be sure to mark all color choices. Only those colors listed are available.

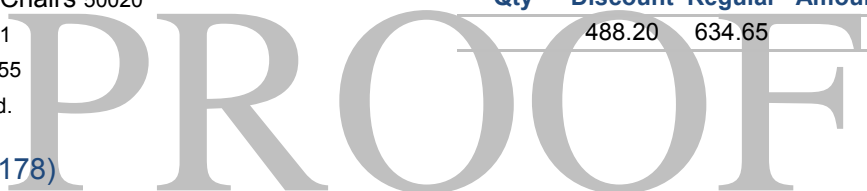
Booth Package A (50177)

This booth package is for a 10' x 10' booth

- 1 - 6'L x 24"W x 30"H Skirted Table - Black 5004606
2 - Upholstered Side Chairs 50020
1 - Wastebasket 50091
1- 10 x 10 Carpet 50255

No substitutions will be accepted.

Table with 4 columns: Qty, Discount, Regular, Amount. Row 1: Qty 1, Discount 488.20, Regular 634.65



Booth Package B (50178)

This booth package is for a 10' x 20' booth

- 1 - 6'L x 24"W x 30"H Skirted Table - Black 5004606
2 - Upholstered Side Chairs 50020
1 - Wastebasket 50091
1- 10 x 20 Carpet 50256

No substitutions will be accepted.

Table with 4 columns: Qty, Discount, Regular, Amount. Row 1: Qty 1, Discount 601.05, Regular 781.35

** Select your carpet color:

- Red (01) Blue (05) Black (06) Tuxedo (50)

To qualify for the discounted rate listed above, order must be received with payment by Friday, August 17, 2018

Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the Regular catalog rates.

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 Econo Booth Pac: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address



Card Holder Signature



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Booth and
Carpet Cleaning

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



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.45	\$0.60	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.40	\$0.50	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.35	\$1.75	
47056		400-900 sq.ft.	\$1.25	\$1.65	
47057		900+ sq. ft	\$1.15	\$1.50	

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.

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.40	\$0.50	
47031		Daily Porter	\$1.20	\$1.55	

Specialty Services

Mopping and Carpet Shampooing



Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.60	\$0.80	
47022		Mop Daily	\$1.50	\$1.95	
47013		Sham/One Time	\$0.60	\$0.80	

Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$72.95	\$109.43	
47044		Daily	\$72.95	\$109.43	

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.

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Wednesday, August 08, 2018**

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

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

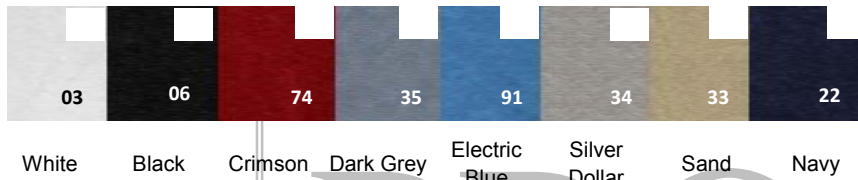
Signature Flooring

Quick and Easy Luxury!

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

Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$8.05	

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

Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$10.40	

Elevated Hardwood



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

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$3.80	

Total Signature Flooring: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

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



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Carpet and Padding

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$5.80	\$7.55	
46003		Rental 1000+ sqft	\$5.80	\$7.55	
46002		Purchase sqft	\$14.25	\$18.55	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.05	\$1.35	
50008		1" Padding	\$2.05	\$2.65	
50010		Visqueen	\$0.30	\$0.40	

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

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$203.60	\$264.70	
50256		10' x 20'	\$379.90	\$493.85	
50257		10' x 30'	\$566.65	\$736.65	
50258		10' x 40'	\$753.35	\$979.35	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$3.70	\$4.80	
50581		400 - 900 sq ft	\$3.35	\$4.35	
50582		900+ sq ft	\$3.10	\$4.05	

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.**

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

Total Carpet and Padding: \$ _____

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.

6.000% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline Friday, August 17, 2018

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

Regular Skirted Tables



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

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$113.50	\$147.55	
50046			6'L X 30"H X 24"W	\$139.50	\$181.35	
50050			8'L X 30"H X 24"W	\$176.85	\$229.90	
50043			4'L X 42"H X 24"W	\$137.95	\$179.35	
50047			6'L x 42"H x 24"W	\$176.70	\$229.70	
50051			8'L x 42"H X 24" W	\$207.80	\$270.15	
50052			4th Side 30"	\$69.00	\$89.70	
50171			4th Side 42"	\$69.00	\$89.70	

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

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$80.85	\$105.10	
50044		6'L X 30"H X 24"W	\$96.50	\$125.45	
50048		8'L X 30"H X 24"W	\$113.75	\$147.90	
50041		4'L X 42"H X 24"W	\$91.10	\$118.45	
50045		6'L x 42"H x 24"W	\$113.75	\$147.90	
50049		8'L x 42"H X 24" W	\$126.95	\$165.05	

Stretch Fabric Table Covers



Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$206.90	
50700		Red - Fabric Table Cover w/Table	\$206.90	
50700		Blue - Fabric Table Cover w/Table	\$206.90	
50700		Black - Fabric Table Cover w/Table	\$206.90	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ _____
6.000% 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. 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: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Expo Tables



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline Friday, August 17, 2018

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

Event Code: G111010918

Connect With Us! email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Specialty Tables

Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$259.90	\$337.85	
50706		30"H X 30" R	\$249.30	\$324.10	

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

Regular Pedestal

Gray fleck top



PROOF

Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$203.80	\$264.95	
50032		30"H X 36" R	\$190.55	\$247.70	

Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$95.90	\$124.65	
50031		Sq 18"H X 24" W	\$95.90	\$124.65	

Total Sp Tables: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline Friday, August 17, 2018

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

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Chairs and Stools

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

Natural Feel



Regular Seating



Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$148.55	\$193.10	
50704		Natural Feel Chair	\$122.00	\$158.60	

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



Specialty Seating



Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$122.50	\$159.25	
50020		Side Chair	\$73.75	\$95.90	
50021		Arm Chair	\$100.55	\$130.70	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$136.20	\$177.05	
51086		Director Chair	\$76.10	\$98.95	

Total Chairs: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

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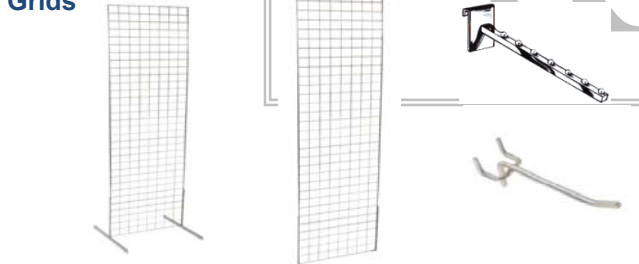
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$150.65	\$195.85	
50094		Floor Easel	\$40.80	\$53.05	
50095		22x28 Sign Holder	\$92.95	\$120.85	
50175		Bag Rack	\$199.50	\$259.35	
50092		Coat Rack	\$70.80	\$92.05	
50093		Garment Rack	\$199.50	\$259.35	

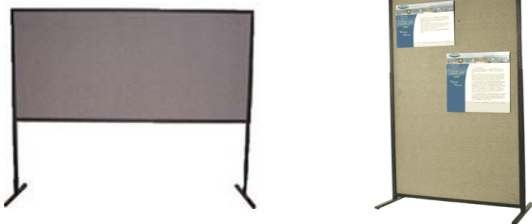
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$179.80	\$233.75	
50237		2'x8' w/o legs, each	\$134.70	\$175.10	
50242		7-Ball Waterfall	\$12.35	\$16.05	
50104		6" Hooks (12)	\$39.60	\$51.50	

Other accessories available, please contact customer service for more information.

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	\$243.45	\$316.50	
50061		4' x 8' Vert.	\$243.45	\$316.50	

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.

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline Friday, August 17, 2018

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

Event Code: G111010918

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 Atlanta, GA 30318

Showcases & Risers

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

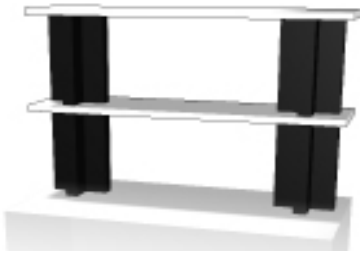
Showcases



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$751.80	\$977.35	
50068		6' Full View	\$829.20	\$1,077.95	
50069		4' Quarter View	\$751.80	\$977.35	
50070		6' Quarter View	\$829.20	\$1,077.95	

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

Stacking Shelves



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!

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$84.25	\$109.55	
50297		6' x12" Display Shelf	\$104.85	\$136.30	

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.

Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	15.60	20.30	

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.

Total Showcase & Risers: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline Friday, August 17, 2018

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

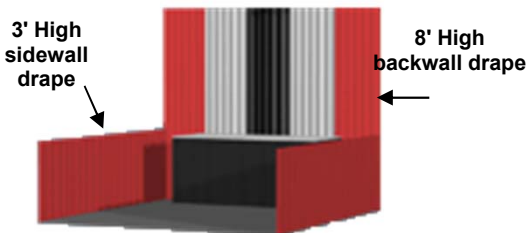
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 Atlanta, GA 30318

Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$19.10	\$24.85	
50074			3' high drape	\$14.15	\$18.40	
50088		NA	8' upright with base	\$26.35	\$34.25	
50349		NA	6'-10' cross bar	\$17.55	\$22.80	
50348		NA	7'-12' crossbar	\$17.55	\$22.80	

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

Skirting of Exhibitor Equipment

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$15.60	\$20.30	

Order per linear foot

Accessories



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

Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$132.60	\$172.40	
50710		Natural Feel Tab Lamp	\$95.50	\$124.15	
50708		Natural Feel Recept	\$58.35	\$75.85	
50091		Wastebasket	\$20.10	\$26.15	
50185		Drawing Bowl	\$37.45	\$48.70	
50427		Tensa Stanchion, each	\$84.15	\$109.40	

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 Drape and Accessories: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature


Power Up In Style.

