Shepard

the YOU! experience

Show Information

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

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: Peacock

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, March 18, 2019	12:00 PM	to	8:00 PM
	Tuesday, March 19, 2019	8:00 AM	to	8:00 PM
	Wednesday, March 20, 2019	8:00 AM	to	8:00 PM
	Thursday, March 21, 2019	8:00 AM	to	8:00 PM

You will receive an assigned time for move-in approximately 30 days prior to the show.

PROOF

Exhibit Hours:	Friday, March 22, 2019	10:00 AM	to	6:00 PM
	Saturday, March 23, 2019	10:00 AM	to	8:00 PM
	Sunday, March 24, 2019	11:00 AM	to	5:00 PM
Exhibitor Move-out:	Sunday, March 24, 2019	5:00 PM	to	12:00 AM
	Monday, March 25, 2019	8:00 AM	to	2:00 PM
Freight Reroute Begins*	Monday, March 25, 2019	2:00 PM		

All outbound carriers must be checked in by this time

See Material Handling Rate sheet for all MH related fees!

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Atlanta Home Show Spring
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 Spring
Cobb Galleria Centre
2 Galleria Pkwy SE
Atlanta, GA 30339

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Wednesday, February 20, 2019
Exhibitor appointed contractor notification deadline:	Friday, February 22, 2019
First day for warehouse deliveries without a surcharge:	Friday, February 22, 2019
Discount price deadline for standard Shepard orders:	Friday, March 1, 2019
Last day for warehouse deliveries without a surcharge:	Monday, March 11, 2019
Last day for warehouse deliveries*:	Friday, March 15, 2019

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: Monday, March 18, 2019 **at** 8:00 AM

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Discount Deadline Friday, March 01, 2019

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Quick Facts

Exhibitor Move Out

Sunday, March 24, 2019	5:00 PM	to	12:00 AM
Monday, March 25, 2019	8:00 AM	to	2:00 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, March 25, 2019 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, March 25, 2019 2:00 PM

PROOF

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.

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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON Atlanta Home Show Spring

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

ENTER your email address and password then click Login

NEW users : User name = Your Email Address (provided by Event Management)
Password = AHSS19

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.

PROOF

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 Add to Cart button on the bottom right of the page.

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

Confirm your order, click Checkout Booth and complete the payment process.

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

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

Need Tips and Tricks for exhibiting? Click the

icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

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Payment Authorization

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Atlanta, GA 30318

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: _____

PROOF

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐

MasterCard VISA AMERICAN EXPRESS

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) _____

Please Sign ✖ 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 Spring

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 Spring

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.

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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."

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Third Party Payment Authorization

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

Discount Deadline Friday, February 22, 2019

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 ✖ _____

Exhibiting Company Authorized Signature

_____

Exhibiting Company Authorized Name - Please Print

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

☐ All Services

☐ Booth Cleaning ☐ Carpet ☐ Exhibit Display Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation

☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): _____

PROOF

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)

MasterCard VISA American Express

Credit Card #: _____

Expiration Date: _____ (Month / Year / Security Code)

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign ✖ _____

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, February 22, 2019

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 _____

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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 a charged a 1 hour minimum forklift rental and labor.

Exhibitor Please Sign

✖ Exhibitor Signature _____

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Grids

Discount Deadline Friday, March 1, 2019

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

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 # _____

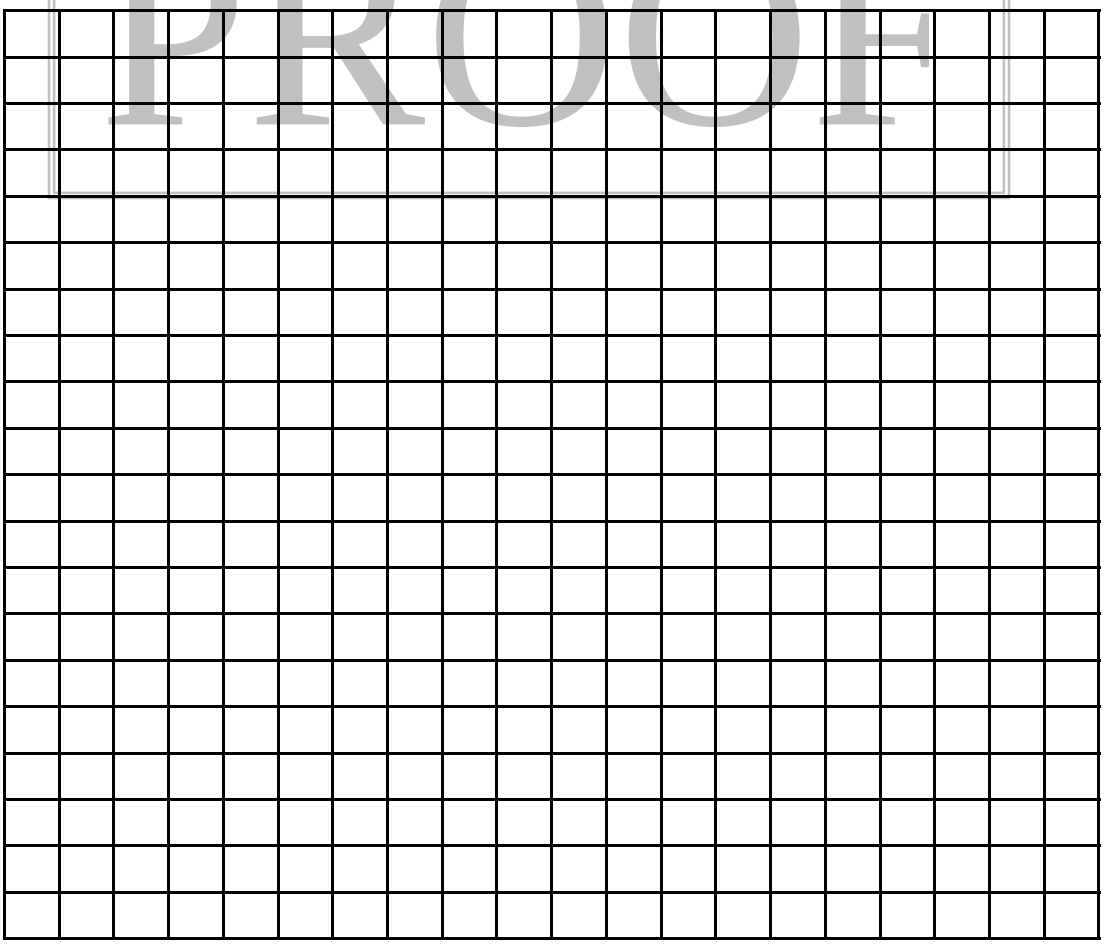
Contact Name _____ Contact Email Address _____

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.

PROOF

Above Booth #



Left Booth #

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.

PROOF

WHAT IS MATERIAL HANDLING?

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:

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

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

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

Monday, March 18, 2019

Step 5: Tell us What we are shipping:

Qty		L	W	H	Weight	Qty		L	W	H	Weight
☐	Crates					☐	Carpet (color)				
☐	Cartons (cardboard)					☐	Monitors				
☐	Cases/trunks					☐	Other				
☐	Skids/pallets					☐	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 _____

PROOF

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.

Shipping Labels

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

Advance Shipping Labels

RUSH

Shepard

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 Spring

First day freight can arrive w/o a surcharge:
February 22, 2019

Last day freight can arrive w/o a surcharge:
March 11, 2019

RUSH

Shepard

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 Spring

First day freight can arrive w/o a surcharge:
February 22, 2019

Last day freight can arrive w/o a surcharge:
March 11, 2019

PROOF

Direct Shipping Labels

RUSH

Shepard

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 Spring

MUST NOT BE DELIVERED PRIOR TO:

March 18, 2019 @ **8:00 AM**

RUSH

Shepard

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 Spring

MUST NOT BE DELIVERED PRIOR TO:

March 18, 2019 @ **8:00 AM**

Shepard

the YOU! experience

Outbound Material Handling Authorization & Shipping Labels

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

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

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.

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

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 _____

PROOF

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.

