Hello PPS Participant!

Welcome to PPS at the ASHP Midyear Clinical Meeting & Exhibition! This year you can brand your booth space with your organization’s colors using carpet and/or upgraded or custom furnishings and signage. Stand out from the crowd and brand your space to reflect your preferred image.

Your organization can order upgraded items using the attached forms and are responsible for any upgrade costs. If you choose not to upgrade, you will be supplied the standard package noted below.

If you have any questions, please contact our customer service department at (702) 507-5278. We hope you enjoy this new option and we look forward to seeing you in Las Vegas!

**PPS INFORMATION**

**PPS Booth Package:**
8’W x 6’D Front Area, including:
- (1) 6’x30” Topped Only Table
- (2) Chairs
- (1) 7”x44” Cardstock ID Sign
- Tuxedo Carpet

8’W x 6’D Interview Area, including:
- (1) 4’x30” Topped Only Table
- (3) Chairs
- (1) Wastebasket
- Tuxedo Carpet

**PPS SCHEDULE**

**PPS EMPLOYER SET-UP**
Saturday, December 07, 2019 12:00 PM - 5:00 PM
All exhibits must be fully installed by Saturday, December 07, 2019 at 5:00 p.m.

**PPS SHOW HOURS**
Sunday December 08, 2019 7:30 AM - 5:00 PM
Monday December 09, 2019 7:30 AM - 5:00 PM
Tuesday December 10, 2019 7:30 AM - 5:00 PM
Wednesday December 11, 2019 7:30 AM - 5:00 PM

**PPS MOVE-OUT**
Wednesday December 11, 2019 5:00 PM - 7:00PM

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 4:30 p.m. to midnight and double time charges will apply Saturday/Sunday from 8:00 a.m. – 5:00 p.m. Please refer to the appropriate order form(s) for rate information.
SHIPPING INFORMATION

Warehouse Shipping Address:
Exhibiting Company Name / Booth #_____
2019 ASHP Midyear Clinical Meeting & Exhibition PPS
C/O Shepard Exposition Services
5845 Wynn Road, Suites A, B, C, D
Las Vegas, NV 89118
Shepard will accept crated, boxed, or skidded materials beginning Friday, November 08, 2019, at the above address. Material arriving after Wednesday, November 27, 2019 will be assessed with an additional late to warehouse charge. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.

The Advance Warehouse will be closed Thursday and Friday, November 28 - 29, 2019 in observance of the Thanksgiving holiday.

Show Site Shipping Address:
Exhibiting Company Name / Booth # _________
2019 ASHP Midyear Clinical Meeting & Exhibition PPS
C/O Shepard Exposition Services
Mandalay Bay Convention Center
3950 Las Vegas Blvd South
Las Vegas, NV 89119
Shepard will receive shipments at the Mandalay Bay Convention Center beginning Friday, December 6, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that are brought into the facility are be subject to Material Handling Charges. Those fees are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

SHEPARD SERVICE CENTER HOURS
A Shepard Service Center will be set up in the PPS Hall during the following hours:
  Saturday, December 07, 2019 12:00 PM - 5:00 PM
  Sunday, December 08, 2019 7:30 AM - 12:00 PM
  Wednesday, December 11, 2019 7:30 AM - 7:00 PM
Staff will be available at the Shepard Service Center in the Exhibit Hall as follows:
  Saturday, December 07, 2019 8:00 AM - 5:00 PM
  Sunday, December 08, 2019 8:00 AM - 5:00 PM
  Monday, December 09, 2019 10:00 AM - 3:00 PM
  Tuesday, December 10, 2019 10:00 AM - 3:00 PM
  Wednesday, December 11, 2019 10:00 AM - 10:00 PM
DISMANTLE AND MOVE-OUT INFORMATION
Shepard Exposition Services will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. All exhibitor materials must be removed from the exhibit facility by **Wednesday, December 11, 2019 at 7:00 p.m.** Any materials remaining in the facility will be re-routed via the preferred show carrier or returned to warehouse to await disposition at exhibitor’s expense. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Wednesday, December 11, 2019 at 6:00 p.m.**

POST SHOW PAPERWORK AND LABELS
Our Customer Service Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Bill of Lading/Shipping Label Request form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

SHEPARD ONLINE ORDERING
Our online ordering service is available for your convenience to order all services, view the show schedule, or submit a credit card. Once your show is available online you will receive an email which includes a direct link to the Shepard Online Ordering system as well as your login email and password.

To access the ordering system, you will be required to enter your unique Login ID and Password. The email address supplied to show management must be used to login and order services.

To access the Shepard Online Ordering without using the email link, visit **shepardes.com/intro.asp** and choose the event name from the chronological listing. If you need assistance with ordering online, please call our Customer Service department at (702) 507-5278.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the **UNION RULES AND REGULATIONS** to determine your needs. Exhibitors supervising Shepard labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Booth Labor for straight time and overtime hours.

SHEPARD GENERAL INFORMATION

HELPFUL HINTS

AVOID DELAY
Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight. Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.
SAFETY TIPS

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous. Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times. Shepard does not ship to international destinations or handle Hazardous Materials. If any materials you are shipping to the event are considered hazardous materials, please contact Shepard to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Shepard will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation or dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs).

Thank you for your cooperation.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Customer Service department at (702) 507-5278.

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

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

Please complete the following information:

**EXHIBITING COMPANY INFORMATION**

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

**CREDIT CARD INFORMATION**

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

Credit Card #:  
Expiration Date: 
Billing Address: 
City, ST, Zip:  
Name on Card: (Please Print)  
Card Holder Signature  

**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 **2019 ASHP Midyear Clinical Meeting & Exh**
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

**TAX EXEMPT?** Please submit tax exemption certificate to: lasvegas@shepandes.com  
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, representative, 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 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 the EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undesignated authority acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be charged 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 products 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 setup costs or expenses.

Equipment and Furnishings: There are no exchanges or refunds once items 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 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.

Outstanding Service 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 stitching and carpet colors are not selected, show colors will prevail.

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

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

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

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

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

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitor materials and Exhibitor's sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall be in no event 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 is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials before same have been picked up for loading after the last working day of the show. The materials loaded onto the carrier will be checked at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or pieces 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 any material lost in transit unless the materials are shipped in tamper-resistant crates or packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name
Exhibiting Company Address
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

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

Step 3: Provide Third Party Contact Information

3rd Party Name
3rd Party Address
Phone
Fax
Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Credit Card #:
Expiration Date: __________ / ________ / __________
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.
This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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

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

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. 

Show aisles and public areas are not part of the Exhibitor's booth space.

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

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

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

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 Signature
Save Time and Money!

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

Company Name: _______________________________________________________________________

Booth #: ____________________________________________________________________________

Contact Name: _______________________________________________________________________

Contact Email Address: __________________________________________________________________

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

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

Above Booth #

Below Booth #

Left Booth #

Right Booth #
Relax with our Carefree Logistics!

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

Inbound & Outbound Services

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

Shepard Value-Added Services

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

Have a Logistics Question?
Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com
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

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

www.aglfairslogistics.com/usaebrochure/
SHIPPING VERSUS MATERIAL HANDLING

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

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

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

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

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

**Step 1: Complete Exhibiting company information:**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Email Address**

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

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

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

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

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

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

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

- [ ] Advance Warehouse
- [ ] Direct to showsite  
  Friday, December 6, 2019

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

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

**2019 ASHP Midyear Clinical Meeting & Exhibition**  
Mandalay Bay Convention Center - Las Vegas, NV  
December 9 - 11, 2019

**$5 Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!**

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

### Step 1: Complete Exhibiting Company Information:

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
</table>

### Step 2: Tell us Where your items are going:

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

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

### Step 3 How many Pieces are in your shipment?

<table>
<thead>
<tr>
<th># of Crate</th>
<th># of Skids</th>
<th># of Cases</th>
<th># of Cartons</th>
<th>Approx. Total Weight</th>
</tr>
</thead>
</table>

### Step 4: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/trunks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/pallets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet (color')</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Step 5: How many Labels do you need?  

### Step 6: Who is picking up your shipment?

**OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS**  
If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, UPS, etc. If using FedEx or UPS you must have **and apply** their shipping labels.

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

<table>
<thead>
<tr>
<th>_____ Ground</th>
<th>_____ 2nd Day</th>
<th>_____ Exped. Ground (3-5 days)</th>
<th>_____ Overnight</th>
</tr>
</thead>
</table>

### Step 8: 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.*
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

| TO: | (Exhibiting Company Name) |
| Booth #: |
| c/o Shepard Exposition Services |
| 5845 Wynn Road, Suites A,B,C,D |
| Las Vegas, Nevada 89118 |
| Delivery Hours: M-F, 8-4:00 PM |
| For: |
| 2019 ASHP Midyear Clinical Meeting & Exhibition |
| First day freight can arrive w/o a surcharge: |
| November 8, 2019 |
| Last day freight can arrive w/o a surcharge: |
| November 27, 2019 |
| The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday. |
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.