Denotes 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



Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. 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



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

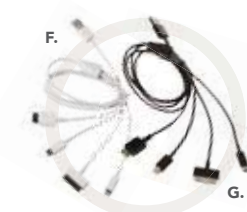
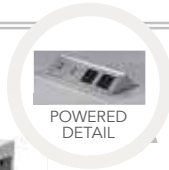


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



Ventura 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

G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

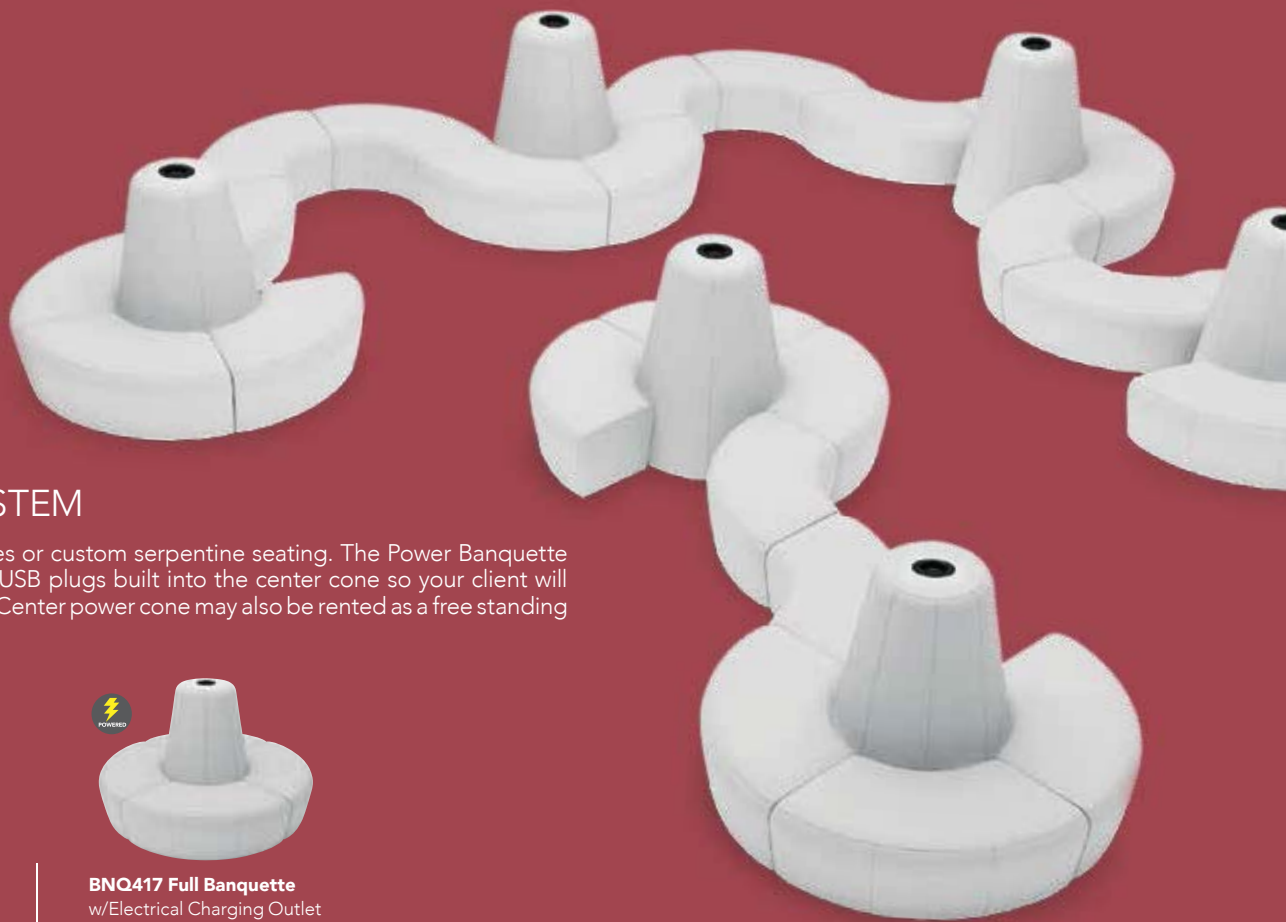
**Sydney Powered
Cocktail Tables**
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



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



Detail of Electrical
Charging Outlet

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



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

A.



B.



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

A.



B.



C.



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

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

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



A.



B.

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



A.



B.



C.

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

PK-001

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



A.



B.



C.

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



A.

B.

C.

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.

**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



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

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



Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

PROOF



I.

J.

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"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)

Styles & Shapes



Beverly Bench
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

H) WHT12 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge LED Cube
(white plastic)
20"L 20"D 20"H
A/C power only

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

Marche Swivel



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)



C.



D.



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)



C.



D.



GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

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

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

REGIS

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

SILVERADO

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

OLIVER

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

RUSTIC

(wood)
K) ETBL E-Table
 21"L 15.5"D 27.5"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



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.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

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 36"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



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)



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



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable



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



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

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

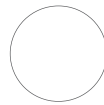


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



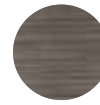
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/
gray acajou)

36" Round 29"H

F) ZTO (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)

Mix & Match


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

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

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



Communal and Powered Tables

Denotes AC and USB charging outlets 



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

Ventura Powered Bar Tables

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

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

Ventura Communal Bar Tables

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

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
VNTWNP (solid)
Black Top
VNTBNP (solid)

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

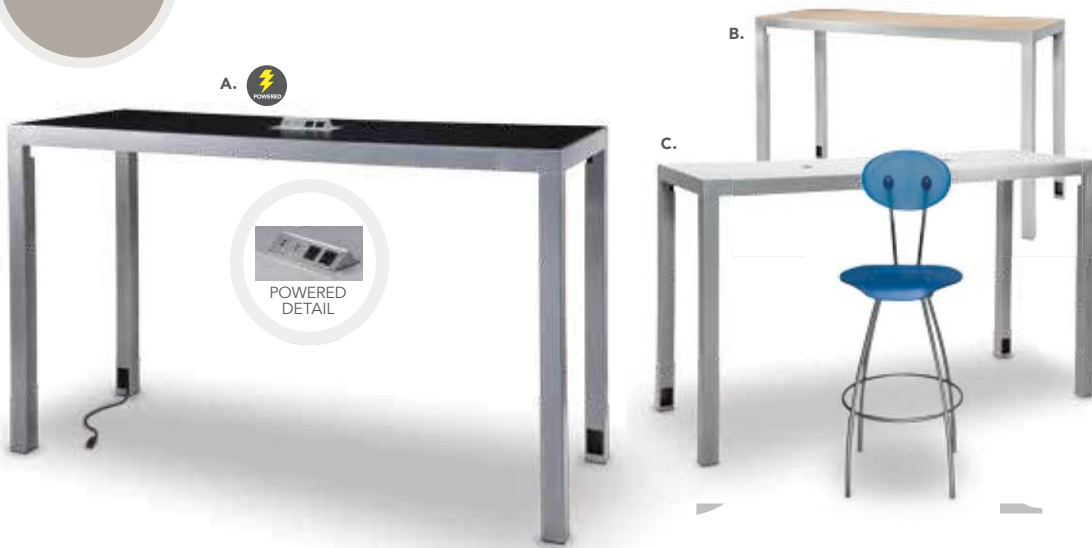


Table Top Options

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



G30 CAFÉ TABLES

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)



Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30"RND 45"H
B) AP512
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



Customize And Create

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)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

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



Style & Design

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



A.

C.

B.

D.

LIFT BARSTOOLS

- 15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

- 21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools

- 15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools

- 21"L 22"D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools

- 17"L 20"D 45"H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool

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

L) BS001 Shark Barstool

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

M) BSR Syntax Barstool

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

N) RSTSTL Rustique Barstool

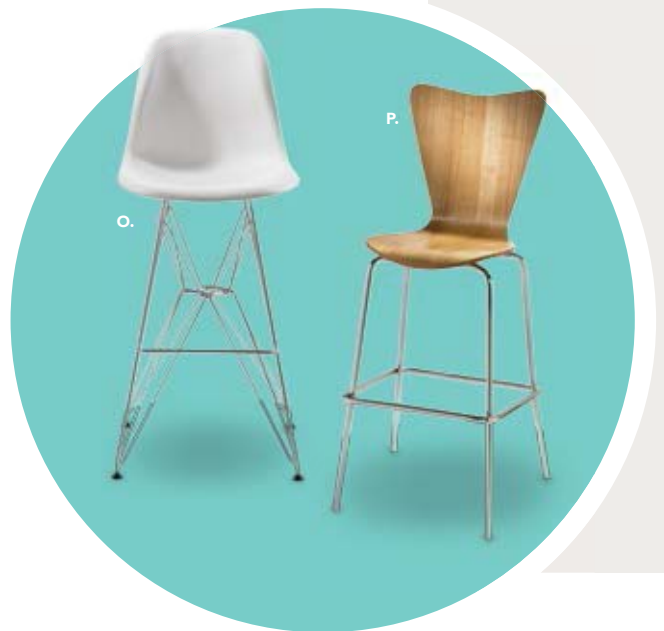
- (gunmetal)
 13"L 13"D 30"H

PRICED

Mix & Match

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)

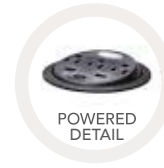
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



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

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

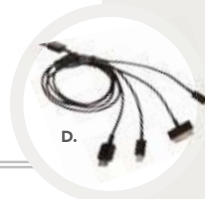
(black metal, laminate)
16"L 20"D 28"H

Charging Adapters
D) ADAPT B (black)

B. 