Agility

Fairs & Events

The experts in International Event Logistics

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

Our complete services include:

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

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

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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

www.aglfairslogistics.com/usaebrochure/

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

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

Material Handling Rates

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

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)

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

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

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

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

PROOF

Advance Shipments to Warehouse

Weight	Type	ST/ST	ST/OT	OT/OT	Total
	Crated	$83.21	$108.25	$124.75	
	Sp Hand	$108.25	$140.75	$162.50	

Crated 35419-ST/ST 35420 ST/OT 35421 OT/OT

Special Handling 35422 ST/ST 35423 ST/OT 35424 OT/OT

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 Shipments to Show Site

Weight	Type	ST/ST	ST/OT	OT/OT	Total
	Crated	$84.66	$110.00	$127.00	
	Uncrated	$127.00	$165.00	$190.50	
	Sp Hand	$110.00	$143.00	$165.00	

Crated 35410 ST/ST 35411 ST/OT 35412 OT/OT

Uncrated 35412 ST/ST 35414 ST/OT 35415 OT/OT

Sp Hand 35416 ST/ST 35417 ST/OT 35418 OT/OT

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 under 40 pounds)

Under 40	Type	ST/ST	ST/OT	OT/OT	Total
	Per Ship	$41.50	$54.00	$62.25	

Per shipment: 35400 - ST/ST

"Light Weight" Shipment Tips

Consolidate! Shipments that weigh under 40 pounds total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for 1 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 packge or bill of lading.

Overtime 35301 - 30% for each overtime application based on ST rate

Double Time 35302 - 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 #

Please Sign ✖ Card Holder Signature

Shepard

the YOU! experience

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

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, March 1, 2019

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

Forklift rentals are only for booth work, not for vehicle unloading. Please refer to the material handling form for unloading rates

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

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	$221.25	$287.75	
35039		OT Hourly Rental	$266.85	$347.00	
35067		DT Hourly Rental	$312.45	$406.25	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	$442.45	$575.25	
35049		OT Hourly Rental	$533.70	$693.75	
35069		DT Hourly Rental	$624.90	$812.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	$663.70	$862.75	
35066		OT Hourly Rental	$800.50	$1,040.75	
35070		DT Hourly Rental	$937.35	$1,218.50	

PROOF

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)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	$91.23	$118.60	
35086		OT per man hour	$136.84	$177.90	
35099		DT per man hour	$182.45	$237.20	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	$72.98	$94.85	
35100		OT per man hour	$109.47	$142.30	
35101		DT per man hour	$145.96	$189.75	

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 _____

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

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What 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. Shipements 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 C**rated** materials?

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

What are **Uncrated** materials?

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

What is **Special Handling?**

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).

PROOF

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Discount Deadline Friday, March 1, 2019

Event Code: G101530319

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
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.

Padded Van DeliveriesL 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.

PROOF

DISPOSAL FEE Fee: .75 Per Lb Labor Rate $72.98 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.

UNCRATED SHIPMENTS Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: $50.00 35004

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

MARSHALING YARD Surcharge: $30 per Shipment 35250

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

REWEIGH OF SHIPMENTS Surcharge: $25.00 per forklift load 35282

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

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

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

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.

Shepard

the YOU! experience

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

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Event Code: G101530319

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email atlanta@shepardes.com

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fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

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.

PROOF

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)

		Per Day	
Pallets/Skids		$35.00	35166
1/2 a Trailer		$80.00	35348
Full Trailer		$120.00	35349
Labor	ST	$72.98	35087
	OT	$109.47	35100
	DT	$145.96	35101

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)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	$72.98	35087	
	OT	$109.47	35100	
	DT	$145.96	35101	

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

✖ Card Holder Signature _____

Shepard

the YOU! experience

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

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email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

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.

PROOF

Step One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	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*

☐ Pick-up is arranged with another carrier:

☐ Transport to another Shepard event*:

*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.

Please Print

✖ Printed Name _____

Please Sign

✖ Card Holder Signature _____

Shepard

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Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Economy Booth

Discount Deadline Friday, March 1, 2019

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

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 Spring 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.

Qty	Discount	Regular	Amount
	502.85	653.70	

PROOF

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.

Qty	Discount	Regular	Amount
	619.10	804.85	

***** 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, March 1, 2019**

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

Please Sign

✖ Card Holder Signature _____

Atlanta Home Show Spring

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Atlanta, GA 30318

Booth and Carpet Cleaning

Discount Deadline Friday, March 1, 2019

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

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

Booth Vacuuming

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.

PROOF

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	$94.87	$142.31	
47044		Daily	$94.87	$142.31	

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 _____

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Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Discount Deadline Wednesday, February 20, 2019

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

Event Code: G101530319

Connect With Us!

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

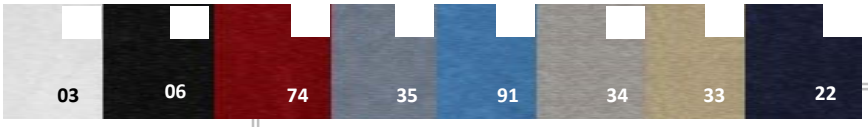
Signature Flooring

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



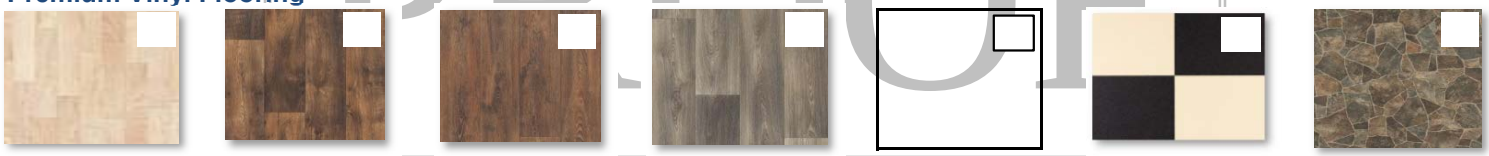
White | Black | Crimson | Dark Grey | Electric Blue | Silver Dollar | Sand | Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	$8.85	

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

PROOF

Premium Vinyl Flooring



Light Maple (83)	Vineyard Brown (61)	Laurel Brown (62)	Mountain Grey (63)	Snow (89)	Checkerboard (82)	Rosemary Stone (64)

Elevated Hardwood

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	$11.45	

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

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		½" Padding for Vinyl	$4.20	

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 _____

Please Sign ✖ Card Holder Signature _____

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Carpet and Padding

Discount Deadline Friday, March 1, 2019

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

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	$6.40	$8.30	
46003		Rental 1000+ sqft	$7.05	$9.15	
46002		Purchase sqft	$15.70	$20.40	

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.

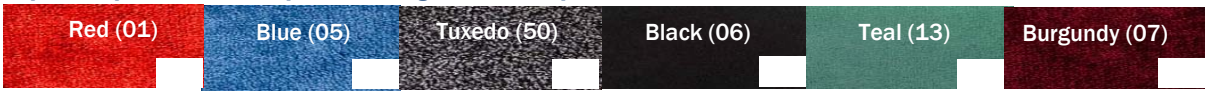
Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	$1.15	$1.50	
50008		1" Padding	$2.25	$2.95	
50010		Visqueen	$0.35	$0.45	

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

PROOF

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'	$223.95	$291.15	
50256		10' x 20'	$417.90	$543.25	
50257		10' x 30'	$623.30	$810.30	
50258		10' x 40'	$828.70	$1,077.30	

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*	$4.05	$5.25	
50581		400 - 900 sq ft	$3.70	$4.80	
50582		900+ sq ft	$3.40	$4.40	

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.