<table>
<thead>
<tr>
<th>SHEPARD</th>
<th>SHEPARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT TO SHOW</td>
<td>DIRECT TO SHOW</td>
</tr>
<tr>
<td>TO: _____________</td>
<td>TO: _____________</td>
</tr>
<tr>
<td>(Exhibiting Company Name)</td>
<td>(Exhibiting Company Name)</td>
</tr>
<tr>
<td>Booth #:</td>
<td>Booth #:</td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td>c/o Shepard Exposition Services</td>
</tr>
<tr>
<td>Mandalay Bay Convention Center</td>
<td>Mandalay Bay Convention Center</td>
</tr>
<tr>
<td>3950 Las Vegas Blvd. South</td>
<td>3950 Las Vegas Blvd. South</td>
</tr>
<tr>
<td>Las Vegas, NV 89119</td>
<td>Las Vegas, NV 89119</td>
</tr>
<tr>
<td>For: 2019 ASHP Midyear Clinical Meeting &amp; Exhibition</td>
<td>For: 2019 ASHP Midyear Clinical Meeting &amp; Exhibition</td>
</tr>
<tr>
<td>MUST NOT BE DELIVERED PRIOR TO:</td>
<td>MUST NOT BE DELIVERED PRIOR TO:</td>
</tr>
<tr>
<td>December 6, 2019 @ 8:00 AM</td>
<td>December 6, 2019 @ 8:00 AM</td>
</tr>
</tbody>
</table>
Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

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

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

Advance Shipments to Warehouse

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Sp Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST</td>
<td>$106.00</td>
<td>$137.75</td>
</tr>
<tr>
<td></td>
<td>35419</td>
<td>35422</td>
</tr>
<tr>
<td>ST/OT</td>
<td>$137.75</td>
<td>$179.00</td>
</tr>
<tr>
<td></td>
<td>35420</td>
<td>35426</td>
</tr>
<tr>
<td>ST/DT</td>
<td>$159.00</td>
<td>$206.75</td>
</tr>
<tr>
<td></td>
<td>35563</td>
<td>35564</td>
</tr>
<tr>
<td>OT/OT</td>
<td>$159.00</td>
<td>$206.75</td>
</tr>
<tr>
<td></td>
<td>35421</td>
<td>35424</td>
</tr>
<tr>
<td>OT/DT</td>
<td>$185.50</td>
<td>$241.00</td>
</tr>
<tr>
<td></td>
<td>35720</td>
<td>35724</td>
</tr>
<tr>
<td>DT/DT</td>
<td>$212.00</td>
<td>$275.50</td>
</tr>
<tr>
<td></td>
<td>35722</td>
<td>35725</td>
</tr>
</tbody>
</table>

Direct Shipments to Show Site

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Sp Hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST</td>
<td>$113.00</td>
<td>$169.50</td>
<td>$147.00</td>
</tr>
<tr>
<td></td>
<td>35410</td>
<td>35412</td>
<td>35416</td>
</tr>
<tr>
<td>ST/OT</td>
<td>$147.00</td>
<td>$220.25</td>
<td>$191.00</td>
</tr>
<tr>
<td></td>
<td>35411</td>
<td>35414</td>
<td>35417</td>
</tr>
<tr>
<td>ST/DT</td>
<td>$169.50</td>
<td>$254.25</td>
<td>$220.50</td>
</tr>
<tr>
<td></td>
<td>35560</td>
<td>35561</td>
<td>35562</td>
</tr>
<tr>
<td>OT/OT</td>
<td>$169.50</td>
<td>$254.25</td>
<td>$220.50</td>
</tr>
<tr>
<td></td>
<td>35412</td>
<td>35415</td>
<td>35418</td>
</tr>
<tr>
<td>OT/DT</td>
<td>$197.75</td>
<td>$296.75</td>
<td>$257.25</td>
</tr>
<tr>
<td></td>
<td>35730</td>
<td>35731</td>
<td>35734</td>
</tr>
<tr>
<td>DT/DT</td>
<td>$226.00</td>
<td>$339.00</td>
<td>$294.00</td>
</tr>
<tr>
<td></td>
<td>35732</td>
<td>35733</td>
<td>35735</td>
</tr>
</tbody>
</table>

Light Weight (Shipments under 40 lbs)

<table>
<thead>
<tr>
<th>Type</th>
<th>Per Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/ST</td>
<td>$53.00</td>
</tr>
<tr>
<td>ST/OT</td>
<td>$69.00</td>
</tr>
<tr>
<td>ST/DT</td>
<td>$79.50</td>
</tr>
<tr>
<td>OT/OT</td>
<td>$92.75</td>
</tr>
<tr>
<td>OT/DT</td>
<td>$106.00</td>
</tr>
<tr>
<td>DT/DT</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

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.

Bandung Service per 4x4 skid/pallet 35490 $75.00
Shrinkwrap Service per 4x4 skid/pallet 35491 $75.00
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

Reweight 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.

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.

Only Shepard personnel are allowed to operate mechanical equipment.

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
SPECIAL HANDLING DEFINITIONS  Rate as shown on Material Handling Rate Form, approx 30%
Shipment received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.
• Constricted Space - Freight packed in trailer to full capacity. Shipment is 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 shipped that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal shipping 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 the 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, FedEx, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
• Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
Padded Van Deliveries. This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

DISPOSAL FEE
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.
OVERTIME/Double TIME
Surcharge: Overtime: 30%  Double Time: 50%
Shipment 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%  
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.
UNCREDITED SHIPMENTS
Rate as shown on Material Handling Authorization Form
An additional charge of 50% (or as stated on Material Handling Authorization form) 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%  
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.
MARBISHING YARD
Surcharge: $30 per shipment  
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.
REWEIGH OF SHIPMENTS
Surcharge: $25.00 per forklift load  
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.
EMPTY CRATE STORAGE
Surcharge: $25.00 per piece.  
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.
ENVELOPE DELIVERIES
Surcharge: $10.50 per envelope  
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.
MOBILE SPOTTING
Fee: $200.00 per round trip  
All vehicles must be escorted in and out of building by Shepard personnel.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

CWT is an acronym for Century Weight.

What determines how much I'm charged?

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. x 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. Shipment need to have certified weight tickets or other verifiable weight noted upon delivery. Shipment without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

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

Shipment must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date. Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site. All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual). Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show. If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

Outbound Shipping

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk. If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of your choice or return to the local warehouse (whichever is indicated on your MHA).

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

#### UNSKIRTED

| Display Table | #50046 | 4’ x 24” x 30” | Unskirted |
| Display Table | #50045 | 6’ x 24” x 42” | Unskirted |
| Display Table | #50044 | 6’ x 24” x 30” | Unskirted |
| Display Table | #50043 | 4’ x 24” x 42” | Unskirted |

#### SKIRTED

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

| Display Table | #50042 | 4’ x 24” x 30” | Skirted |
| Display Table | #50047 | 6’ x 24” x 42” | Skirted |
| Display Table | #50046 | 6’ x 24” x 30” | Skirted |
| Display Table | #50050 | 6’ x 24” x 30” | Skirted |
| Display Table | #50043 | 4’ x 24” x 42” | Skirted |
| Display Table | #50048 | 8’ x 24” x 30” | Skirted |
| Display Table | #50049 | 8’ x 24” x 42” | Skirted |

#### PEDESTAL & SIDE

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

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

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

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

- Round Side Table
  - #50030
  - 18” x 24”

- Square Side Table
  - #50031
  - 18” x 18” x 24”

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Chairs

STOOLS

Director's Stool
#51090
Black Fabric, Maple Wood

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

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Director's Stool
#51086
Black Fabric, Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

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

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

Spiral Garment Rack
#50093
30" x 70"
Silver

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

Also Available Without Legs (#50237)

3.5' x 8' Slatwall
#50249
3.5' x 8'
Grey

4' x 8' Peg Board
#50594
4' x 8'
White

6' Hooks for Peg Board
#50104
Silver

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

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Display

UPRIGHT, CROSSBAR, & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

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

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

3' High Drape
#50074

8' High Drape
#50074

FOR SIGNS & LITERATURE

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

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

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

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

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

SHELVING

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

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

BARRIER

Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 17"
Rented individually, not a set

OTHER

Natural Feel Wastebasket
#50708
Seize Wastebasket

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#51085

Sand Bag
#51087

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Showcase

4’ Full View Showcase #50067
6’ Full View Showcase #50068

4’ Quarterview Showcase #50069
6’ Quarterview Showcase #50070

Flooring

EXPO - 13oz
- Black
- Blue
- Red
- Tuxedo
- Eclipse
- Cayenne
- Grey
- Peacock
- Burgundy

PREMIUM - 28oz
- Deep Navy
- Silver Cloud
- Red
- Black
- Charcoal
- Beige

PLUSH - 50oz
- Silver Dollar
- Dark Grey
- Crimson
- Black
- Navy
- Electric Blue
- White
- Sand