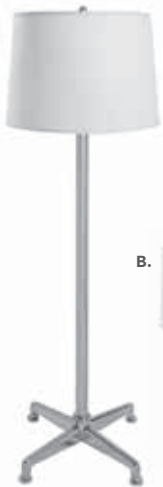
C.



Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON 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

 Denotes AC and USB charging outlets

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.



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



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

Charging Adapters

- E) ADAPTW** (white)
- F) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

Powered Tech Desk

 Denotes AC and USB charging outlets



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

REFRIGERATORS



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



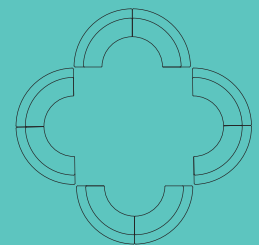
MARTINI BAR

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

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



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.

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

Denotes AC and USB charging outlets

D R O O F

(BACK VIEW)



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



A.



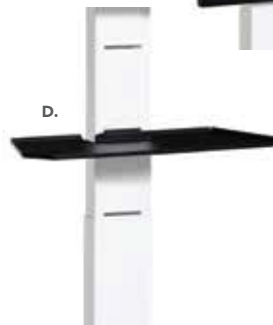
B.



C.



D.



E.



TABLET STANDS

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

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

ACCESSORIES

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

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

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



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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

Event Code: G111010918

Connect With Us!

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 phone (404) 720-8600
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 Atlanta, GA 30318

Cocktail & Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$292.00	\$379.60	
	ALC100-Alondra, Glass/Chrome	\$352.00	\$457.60	
	ALC200-Alondra, Wood/Chrome	\$352.00	\$457.60	
	C1FWB-Geo, Wood/Black	\$308.00	\$400.40	
	C1C-Geo Rect., Glass/Chrome	\$264.00	\$343.20	
	COLI - Oliver Cocktail Table	\$252.00	\$327.60	
	C1W-Sydney, White	\$296.00	\$384.80	
	C1WP-Sydney White, Powered!	\$376.00	\$488.80	
	C1Y-Sydney, Black	\$296.00	\$384.80	
	C1YP-Sydney Black, Powered!	\$376.00	\$488.80	
	REGBEN-Regis Bench Table	\$302.00	\$392.60	

Don't forget device adapters/
chargers for your powered
tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	\$26.00	\$33.80	
	ADAPTW-Charging Adapter, white	\$26.00	\$33.80	

PROOF

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$278.00	\$361.40	
	ALE100-Alondra, Glass/Chrome	\$254.00	\$330.20	
	ALE200-Alondra, Wood/Chrome	\$254.00	\$330.20	
	E1FWB-Geo, Wood/Black	\$268.00	\$348.40	
	E1C-Geo, Glass/Chrome	\$260.00	\$338.00	
	EOLI-Oliver End Table	\$224.00	\$291.20	
	E1W-Sydney, White	\$268.00	\$348.40	
	E1Y-Sydney, Black	\$268.00	\$348.40	
	CUBTBL-Edge LED Cube	\$208.00	\$270.40	
	AURA End Table	\$152.00	\$197.60	
	ETBL-E Table, Wood	\$188.00	\$244.40	
	TMBTBL Timber Table, Wood	\$180.00	\$234.00	
	REGOTT-Regis End Table	\$222.00	\$288.60	

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 Exec Tables Furnishings: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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

Event Code: G111010918

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phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$276.00	\$358.80	
	END02W-Square, White Leather	\$276.00	\$358.80	
	END01B-Curved, Black Leather	\$440.00	\$572.00	
	END01W-Curved, White Leather	\$440.00	\$572.00	
	SAL Sally Stool	\$96.00	\$124.80	
	CUBL20-Edge Lighted Cube	\$208.00	\$270.40	
	WHT12-Half Bench, White Vinyl	\$396.00	\$514.80	
	BNQ7-Quarter Curve, White Vinyl	\$518.00	\$673.40	
	BNQR17-Ottoman Ring, White Vinyl	\$1,856.00	\$2,412.80	
	REGBEN Regis Bench, Brushed Metal	\$302.00	\$392.60	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$424.00	\$551.20	
	BVLYBN Bev Bench Brown Fabric	\$424.00	\$551.20	
	BVLYGR Bev Bench Grey Fabric	\$424.00	\$551.20	
	BVLYLN Bev Bench Linen Fabric	\$424.00	\$551.20	
	BVLYOB Bev Bench Ocean Fabric	\$424.00	\$551.20	
	BVLYRD Bev Bench Red Fabric	\$424.00	\$551.20	
	BVLYWH Bev Bench White Vinyl	\$424.00	\$551.20	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$148.00	\$192.40	
	VIB02-Vibe Cube, Blue	\$148.00	\$192.40	
	VIB03-Vibe Cube, Pink	\$148.00	\$192.40	
	VIB04-Vibe Cube, Red	\$148.00	\$192.40	
	VIB05-Vibe Cube, Yellow	\$148.00	\$192.40	
	VIB06-Vibe Cube, Gold/Bronze	\$148.00	\$192.40	
	VIB07-Vibe Cube, Champagne	\$148.00	\$192.40	
	VIB08-Vibe Cube, Orange	\$148.00	\$192.40	
	VIB09-Vibe Cube, White Wtrproof	\$148.00	\$192.40	
	VIB10-Vibe Cube, Black Wtrproof	\$148.00	\$192.40	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$148.00	\$192.40	
	VIB12 Vibe Cube, Silver Vinyl	\$148.00	\$192.40	
	Vibe13-Vibe Cube, Purple Vinyl	\$148.00	\$192.40	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$196.00	\$254.80	
	MAR002-Marche Swivel, Grey	\$196.00	\$254.80	
	MAR003-Marche Swivel, Linen	\$196.00	\$254.80	
	MAR008-Marche Swivel, Mdw Grn	\$196.00	\$254.80	
	MAR009, Marche Swivel, Pear	\$196.00	\$254.80	
	MAR007-Marche Swivel, Plum	\$196.00	\$254.80	
	MAR004-Marche Swivel, Raspberry	\$196.00	\$254.80	
	MAR005-Marche Swivel, Red	\$196.00	\$254.80	
	MAR006-Marche Swivel, Rose Qtz	\$196.00	\$254.80	
	MAR001-Marche Swivel, White	\$196.00	\$254.80	

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Total Ottomans: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

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mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$1,954.00	\$2,540.20	
	SFA002- Allegro Sofa	\$736.00	\$956.80	
	NPLSOF-Naples Sofa, Black Vinyl	\$880.00	\$1,144.00	
	SO2-3pc. South Beach, P. Suede	\$1,678.00	\$2,181.40	
	TANSOF-Tangiers Sofa, Beige	\$698.00	\$907.40	
	KEYSOF-Key Largo Sofa	\$498.00	\$647.40	
	FAIRSW-Fairfax Sofa	\$502.00	\$652.60	
	S01- South Beach Sofa, P.Suede	\$698.00	\$907.40	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$376.00	\$488.80	
	OCB-Key West Tub, Black	\$418.00	\$543.40	
	MADGRY-Madden Arm Chair,Grey	\$446.00	\$579.80	
	BCW-Madrid Chair, White	\$786.00	\$1,021.80	
	LABREA-La Brea Swivel Chair	\$432.00	\$561.60	
	HOPCH-Hopi Chair, Grey Linen	\$252.00	\$327.60	
	MNCHCC Munich Corner Chair	\$490.00	\$637.00	
	MNCHCH Munich Armless Chair	\$594.00	\$772.20	
	OCH Madrid Chair, Black	\$786.00	\$1,021.80	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$386.00	\$501.80	
	HOPLV-Hopi Loveseat, Grey Linen	\$392.00	\$509.60	
	TANLOV Tangiers Loveseat	\$728.00	\$946.40	
	BLVWHT Baja Loveseat White Vinyl	\$838.00	\$1,089.40	
	MNCHLV- Munich Armless Loveseat	\$870.00	\$1,131.00	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$740.00	\$962.00	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$288.00	\$374.40	
	OCMWHT-Meeting Chair, White	\$264.00	\$343.20	
	OCMESP-Meeting Chair, Espresso	\$292.00	\$379.60	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$572.00	\$743.60	
	NPLCHR-Naples Chair, Black Vinyl	\$614.00	\$798.20	
	TANCHR-Tangiers Chair, Beige	\$454.00	\$590.20	
	CHR002-Allegro Chair	\$516.00	\$670.80	
	KEYCHR-Key Largo Chair	\$330.00	\$429.00	
	FAIRCW-Fairfax Chair	\$362.00	\$470.60	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$2,414.00	\$3,138.20	
	BNQR17-Ottoman Ring, White Vinyl	\$1,856.00	\$2,412.80	
	BNQ7-Quarter Curve, White Vinyl	\$518.00	\$673.40	
	BNQTL7- Center Cone, White Vinyl	\$762.00	\$990.60	
	WHT12-Half Bench, White Vinyl	\$396.00	\$514.80	
	OTS-South Beach Wedge	\$334.00	\$434.20	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$666.00	\$865.80	
	SFAPWR-Roma Sofa, powered	\$1,072.00	\$1,393.60	
	NPLCHP-Naples Chair, powered	\$666.00	\$865.80	
	NPLSOP-Naples Sofa, powered	\$1,072.00	\$1,393.60	
	NPLLOP-Naples Loveseat, powered	\$922.00	\$1,198.60	