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

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

Total Carpet and Padding: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Atlanta, GA 30318

Expo Tables

Discount Deadline Friday, March 1, 2019

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	$124.85	$162.30	
50046			6'L X 30"H X 24'W	$153.45	$199.50	
50050			8'L X 30"H X 24"W	$194.55	$252.90	
50043			4'L X 42"H X 24"W	$151.75	$197.30	
50047			6'L x 42"H x 24"W	$194.35	$252.65	
50051			8'L x 42"H X 24" W	$228.60	$297.20	
50052			4th Side 30"	$75.90	$98.65	
50171			4th Side 42"	$75.90	$98.65	

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)

PROOF

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	$88.95	$115.65	
50044		6'L X 30"H X 24'W	$106.15	$138.00	
50048		8'L X 30"H X 24"W	$125.15	$162.70	
50041		4'L X 42"H X 24"W	$100.20	$130.25	
50045		6'L x 42"H x 24"W	$125.15	$162.70	
50049		8'L x 42"H X 24" W	$139.65	$181.55	

Stretch Fabric Table Covers

Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	$227.60	
50700		Red - Fabric Table Cover w/Table	$227.60	
50700		Blue - Fabric Table Cover wTable	$227.60	
50700		Black - Fabric Table Cover w/Table	$227.60	

Stretch Fabric Table Covers must be ordered 30 days in advance

Includes 6'x30" table

Total Tables: $

6.000% Tax*: $

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

Amount Due: $

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 _____

Please Sign ✖ Card Holder Signature _____

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Cobb Galleria Centre, Atlanta, GA

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mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Specialty Tables

Discount Deadline Friday, March 1, 2019

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

Natural Feel Pedestal

Maple Top

Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	$285.90	$371.65	
50706		30"H X 30" R	$274.25	$356.55	

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

PROOF

Regular Pedestal

Gray fleck top

Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	$224.20	$291.45	
50032		30"H X 36" R	$209.60	$272.50	

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	$105.50	$137.15	
50031		Sq 18"H X 24" W	$105.50	$137.15	

Total Sp 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.

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

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Atlanta, GA 30318

Chairs and Stools

Discount Deadline Friday, March 1, 2019

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

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

Natural Feel

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	$163.40	$212.40	
50704		Natural Feel Chair	$134.20	$174.45	

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

Regular Seating

PROOF

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	$134.75	$175.20	
50020		Side Chair	$81.15	$105.50	
50021		Arm Chair	$110.60	$143.80	

Specialty Seating

Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	$149.80	$194.75	
51086		Director Chair	$83.70	$108.80	

Total Chairs: $

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.

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

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Display Furniture

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

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Atlanta, GA 30318

Discount Deadline Friday, March 1, 2019

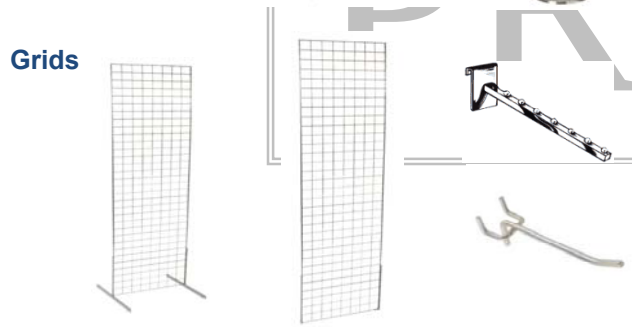
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Standard Display Accessories

Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	$165.70	$215.40	
50094		Floor Easel	$44.90	$58.35	
50095		22x28 Sign Holder	$102.25	$132.95	
50175		Bag Rack	$219.45	$285.30	
50092		Coat Rack	$77.90	$101.25	
50093		Garment Rack	$219.45	$285.30	

PROOF

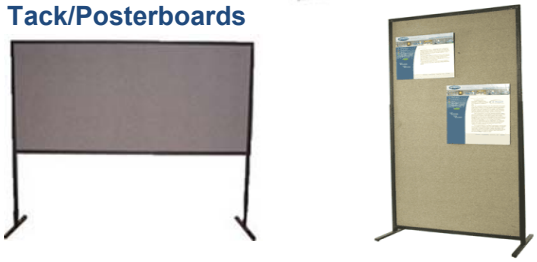
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	$197.80	$257.15	
50237		2'x8' w/o legs, each	$148.15	$192.60	
50242		7-Ball Waterfall	$13.60	$17.70	
50104		6" Hooks (12)	$43.55	$56.60	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	$267.80	$348.15	
50061		4' x 8' Vert.	$267.80	$348.15	

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 _____

Please Sign ✖ Card Holder Signature _____

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Showcases & Risers

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Discount Deadline Friday, March 1, 2019

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

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

Showcases

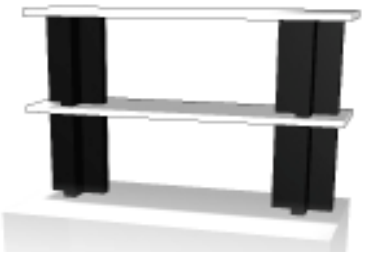
Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	$827.00	$1,075.10	
50068		6' Full View	$912.10	$1,185.75	
50069		4' Quarter View	$827.00	$1,075.10	
50070		6' Quarter View	$912.10	$1,185.75	

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

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!

PROOF

Stacking Shelves



Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	$92.70	$120.50	
50297		6' x12" Display Shelf	$115.35	$149.95	

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	17.15	22.30	

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 _____

Please Sign ✖ Card Holder Signature _____

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Drape, Skirting & Misc

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

Discount Deadline Friday, March 1, 2019

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

Drapes and Bars

Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	$21.00	$27.30	
50074			3' high drape	$15.55	$20.20	
50088		NA	8' upright with base	$29.00	$37.70	
50349		NA	6'-10' cross bar	$19.30	$25.10	
50348		NA	7'-12' crossbar	$19.30	$25.10	

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

Skirting of Exhibitor Equipment

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	$17.15	$22.30	

Order per linear foot

PROOF

Accessories

Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	$145.85	$189.60	
50710		Natural Feel Tab Lamp	$105.05	$136.55	
50708		Natural Feel Recept	$64.20	$83.45	
50091		Wastebasket	$19.00	$19.00	
50185		Drawing Bowl	$41.20	$53.55	
50427		Tensa Stanchion, each	$92.55	$120.30	

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

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

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

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

Total Drape and Accessories: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name Contact Email Address

Please Sign ✖ Card Holder Signature _____

TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

Power Up In Style.

Denotes Powered Products

POWERED DETAIL

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

ROMA
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H

ROMA
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

WIRELESS CHARGING TABLE, POWERED
CUBPOW
(white, ac plug-in)
20"L 20"D 18"H

POWERED DETAIL

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.

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

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

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

PROOF

Powered Banquettes.

Denotes Powered Products

MODULAR SYSTEM

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

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

Detail of Electrical Charging Outlet

BNQTL7 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"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

Powered Pedestals

Denotes AC and USB charging outlets

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

(Mobile devices must be compatible with Qi wireless charging pad.)

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

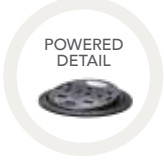
Wireless Charging Table, Powered
E) CUBPOW
(white, AC plug-In)
20"L 20"D 18"H

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

PROOF

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

Soft Seating

Create Engaging Booth Environments

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

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

HOPI
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate 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

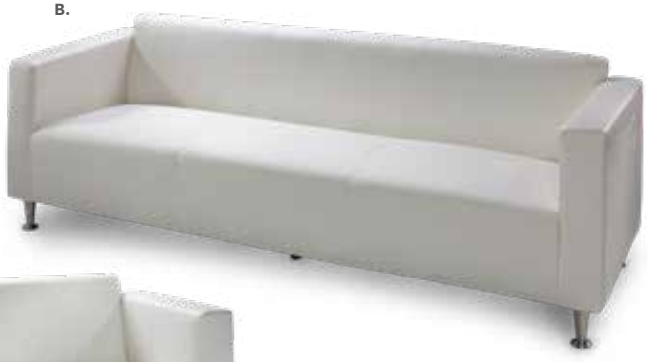
10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power

A.

B.



C.

BAJA

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

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

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

PROOF

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)

Denotes Powered Products

Munich Collection

Modular Seating to Design Custom Exhibits

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

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

POWERED DETAIL

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

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

MNCHCH Munich Armless Chair
(gray fabric)
22.5"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

PROOF

A.

C.

B.

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

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

Accent Chairs

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

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

LA BREA
LABREA Chair
(charcoal gray, fabric)
35"L 27"D 40"H

WENTWORTH
WENCHA Chair
(brown vinyl)
32.1"L 26"D 31.5"H

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

Accent Chairs

A.