VINYL - Custom Order Only
- Whitewash
- Mountain Grey
- Rosmary Stone
- Snow
- Vineyard Brown
- Lauren Brown
- Maple

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
**Skirt Color Options**

<table>
<thead>
<tr>
<th>Skirt</th>
<th>Spannex</th>
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<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
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<tr>
<td>Green</td>
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<tr>
<td>Black</td>
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<tr>
<td>Blue</td>
<td>Red</td>
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**Drape Color Options**

<table>
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<th>Color</th>
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<tr>
<td>Gold</td>
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<tr>
<td>Green</td>
<td>Teal</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
<td>White</td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
2019 ASHP Midyear Clinical Meeting & Exhibit  
Mandalay Bay Convention Center - Las Vegas, NV  
December 9 - 11, 2019

Discount Deadline  Monday, November 18, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

### Tables

<table>
<thead>
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<td>$169.35</td>
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<td>50049</td>
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<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$181.55</td>
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<td>Pedestal Table, 42&quot;H X 36&quot;R Grey Fleck Top</td>
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<td>$378.90</td>
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<td>$272.50</td>
<td>$354.25</td>
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<tr>
<td>50030</td>
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<td>Round Side Table 24&quot; W X 18&quot; H</td>
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<td>$178.30</td>
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<td>50031</td>
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<td>$178.30</td>
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<td>$463.50</td>
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<td>$371.65</td>
<td>$483.15</td>
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**Skirt Colors** (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)
- Red (01)
- Green (02)
- White (03)
- Gold (04)
- Blue (05)
- Black (06)
- Burgundy (07)
- Grey (10)
- Teal (13)

**Seating**

<table>
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<tr>
<th>Code</th>
<th>Qty</th>
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<th>Discount</th>
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<td>Side Chair Grey Fabric</td>
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<td>50021</td>
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<td>Arm Chair Grey Fabric</td>
<td>$143.80</td>
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<td>na</td>
<td>Stool w/back Grey Fabric</td>
<td>$175.20</td>
<td>$227.75</td>
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<tr>
<td>51086</td>
<td>na</td>
<td>Director's Chair Black Fabric</td>
<td>$108.80</td>
<td>$141.45</td>
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<tr>
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<td>Director's Stool Black Fabric</td>
<td>$194.75</td>
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<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
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<td>50704</td>
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<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>$174.45</td>
<td>$226.80</td>
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</table>

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

**Total Furnishings:** $

8.250% **Tax:** $

**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.

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

**Company Name:**

**Booth #**

**Contact Name**

**Contact Email Address**
**Specialty & Display**

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<td>Wastebasket</td>
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<td>$19.00</td>
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<td>Floor Easel, Chrome</td>
<td>$58.35</td>
<td>$75.85</td>
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<td>Literature Rack Silver, Glass</td>
<td>$215.40</td>
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<td>Bag Rack, Chrome</td>
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<td>Coat Rack, Chrome</td>
<td>$101.25</td>
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<td>50093</td>
<td>na</td>
<td>Garment Rack, Chrome</td>
<td>$285.30</td>
<td>$370.90</td>
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<td>Tensabarrier, Per Stem, Black</td>
<td>$120.30</td>
<td>$156.40</td>
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<td>na</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>$132.95</td>
<td>$172.85</td>
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<td>na</td>
<td>Drawing Bowl, Clear</td>
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<td>50296</td>
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<td>4' x 12&quot; Display Riser White and Black</td>
<td>$120.50</td>
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<tr>
<td>50297</td>
<td>na</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>$149.95</td>
<td>$194.95</td>
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<td>50098</td>
<td>na</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>$455.00</td>
<td>$591.50</td>
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<td>50067</td>
<td>na</td>
<td>4' Full View Showcase, White</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
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<td>50068</td>
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<td>6' Full View Showcase, White</td>
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<td>$1,541.50</td>
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<td>50069</td>
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<td>4' Quarter View Showcase, White</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
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<td>50070</td>
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<td>6' Quarter View Showcase, White</td>
<td>$1,185.75</td>
<td>$1,541.50</td>
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<td>50060</td>
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<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>$338.15</td>
<td>$452.60</td>
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<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>$338.15</td>
<td>$452.60</td>
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<td>50236</td>
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<td>Grids 2'x8' w/legs, each</td>
<td>$257.15</td>
<td>$334.30</td>
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<td>50237</td>
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<td>Grid 2'x8' w/o legs, each</td>
<td>$192.60</td>
<td>$250.40</td>
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<td>50242</td>
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<td>7-Ball Waterfall for Grids</td>
<td>$17.70</td>
<td>$23.00</td>
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<td>50104</td>
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<td>6' Hooks (12) for Peg Boards</td>
<td>$56.60</td>
<td>$73.60</td>
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**Drapery** - per linear foot, min 5' linear feet rental

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<td>8' High drape on a cross bar, per linear foot</td>
<td>$27.30</td>
<td>$35.50</td>
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<td>50074</td>
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<td>3' High on a cross bar, per linear foot</td>
<td>$20.20</td>
<td>$26.25</td>
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<td>50088</td>
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<td>8' Upright w/base</td>
<td>$37.70</td>
<td>$49.00</td>
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<td>3' Upright w/base</td>
<td>$37.70</td>
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<td>50349</td>
<td>na</td>
<td>6'-10' Crossbar</td>
<td>$25.10</td>
<td>$32.65</td>
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<td>50348</td>
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<td>7'-12' Crossbar</td>
<td>$25.10</td>
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<td>50058</td>
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<td>Sateen, per linear foot</td>
<td>$22.30</td>
<td>$29.00</td>
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**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 Furnishings:** $________

8.250% **Tax:** $________

**Amount Due:** $________

---

**Contact Name:** ______________________  **Booth #:** ______________________

**Please Sign**

---

**Tax rate subject to change. Tax rate at the time of event will be utilized.**
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019
Discount Deadline Friday, December 6, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Order must be received 30 days in advance of show move in. 100 sq ft minimum
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)

Premium Plush Carpet 50 oz

<table>
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<th>Code</th>
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<td>Premium Plush</td>
<td>$11.50</td>
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Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Premium Vinyl Flooring

<table>
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<th>Code</th>
<th>Sq Ft</th>
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<td>Premium Vinyl</td>
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Elevated Hardwood

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

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

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

<table>
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<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
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<td></td>
<td>½&quot; Padding for Vinyl</td>
<td>$5.45</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ____________________________ Booth #: ____________________________
Contact Name: ____________________________ Contact Email Address: ____________________________

Total Signature Flooring: $ ________
8.250% Tax*: $ ________
Amount Due: $ ________

Please Sign
Card Holder Signature

*Tax rate subject to change. Tax rate at the time of event will be utilized.
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019
Order with complete Payment Authorization must be received before Discount
Deadline to receive discounted pricing.

Important! Floor covering is required for all exhibitors and is not
included with the booth space. For any booths who have not ordered or
provided floor covering, it will be provided at the exhibitor's expense.

Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$8.30</td>
<td>$10.80</td>
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<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sq ft</td>
<td>$7.20</td>
<td>$9.35</td>
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<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$20.40</td>
<td>$26.50</td>
<td></td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>50009</td>
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<td>1/2&quot; Padding</td>
<td>$1.50</td>
<td>$1.95</td>
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<td>50008</td>
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<td>1&quot; Padding</td>
<td>$2.95</td>
<td>$3.85</td>
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<td>50010</td>
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<td>Visqueen</td>
<td>$0.45</td>
<td>$0.60</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td>$291.15</td>
<td>$378.50</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$543.25</td>
<td>$706.25</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$810.30</td>
<td>$1,053.40</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$1,077.30</td>
<td>$1,400.50</td>
<td></td>
</tr>
</tbody>
</table>

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

Standard Booth Sizes, Great for inline booths!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50250</td>
<td></td>
<td>0 - 999 sq ft</td>
<td>$6.85</td>
<td>$8.90</td>
<td></td>
</tr>
<tr>
<td>50251</td>
<td></td>
<td>1,000 - 1,999 sq ft</td>
<td>$6.15</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>50252</td>
<td></td>
<td>2,000+ sq ft</td>
<td>$5.70</td>
<td>$7.40</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Total Carpet and Padding: $  
8.250% Tax*: $ 
Amount Due: $ 

Company Name: 
Booth #

Contact Name:  
Contact Email Address: 

Please Sign

Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.
TRADE SHOW FURNISHINGS 2019

Product Guide

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

Shepard
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 Tables

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

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)
**Powered Banquettes.**

**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

- **BNQL7 Center Cone**
  w/ Electrical Charging Outlet
  (white vinyl)
  38"RND 51"H

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

- **BNQ7 Quarter Curve Ottoman**
  (white vinyl)
  39"L 22"D 18"H

- **BNOR17 Ottoman Ring**
  (4 ottoman seats)
  (white vinyl)
  72"RND 18"H

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

---

Denotes Powered Products

**POWERED DETAIL**
Detail of Electrical Charging Outlet
Powered Pedestals

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

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

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

Powered Tech Desk

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

Mobile devices must be compatible with Qi wireless charging pad.