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Total Soft Seating: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$474.00	\$616.20	
	CE1-Geo Table, Sq. Chrome	\$334.00	\$434.20	
	CF1-Geo Table, Sq. Black	\$334.00	\$434.20	
	CE2-Geo Table, Chrome	\$474.00	\$616.20	
	CB2-6' Graphite Table	\$498.00	\$647.40	
	CB3-8' Graphite Table	\$586.00	\$761.80	
	CB1-42" Round, Graphite Nebula	\$404.00	\$525.20	
	C508GR-8', Granite	\$586.00	\$761.80	
	CT10GR-10', Granite	\$880.00	\$1,144.00	
	CT06GR-6', Granite	\$498.00	\$647.40	
	PWRUSB-Powered Table Module	\$80.00	\$104.00	
	CB8-42" Round Madison, Grey	\$182.00	\$236.60	
	MADC10-10' Madison, Grey	\$1,010.00	\$1,313.00	
	MADC05-5' Madison, Grey	\$506.00	\$657.80	
	MADC08-8' Madison, Grey	\$1,010.00	\$1,313.00	
	CONF42-42" Round, White lam	\$404.00	\$525.20	
	36ATO Atomic 36" Round, Glass	\$334.00	\$434.20	
	42ATO Atomic 42" Round, Glass	\$334.00	\$434.20	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$68.00	\$88.40	
	RSTDIN-Rustique w/ arms, Gunmetal	\$138.00	\$179.40	
	CS8-Berlin Chair, Black	\$134.00	\$174.20	
	CS9-Berlin Chair, Red	\$134.00	\$174.20	
	XCHR-Christopher Chr, White Vinyl	\$110.00	\$143.00	
	CH002-Wendy Chair, Acrylic	\$124.00	\$161.20	
	SC10 Razor Chair	\$82.00	\$106.60	
	SC3-Brewer Chair, Onyx	\$184.00	\$239.20	
	XC6-Altura Guest Chair	\$324.00	\$421.20	
	LMCHR-Laguna Chair, Maple/Chrome	\$156.00	\$202.80	
	MALGRY-Malba Chair, Grey	\$120.00	\$156.00	
	MALGRN-Malba Chair, Green	\$120.00	\$156.00	
	CS4-Syntax Chair, Black/Chrome	\$218.00	\$283.40	
	ZENCHR-Zenith Chair-White/Chrome	\$176.00	\$228.80	
	SY1-Altura Task Chair	\$208.00	\$270.40	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	390.00	507.00	
	PROEXB-Executive Chair High Back	390.00	507.00	
	PROGB-Guest Executive Chair	274.00	356.20	
	PROMID-Executive Chair Mid Back	248.00	322.40	
	PROMDB-Exec Mid-Back, Black	256.00	332.80	

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

Company Name: _____ Booth# _____

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Contact Email Address



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 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Café and Communal Tables

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$236.00	\$306.80	
	ZTP-36" Maple Top/Black Base	\$258.00	\$335.40	
	ZTJ-30" Graphite Top/Black Base	\$236.00	\$306.80	
	ZTN-36" Graphite Top/Black Base	\$258.00	\$335.40	
	ZTG-30" Silver Textured Top	\$236.00	\$306.80	
	ZTQ-36" White Laminate Top	\$258.00	\$335.40	
	ZTB-30" Red Top/Black Base	\$236.00	\$306.80	
	ZTH-30" Steel Blue Top/Black Base	\$244.00	\$317.20	
	ZTA-30" Grey Top/Black Base	\$244.00	\$317.20	
	30WH29 -30" White Laminate	\$250.00	\$325.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$316.00	\$410.80	
	30GRHC-Graphite Nebula, Chrome	\$316.00	\$410.80	
	30STHC-Silver Textured, Chrome	\$316.00	\$410.80	
	30BRHC-Brushed Red Top, Chrome	\$316.00	\$410.80	
	30SBHC-Steel Blue Top, Chrome	\$348.00	\$452.40	
	30MAHC-Grey Top, Chrome	\$316.00	\$410.80	
	30WHHC-White Laminate	\$342.00	\$444.60	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$344.00	\$447.20	
	36GRHC-Graphite Nebula, Chrome	\$344.00	\$447.20	
	36WTHC-White Top, Chrome	\$344.00	\$447.20	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	\$558.00	\$725.40	
	G30DMW-Café w/ Grmt, Maple	\$558.00	\$725.40	
	G30DWS-Café, White Top	\$558.00	\$725.40	
	G30DWW-Café w/ Grmt, White	\$558.00	\$725.40	
	G30DWP-Café Table- Powered!	\$642.00	\$834.60	

Don't forget device adapters/chargers for your powered tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPT B-Charging Adapter, black	\$26.00	\$33.80	
	ADAPT W-Charging Adapter, white	\$26.00	\$33.80	

42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	\$698.00	\$907.40	
	VNTMNP Communal Table Maple Top	\$698.00	\$907.40	
	VNTWNP Communal Table White Top	\$698.00	\$907.40	
	VNTBMW Comm Table Maple Top w/ Grom	\$698.00	\$907.40	
	VNTBWW Comm Table White w/ Grom	\$698.00	\$907.40	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$824.00	\$1,071.20	
	VNTWHT Communal Table White Top	\$824.00	\$1,071.20	

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

Total Café: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

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Contact Email Address



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Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

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 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$260.00	\$338.00	
	VTP-36" Maple Top/Black Base	\$278.00	\$361.40	
	VTJ-30" Graphite Top/Black Base	\$260.00	\$338.00	
	VTN-36" Graphite Top/Black Base	\$278.00	\$361.40	
	VTG-30" Silver Textured Top	\$260.00	\$338.00	
	VTW-36" White Laminate Top	\$278.00	\$361.40	
	VTB-30" Red Top/Black Base	\$260.00	\$338.00	
	VTH-30" Steel Blue/Black Base	\$268.00	\$348.40	
	30WH42 30" White Laminate,	\$274.00	\$356.20	
	VTA-30" Grey Top/Black Base	\$260.00	\$338.00	
	RSTSQT Rustique Square Metal Bar Table	\$288.00	\$374.40	

Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	\$262.00	\$340.60	
	BSS-Banana, Black/Chrome	\$262.00	\$340.60	
	BS001-Shark, Swivel White	\$334.00	\$434.20	
	BS002-Zoey, Swivel White	\$306.00	\$397.80	
	BS003-Zoey, Swivel Black	\$306.00	\$397.80	
	RSTSTL-Rustique Barstool, Gunmetal	\$152.00	\$197.60	
	APS08-Apex Black Vinyl	\$236.00	\$306.80	
	APS59-Apex Red Vinyl	\$236.00	\$306.80	
	APS75-Apex White Vinyl	\$236.00	\$306.80	
	APS12-Apex Blue Ultra Suede	\$236.00	\$306.80	
	XBAR-Christopher White Vinyl	\$190.00	\$247.00	
	LMBAR-Laguna, Maple/Chrome	\$196.00	\$254.80	
	BSR-Syntax, Black/Chrome	\$238.00	\$309.40	
	ZENBAR-Zenith, White/Chrome	\$176.00	\$228.80	
	BSD-Oslo, Blue	\$276.00	\$358.80	
	BSC-Oslo, White	\$276.00	\$358.80	
	ROLLBL-Lift Barstool, Black Vinyl	\$222.00	\$288.60	
	ROLLGY-Lift Barstool, Grey Vinyl	\$222.00	\$288.60	
	ROLLRD-Lift Barstool, Red Vinyl	\$222.00	\$288.60	
	ROLLWH-Lift Barstool, White Vinyl	\$222.00	\$288.60	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$316.00	\$410.80	
	30MTHB-Maple Top, Chrome	\$316.00	\$410.80	
	30STHB-Silver Texture, Chrome	\$316.00	\$410.80	
	30BRHB-Brushed Red, Chrome	\$316.00	\$410.80	
	30SBHB-Steel Blue Top, Chrome	\$316.00	\$410.80	
	30WHHB White Laminate, Chrome	\$342.00	\$444.60	
	30MAHB-Grey Top, Chrome	\$316.00	\$410.80	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	\$344.00	\$447.20	
	36MTHB, Maple Top, Chrome	\$344.00	\$447.20	
	36WTHB-White Top, Chrome	\$344.00	\$447.20	

Bars

	BRC-Circle Martini Bar	\$4,076.00	\$5,298.80	
	BR1-Martini Bar	\$1,416.00	\$1,840.80	

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$540.00	\$702.00	
	JD8-Madison Executive Desk, Grey	\$638.00	\$829.40	
	BC8-Madison Bookcase, Grey	\$462.00	\$600.60	
	TECH3B-Tech Desk w/drawers- Powered!	\$586.00	\$761.80	
	TECH-Tech Desk- Powered	\$474.00	\$616.20	
	TECH3-3-drawer File Cbnt w/Casto	\$156.00	\$202.80	