B.

C.

D.

E.

F.

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

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

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

E) HOPCH
Hopi Chair
(gray linen)
21"L 25"D 34"H

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

PROOF

Meeting & Stage Chairs

A.

B.

C.

D.

E.

F.

Marina Chair
17.5"L 19.5"D 35"H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair
25.5"L 23.5"D 34"H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) OCMWHT (white vinyl)

Group Seating

ZENITH

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

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

LAGUNA

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

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

MALBA

20"L 20"D 32"H
A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

PROOF

A) CS8
Berlin Chair
(black, white)
18"L 22"D 32"H

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

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

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

E) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

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

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

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

I) BLDCRD
Blade Chair
(red)
20.5"L 19"D 30.5"H

J.

K.

Mix & Match

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

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

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q.

PROOF

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)
19"L 19"D 19"H
A/C power only

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

Marche Swivel

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009
(pear yelllow 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)
K) MAR011
(orange fabric)

Accent Tables

ALONDRA

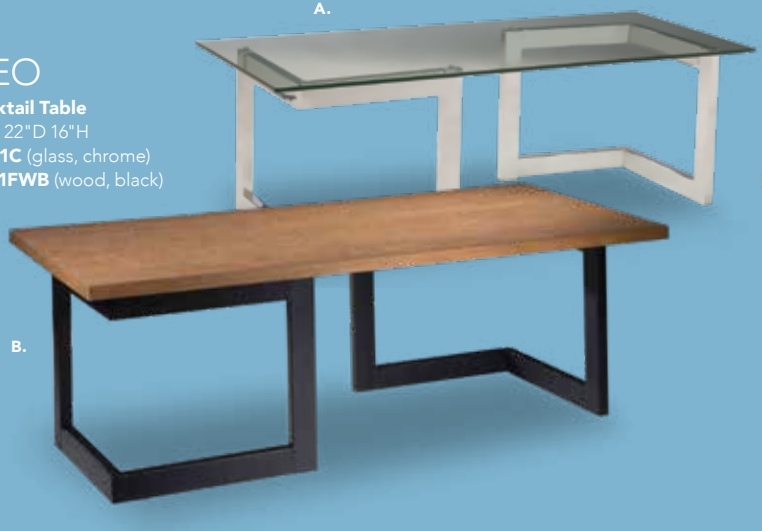
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

ALONDRA

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

GEO

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

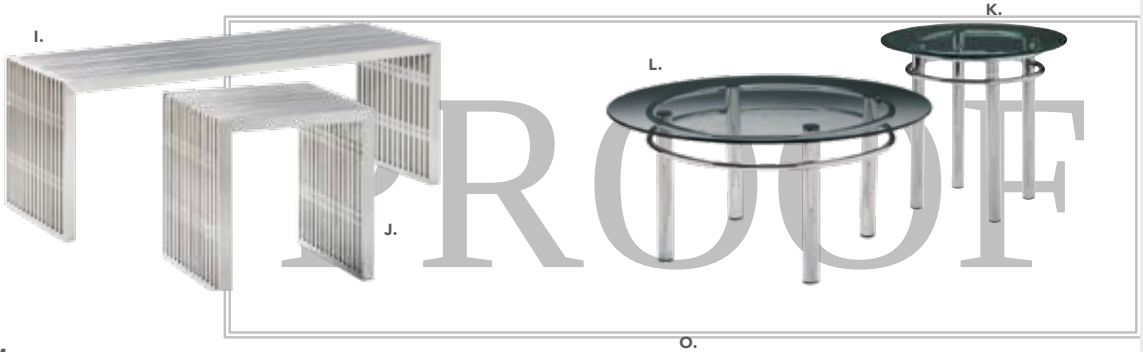


GEO

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

Styles & Shapes

Available in Power



PROOF

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

Sydney End Tables
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

Regis Tables
(brushed metal)
I) REGBEN Bench Table
47"L 15.5"D 16"H
J) REGOTT End Table
16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) E1E End Table
24" Round 22"H
L) C1E Cocktail Table
36" Round 17"H

Oliver Tables
(walnut finish)
M) EOLI End Table
22" Round 22"H
N) COLI Cocktail Table
47"L 27"D 19"H

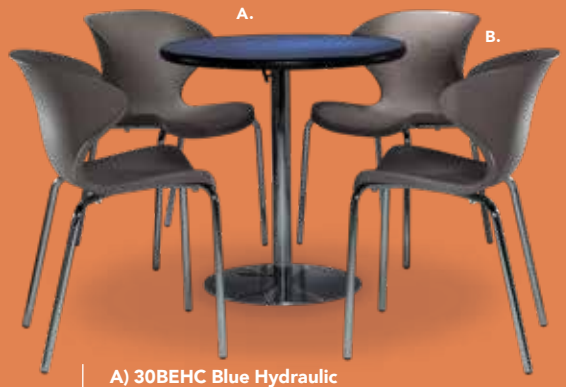
Rustic Tables
(wood)
O) ETBL E-Table
21"L 15.5"D 27.5"H
P) TMBTBL Timber Table
16" Round 17"H

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

Edge LED Cube Table
R) CUBTBL
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

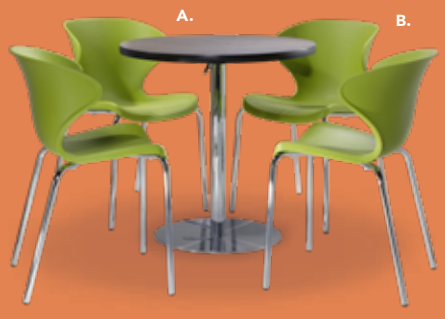
Wireless Charging Table, Powered
S) CUBPOW
(white, AC plug-In)
20"L 20"D 18"H

Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top)
30"RND 29"H

B) MALGRY Malba Chair
(gray)
20"L 20"D 32"H



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" RND 29"H
A) 30WDBC (wood top)
B) ZTB (red top)

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

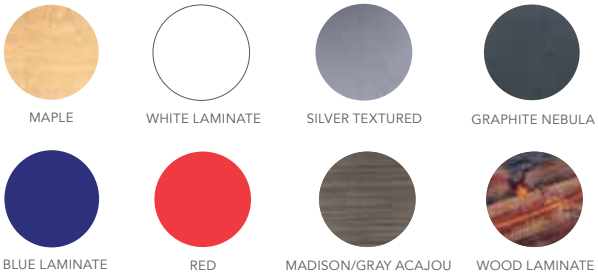
E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

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

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

Customize and Create

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



Café Tables
Standard Black Base
30" RND 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white)
E) ZTA (Madison/ gray acajou)
F) 30BEBC (blue)
G) 30WDBC (wood)

36" RND 29"H
H) ZTQ (white)
I) ZTN (graphite nebula)
J) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" RND 29"H
K) 30GRHC (graphite nebula)
L) 30MTHC (maple)
M) 30BRHC (red)
N) 30BEHC (blue)
O) 30WDHC (wood)

36" RND 29"H
P) 36WTHC (white)
Q) 36GRHC (graphite nebula)
R) 36MTHC (maple)

PROOF

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H

Bar Tables

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

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

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

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

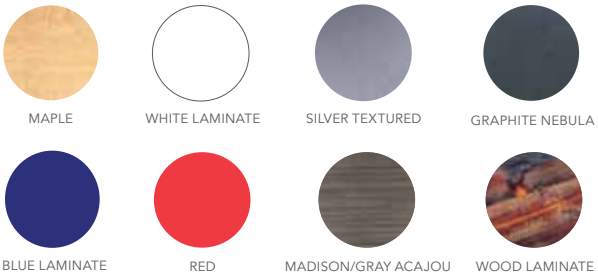
HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

E) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30"RND 45"H

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

Customize and Create

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



PROOF

Bar Tables
Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/ gray acajou)
G) 30BEBB (blue)
H) 30WDBB (wood)

36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

Barstools

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.

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G.

H.

I.

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L.

M.

N.