E) CUBPOW  
(white, AC plug-In)  
20"L 20"D 18"H
Create Engaging Booth Environments

**Soft Seating**

- **HOPI**
  - HOPI, Chair
    - 21"L 25"D 34"H
  - HOPLY, Loveseat
    - 48"L 25"D 34"H

- **HEDGE**
  - HEDGE HDG7FT
    - Boxwood Hedge, 7’
    - 36.5"L 12"D 84"H

- **REGIS**
  - REGOTT End Table
    - Brushed metal
    - 16"L 15.5"D 16.5"H

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

- **CAFÉ TABLE**
  - CAFÉ TABLE 30WHHC
    - Hydraulic Chrome Base
    - Laminate white top
    - 30"Round 29"H

- **MARCHÉ**
  - MAR010 Swivel Ottoman
    - Blue fabric
    - 17"RND 18"H

10’x20’ Hopi Lounge & Zenith Café Booth
**Soft Seating Collections**

**NAPLES**
A) **NPLCHR Chair**
   (black vinyl)
   36" L 30.5" D 33.25" H

B) **NPLSOF Sofa**
   (black vinyl)
   87" L 28" D 33.25" H

C) **NPLLOV Loveseat**
   (black vinyl)
   62" L 30.5" D 28" H

**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

**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

Available in Power

A. | B. | C.
Munich Collection

Modular Seating to Design Custom Exhibits

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

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

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

Denotes Powered Products
Soft Seating Collections

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

**TANGIERS**
A) TANSOF Sofa  
(Beige textured)  
78”L 37”D 36”H  
B) TANCHR Chair  
(Beige textured)  
34”L 37”D 36”H  
C) TANLOV Loveseat  
(Beige textured)  
57.5”L 37”D 37”H

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

**SOUTH BEACH**  
(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

KEY WEST
- OCB Chair (black)
  - Dimensions: 31"L, 31"D, 31"H

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

SWANSON
- SWAN Swivel Chair (white vinyl)
  - Dimensions: 28"L, 25"D, 30"H

WENTWORTH
- WENCHA Chair (brown vinyl)
  - Dimensions: 32.1"L, 26"D, 31.5"H

AURA
- AURA Round Table (white metal)
  - Dimensions: 15" Round, 22"H
Accent Chairs

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

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

Meeting & Stage Chairs

Marina Chair
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) MARGBK (black vinyl)
C) MARCGR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)
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 32"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
(gunnmetal)
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) 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

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.
VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Marche Swivel Ottomans**

<table>
<thead>
<tr>
<th>Style Code</th>
<th>Color/Finish</th>
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<tbody>
<tr>
<td>A</td>
<td>MAR001 (white vinyl)</td>
</tr>
<tr>
<td>B</td>
<td>MAR005 (red fabric)</td>
</tr>
<tr>
<td>C</td>
<td>MAR009 (pear yellow fabric)</td>
</tr>
<tr>
<td>D</td>
<td>MAR007 (plum fabric)</td>
</tr>
<tr>
<td>E</td>
<td>MAR010 (blue fabric)</td>
</tr>
<tr>
<td>F</td>
<td>MAR002 (gray fabric)</td>
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<tr>
<td>G</td>
<td>MAR006 (rose quartz fabric)</td>
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<tr>
<td>H</td>
<td>MAR003 (linen fabric)</td>
</tr>
<tr>
<td>I</td>
<td>MAR004 (raspberry fabric)</td>
</tr>
<tr>
<td>J</td>
<td>MAR008 (meadow green fabric)</td>
</tr>
<tr>
<td>K</td>
<td>MAR011 (orange fabric)</td>
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**Marche Swivel**

<table>
<thead>
<tr>
<th>Model</th>
<th>Dimensions</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>Beverly Bench</td>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>A) BVLYWH (white vinyl)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B) BVLYBK (black vinyl)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C) BVLYGR (gray fabric)</td>
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<tr>
<td></td>
<td></td>
<td>D) BVLYRD (red fabric)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E) BVLYOB (ocean blue fabric)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F) BVLYLN (linen fabric)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G) BVLYBN (brown fabric)</td>
</tr>
<tr>
<td>H) WHT12 Half Bench</td>
<td>39&quot;L 22&quot;D 18&quot;H</td>
<td></td>
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</tbody>
</table>

**ENDLESS Square**

<table>
<thead>
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<th>Dimensions</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>I) END02B</td>
<td>34&quot;L 34&quot;D 15&quot;H</td>
<td>I) END02B (black)</td>
</tr>
<tr>
<td>J) END02W</td>
<td>34&quot;L 34&quot;D 15&quot;H</td>
<td>J) END02W (white)</td>
</tr>
</tbody>
</table>

**ENDLESS Curved**

<table>
<thead>
<tr>
<th>Model</th>
<th>Dimensions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>K) END01B</td>
<td>60.5&quot;L 37.5&quot;D 15&quot;H</td>
<td>K) END01B (black)</td>
</tr>
<tr>
<td>L) END01W</td>
<td>60.5&quot;L 37.5&quot;D 15&quot;H</td>
<td>L) END01W (white)</td>
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</tbody>
</table>

**ENDLESS Curved**

<table>
<thead>
<tr>
<th>Model</th>
<th>Dimensions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>M) BNQ7 Quarter Curve</td>
<td>53&quot;L 22&quot;D 18&quot;H</td>
<td></td>
</tr>
<tr>
<td>N) BNQR17 Ring</td>
<td>(4 ottoman seats)</td>
<td>(white vinyl)</td>
</tr>
<tr>
<td>O) SAL Sally Stool</td>
<td>12&quot; Round 17&quot;H</td>
<td></td>
</tr>
</tbody>
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**LED Cube**

<table>
<thead>
<tr>
<th>Model</th>
<th>Dimensions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>P) CUBL20 Edge LED Cube</td>
<td>19&quot;L 19&quot;D 19&quot;H</td>
<td>A/C power only</td>
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</tbody>
</table>

**Regis Bench**

<table>
<thead>
<tr>
<th>Model</th>
<th>Dimensions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q) REGBEN</td>
<td>47&quot;L 15.5&quot;D 16&quot;H</td>
<td>(brushed metal)</td>
</tr>
</tbody>
</table>


**ALONDRA**

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

**ALONDRA**

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

**GEO**

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

**GEO**

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

Sydney 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

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

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

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) ZTH (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 (white)
R) 36MTHC (maple)

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) RSTSL
Rustique Barstool
(gunmetal)
13"L 13"D 30"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

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H
Choose your base, black or chrome, then pick a color that suits your design.

Customize and Create

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

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)
Barstools

LIFT BARSTOOLS
15" Round 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
## Styles & Shapes

### 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)

### Zoe 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 (white, 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) 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
(b) 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.

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

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

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

Atomic Round Tables (glass, chrome)
A) 42ATO 42”RND 30”H
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 (granite)
I) CB3 8’
96”L 48”D 29”H
J) CB2 6’
72”L 42”D 29”H

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

Mix & Match

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

Pro Executive High Back Chair
25"L 24"D 48"H
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) PROMIDB (black vinyl)
Adjustable height
Communal
and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura
BAR TABLES

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

Ventura
CAFÉ TABLES

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

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

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

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

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

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
TECH POWERED DESK

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

LIGHTING & PRODUCT DISPLAY

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

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

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.