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

Product Display- Pedestals

	PDL36B-Ped, Locking- Powered!	\$530.00	\$689.00	
	PDL42B-Ped, Locking- Powered!	\$628.00	\$816.40	
	PDL36W-Ped, Locking- Powered!	\$530.00	\$689.00	
	PDL42W-Ped, Locking- Powered!	\$628.00	\$816.40	

Chargers and Adapters

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	\$26.00	\$33.80	
	ADAPTW-Charging Adapter, white	\$26.00	\$33.80	

Product Display- Shelving

	PSHCCS-Posh Shelving	\$542.00	\$704.60	
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Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$362.00	\$470.60	
	WD3-Work Table	\$348.00	\$452.40	

Refrigerators

	R1R-White 14 Cubic Feet	\$912.00	\$1,185.60	
	R1Q-White 4 Cubic Feet	\$320.00	\$416.00	

Lamps

	LA15-Mason Silver Floor Lamp	\$232.00	\$301.60	
	LA14-Mason Silver Table Lamp	\$152.00	\$197.60	

Mobile Tablet Stands

	TBSTDW-Mobile Tablet Stand, Black	\$148.00	\$192.40	
	TBSTND-Mobile Tablet Stand, White	\$148.00	\$192.40	

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

Mobile Tablet Accessories*

	TBBCHR-Tablet, brochure holder	\$68.00	\$88.40	
	TBSHLF-Tablet, charging shelf	\$68.00	\$88.40	
	TBPNTN-Tablet, print stand	\$68.00	\$88.40	

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Total Exec Accessories: \$ _____
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 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Upload Deadline **Wednesday, August 08, 2018**

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Graphic File Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/09_Atlanta%20Home%20Show%20Fall/Exhibitor%20Upload

Username: **sesftp**

Password: **ftpftp**

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

PROOF



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Graphic Guidelines

ACCEPTABLE FILE FORMATS

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

Program	File Extension
Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

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

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

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

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

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

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

Vector

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

Raster

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

Resolution

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

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





Atlanta Home Show Fall

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Order Deadline **Wednesday, August 08, 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.

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Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$4,642.75	\$6,035.60
69142	16' x 48"	\$7,378.85	\$9,592.50



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$5,645.60	\$7,339.30

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$4,568.40	\$5,938.90



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$2,011.90	\$2,615.45
69146	48" Double	\$2,677.20	\$3,480.35

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

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

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 Hanging Sign Rental: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign





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

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

Hanging Sign Shipping Labels

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318
	For:	Delivery Hours: M-F, 8-4:30 PM Atlanta Home Show Fall First day freight can arrive w/o a surcharge: August 10, 2018 Last day freight can arrive w/o a surcharge: August 28, 2018

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318
	For:	Delivery Hours: M-F, 8-4:30 PM Atlanta Home Show Fall First day freight can arrive w/o a surcharge: August 10, 2018 Last day freight can arrive w/o a surcharge: August 28, 2018



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Discount Deadline **Friday, August 17, 2018**

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

Event Code: G111010918

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Atlanta, GA 30318

Structural Integrity
Statement

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

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

**Atlanta Home Show Fall
Cobb Galleria Centre
Shepard Exposition Services**

PROOF

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

Exhibiting Company _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____



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Hanging Signs 101

Things to Know!

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

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

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

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

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

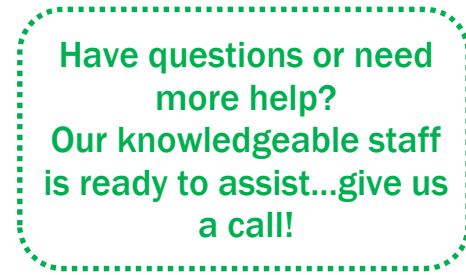
Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

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

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

Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Tuesday, August 28, 2018**





Atlanta Home Show Fall

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 Atlanta, GA 30318

Hanging Sign & Overhead Rigging

Discount Deadline **Friday, August 17, 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

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other
 Shape: Square Triangle Rectangle Circle Other
 Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Please indicate who will be supervising ASSEMBLY:

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$91.19	\$118.55	\$
69151	OT		\$136.78	\$177.80	\$
69152	DT		\$182.38	\$237.10	\$

Shepard Supervision 68069 Exhibitor Supervised

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

Date of Assembly _____ Start Time _____

Exhibitor Contact _____
 How many laborers will you require? _____

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Please indicate who will be supervising DISASSEMBLY:

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$91.19	\$118.55	\$
69154	OT		\$136.78	\$177.80	\$
69155	DT		\$182.38	\$237.10	\$

Shepard Supervision 68073 Exhibitor Supervised

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

Date of Disassembly _____ Start Time _____

Exhibitor Contact _____
 How many laborers will you require? _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$558.10	\$725.55	\$

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$558.10	\$725.55	\$

Date of Install _____ Start Time _____

Date of Removal _____ Start Time _____

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

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

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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.

Total Overhead Rigging: \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

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Black (06) Silver(15)

Truss*

Code	QTY	Item	Discount	Regular	Amount
69094		12" Silver Box Truss (Per FT)	\$21.85	\$28.40	
69094		12" Black Box Truss (Per FT)	\$21.85	\$28.40	
69038		12" Silver Corner Block	\$81.95	\$106.55	
69038		12" Black Corner Block	\$81.95	\$106.55	
70067		Design Fee (Hourly)	\$136.60	\$177.60	

*If you are ordering truss, you also need to order motors!

Truss Details

(Quantity & Size)

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$464.45	\$603.80	
69016		Half Ton Hoist/Chain Motor	\$409.80	\$532.75	
69101		1/4 Ton Hoist/Chain Motor	\$245.85	\$319.60	
69019		Rotating Motor 500 LB Limit	\$437.10	\$568.25	
69020		Rotating Motor 200 LB Limit	\$245.85	\$319.60	

Rotate Clockwise (right)

Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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 "Regular" pricing.

Company Name: _____

Total Rigging Equipment: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Connect With Us!

Event Code: G111010918

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Overhead Rigging Equipment

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

atlanta@shepardes.com



LABOR JURISDICTIONS GEORGIA

LABOR

Georgia is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



Atlanta Home Show Fall

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 Atlanta, GA 30318

Shepard Blue Supervised Labor

Discount Deadline **Friday, August 17, 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

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

Shepard Blue Supervised Labor **Supervisory fee is 30% of total cost or \$60, whichever is greater.

Code	Discount	Regular	+30%
68066 ST	\$72.95	\$94.85	30%
68067 OT	\$109.43	\$142.25	30%
68068 DT	\$145.90	\$189.65	30%

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!

(68070/68071/68072)

Step One: Choose Your Service	Step Two: How Many People ?	Step Three: How Many Hours ?	Step Four: When Should the Build be Complete ?
Installation # _____	# _____	# _____	Date: _____ Time: _____
Dismantling # _____	# _____	# _____	Date: _____ Time: _____
Both # _____	# _____	# _____	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

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
 # of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
 Contact Arrival Date _____ Time Build Should be Complete _____
 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
 Does Electrical go UNDER carpet? Yes No

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: _____
 Name of Carrier _____
 Date Carrier is Scheduled to Pick Up Freight _____
 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

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.

Estimated **SES Blue Labor**: \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____
 Please Sign Card Holder Signature



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DT - Double-time: All other hours and holidays

Event Code: G111010918

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Atlanta, GA 30318

Exhibitor Supervised Labor

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST	\$72.95	\$94.85
68061	OT	\$109.43	\$142.25
68062	DT	\$145.90	\$189.65

(68063/68064/68065)

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.

Step One:

Choose your service

- Installation
- Dismantling
- Both

Step Two:

How many people?

Step Three:

How many hours?

Step Four:

Any other details?

Any special tools needed? Ladders? Lifts?
Details: _____

Step Five: Schedule

- Installation Request
- Dismantle Request

Requested times are not guaranteed and are based on availability.

Date _____

Start Time _____

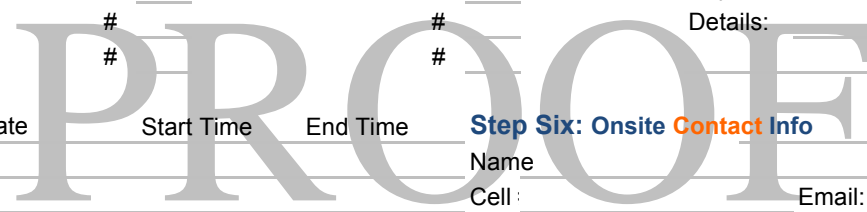
End Time _____

Step Six: Onsite Contact Info

Name _____

Cell: _____

Email: _____



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.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:	
68080		Flooring Only	1.00	1.30		<input type="checkbox"/> Carpet Rolls	<input type="checkbox"/> Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/> Carpet Squares	<input type="checkbox"/> Other
68079		MINIMUM	145.90	189.65			

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 \$ _____
NA Tax* \$ _____
Amount Due \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Order Deadline **Wednesday, August 08, 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.

Event Code: G111010918

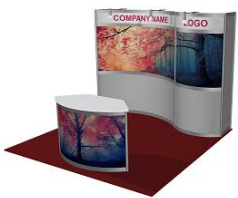
Connect With Us!
 email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Inline Booth Rentals

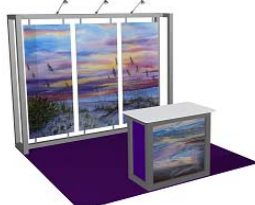
Turnkey Rental Designs Make Exhibiting Easier!

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!