PROOF

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"H
G) BSS (black, chrome)
H) BST (white, chrome)

I) BSC Oslo Barstool
(white)
17"L 20"D 45"H
J) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H
K) BS001 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H
L) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool
(white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool
(gunmetal)
13"L 13"D 30"H

O.

P.

Q.

R.

O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

Conference Tables

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

A.
B.
C.

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

E.

D.

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

F.

Styles & Shapes

A. | B.

C.

D.

E.

F.

I.

J.

K. | L.

M.

G.

H.

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

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

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

O.

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
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

Task Stool

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

Pro Executive Guest Chair

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

Pro Executive Mid Back Chair

24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height

Communal and Powered Tables

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets

A.

POWERED DETAIL

B.

C.

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

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)

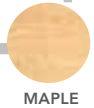
Black Top
VNTBNP (solid)

PROOF

Table Top Options

BLACK

WHITE



MAPLE

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

Ventura CAFÉ TABLES

A.

POWERED DETAIL

Ventura Powered Café Tables
72.25"L 26.25"D 30"H
(silver frame)
A) VNTCBK (black top)
B) VNTCWH (white top)

B.

C.

D.

E.

Ventura Communal Café Tables (silver frame)
72.25"L 26.25"D 30"H

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

Office Essentials

A.

MADISON

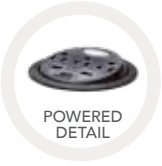
A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
(gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) PROEXE Pro Executive High Back Chair
(white classic vinyl)
25"L 24"D 48"H Adjustable

B.

TECH POWERED DESK

Denotes AC and USB charging outlets



A.

B.

C.

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

PROOF

LIGHTING & PRODUCT DISPLAY

A.

B.

C.

D.

ACCENT LAMPS

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

Show Essentials

Denotes AC and USB charging outlets

Midtown Powered Counter

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

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

POWERED DETAIL

Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

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

(back)

Midtown Bar

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

A.

B.

(lit-blue)

(lit-red)

(lit-green)

(lit-white)

C.

(back)

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

Apex Barstool
C) APS12
(blue ultra suede)
21"L 21"D 33"H

PROOF

LIGHTED & GREENERY PRODUCTS

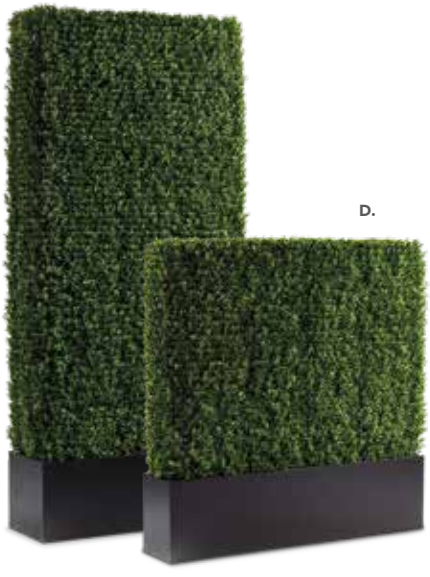
A.

B.

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

White Red Green Blue

C.



D.

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only
B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

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

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Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

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

Cocktail & Occasional Tables

Discount Deadline Friday, March 1, 2019

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

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	$321.20	$417.55	
	ALC100-Alondra, Glass/Chrome	$387.20	$503.35	
	ALC200-Alondra, Wood/Chrome	$387.20	$503.35	
	C1FWB-Geo, Wood/Black	$338.80	$440.45	
	C1C-Geo Rect., Glass/Chrome	$290.40	$377.50	
	COLI - Oliver Cocktail Table	$277.20	$360.35	
	C1W-Sydney, White	$325.60	$423.30	
	C1WP-Sydney White, Powered!	$413.60	$537.70	
	C1Y-Sydney, Black	$325.60	$423.30	
	C1YP-Sydney Black, Powered!	$413.60	$537.70	
	REGBEN-Regis Bench Table	$332.20	$431.85	
	SYDBEC-Sydney Cocktail Table	$330.00	$429.00	
	SYDWDC-Sydney Cocktail Table	$300.00	$390.00	

PROOF

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	$305.80	$397.55	
	ALE100-Alondra, Glass/Chrome	$279.40	$363.20	
	ALE200-Alondra, Wood/Chrome	$279.40	$363.20	
	E1FWB-Geo, Wood/Black	$294.80	$383.25	
	E1C-Geo, Glass/Chrome	$286.00	$371.80	
	EOLI-Oliver End Table	$246.40	$320.30	
	E1W-Sydney, White	$294.80	$383.25	
	E1Y-Sydney, Black	$294.80	$383.25	
	CUBTBL-Edge LED Cube	$228.80	$297.45	
	AURA End Table	$167.20	$217.35	
	ETBL-E Table, Wood	$206.80	$268.85	
	TMBTBL Timber Table, Wood	$198.00	$257.40	
	REGOTT-Regis End Table	$244.20	$317.45	
	CUBPOW-Wireless Chrg Tbl, Powered!	$498.00	$647.40	
	SYDBEE - Sydney End Table	$290.00	$377.00	
	SYDWDE-Sydney End Table	$290.00	$377.00	

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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# _____

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Atlanta, GA 30318

Ottomans

Discount Deadline Friday, March 1, 2019

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

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	$303.60	$394.70	
	END02W-Square, White Leather	$303.60	$394.70	
	END01B-Curved, Black Leather	$484.00	$629.20	
	END01W-Curved, White Leather	$484.00	$629.20	
	SAL Sally Stool	$105.60	$137.30	
	CUBL20-Edge Lighted Cube	$228.80	$297.45	
	WHT12-Half Bench, White Vinyl	$435.60	$566.30	
	BNQ7-Quarter Curve, White Vinyl	$569.80	$740.75	
	BNQR17-Ottoman Ring, White Vinyl	$2,041.60	$2,654.10	
	REGBEN Regis Bench, Brushed Metal	$332.20	$431.85	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	$162.80	$211.65	
	VIB02-Vibe Cube, Blue	$162.80	$211.65	
	VIB03-Vibe Cube, Pink	$162.80	$211.65	
	VIB04-Vibe Cube, Red	$162.80	$211.65	
	VIB05-Vibe Cube, Yellow	$162.80	$211.65	
	VIB06-Vibe Cube, Gold/Bronze	$162.80	$211.65	
	VIB07-Vibe Cube, Champagne	$162.80	$211.65	
	VIB08-Vibe Cube, Orange	$162.80	$211.65	
	VIB09-Vibe Cube, White Wtrproof	$162.80	$211.65	
	VIB10-Vibe Cube, Black Wtrproof	$162.80	$211.65	
	VIB11 Vibe Cube, Steel Blue Vinyl	$162.80	$211.65	
	VIB12 Vibe Cube, Silver Vinyl	$162.80	$211.65	
	Vibe13-Vibe Cube, Purple Vinyl	$162.80	$211.65	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	$466.40	$606.30	
	BVLYBN Bev Bench Brown Fabric	$466.40	$606.30	
	BVLYGR Bev Bench Grey Fabric	$466.40	$606.30	
	BVLYLN Bev Bench Linen Fabric	$466.40	$606.30	
	BVLYOB Bev Bench Ocean Fabric	$466.40	$606.30	
	BVLYRD Bev Bench Red Fabric	$466.40	$606.30	
	BVLYWH Bev Bench White Vinyl	$466.40	$606.30	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	$215.60	$280.30	
	MAR002-Marche Swivel, Grey	$215.60	$280.30	
	MAR003-Marche Swivel, Linen	$215.60	$280.30	
	MAR008-Marche Swivel, Mdw Grn	$215.60	$280.30	
	MAR009, Marche Swivel, Pear	$215.60	$280.30	
	MAR007-Marche Swivel, Plum	$215.60	$280.30	
	MAR004-Marche Swivel, Raspberry	$215.60	$280.30	
	MAR005-Marche Swivel, Red	$215.60	$280.30	
	MAR006-Marche Swivel, Rose Qtz	$215.60	$280.30	
	MAR001-Marche Swivel, White	$215.60	$280.30	

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Total Ottomans: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