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

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

LMBAR
Laguna Barstool (maple, chrome)  
18"L 20"D 47"H
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

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

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

Lighted & Greenery Products

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
# Cocktail Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<td></td>
<td>C1E-Silverado</td>
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<tr>
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<td>ALC100-Alondra, Glass/Chrome</td>
<td>$503.35</td>
<td>$654.35</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
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<td>COLI - Oliver Cocktail Table</td>
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<td>C1W-Sydney, White</td>
<td>$423.30</td>
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<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$537.70</td>
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<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$423.30</td>
<td>$550.30</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$537.70</td>
<td>$699.00</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
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<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
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<td>SYDWDC-Sydney Cocktail Table</td>
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# Occasional End Tables

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<td>E1E-Silverado</td>
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<td>ALE200-Alondra, Wood/Chrome</td>
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<td>ET1FWB-Geo, Wood/Black</td>
<td>$383.25</td>
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<td>E1C-Geo, Glass/Chrome</td>
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<td>EOLI-Oliver End Table</td>
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<td>ET1W-Sydney, White</td>
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<td></td>
<td>ET1Y-Sydney, Black</td>
<td>$383.25</td>
<td>$498.25</td>
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<td>CUBTBL-Edge LED Cube</td>
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<td>AURA End Table</td>
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<td>ETBL-E Table, Wood</td>
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<td>TMBTBL Timber Table, Wood</td>
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<td>REGOTT-Regis End Table</td>
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<td>CUBPWW-Wireless Chrg Tbl, Powered!</td>
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<td>SYDBEE - Sydney End Table</td>
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<td></td>
<td>SYDWDE-Sydney End Table</td>
<td>$377.00</td>
<td>$490.10</td>
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</table>

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

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

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

Company Name: ___________________________________________ Booth# __________

Contact Name ___________________________________________ Contact Email Address ________________________________

Please Sign

Card Holder Signature

Total Exec Tables Furnishings: $__________________________

8.250% Tax: $__________________________

Amount Due: $__________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
# 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV  
December 9 - 11, 2019

**Discount Deadline**  Monday, November 18, 2019

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

## Styles and Shapes

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<th>Item</th>
<th>Discount</th>
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<td>END01B-Curved, Black Leather</td>
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<td>$817.95</td>
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<tr>
<td>END01W-Curved, White Leather</td>
<td>$629.20</td>
<td>$817.95</td>
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<tr>
<td>SAL Sally Stool</td>
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<td>CUBL20-Edge Lighted Cube</td>
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<td>WHT12-Half Bench, White Vinyl</td>
<td>$566.30</td>
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<td>BNO7-Quarter Curve, White Vinyl</td>
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<td>REGBEN Regis Bench, Brushed Metal</td>
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## Beverly Bench

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<td>BVLYBN Bev Bench Brown Fabric</td>
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<tr>
<td>BVLYGR Bev Bench Grey Fabric</td>
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<tr>
<td>BVLYLN Bev Bench Linen Fabric</td>
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<td>BVLYOB Bev Bench Ocean Fabric</td>
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<tr>
<td>BVLYRD Bev Bench Red Fabric</td>
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<td>BVLYWH Bev Bench White Vinyl</td>
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## Marche Swivel

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<td>MAR002-Marche Swivel, Grey</td>
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<td>MAR003-Marche Swivel, Linen</td>
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<td>MAR008-Marche Swivel, Mdw Grn</td>
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<td>MAR009, Marche Swivel, Pear</td>
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<td>MAR007-Marche Swivel, Plum</td>
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<td>MAR004-Marche Swivel, Raspberry</td>
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<td>MAR005-Marche Swivel, Red</td>
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<td>MAR001-Marche Swivel, White</td>
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## Vibes

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<td>VIB02-Vibe Cube, Blue</td>
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<td>$275.15</td>
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<td>VIB03-Vibe Cube, Pink</td>
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Company Name:_________________________ Booth#_________________________

Contact Name_________________________ Contact Email Address_________________________

Card Holder Signature

The Tax rate subject to change. Tax rate at the time of event will be utilized.
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019
Discount Deadline  Monday, November 18, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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<td>NPLSOF-Naples Sofa, powered</td>
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Company Name: ___________________________________________ Booth# ________________

Contact Name: ___________________________________________ Contact Email Address: ________________

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Mandalay Bay Convention Center - Las Vegas, NV  
December 9 - 11, 2019

Discount Deadline  Monday, November 18, 2019  
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### Conference Tables

<table>
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### Group & Guest Seating

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### Executive Seating

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

Company Name: 
Booth# 

Contact Name
Contact Email Address

Total Conference: $8,250.00
Tax*: $ 
Amount Due: $ 

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Café Tables
**Café Tables - Black Base**

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<td>ZTP-36&quot; Maple Top/Black Base</td>
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<td>$479.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$368.95</td>
<td>$479.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-36&quot; White Laminate Top</td>
<td>$368.95</td>
<td>$479.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$348.90</td>
<td>$453.55</td>
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</tr>
<tr>
<td></td>
<td>30WH29-30&quot; White Laminate</td>
<td>$357.50</td>
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</tr>
<tr>
<td></td>
<td>30OBCB-30&quot; Blue Top/Black Base</td>
<td>$388.00</td>
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<tr>
<td></td>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
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### Café Tables - Chrome Base 30", Hydraulic

<table>
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<tr>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$489.05</td>
<td>$635.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHC-Blue Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHC-Wood Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
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<tr>
<td></td>
<td>36MTHC-Maple Top, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
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</tr>
<tr>
<td></td>
<td>36GRHC-Graphite Nebula, Chrome</td>
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</tr>
<tr>
<td></td>
<td>36WTHC-White Top, Chrome</td>
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<td>$639.45</td>
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### G30 and Ventura Communal Tables
**30" High Tables**

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<tbody>
<tr>
<td></td>
<td>VNTCBN-Black Top, Silver Frame</td>
<td>$767.00</td>
<td>$997.10</td>
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<tr>
<td></td>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCMMW-Maple, w/ Grmt</td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWW-White, w/ Grmt</td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCBK-Black Top-Powered!</td>
<td>$871.00</td>
<td>$1,132.30</td>
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</tr>
<tr>
<td></td>
<td>VNTCHW-White Top-Powered!</td>
<td>$871.00</td>
<td>$1,132.30</td>
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**42" High Tables**

<table>
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<td>VNTBNP Communal Table Black Top</td>
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<td>$1,297.60</td>
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<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$998.15</td>
<td>$1,297.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$998.15</td>
<td>$1,297.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMP Comm Table Maple Top w/ Grom</td>
<td>$998.15</td>
<td>$1,297.60</td>
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<td>VNTBWW Comm Table White w/ Grom</td>
<td>$998.15</td>
<td>$1,297.60</td>
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</tbody>
</table>

**Powered! 42" High Tables**

<table>
<thead>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,178.30</td>
<td>$1,531.80</td>
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<tr>
<td></td>
<td>VNTWHT Communal Table White Top</td>
<td>$1,178.30</td>
<td>$1,531.80</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: [ ]

Contact Name: [ ]

Contact Email Address: [ ]

Booth #: [ ]

Total Cafe: $ [ ]

Tax: 8.25% [ ]

Amount Due: $ [ ]

Please Sign [ ]

Card Holder Signature [ ]

Tax rate subject to change. Tax rate at the time of event will be utilized.
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019
Discount Deadline: Monday, November 18, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36&quot; White Laminate Top</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
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<tr>
<td></td>
<td>30WH42 30&quot; White Laminate,</td>
<td>$391.80</td>
<td>$509.35</td>
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<tr>
<td></td>
<td>RSTST- Rustic Square Metal Bar Table</td>
<td>$411.85</td>
<td>$535.40</td>
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<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEBB-Blue Top/Black Base</td>
<td>$377.00</td>
<td>$490.10</td>
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<tr>
<td></td>
<td>30WDBB-Wood Top/Black Base</td>
<td>$377.00</td>
<td>$490.10</td>
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### Bar Tables - Chrome Base 30", Hydraulic

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTTHB-Maple Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STTH-Silver Texture, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$489.05</td>
<td>$635.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blues Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
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</tr>
<tr>
<td></td>
<td>30WDBH-Wood Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
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### Bar Tables - Chrome Base 36", Hydraulic

<table>
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<tr>
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</tr>
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<tbody>
<tr>
<td></td>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36MTNBH, Maple Top, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
<td></td>
</tr>
</tbody>
</table>

### Bar stools

<table>
<thead>
<tr>
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<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$374.65</td>
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<td></td>
<td>BS01-Shark, Swivel White</td>
<td>$477.60</td>
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<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$437.60</td>
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</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
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<td>$568.90</td>
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<tr>
<td></td>
<td>RSTSTL-Rustique Bar stool, Gunmetal</td>
<td>$217.35</td>
<td>$282.55</td>
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<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
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<td>APS75-Apex White Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
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<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
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<td>$438.75</td>
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<td></td>
<td>XBAR-Christopher White Vinyl</td>
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<tr>
<td></td>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$280.30</td>
<td>$364.40</td>
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<tr>
<td></td>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$251.70</td>
<td>$327.20</td>
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<tr>
<td></td>
<td>BSR-Syntax, Black/Chrome</td>
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<td></td>
<td>BSC-Oslo, White</td>
<td>$394.70</td>
<td>$513.10</td>
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<tr>
<td></td>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$317.45</td>
<td>$412.70</td>
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</tr>
<tr>
<td></td>
<td>ROLLLY-Lift Barstool, Grey Vinyl</td>
<td>$317.45</td>
<td>$412.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$317.45</td>
<td>$412.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLWH-Lift Barstool, White Viny</td>
<td>$317.45</td>
<td>$412.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLDBRD-Blade, Red</td>
<td>$195.00</td>
<td>$253.50</td>
<td></td>
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<tr>
<td></td>
<td>BLDBBS-Blade, Sky Blue</td>
<td>$195.00</td>
<td>$253.50</td>
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<tr>
<td></td>
<td>LUBSCL- Frosted, Acrylic</td>
<td>$390.00</td>
<td>$507.00</td>
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### Bars and Counters

<table>
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<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MTLBPI-Midtown Bar, Lighted</td>
<td>$2,223.00</td>
<td>$2,899.90</td>
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<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$2,080.00</td>
<td>$2,704.00</td>
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</tr>
<tr>
<td></td>
<td>MTCCLI-Midtown Counter, Lighted</td>
<td>$2,223.00</td>
<td>$2,899.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTCPL-Midtown Counter, Unlighted</td>
<td>$2,093.00</td>
<td>$2,720.90</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ____________________________  Booth#: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign: ____________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
# 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV  
December 9 - 11, 2019

**Discount Deadline**  Monday, November 18, 2019  
Order with complete Payment Authorization must be received before Discount 
Deadline date to receive discounted pricing.

## Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
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<td>$1,003.85</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$912.35</td>
<td>$1,186.05</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$660.65</td>
<td>$858.85</td>
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</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
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<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$677.80</td>
<td>$881.15</td>
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<td></td>
<td>TECH3-3-drawer File Cbnt w/Castors</td>
<td>$223.10</td>
<td>$290.05</td>
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</table>

## Work & Multi-Use Tables

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$517.65</td>
<td>$672.95</td>
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<td></td>
<td>WD3-Work Table</td>
<td>$497.65</td>
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## Product Display - Shelving

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
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## Product Display - Pedestals

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>PDL36B-Ped, Locking-Powered!</td>
<td>$757.90</td>
<td>$985.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$898.05</td>
<td>$1,167.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$757.90</td>
<td>$985.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$898.05</td>
<td>$1,167.45</td>
<td></td>
</tr>
</tbody>
</table>

## Lamps

<table>
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<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
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<td>$431.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$217.35</td>
<td>$282.55</td>
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</tr>
</tbody>
</table>

## Hedge Walls

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$663.00</td>
<td>$861.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,079.00</td>
<td>$1,402.70</td>
<td></td>
</tr>
</tbody>
</table>

Total Exec Accessories: $  
8.250% 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

---

* Note: Tax rate subject to change. Tax rate at the time of event will be utilized.

---

Card Holder Signature
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019
Discount Deadline Friday, November 8, 2019
Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

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

<table>
<thead>
<tr>
<th>Foam Core Signs, Single sided</th>
<th>Vinyl Banners with Digital Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. Code Item</td>
<td>Discount</td>
</tr>
<tr>
<td>70009 Vertical, 22&quot; x 28&quot;</td>
<td>$217.75</td>
</tr>
<tr>
<td>70010 Horz., 22&quot; x 28&quot;</td>
<td>$217.75</td>
</tr>
<tr>
<td>70011 Vertical, 28&quot; x 44&quot;</td>
<td>$331.70</td>
</tr>
<tr>
<td>70012 Horz., 28&quot; x 44&quot;</td>
<td>$331.70</td>
</tr>
<tr>
<td>70027 Meterboard, 38.25&quot; x 90.75&quot;, trivoli panel</td>
<td>$671.30</td>
</tr>
<tr>
<td>70138 39&quot;x84&quot; Meterboard, Ultradense</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

Accessories

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017 Blank Foamcore, 4' x 8'</td>
<td>$59.15</td>
<td>$76.90</td>
<td></td>
</tr>
<tr>
<td>70021 Velcro, per ft, min. 5 ft.</td>
<td>$3.85</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>70004 7&quot; x 44&quot; ID Sign</td>
<td>$65.15</td>
<td>$84.70</td>
<td></td>
</tr>
<tr>
<td>50094 Floor Easel</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
</tr>
<tr>
<td>50095 22x28 Sign Holder</td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
</tr>
<tr>
<td>50508 Cardboard Meterboard base, blk</td>
<td>$26.00</td>
<td>$33.80</td>
<td></td>
</tr>
</tbody>
</table>

Table Clings

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034 36&quot;x36&quot; Rnd Table Cling</td>
<td>$231.65</td>
<td>$301.15</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: __________________________

Total Graphics: $________
8.25% Tax*: $________
Amount Due: $________

BOOTH _______ _______ _______

Contact Name __________________________
Contact Email Address __________________________

Please Sign
Card Holder Signature

Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Shepard Blue**

**Supervised Labor**

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

#### Discount Deadline  Monday, November 18, 2019

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

**Labor Hours**

- **ST - Straight time:** Monday - Friday: 8:00 am - 4:30 pm
- **OT - Overtime:** Monday - Friday: 4:30 pm - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm
- **DT - Double-time:** All other hours and Holidays

#### Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST</td>
<td>$144.30</td>
<td>$187.60</td>
</tr>
<tr>
<td>68067</td>
<td>OT</td>
<td>$216.45</td>
<td>$281.40</td>
</tr>
<tr>
<td>68068</td>
<td>DT</td>
<td>$288.60</td>
<td>$375.20</td>
</tr>
</tbody>
</table>

**Step One:**

Choose Your Service

- Installation
- Dismantling
- Both

**Step Two:** How Many People?

- #

**Step Three:** How Many Hours?

- #

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

- Date:
- Time:

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

- Inbound Freight
  - Advance Warehouse
  - Direct to Show site

**Set Up Information:**

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

**Drawings/Photos/Instructions:**

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

**Graphics:**

- With Exhibit
- Shipped Separately

**Electrical Placement**

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

**Other Services Ordered:**

- Overhead Rigging
- Cleaning
- AV
- Exhibitor Owned Carpet
- Carpet Padding

**Carpet:**

**Outbound Shipping:**

- Method:
  - Ground
  - 2-Day Air
  - Next Day Air
  - Other

- Phone # ________________________________
- Must Be at Destination By: ________________________________
- Name of Carrier: ________________________________
- Date Carrier is Scheduled to Pick Up Freight: ________________________________

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

**Estimated SES Blue Labor:** $

- NA
- I ax*: $
- Amount Due: $
- Booth #: ________________________________

---

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

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

Company Name: ________________________________

---

Contact Name: ________________________________

Contact Email Address: ________________________________

---

Contact Name: ________________________________

Contact Email Address: ________________________________

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019

Discount Deadline  Monday, November 18, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time:  Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime:  Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double-time:  All other hours and Holidays

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

Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>$111.00</td>
<td>$144.30</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>$166.50</td>
<td>$216.45</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>$222.00</td>
<td>$288.60</td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>$111.00</td>
<td>$144.30</td>
<td></td>
</tr>
<tr>
<td>68064</td>
<td>$166.50</td>
<td>$216.45</td>
<td></td>
</tr>
<tr>
<td>68065</td>
<td>$222.00</td>
<td>$288.60</td>
<td></td>
</tr>
</tbody>
</table>

Step One:
Choose your service
- Installation
- Dismantling
- Both

Step Two:
How many people?
- # _______

Step Three:
How many hours?
- # _______

Step Four:
Carpet:
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five:
Any other details?
Any special tools needed? Ladders? Lifts?
- Ladders
- Lifts
- Special Tools: _______________________________

Details: ______________________________________

Step Six: Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Installation Request
Dismantle Request

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____________________________________________

Cell _____________________________________________

Email: __________________________________________

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

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

Labor Estimate $ ____________________________

Amount Due: $ ____________________________

Booth #: ____________________________

Contact Name ____________________________________
Contact Email Address ________________________________
Dear Exhibitor,

On behalf of the entire team here at Mandalay Bay Resort and Casino, I’d like to welcome you to our beautiful facility! The experience that you will have here will be like no other, as our dedicated staff works around the clock to ensure the most successful and productive meetings/events! We have created this brochure with the Exhibitor in mind, providing a brief selection of items for convenience in ordering services for your event. We have included many instructional/information pages as well, filled with commonly asked questions and helpful hints. For access to our complete array of services, please visit our website - https://www.mandalaybayexhibitorservices.com.

Listed below is a synopsis of Services:

**Food & Beverage**  As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth service to receptions, cocktail parties and banquets.

**Booth Cleaning**  As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

**Technical Services**  We are pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include Internet Services, Telecommunications, Electrical, Plumbing and Audio Visual services.

We at Mandalay Bay hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please contact our Exhibitor Services department toll free at (855) 408-1349 or email us at exhibitorservices@mandalaybay.com for assistance.

Sincerely,

Ms. Linda Paterson
Executive Director Convention Services

Exhibitor Services on-line ordering - save up to 30% just for ordering on-line!

**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Ordering Information - &quot;Please read before placing your order&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Method of Payment Form - Bank Transfer/Check &amp; Third Party Agent Acknowledgement</td>
<td>3</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>4</td>
</tr>
<tr>
<td>Booth Cleaning Services</td>
<td>5</td>
</tr>
<tr>
<td>Food &amp; Beverage - Food and Beverage - Brief selection from our online menu</td>
<td>6-7</td>
</tr>
<tr>
<td>Internet &amp; Data Services</td>
<td>8</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>9</td>
</tr>
<tr>
<td>Encore - Audio Visual, Rigging, Hanging Signs</td>
<td>10</td>
</tr>
<tr>
<td>Edlen Electrical - Outlets, Lighting, Labor, Air &amp; Water</td>
<td>11-16</td>
</tr>
</tbody>
</table>
SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website or on an order form which can be sent via fax or mail. Telephone orders will not be accepted.