The Eddie



The Jonathon



The Pierce



The Madison



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$2,895.95	\$3,764.75
66471		The Eddie- 10' x 20'	\$4,715.85	\$6,130.60
66474		The Jonathon - 10' x 10'	\$2,020.30	\$2,626.40
66475		The Jonathon - 10' x 20'	\$3,536.35	\$4,597.25

Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,505.95	\$3,257.75
66478		The Pierce - 10' x 20'	\$4,758.15	\$6,185.60
66484		The Madison - 10' x 10'	\$3,038.90	\$3,950.55
66485		The Madison - 10' x 20'	\$3,601.65	\$4,682.15

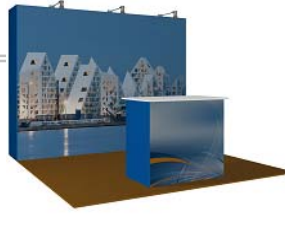
The Grant



The Harrison



The Hamilton



The Lucy



Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,207.70	\$4,170.00
66487		The Grant- 10' x 20'	\$4,445.75	\$5,779.50
66492		The Harrison - 10' x 10'	\$2,948.85	\$3,833.50
66493		The Harrison - 10' x 20'	\$4,333.20	\$5,633.15

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,054.85	\$2,671.30
66468		The Hamilton- 10' x 20'	\$3,599.85	\$4,679.80
66473		The Lucy - 10' x 10'	\$1,857.10	\$2,414.25

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address





Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Order Deadline **Wednesday, August 08, 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.

Event Code: G111010918

Connect With Us!
 email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Custom Exhibit Counters

Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products **Metal Colors** Black (06) Silver (15) **Panel Colors** Black (06) White (03)

Locking Cabinets

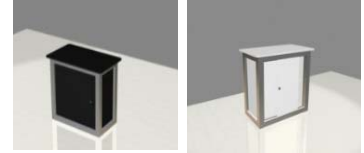
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$712.00	\$925.60		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$864.00	\$1,123.20		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$525.20	\$682.75	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3"	\$732.20	\$951.85		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,588.25	\$2,064.75		

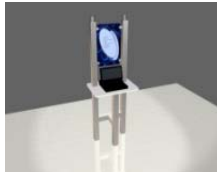
Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$923.65	\$1,200.75		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$538.35	\$699.85		380mm x 580mm

Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create something just for you!

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 Counter Rentals: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Order Deadline **Wednesday, August 08, 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.

Event Code: G111010918

Connect With Us!
 email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Custom Product Display and Charging Stations

Choose Your Unit & Customize to Fit Your Products!

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

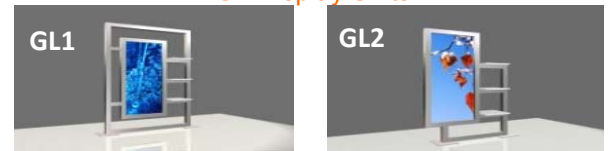
Panel Colors Black (06) White (03)

Product Displays

Gondolas



GL Display Units



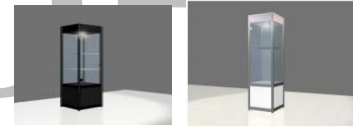
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3'6" L x 1'9" D x 5' H	\$498.90	\$648.55			NA
66278		GL1	5'4" L x 8' H x 1'3" D	\$493.20	\$641.15	Silver Only	NA	674mm x 1682mm
66279		GL2	4'3" L x 7' H x 1'3" D	\$850.15	\$1,105.20	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview



Square



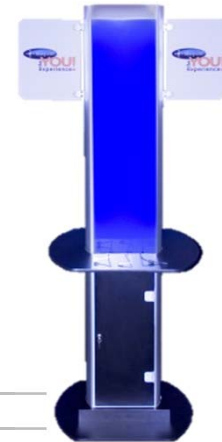
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4'6" L x 1'9" D x 3'3" H	\$960.60	\$1,248.80		
66272		Square	1'9" L x 1'9" D x 7' H	\$1,036.75	\$1,347.80		

Charging Units

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$350.00	\$455.00		NA
66430		PCS	3' L x 6'3" H x 1'9" D	\$1,632.00	\$2,121.60	Black Only	250mm x 700mm

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

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Custom Product Display Rentals: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Order Deadline **Wednesday, August 08, 2018**

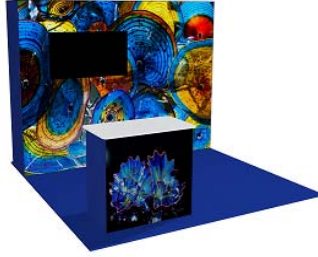
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: G111010918

Connect With Us!
 email atlanta@shepardes.com
 phone (404) 720-8600
 fax (404) 720-8755
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Fabex Booth Rentals

10x10 Fabric Booth Rental Display



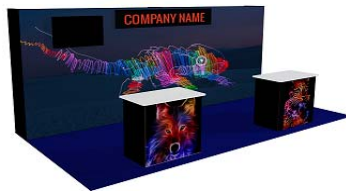
Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$1,909.60	\$2,482.50
66558		FX2M1 10' w/Monitor	\$3,454.60	\$4,491.00

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

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,336.65	\$3,037.65
66562		FX2M1H 10' w/Monitor	\$3,881.65	\$5,046.15

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

10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,310.00	\$4,303.00
66560		FX2M2 10' x 20' w/Monitor	\$4,855.00	\$6,311.50
66567		FX2H2 10' x 20'	\$3,691.95	\$4,799.55
66563		FX2M2H 20' w/Monitor	\$5,236.95	\$6,808.05

Side panel colors are white or black
 Backwall graphic size 6012mm x 2432mm
 Counter graphic size 1070mm x 1020mm
 Header graphic size 2440mm x 380mm

****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.

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

Total Fabex Rental: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



Atlanta Home Show Fall

Cobb Galleria Centre - Atlanta, Georgia

September 7 - 9, 2018

Order Deadline **Wednesday, August 08, 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.

Event Code: G111010918

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Fabex Backlit Booth Rentals

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



FX 12- 8'h x 20'



FX 13- 8' h x 30'



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

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$1,925.55	\$2,503.20	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$2,975.80	\$3,868.55	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,026.10	\$5,233.95	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

ROOF

Don't forget to order Power for your backlighting!

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

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **1 Event Day:** **\$89.00** _____ **4-10 Event Days:** **\$119.00** _____ **6 Month Policy:** **\$475.00**
 _____ **2-3 Event Days:** **\$109.00** _____ **11-30 Event Days:** **\$199.00** _____ **Annual Policy:** **\$650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

- | | | | | |
|------------------------------|------------------------|-------------------------------|------------------------------|---------|
| Alcohol Serving | Amusement Devices | Animals | Athletic Participation | Mazes |
| Disc-Jockeys | Bands | Entertainment & Film Industry | Equipment Rental | Tobacco |
| Fireworks, Firearms, Weapons | Health Supplements | Hot Wax Impressions | Inflatables | |
| Installation/Service/Repair | Massage | Mechanical/Amusement Devices | Water Activities | |
| Medical Testing | Motor Sport Activities | Oxygen / Aromatherapy | Storefront Operations | |
| Tattooing or Piercing | Vehicles in Motion | Weight-Loss Products | Watercraft Exhibits on Water | |

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

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

Additional Insured #1: _____ Additional Insured #2: _____
 Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
 Any special wording or coverage needed: _____
 Any Additional Information or notes: _____

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

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

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

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

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

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor 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 orders this service from the general contractor.

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

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

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

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

Perimeter Booth – A booth space on an outside wall.

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

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

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

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

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

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

Service Desk – The location at which exhibitors order services.

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

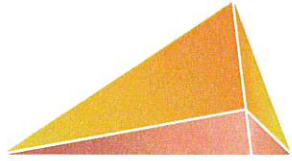
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

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.



COBB GALLERIA CENTRE

ATLANTA

Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. We offer an on-line ordering system for utility services and booth catering, so you can pre-order services and avoid service desk lines and save money.

The system is easy to use. Just create a username and password that is unique to you, and use this information to access the ordering system at the link below to order services.

<https://cobbgallery.boomerecommerce.com>

If you have any questions or problems logging in, please contact us at services@cobbgallery.com or 770-989-5051.

Thank you!

Nancy Stoeppelwerth
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5051

Fax: 770-989-5222

services@cobbgallery.com

Visit us on the web at www.cobbgallery.com



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051
MAKE CHECKS PAYABLE & MAIL TO ABOVE ADDRESS
 Fax forms to (770) 989-5222 OR e-mail to services@cobb Galleria.com
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
 See Terms and Conditions on the Reverse Side

CGC Office Use Only
Recvd: _____
Check # _____
By: _____

Event Name		Event Date(s)		Booth #	
Company Name			Phone #		Fax #
Address		City		State	Zip Code
Email Address					
Payment Method AmEx Visa MasterCard Check		Acct. #		Exp Date	CC V-Code
Name on Card			Authorized Signature		Date
**Are you cooking any item? ()Yes ()No If so, what?			**Are you using any item with a heating element? ()Yes ()No If so, what?		