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Atlanta, GA 30318

Soft Seating

Discount Deadline Friday, March 1, 2019

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Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	$2,149.40	$2,794.20	
	SFA002- Allegro Sofa	$809.60	$1,052.50	
	NPLSOF-Naples Sofa, Black Vinyl	$968.00	$1,258.40	
	SO2-3pc. South Beach, P. Suede	$1,845.80	$2,399.55	
	TANSOF-Tangiers Sofa, Beige	$767.80	$998.15	
	KEYSOF-Key Largo Sofa	$547.80	$712.15	
	FAIRSW-Fairfax Sofa	$552.20	$717.85	
	S01- South Beach Sofa, P.Suede	$767.80	$998.15	
	BSFWHT-Baja Sofa	$980.00	$1,274.00	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	$424.60	$552.00	
	HOPLV-Hopi Loveseat, Grey Linen	$431.20	$560.55	
	TANLOV Tangiers Loveseat	$800.80	$1,041.05	
	BLVWHT Baja Loveseat White Vinyl	$921.80	$1,198.35	
	MNCHLV- Munich Armless Loveseat	$957.00	$1,244.10	
	NPLLOV- Naples Loveseat, Blk Vinyl	$814.00	$1,058.20	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	$629.20	$817.95	
	NPLCHR-Naples Chair, Black Vinyl	$675.40	$878.00	
	TANCHR-Tangiers Chair, Beige	$499.40	$649.20	
	CHR002-Allegro Chair	$567.60	$737.90	
	KEYCHR-Key Largo Chair	$363.00	$471.90	
	FAIRCW-Fairfax Chair	$398.20	$517.65	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	$732.60	$952.40	
	SFAPWR-Roma Sofa, powered	$1,179.20	$1,532.95	
	NPLCHP-Naples Chair, powered	$732.60	$952.40	
	NPLSOP-Naples Sofa, powered	$1,179.20	$1,532.95	
	NPLLOP-Naples Loveseat, powered	$1,014.20	$1,318.45	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	$413.60	$537.70	
	OCB-Key West Tub, Black	$459.80	$597.75	
	BCW-Madrid Chair, White	$864.60	$1,124.00	
	LABREA-La Brea Swivel Chair	$475.20	$617.75	
	HOPCH-Hopi Chair, Grey Linen	$277.20	$360.35	
	MNCHCC Munich Corner Chair	$653.40	$849.40	
	MNCHCH Munich Armless Chair	$539.00	$700.70	
	OCH Madrid Chair, Black	$864.60	$1,124.00	
	WENCHA-Wentworth Chair	$380.00	$494.00	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	$316.80	$411.85	
	OCMWHT-Meeting Chair, White	$290.40	$377.50	
	OCMESP-Meeting Chair, Expresso	$321.20	$417.55	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette-Powered!	$2,655.40	$3,452.00	
	BNQR17-Ottoman Ring, White Vinyl	$2,041.60	$2,654.10	
	BNQ7-Quarter Curve, White Vinyl	$569.80	$740.75	
	BNQTL7- Center Cone, White Vinyl	$838.20	$1,089.65	
	WHT12-Half Bench, White Vinyl	$435.60	$566.30	
	OTS-South Beach Wedge	$367.40	$477.60	

PROOF

Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!

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Total Soft Seating: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

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Cobb Galleria Centre, Atlanta, GA

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Atlanta, GA 30318

Conference Tables & Group Seating

Discount Deadline Friday, March 1, 2019

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Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	$521.40	$677.80	
	CE1-Geo Table, Sq. Chrome	$367.40	$477.60	
	CF1-Geo Table, Sq. Black	$367.40	$477.60	
	CE2-Geo Table, Chrome	$521.40	$677.80	
	CB2-6' Graphite Table	$547.80	$712.15	
	CB3-8' Graphite Table	$644.60	$838.00	
	CB1-42" Round, Graphite Nebula	$444.40	$577.70	
	C508GR-8', Granite	$644.60	$838.00	
	CT10GR-10', Granite	$968.00	$1,258.40	
	CT06GR-6', Granite	$547.80	$712.15	
	PWRUSB-Powered Table Module	$88.00	$114.40	
	CB8-42" Round Madison, Grey	$200.20	$260.25	
	MADC10-10' Madison, Grey	$1,111.00	$1,444.30	
	MADC05-5' Madison, Grey	$556.60	$723.60	
	MADC08-8' Madison, Grey	$1,111.00	$1,444.30	
	CONF42-42" Round, White lam	$444.40	$577.70	
	36ATO Atomic 36" Round, Glass	$367.40	$477.60	
	42ATO Atomic 42" Round, Glass	$367.40	$477.60	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	429.00	557.70	
	PROEXB-Executive Chair High Back	429.00	557.70	
	PROGB-Guest Executive Chair	301.40	391.80	
	PROMDB-Exec Mid-Back, Black	281.60	366.10	
	PROMID-Executive Chair Mid Back	272.80	354.65	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	$74.80	$97.25	
	RSTDIN-Rustique w/ arms, Gunmetal	$151.80	$197.35	
	CS8-Berlin Chair, Black	$147.40	$191.60	
	XCHR-Christopher Chr, White Vinyl	$121.00	$157.30	
	SC10 Razor Chair	$90.20	$117.25	
	SC3-Brewer Chair, Onyx	$202.40	$263.10	
	XC6-Altura Guest Chair	$356.40	$463.30	
	LMCHR-Laguna Chair, Maple/Chrome	$171.60	$223.10	
	MALGRY-Malba Chair, Grey	$132.00	$171.60	
	MALGRN-Malba Chair, Green	$132.00	$171.60	
	CS4-Syntax Chair, Black/Chrome	$239.80	$311.75	
	ZENCHR-Zenith Chair-White/Chrome	$193.60	$251.70	
	BLDCRD-Blade Chair	$78.00	$101.40	
	BLDCSB-Blade Chair	$78.00	$101.40	
	LUCHCL-Lucent Chair	$210.00	$273.00	
	MARCBE-Marina Chair, Ocn Blue	$170.00	$221.00	
	MARCBK-Marina Chair, Black Vnyl	$170.00	$221.00	
	MARCBR-Marina Chair, Brown	$170.00	$221.00	
	MARCRD-Marina Chair, Red	$170.00	$221.00	
	MARCWH-Marina Chair, White Vnyl	$170.00	$221.00	
	TASKST-Task Stool	$170.00	$221.00	

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Total Conference: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Cobb Galleria Centre, Atlanta, GA

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Café and Communal Tables

Discount Deadline Friday, March 1, 2019

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Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	$259.60	$337.50	
	ZTP-36" Maple Top/Black Base	$283.80	$368.95	
	ZTJ-30" Graphite Top/Black Base	$259.60	$337.50	
	ZTN-36" Graphite Top/Black Base	$283.80	$368.95	
	ZTG-30" Silver Textured Top	$259.60	$337.50	
	ZTQ-36" White Laminate Top	$283.80	$368.95	
	ZTB-30" Red Top/Black Base	$259.60	$337.50	
	ZTA-30" Grey Top/Black Base	$268.40	$348.90	
	30WH29 -30" White Laminate	$275.00	$357.50	
	30BEBC-30" Blue Top/Black Base	$260.00	$338.00	
	30WDBC-30" Wood Top/Black Bas	$260.00	$338.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	$347.60	$451.90	
	30GRHC-Graphite Nebula, Chrome	$347.60	$451.90	
	30STHC-Silver Textured, Chrome	$347.60	$451.90	
	30BRHC-Brushed Red Top, Chrome	$347.60	$451.90	
	30MAHC-Grey Top, Chrome	$347.60	$451.90	
	30WHHC-White Laminate	$376.20	$489.05	
	30BEHC-Blue Top, Chrome	$350.00	$455.00	
	30WDHC-Wood Top, Chrome	$350.00	$455.00	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	$378.40	$491.90	
	36GRHC-Graphite Nebula, Chrome	$378.40	$491.90	
	36WTHC-White Top, Chrome	$378.40	$491.90	