ORDER ON-LINE www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!
or Fax: (702)669-4575

If you need to mail your order form with credit card payment only, please mail to:
MGM Resorts Int'l
Attention: Exhibitor Services
3950 Las Vegas Blvd, South
Las Vegas, NV 89119

Checks/Bank Transfers can not be accepted by Mandalay Bay directly, please refer to the Method of Payment form.

SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

If your booth number changes prior to move-in, you must notify MGMRI in writing with the following information:
- Company Name
- Previous Booth Number
- New Booth Number

METHOD OF PAYMENT

MGMRI accepts the following methods of payment:
- CREDIT CARD
- COMPANY CHECK / BANK TRANSFER

PAYMENT & CANCELLATION PROCEDURES

No credits will be issued on services installed as ordered even though not used.
No credits will be issued after show closing. Please review invoice prior to departure.
Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

REPORTING TROUBLE WITH SERVICES

In order to allow MGMRI the ability to trouble-shoot any problems you may have with services ordered, all reports of trouble with installed or delivered services need to be reported by the Exhibitor in person at the Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

PLACING ORDERS ON-SITE

Onsite orders will be placed in person at the Service Desk. The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Please refer to the Floor Plan page found in this brochure for more information.

ALLOW US TO HELP YOU

You may contact us toll free at (855) 408-1349 or send your inquiry via email to exhibitorservices@mandalaybay.com
Method of Payment Form - This form should be completed and included with all order forms
Fax order forms to 702.669.4575

ASHP Midyear 2019
December 9-11, 2019

Exhibiting Company Name: [Booth #]

Street Address: City: State: Postal Code:

Phone #: EXT: Fax #:

Print Name: Signature:

Contact’s E-mail: On-site Contact/Cell #:

We will be paying by: ☐ Company Check ☐ Credit Card ☐ Wire Transfer

Check/ Bank Transfer instructions:
No checks/bank transfers will be accepted after 11/11/2019
When sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.
Payment received without order forms, backup or instructions as to what the payment applies to will be returned.
Check or Bank Transfer payments must have a credit card on file, please complete the credit card information at the bottom of this page.

Bank Transfer Information:
Bank of America, Nevada
Las Vegas, Nevada
ABA #026009593
Account #: 501012629871
Bank Swift Code BOFAUS3N

Date Transfer will be sent: ____________________________
TOTAL AMOUNT SENT: ____________________________

* International wire transfers will need to include a $25 bank processing fee.

** Reference Show Name & Booth number

Check Payment Information:
Checks (with original order forms) must be mailed to:
MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA
PO Box 748137
LOS ANGELES, CA 90074-8137

Date check will be sent: ____________________________
TOTAL AMOUNT SENT: ____________________________

Make checks payable to: MGM Resorts International
Reference the name of Show & booth number on the check & include order forms.
Checks are required to be drawn on US Banks and in US Funds.

MGMRI will NOT accept personal checks.

Third Party Agent Information:
For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MGMRI agrees to charge this Third Party Agent. However, this section must be completed by both the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCC. The Exhibiting Company is ultimately responsible for payment of charges.

Third Party Agent Company Name:

Third Party Agent Company Street Address: City: State: Postal Code:

Phone #: EXT: Fax #:

Print Name: Signature:

Contact’s E-mail: On-site Contact/Cell #:

Indicate services to be covered by credit card:

☐ Audio Visual ☐ Plant Rental and Floral
☐ Cable/Satellite ☐ Truss/Motor/Lighting Equipment/Rigging/Rigging Labor
☐ Cleaning Services ☐ Telecommunications
☐ Internet & Data Services ☐ Sponsorship
☐ Security ☐ Other

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the Third Party Agent section of this form. All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less that seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.

* Required Fields

| CREDIT CARD VERIFICATION: This credit card is authorized for all additional onsite charges |
| Initials |
| 2 |

* Cardholder's Name: * Cardholder's Signature:

* Cardholder's Billing Address: *City: *State: *Postal Code:

| *CREDIT CARD NUMBER: |
| *Card EXP DATE: MM/YY |
Please use this grid if you do not have your own floor plan to send in for Electrical, Telephone location, Internet line, & Cable outlet location. If services are only required at the rear of an in-line booth, this form is not required.

Include booth layout (with surrounding booth AND aisles) with service locations on diagram. All lines are wired from the floor. A relocation fee will be charged for any moves required. After installation, labor charges will apply if additional work is needed.

For current labor rates please call 855.408.1349

OUTLET GRID

- Mark the adjacent booth #s for orientation
- Write in measurements or use boxes as a scale for outlet locations

**For electrical orders, please use the below legend:**

Indicate booth type:  
- Island  
- Peninsula  
- Inline  

Provide aisle or adjacent booth #’s for orientation

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
<th>Amps</th>
<th>Watts</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Main Distribution Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✤</td>
<td>15amp/1500watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>20amp/200 watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▲</td>
<td>10amp/1000watt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✶</td>
<td>5amp/500watt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each square = ________ feet

---

**Adjacent Booth or aisle #**

---

Event Name: ASHP Midyear 2019  
Company Name: ___________________________

Event Dates: December 9-11, 2019  
Contact Name: ___________________________

Booth #: ___________________________  
Contact Number: ___________________________
Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

The official cleaning contractor is United National Maintenance and provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor’s expense. Any requests for Booth Cleaning once on Show Site must be done in person at the Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Floor Cleaning charges are based on the size of your BOOTH in Square Feet with a 100 sq ft minimum. If your show is based in Square Meters, please convert to Square Feet before submitting. To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X $.33 X 3 days = $96) Cleaning times vary and are based on the show schedule. Please refer to your General Service Contractor for trash cans, MGMRI does not provide these items.

### CLEANSING ORDER FORM
- **ASHP Midyear 2019**
- **December 9-11, 2019**

To receive up to a 30% discount on services, ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com), it is secure, easy and provides immediate receipts! Or fax orders to 702.669.4575.

**Exhibiting Company Name:**

**Street Address:**

**City:**

**State:**

**Postal Code:**

**Phone #:**

**EXT:**

**Fax #:**

**Print Name:**

**Signature:**

**Contact’s E-mail:**

**On-site Contact/Cell #:**

**Booth #:**

Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

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<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SQUARE FOOTAGE</th>
<th># OF DAYS</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Vacuuming</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.45</td>
</tr>
<tr>
<td>Damp Mop</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.54</td>
</tr>
<tr>
<td>Shampoo Service</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$1.48</td>
</tr>
<tr>
<td>Spot Shampoo Carpet (up to 100 sq. ft.)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$37.00</td>
</tr>
<tr>
<td>Spot Shampoo Carpet (101 sq. ft. &amp; above)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.77</td>
</tr>
<tr>
<td>Concrete Waxing Service - Deep clean &amp; wax</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.98</td>
</tr>
<tr>
<td>Concrete Cleaning Service - Deep clean &amp; mop (wax not included)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.98</td>
</tr>
<tr>
<td>Anti-Static Treatment - treatment to remove static from carpet</td>
<td></td>
<td>X</td>
<td>X</td>
<td>$0.43</td>
</tr>
<tr>
<td>Periodic Porter (up to 1000 sq. ft.)</td>
<td></td>
<td>X</td>
<td></td>
<td>$62.00</td>
</tr>
<tr>
<td>Periodic Porter (1001 - 3000 sq. ft.)</td>
<td></td>
<td>X</td>
<td></td>
<td>$103.00</td>
</tr>
<tr>
<td>Periodic Porter (3001 sq. ft. &amp; above)</td>
<td></td>
<td>X</td>
<td></td>
<td>$159.00</td>
</tr>
<tr>
<td>All Day Porter (up to 1000 sq. ft.)</td>
<td></td>
<td>X</td>
<td></td>
<td>$152.00</td>
</tr>
<tr>
<td>All Day Porter (1001 - 3000 sq. ft.)</td>
<td></td>
<td>X</td>
<td></td>
<td>$304.00</td>
</tr>
<tr>
<td>All Day Porter (3001 sq. ft. &amp; above)</td>
<td></td>
<td>X</td>
<td></td>
<td>$608.00</td>
</tr>
</tbody>
</table>

**TOTAL**

**Order Comments:**

---

**YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.**

For questions, or assistance with ordering please email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349

MGMRI is not responsible for errors or omissions in this brochure. MGMRI is not responsible for orders or services that are not received or that are not properly installed. MGMRI is not responsible for any damage to booths or displays caused by incorrect installation or handling.

Your signature denotes acceptance of all terms & conditions included in this brochure. MGMRI is not responsible for terms & conditions and/or order forms that may have been removed prior to distribution. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy-two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.
**FOOD & BEVERAGE FORM** - include the Method of Payment form with your order.