** See Note #1 under Terms & Conditions

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least 14 DAYS prior to event/show day.
 FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
120 VOLT						
	10	1200	120	\$85	\$101	
	20	2400	120	\$115	\$137	
					Sub Total	\$
SINGLE PHASE - 208						
	20	4160	208	\$220	\$262	
	30	6240	208	\$280	\$334	
	60	12480	208	\$465	\$560	
	100	20800	208	\$710	\$852	
	200	41600	208	\$1340	\$1608	
	400	83200	208	\$2540	\$3048	
Labor				\$50	\$50	\$50
					Sub Total	\$
THREE PHASE - 208						
	20	7197	208	\$320	\$387	
	30	10795	208	\$435	\$524	
	60	21590	208	\$775	\$930	
	100	35984	208	\$1190	\$1428	
	200	71968	208	\$2290	\$2748	
	300	107952	208	\$3390	\$4068	
	400	143936	208	\$4490	\$5388	
Labor				\$100	\$100	\$100
					Sub Total	\$

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
*THREE PHASE - 480						
	20	16608	480	\$560	\$672	
	30	24912	480	\$835	\$1002	
	60	49824	480	\$1660	\$1992	
	100	83040	480	\$2845	\$3412	
	200	166080	480	\$4960	\$5952	
	300	249120	480	\$6060	\$7272	
Labor				\$100	\$100	\$100
					Sub Total	\$
OTHER						
Extension Cord - Power not included				\$15	\$15	
Please add 6% sales tax				\$0.90	\$0.90	
Power strip/Quad/Cube - power not included (6 outlet max)				\$20	\$20	
Please add 6% sales tax				\$1.20	\$1.20	
100 Watt Track Lamp (track included). ** **Pricing for Track Lamps includes power and installation.				\$65	\$78	
1000 Watt PAR-64 Stage Light Hung from ceiling				\$225	\$270	
					Sub Total	\$
					TOTAL	\$

COBB GALLERIA CENTRE
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
TERMS AND CONDITIONS

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal must have the request 15 days prior to move-in date. Please attach the manufacturers specifications to this form after completion and return as instructed below and the CGC staff will submit to the Fire Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (14) days** prior to the scheduled show opening date.
3. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
4. Credit will not be given for electrical service installed and not used.
5. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. All equipment, regardless of power, must comply with all federal, state and local codes.
9. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
10. Claims will not be considered unless filed by the exhibitor prior to close of show.
11. Prices for service are based upon current wage rates and are subject to change without notice.
12. Under no circumstance should anyone other than a "house electrician" make electrical connections.
13. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
14. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and display will be turned on one (1) hour prior show opening time and off at show closing time, daily.
16. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
17. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
18. **Overhead Electrical Service:** Add 50% to service requirement charge.
19. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
20. Show Management shall receive a 50% reduction on all electrical charges at the registration area.
21. Work required to tie-in and connect to customer's equipment will be charged in a time and material basis. Call for a quote.
22. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Operations Administration Assistant – (770) 989-5016



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051
MAKE CHECKS PAYABLE AND MAIL TO ABOVE
 Fax forms to (770) 989-5222 OR e-mail to services@cobbgalleria.com

CGC Office Use Only

Rcvd: _____
 Check # _____
 By: _____

COMMUNICATIONS AND CABLE SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

EVENT INFORMATION					
Event Name		Event Date(s)		Booth Number	
Company Name		Phone Number		Fax Number	
Address		City	State	Zip Code	
		Email			
Payment Method	AmEx	Visa	MasterCard	Check	
Account Number			Exp Date	CC V-Code	
Name on Card			Authorized Signature		Date

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. dollars) must be received at least **14 DAYS** prior to event/show day. FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

TELECOMMUNICATIONS

QTY	Dates of Service	14 Day Adv. Rate	Floor Rate	Total
	Standard Phone/Line with Cord & Speaker	\$ 350.00	\$ 350.00	
			Tax 6%	\$
			Subtotal	\$
	Long Distance Fees	Billed Separately	Billed Separately	
			Subtotal	\$

Calling Service – Select One: Local Calls & Toll Free Only () Long Distance* () International* ()

* Long distance and international calls shall be charged at prevailing rate.

TECHNOLOGY AND CABLE SERVICES

QTY	Notes	14 Day Adv. Rate	Floor Rate	Total
	10/100 8 Port Switch	\$ 105.00	\$ 105.00	
	Patch Cable	\$ 105.00	\$ 105.00	
			Tax 6%	\$
			Subtotal	\$
	Single Wired Internet-5mb(event rate)	\$100.00	\$100.00	
	Wireless Internet-5mb(event rate)	\$100.00	\$100.00	
	Single Wired Internet-20mb(event rate)	\$600.00	\$600.00	
	Wireless Internet-20mb(event rate)	\$600.00	\$600.00	
	Patch Cable/Device/Static IP Address	\$105.00	\$105.00	
	Public Single Wired Class C Static Connection	\$2,575.00	\$2,575.00	
	Additional Public Class CIP Addresses	\$185.00	\$185.00	
	Labor / IT Support/Network Design **	\$100.00	\$100.00	\$
** Estimate. Call for an exact quote.			Total	\$
Attach floor plan for installation instructions. No credit will be issued for equipment or service cancelled after installation.			Tax 6%	\$
Do not discard your copy of this order form. This serves as your receipt.			TOTAL	\$

**COBB GALLERIA CENTRE
COMMUNICATIONS AND CABLE SERVICES ORDER FORM
TERMS AND CONDITIONS**

1. Advance orders must be received a **minimum of (14) days** prior to the scheduled show opening date.
2. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
3. Credit will not be given for service installed and not used.
4. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
6. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
7. Claims will not be considered unless filed by the exhibitor prior to close of show.
8. Prices for service are based upon current wage rates and are subject to change without notice.
9. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
10. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
12. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
14. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre

CGC Operations Administration Assistant – (770) 989-5016



COBB GALLERIA CENTRE
 Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233
MOTORIZED VEHICLE AUTHORIZATION FORM

Event Name		Event Date(s)		
Company Name		Phone #		Fax #
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- *The Cobb County Fire Marshal has stringent requirements for displaying motorized vehicles in the Cobb Galleria Centre. This form must be completed and returned to Show Management 21 working days before event date or displaying motorized vehicles will be strictly prohibited.*
- *A motorized vehicle includes any gas-powered engine.*
- *The Show Manager must submit the Motorized Vehicle Authorization Form to the Event Coordinator along with the floor plans for review and final approval by the Fire Marshal 3 weeks before event date.*
- *Use of motorized vehicles is subject to final review and approval by the Cobb County Fire Marshal.*

COBB COUNTY FIRE CODE GUIDELINES FOR VEHICLES IN THE COBB GALLERIA CENTRE

- Motorized vehicles must
 - Contain no more than ¼ tank of fuel or 5 gallons of fuel, whichever is less
 - Have a locking gas cap
 - Have battery cables disconnected and taped
- Motorized vehicles cannot be moved during event hours.

REQUEST FOR MOTORIZED VEHICLE USE

DESCRIPTION				LOCATION
				(Must be marked on actual Floor Plan)
Year	Make	Model	Type	

I agree to adhere to all Cobb County Fire Marshal regulations regarding use of the above referenced equipment during the event.

Signature of applicant: _____

Event Services Verification _____

Fire Marshal's Approval _____



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051
 MAKE CHECKS PAYABLE AND MAIL TO ABOVE
 Fax forms to (770) 989-5222 OR e-mail to services@cobbgalleria.com

CGC Office Use Only	
Recvd: _____	
Check # _____	
By: _____	

COMPRESSED AIR, GAS, WATER, & DRAIN SERVICES ORDER FORM
 See Terms and Conditions on the Reverse Side

Event Name		Event Date(s)		Booth #	
Company Name		Phone #		Fax #	
Address		City	State	Zip Code	
		Email			
Payment Method AmEX Visa MasterCard Check		Acct. #		Exp Date	CC V-Code
Name on Card		Authorized Signature		Date	
**Are you cooking any item? ()Yes ()No If so, what?			**Are you using any item with a heating element? ()Yes ()No If so, what?		

** See Note #1 under Terms & Conditions

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least 14 DAYS prior to event/show day.
 FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

COMPRESSED AIR

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Compressed Air: 50 CFM, 90-100 PSI	\$210.00	\$252.00	\$
	Labor	\$100.00	\$100.00	\$100.00
			Sub Total	\$

Note: If pressure is critical, exhibitor should arrange to have pressure regulator valve installed

NATURAL GAS

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Single Gas Connection for 1/2" line	\$200.00	\$240.00	\$
	Lines above 3/4" in size	\$300.00	\$360.00	\$
	Labor	\$100.00	\$100.00	\$100.00
			Sub Total	\$

WATER & DRAIN

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Water Connection: 55 PSI Minimum – Cold	\$170.00	\$204.00	\$
	Water Connection: 55 PSI Minimum – Hot and Cold	\$265.00	\$318.00	\$
	Drain connection for 3/4" line	\$110.00	\$132.00	\$
	One Time Water Fill & Drain – Up to 200 gallons	\$105.00	\$126.00	\$
	Additional 100 gallons	\$55.00	\$66.00	\$
	Labor	\$100.00	\$100.00	\$100.00
			Sub Total	\$

OTHER

QTY	Service	14 Day Advance Rate	Floor Rate	Total
	Sink Rental – Hot and Cold	\$475.00	\$570.00	\$
	Labor – Standard hours	\$100.00	\$100.00	\$100.00

Attach floor plan for installation instructions. No credit issued for equipment or service cancelled after installation

Sub Total	\$
Total	
Tax 6%	
TOTAL	

Do not discard your copy of this order form. This serves as your receipt.