PROOF

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	$590.00	$767.00	
	VNTCMN-Maple Top, Silver Frame	$590.00	$767.00	
	VNTCWN-White Top, Silver Frame	$590.00	$767.00	
	VNTCMW-Maple, w/ Grmt	$590.00	$767.00	
	VNTCWW-White, w/ Grmt	$590.00	$767.00	
	VNTCBK-Black Top-Powered!	$670.00	$871.00	
	VNTCWH-White Top-Powered!	$670.00	$871.00	

42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	$767.80	$998.15	
	VNTMNP Communal Table Maple Top	$767.80	$998.15	
	VNTWNP Communal Table White Top	$767.80	$998.15	
	VNTBMW Comm Table Maple Top w/ Grom	$767.80	$998.15	
	VNTBWW Comm Table White w/ Grom	$767.80	$998.15	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	$906.40	$1,178.30	
	VNTWHT Communal Table White Top	$906.40	$1,178.30	

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 Cafe: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Shepard

the YOU! experience

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Bar Tables, Barstools & Bars

Discount Deadline Friday, March 1, 2019

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

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	$286.00	$371.80	
	VTP-36" Maple Top/Black Base	$305.80	$397.55	
	VTJ-30" Graphite Top/Black Base	$286.00	$371.80	
	VTN-36" Graphite Top/Black Base	$305.80	$397.55	
	VTG-30" Silver Textured Top	$286.00	$371.80	
	VTW-36" White Laminate Top	$305.80	$397.55	
	VTB-30" Red Top/Black Base	$286.00	$371.80	
	30WH42 30" White Laminate,	$301.40	$391.80	
	VTA-30" Grey Top/Black Base	$286.00	$371.80	
	RSTSQT Rustique Square Metal Bar Table	$316.80	$411.85	
	30BEBB-Blue Top/Black Base	$290.00	$377.00	
	30WDBB-Wood Top/Black Base	$290.00	$377.00	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	$347.60	$451.90	
	30MTHB-Maple Top, Chrome	$347.60	$451.90	
	30STHB-Silver Texture, Chrome	$347.60	$451.90	
	30BRHB-Brushed Red, Chrome	$347.60	$451.90	
	30WHHB White Laminate, Chrome	$376.20	$489.05	
	30MAHB-Grey Top, Chrome	$347.60	$451.90	
	30BEHB-Blue Top, Chrome	$350.00	$455.00	
	30WDHB-Wood Top, Chrome	$350.00	$455.00	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	$378.40	$491.90	
	36MTHB, Maple Top, Chrome	$378.40	$491.90	
	36WTHB-White Top, Chrome	$378.40	$491.90	

Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	$288.20	$374.65	
	BSS-Banana, Black/Chrome	$288.20	$374.65	
	BS001-Shark, Swivel White	$367.40	$477.60	
	BS002-Zoey, Swivel White	$336.60	$437.60	
	BS003-Zoey, Swivel Black	$336.60	$437.60	
	RSTSTL-Rustique Barstool, Gunmetal	$167.20	$217.35	
	APS08-Apex Black Vinyl	$259.60	$337.50	
	APS59-Apex Red Vinyl	$259.60	$337.50	
	APS75-Apex White Vinyl	$259.60	$337.50	
	APS12-Apex Blue Ultra Suede	$259.60	$337.50	
	XBAR-Christopher White Vinyl	$209.00	$271.70	
	LMBAR-Laguna, Maple/Chrome	$215.60	$280.30	
	BSR-Syntax, Black/Chrome	$261.80	$340.35	
	ZENBAR-Zenith, White/Chrome	$193.60	$251.70	
	BSC-Oslo, White	$303.60	$394.70	
	ROLLBL-Lift Barstool, Black Vinyl	$244.20	$317.45	
	ROLLGY-Lift Barstool, Grey Vinyl	$244.20	$317.45	
	ROLLRD-Lift Barstool, Red Vinyl	$244.20	$317.45	
	ROLLWH-Lift Barstool, White Vinyl	$244.20	$317.45	
	BLDBRD-Blade, Red	$150.00	$195.00	
	BLDBSB-Blade, Sky Blue	$150.00	$195.00	
	LUBSCL- Frosted, Acrylic	$300.00	$390.00	

Bars and Counters

	MTBLPI-Midtown Bar, Lighted	$1,710.00	$2,223.00	
	MTBUUL-Midtown Bar, unlighted	$1,600.00	$2,080.00	
	MTCLPI- Midtown Counter, Lighted	$1,710.00	$2,223.00	
	MTCPUL- Midtown Counter, Unlighted	$1,610.00	$2,093.00	

PROOF

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 Bar: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

Shepard

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Executive Accessories

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

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Atlanta, GA 30318

Discount Deadline Friday, March 1, 2019

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

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	$594.00	$772.20	
	JD8-Madison Executive Desk, Grey	$701.80	$912.35	
	BC8-Madison Bookcase, Grey	$508.20	$660.65	
	TECH3B-Tech Desk w/drawers-Powered!	$644.60	$838.00	
	TECH-Tech Desk-Powered	$521.40	$677.80	
	TECH3-3-drawer File Cbnt w/Casto	$171.60	$223.10	

Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	$398.20	$517.65	
	WD3-Work Table	$382.80	$497.65	

Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	$596.20	$775.05	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	$583.00	$757.90	
	PDL42B-Ped, Locking-Powered!	$690.80	$898.05	
	PDL36W-Ped, Locking-Powered!	$583.00	$757.90	
	PDL42W-Ped, Locking-Powered!	$690.80	$898.05	

Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	$255.20	$331.75	
	LA14-Mason Silver Table Lamp	$167.20	$217.35	

Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	$510.00	$663.00	
	HDG7FT-Boxwood Hedge, 7ft	$830.00	$1,079.00	

PROOF

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

Total Exec Accessories: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign

✖ Card Holder Signature

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Graphics and Signs

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

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Discount Deadline Wednesday, February 20, 2019

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

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

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	$167.50	$217.75	
	70010	Horz., 22" x 28"	$167.50	$217.75	
	70011	Vertical, 28" x 44"	$255.15	$331.70	
	70012	Horz., 28" x 44"	$255.15	$331.70	
	70025	Meterboard, 39" x 90.75"	$516.40	$671.30	

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

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

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft.- Vertical	$21.25	$27.65	
	70071	Grommets, per sq. ft. - Horizontal	$21.25	$27.65	
	70066	Pockets, per sq. ft. - Vertical	$22.85	$29.70	
	70072	Pockets, per sq. ft.- Horizontal	$22.85	$29.70	

PROOF

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	$45.50	$59.15	
	70021	Velcro, per ft, min. 5 ft.	$2.95	$3.85	
	70004	7" x 44" ID Sign	$50.10	$65.15	
	50094	Floor Easel	$44.90	$58.35	
	50095	22x28 Sign Holder	$102.25	$132.95	

Table Clings

Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	$178.20	$231.65	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: $
6.000% Tax*: $
Amount Due: $

Company Name: _____ BOOTH : _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Graphic File Upload Instructions

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

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Atlanta, GA 30318

Upload Deadline Wednesday, February 20, 2019

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

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

Address: **https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/03_Atlanta%20Home%20Show%20Spring/EXHIBITOR%20UPLOADS**

Username: **sesftp**

Password: **ftpftp**

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

   Failure to follow these steps could result in delayed graphics.

PROOF

Please see Graphic Guidelines page for file specifications.

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

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

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts.

Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

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

PROOF

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

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.

PROOF

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 Spring

Cobb Galleria Centre, Atlanta, GA

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Event Code: G101530319

Connect With Us!

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mail 1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Blue Supervised Labor

Discount Deadline Friday, March 1, 2019

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

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

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

Shepard Blue Supervised Labor **Pricing includes Supervisory fee of 30% over standard labor .

Code		Discount	Regular
68066	ST	$94.87	$123.35
68067	OT	$142.31	$185.00
68068	DT	$189.75	$246.65

(68070/68071/68072)

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!

PROOF

Step One: Choose Your **Service**

_____ Installation
_____ Dismantling
_____ Both

Step Two: How Many **People**?

_____
_____
_____

Step Three: How Many **Hours**?

_____
_____
_____

Step Four: When Should the Build be **Complete**?