**COBB GALLERIA CENTRE
COMPRESSED AIR, GAS, WATER, & DRAIN SERVICES ORDER FORM
TERMS AND CONDITIONS**

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal must have the request 15 days prior to move-in date. Please attach the manufacturer's specifications to this form after completion and return as instructed below and the CGC staff will submit to the Fire Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (14) days** prior to the scheduled show opening date.
3. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
4. Credit will not be given for service installed and not used.
5. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. Claims will not be considered unless filed by the exhibitor prior to close of show.
9. Prices for service are based upon current wage rates and are subject to change without notice.
10. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
12. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
13. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
15. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Operations Administration Assistant -- (770) 989-5016



COBB GALLERIA CENTRE
Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233

COOKING AUTHORIZATION FORM

Event Name		Event Date(s)		Booth # REQUIRED
Company Name		Phone #		Fax #
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- *The Cobb County Fire Marshal has stringent requirements for cooking in the Cobb Galleria Centre. This form must be completed and returned to Show Management 21 working days before event date or cooking or warming any item will be strictly prohibited.*
- *The manufactures specification sheet for each piece of equipment listed must be attached to this form and submitted with the floor plans for the Fire Marshal's review.*
- *The Show Manager must submit the Cooking Authorization Form and the manufacturers specification sheet to the Event Coordinator along with the floor plans for review and final approval by the Fire Marshal 3 weeks before event date.*
- *Use of equipment is subject to final review and approval by the Cobb County Fire Marshal.*

COBB COUNTY FIRE CODE GUIDELINES FOR COOKING IN THE COBB GALLERIA CENTRE

1. Cooking equipment requirements are as follows:
 - LP-Gas, two 10 oz. capacity non-refillable butane containers having a maximum 1.08 lb. water capacity per container.
 - Cooking devices must be isolated from the public by at least 4' or by a plexiglass barrier between the devices and the public.
 - Multi-well cooking equipment using combustible oils or solids requires a NFPA 96-hood system. There can only be one cooking unit per booth. *Exception: Units 288 square inches or less of cooking surface.*
 - A 20-B.C. fire extinguisher (K extinguisher) or automatic extinguishing system (required for NFPA 96 hood) must be provided in each booth.
2. Larger cooking equipment used in an exhibit, i.e., grills must meet the following guidelines:
 - If the equipment has the ability to use natural gas, a gas line will be provided (additional fee applies) and hooked up by Cobb Galleria Centre personnel. Cobb Galleria Centre personnel are responsible for ensuring the gas is turned off to each piece of equipment each night.
 - For equipment that cannot use natural gas, a maximum of a 5-lb. LP gas capacity container may be used. If more than one piece of equipment has a tank, then the tanks must be separated by at least 20'. For any one show, a maximum of 4 tanks will be allowed. Tanks will not be manifold together and spare tanks will be stored outside of the Cobb Galleria Centre. Convention Center personnel are responsible for hooking up and removal of the tanks each night.
 - A NFPA 96-hood system may be required, depending on the type of cooking to take place.

REQUEST FOR EQUIPMENT USE

EQUIPMENT NAME/DESCRIPTION	Size	Model #	ITEM COOKING/WARMING	LOCATION IN BOOTH (Must be a minimum of 4 feet from public or have a shield around the cooking or heating unit.)

I agree to adhere to all Cobb County Fire Marshal regulations regarding use of the above referenced equipment during the event.

Signature of applicant: _____

Event Services Verification _____

Fire Marshal's Approval _____



COBB COUNTY FIRE CODE GUIDELINES FOR ACTIVITIES IN THE COBB GALLERIA CENTER (revised 2015)

1. Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
2. All drapes, curtains, carpet or any materials used in exhibits must be flame retardant.
3. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in exhibit hall, ballroom, meeting room or fire exit areas. Minimum one-hour fire rated room with automatic extinguishing system is required for storage.
4. Vehicles on display may contain no more than one quarter (1/4) tank of fuel or 5 gallons of fuel, whichever is less, must have a locking cap, battery cables must be disconnected and taped. No vehicles may be moved during event hours.
5. All welding must be performed outside the facility.
6. Pyrotechnics must be approved by the Cobb County Fire Marshal and a Probate Court permit is required. A minimum of two weeks notice must be given to accommodate these requirements.
7. An automatic extinguishing system must be installed for exhibit booths greater than 300 square feet and covered with a ceiling. Ceilings constructed of open-grate or listed dropout ceilings are not considered ceilings.
8. Refueling must be done outside the facility. All fuel must be stored outside the facility.
9. Access to fire exit doors and corridors must be maintained throughout the move-in, show and move-out activities. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain; opening shall be marked so that it will be easily identified as an exit. This must be shown on the plans.
10. Plans must show cross aisles a minimum of 8' wide.
11. Perimeter aisles, all points of ingress and egress a minimum of 10' wide.
12. Dead end corridors shall be no longer than 20'.
13. All fire hose, extinguishers, and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.
14. Space between tables shall be as follows:
 - a. The minimum width of aisles serving seating at tables shall be 44 (112 cm) inches where serving an occupant load greater than 50, and 36 (91 cm) inches where serving an occupant load of 50 or fewer.
 - b. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 in. (48.3 cm) away from the edge of the table. The 19 inches (48.3 cm) shall be measured perpendicularly to the edge of the table.
15. Cooking equipment requirements are as follows:
 - a. LP-Gas, two 10-oz (0.28-kg) capacity non-refillable butane containers having a maximum 1.08-lb (0.4-kg) water capacity per container.
 - b. Cooking devices shall be isolated from the public by at least 4 ft (1.2 m) or by a barrier between the devices and the public.
 - c. Multi-well cooking equipment using combustible oils or solids, require a NFPA 96 hood system. Exception: Units 288 sq in. or less of cooking surface.
 - d. 20-B.C. fire extinguisher (K extinguisher) or automatic extinguishing system (required for NFPA 96 hood) provided in each booth.
 - e. Combustible materials in booth shall be limited to a one-day supply.
16. For larger cooking equipment used in an exhibit, i.e. grills, the following guidelines shall apply:
 - a. If the equipment has the ability to use natural gas, a gas line shall be run to the equipment, and hooked up by convention center personnel.
 - i. Cobb Galleria Centre personnel shall be responsible for ensuring the gas is turned off to each piece of equipment, each night.
 - b. For equipment that **cannot** use natural gas, a maximum of a 5lb. LP gas capacity container may be used. If more than one piece of equipment will have a tank, then the tanks shall be separated by at least 20 feet. For any one show, a maximum of 4 tanks will be allowed. Tanks shall **not** be manifold together, and spare tanks shall be stored outside of the convention centre.
 - i. Convention centre personnel shall be responsible for hooking up the tanks, and removal of the tanks each night. Tanks will be stored outside of the convention centre.
 - c. A NFPA 96 hood system may be required, depending on the type of cooking to take place.
17. The following is a list of common information left off of plans:
 - a. Detailed description of what will take place during the show, i.e., cooking, heat producing equipment, large booths with a roof, vehicles, etc.
 - b. Location of cooking or heating equipment.
 - c. Aisle width
 - d. Detailed plans and cut sheets of any heat producing equipment and any required ventilation systems.
 - e. Any unusual set-up requirements.

Plans will not be approved until all required information is received by the Fire Marshal's office. Any exhibits being set up without approved plans could result in closure of the exhibit by the Fire Marshal's Office.

Please direct questions to the assigned Event Coordinator at the Cobb Galleria Centre.



COBB GALLERIA CENTRE
Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233

SAMPLE FOOD AND/OR BEVERAGE AUTHORIZATION REQUEST

Event Name		Event Date(s)		Booth # REQUIRED
Company Name		Phone #		Fax #
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- *The Cobb Galleria Centre exclusively provides all food and beverage services.*
- *Exposition sponsoring organizations and/or their exhibitors may distribute food and/or non-alcoholic beverage products ONLY upon written authorization by Cobb Galleria Management per this request*
- *The Cobb County Fire Marshal has stringent requirements for cooking in the Cobb Galleria Centre. This form is for sample distribution only and does not imply approval to cook or heat any item. If cooking or warming is required, please complete the Cooking Authorization Form and submit as instructed. Failure to receive approval from the Fire Marshal if needed will negate this authorization.*
- *Form must be completed and returned to Cobb Galleria Centre Attn: Event Services at least 21 days prior to event date.*

GUIDELINES FOR SAMPLE DISTRIBUTION IN THE COBB GALLERIA CENTRE

- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
- All items should be limited to SAMPLE SIZE PORTIONS. IF YOU DO NOT COMPLY WITH THE SAMPLE SIZE REQUIREMENTS BELOW, YOU MAY BE ASKED TO DISCONTINUE SAMPLING.
 - Beverages limited to a maximum 4 oz. Container. No alcoholic beverages.
 - Food items limited to "bite size"
- The firm name above acknowledges that they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with all applicable laws.
- The firm agrees to indemnify and forever hold harmless Cobb Galleria Centre from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.
- Standard fees for storage, handling, delivery, etc., will be charged where applicable.
- CGC must provide food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, bar service, etc.).

FOOD OR BEVERAGE ITEMS REQUESTED

PRODUCT(S) TO DISPENSE	Size	PROPOSED METHOD OF DISTRIBUTUION	REASON FOR OFFERING SAMPLES

SERVICES REQUIRED

TYPE	COST PER POUND PER DAY	ESTIMATED STORAGE NEEDS
FREEZER	\$2.00 plus tax	
REFRIGERATED	\$2.00 plus tax	
DRY	\$2.00 plus tax	
OTHER STORAGE:	\$2.00 plus tax	
ICE	\$30 per 40 pounds plus tax	N/A
DELIVERY TO BOOTH	\$25 plus tax	Time of delivery:

Event Services Verification: _____

Food & Beverage Director's Approval: _____