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

Step Five: Tell Us About Your **Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

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 _____
Method: ____ Common ____ Air ____ Van ____ Other Date Carrier is Scheduled to Pick Up Freight _____
If Your Carrier doesn't show? ____ Reroute with SLS *Allow time for empty return when scheduling your pick up
____ Send to warehouse for pick up ($400 minimum charge)

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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Exhibitor Supervised Labor

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Labor Hours

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

Exhibitor Supervised Labor

Code		Discount	Regular	Estimate
68060	ST	$72.98	$94.85	
68061	OT	$109.47	$142.30	
68062	DT	$145.96	$189.75	

(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:

PROOF

Step Five: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

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
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	189.75	246.65	

Flooring Type:
☐ Carpet Rolls ☐ Padding
☐ Carpet Squares ☐ Other

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 _____

Please Sign ✖ Card Holder Signature _____

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Atlanta, GA 30318

Inline Booth Rentals

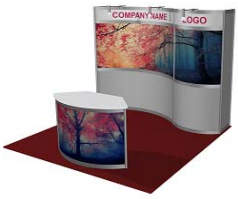
Order Deadline Wednesday, February 20, 2019

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

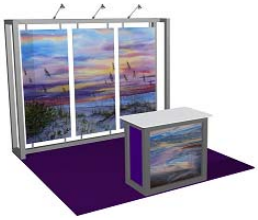
Turnkey Rental Designs Make Exhibiting Easier!

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



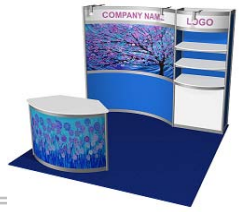
The Jonathon



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	$3,185.55	$4,141.20
66471		The Eddie- 10' x 20'	$5,187.45	$6,743.70
66474		The Jonathon - 10' x 10'	$2,222.35	$2,889.05
66475		The Jonathon - 10' x 20'	$3,890.00	$5,057.00

The Pierce

The Madison



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	$2,756.55	$3,583.50
66478		The Pierce - 10' x 20'	$5,233.95	$6,804.15
66484		The Madison - 10' x 10'	$3,342.80	$4,345.65
66485		The Madison - 10' x 20'	$3,961.80	$5,150.35

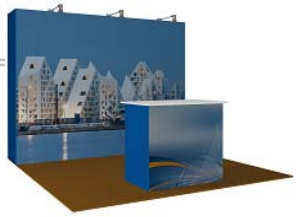
PROOF

The Grant

The Harrison

Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	$3,528.45	$4,587.00
66487		The Grant- 10' x 20'	$4,890.35	$6,357.45
66492		The Harrison - 10' x 10'	$3,243.75	$4,216.90
66493		The Harrison - 10' x 20'	$4,766.50	$6,196.45

The Hamilton



The Lucy

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	$2,260.35	$2,938.45
66468		The Hamilton- 10' x 20'	$3,959.85	$5,147.80
66473		The Lucy - 10' x 10'	$2,042.80	$2,655.65

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 _____

Please Sign ✖ Card Holder Signature _____

Shepard

the YOU! experience

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

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

Order Deadline Wednesday, February 20, 2019

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

Choose Your Counter & Customize to Fit Your Exhibit!

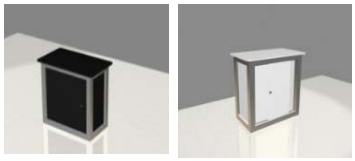
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03

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	$783.20	$1,018.15		
66283		LC2	5' L x 3' 6" H x 1' 9" D	$950.40	$1,235.50		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	$577.70	$751.00	Silver Only	

Reception Counters

RC2

RC3

PROOF

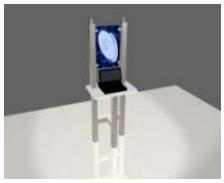
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	$805.40	$1,047.00		
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	$1,747.10	$2,271.25		

Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



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!

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	$1,016.00	$1,320.80		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	$592.20	$769.85		380mm x 580mm

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Total Counter Rentals: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Atlanta, GA 30318

Custom Product Display and Charging Stations

Order Deadline Wednesday, February 20, 2019

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

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

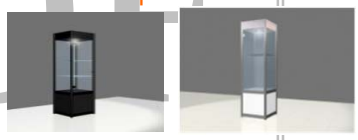
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	$548.80	$713.45			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	$542.50	$705.25	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	$935.15	$1,215.70	Silver Only	NA	674mm x 1682mm

PROOF

Showcases

Quarterview

Square

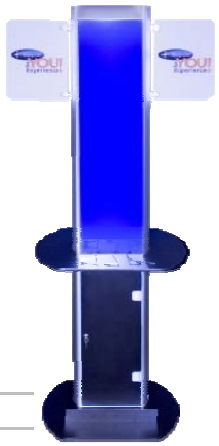


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L X 1' 9" D x 3' 3" H	$1,056.65	$1,373.65		
66272		Square	1' 9" L x 1' 9" D x 7' H	$1,140.45	$1,482.60		

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	$385.00	$500.50		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	$1,795.20	$2,333.75	Black Only	250mm x 700mm

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Custom Product Display Rentals: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

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Atlanta, GA 30318

Fabex Booth Rentals

Order Deadline Wednesday, February 20, 2019

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

10x10 Fabric Booth Rental Display

Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	$2,100.55	$2,730.70
66558		FX2M1 10' w/Monitor	$3,800.05	$4,940.05

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Monitor -66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	$2,570.30	$3,341.40
66562		FX2M1H 10' w/Monitor	$4,269.80	$5,550.75

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor -66620

PROOF

10x20 Fabric Booth Rental Display

Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	$3,641.00	$4,733.30
66560		FX2M2 10' x 20' w/Monitor	$5,340.50	$6,942.65
66567		FX2H2 10' x 20'	$4,061.15	$5,279.50
66563		FX2M2H 20' w/Monitor	$5,760.65	$7,488.85

Side panel colors are white or black
Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor 66620

Please Note Carpet is not included, to order please refer to the Carpet Order form.
All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any customizations at 404-720-8652.

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Total Fabex Rental: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Atlanta, GA 30318

Fabex Backlit Booth Rentals

Order Deadline Wednesday, February 20, 2019

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

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	$2,118.10	$2,753.55	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	$3,273.40	$4,255.40	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	$4,428.70	$5,757.30	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

PROOF

Don't forget to order Power for your backlighting!

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Total Fabex Backlit: $

6.000% Tax*: $

Amount Due: $

Company Name: _____ BOOTH : _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Shepard

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Island Booth Rentals

Atlanta Home Show Spring

Cobb Galleria Centre, Atlanta, GA

March 22 - 24, 2019

Event Code: G101530319

Connect With Us!

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Order Deadline Wednesday, February 20, 2019

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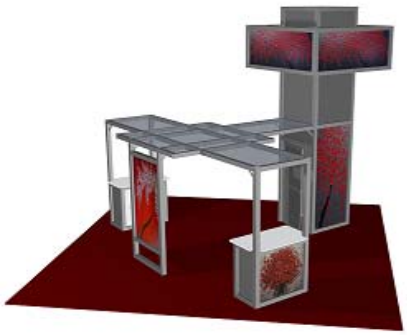
Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @
http://www.shepardes.com/shep-gallery.html

The Monroe



The Tyler

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!
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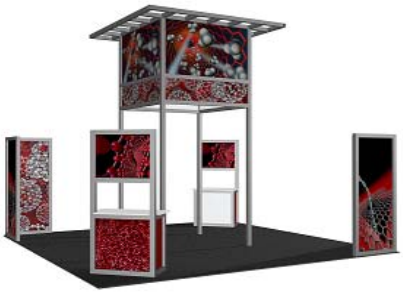
The Washington

The Garfield



Code	Qty	Item	Discount	Regular
66494		The Monroe	$8,109.25	$10,542.05
66368		The Washington	$11,637.75	$15,129.10
66495		The Tyler	$8,660.25	$11,258.35
66496		The Garfield	$8,480.65	$11,024.85

Monitors also available! Contact us for details!

PROOF

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Total Island Rentals: $ _____

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 al 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.

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