**ASHP Midyear 2019**  
December 9-11, 2019

To receive up to a 30% discount on services, ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com), it is secure, easy and provides immediate receipts! Or fax orders to 702.669.4575.

<table>
<thead>
<tr>
<th>Description</th>
<th>Delivery Date &amp; Time</th>
<th>Price</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Brewed Coffee - per gallon *Circle Regular or Decaffeinated</td>
<td></td>
<td>$126.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assorted Domestic &amp; Herbal Teas - per gallon</td>
<td></td>
<td>$126.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Iced Tea with Lemon - per gallon</td>
<td></td>
<td>$126.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>House Infused Water - per gallon *Circle Lemon, Lime, Orange or Cucumber</td>
<td></td>
<td>$90.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sodas - Assortment of Pepsi, Diet Pepsi, Sierra Mist</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Fruit Juices - 10 ounce bottles</td>
<td></td>
<td>$94.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Spring Water - 16oz Bottles</td>
<td></td>
<td>$86.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ice - 5 pound bucket</td>
<td></td>
<td>$7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Beer - 12oz bottles *Circle Budweiser or Bud Lite</td>
<td></td>
<td>$124.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Imported Beer - 12 oz bottles *Circle one Corona or Heineken</td>
<td></td>
<td>$140.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cellar Master Wine - per bottle *Circle one White Red or Sparkling</td>
<td></td>
<td>$60.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bartender - required for Alcohol orders - 4 hour service</td>
<td></td>
<td>$292.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Water Cooler Rental, Includes (1) Five gallon water bottle &amp; cups - (Cold only) Electricity required one (1) 120 volt 5 amp outlet- order with electrical order form.</td>
<td></td>
<td>$250.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional Five Gallon Water Bottle</td>
<td></td>
<td>$100.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional 50 cups for Water cooler</td>
<td></td>
<td>$13.00</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Order Comments:  

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8.25% Tax & 23% Service Fee

**TOTAL**

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**FOOD & BEVERAGE FORM** - include the Method of Payment form with your order.

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<table>
<thead>
<tr>
<th>Exhibiting Company Name:</th>
<th>BOOTH #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Phone #:</td>
<td>EXT:</td>
</tr>
<tr>
<td></td>
<td>Fax #:</td>
</tr>
<tr>
<td>Print Name:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Contact's E-mail:</td>
<td>On-site Contact/Cell #:</td>
</tr>
</tbody>
</table>

MGMRI retains the exclusive rights for all food and beverage services therein. It is not permissible to bring or sell any food or beverage on the premises. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.

Exhibitors Sampling product: If you will be sampling your product that is manufactured, produced or distributed by your company, email exhibitorservices@mandalaybay.com to request a Sample Authorization form.

**TABLES & ELECTRICAL REQUIREMENTS:** The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

**Food is served on disposable ware:** It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.

**No refresh services are available on the show floor for food and beverage:** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

**Periodic Porter Service required:** Exhibitors ordering food and beverage are required to order Periodic Porter Service. Refer to the Cleaning order form.

Complete a separate order form for each day of service.

**All items served in quantities of 12 except where noted and includes serving utensils and condiments where necessary**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Delivery Date &amp; Time</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Breakfast Pastries</td>
<td></td>
<td>$82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bagels with Cream Cheese</td>
<td></td>
<td>$82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yogurt - Individual, Low-Fat Assorted Fruit</td>
<td></td>
<td>$109.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of Assorted Whole Fresh Fruit</td>
<td></td>
<td>$83.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliced Seasonal Fruit Tray</td>
<td></td>
<td>$156.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tortilla Chips</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snack Mix</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Chips - assorted individual bags</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pretzels - individual bags</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Cookie Tray - assorted</td>
<td></td>
<td>$82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst'd Candy Bars (Snickers, Kit Kat, Nestle Crunch)</td>
<td></td>
<td>$86.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chocolate Brownies with Nuts Tray</td>
<td></td>
<td>$82.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deli Sandwiches - assorted</td>
<td></td>
<td>$132.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tea Sandwiches - assorted</td>
<td></td>
<td>$104.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Chicken Croissant Sandwiches</td>
<td></td>
<td>$104.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Tuna Salad Croissant Sandwiches</td>
<td></td>
<td>$104.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Green Salad</td>
<td></td>
<td>$172.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caesar Salad</td>
<td></td>
<td>$172.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Caesar Salad</td>
<td></td>
<td>$328.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Comments:  

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8.25% Tax & 23% Service Fee

TOTAL

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**Discount available for more than 10 Wi-Fi codes - call for pricing.**

### Wireless

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price per</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Day code (Provides one wireless code for one device up to 7 days)</td>
<td>$119.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 HR code (Provides code for one device for 24 hrs from the time of log-in)</td>
<td>$51.99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Wired - Shared Services

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price per</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Internet Wired Connection (10/100BaseTX-CAT5) with 1 IP Address</td>
<td>$1,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Port Ethernet 10/100 Base TX Switch Rental ($150 Non-return Fee will apply)</td>
<td>$240.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Wired - Dedicated Services

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price per</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Port Ethernet 10/100 Base TX Switch Rental ($270 Non-return Fee will apply)</td>
<td>$270.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Services/Equipment

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price per</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patch cables – CAT5 (Made to order, Cables ONLY, Labor NOT Included)</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intra-Booth Networking / Floor Work Labor (Includes cables)</td>
<td>$240.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional VLAN Connection – (Dedicated High Speed Wired Internet Service Required)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price per</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated High Speed Wired Internet Service (5Mbps VLAN) (Ethernet bandwidth of 5Mbps w/up to 13 Public IPs and first drop)</td>
<td>$4,680.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Services

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---

**Internet Performance Disclaimer:** MGMRI does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MGMRI demarcation point. Internet Security Disclaimer: MGMRI does not provide security for any data circuit or connection we provide. Exhibit has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MGMRI, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MGMRI may only be used by the officers, directors, and agents of the company purchasing the services, including its guests and consultants if performing a service to the company. MGMRI network or Internet services may not be resold, or made available for use by another company, individual or exhibitor.

---

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---

**MGM Resorts International (MGMRI) Internet and Data Services Terms & Conditions**

- Internet orders must be placed 21 days prior to show move-in.
- A Floor plan MUST be provided for all wired internet orders. If floor plans are not provided, placement will be done at MGMRI's discretion and relocation fees will apply.
- Internet orders must be placed 21 days prior to show move-in.
- MGMRI data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using MGMRI managed by MGM Resorts Intl.
- MGMRI employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- MGMRI is not responsible for any cut or damage lines, addition fees may incur for repairs/re-installs.
- Any additional cost incurred by MGMRI to assist in diagnosis or problem resolution found not to be fault of MGMRI, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate.
- Any problem relating to the services provided should be reported immediately to the Service Desk.
- Rental equipment must be picked up at the Service Desk.
- Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show.
- Only MGMRI staff is authorized to make any change or modification to the cabling infrastructure of MGMRI.
- MGMRI does not guarantee any level of performance or connectivity beyond our gateway. All users of MGMRI's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks.
- Users of MGMRI data services shall not disrupt other users of MGMRI data services. Any device that is suspected of disrupting or interfering with MGMRI-owned and operated hardware or software will be disconnected and/or shutdown without notice.
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- Users of MGMRI data services shall not disrupt other users of MGMRI data services. Any device that is suspected of disrupting or interfering with MGMRI-owned and operated hardware or software will be disconnected and/or shutdown without notice.
- Macro controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGM Resorts Intl.
- MGMRI data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using MGMRI data services for Internet connectivity shall be required to obtain a MGMRI assigned IP address. (NO NAT OR PAT - INCLUDING ROUTERS).
- Internet Performance Disclaimer: MGMRI does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MGMRI demarcation point. Internet Security Disclaimer: MGMRI does not provide security for any data circuit or connection we provide. Exhibit has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MGMRI, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MGMRI may only be used by the officers, directors, and agents of the company purchasing the services, including its guests and consultants if performing a service to the company. MGMRI network or Internet services may not be resold, or made available for use by another company, individual or exhibitor.
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Exclusive Electrical services provided by:

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Rate</th>
<th>QTY</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Volt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 Watts (5 Amps)</td>
<td>$152.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1000 Watts (10 Amps)</td>
<td>$263.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1500 Watts (15 Amps)</td>
<td>$314.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2000 Watts (20 Amps)</td>
<td>$371.00</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**208/480V POWER DELIVERY & CONNECTIONS**

If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete and return the Electrical Labor Form to schedule estimated connection time and return it with this order.

**ISLAND BOOTHS**

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time and material basis. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**DEDICATED OUTLETS**

For a dedicated outlet order a 20 amp outlet.

**TRANSFORMER(S)** Boost 208 Volt to 230 Volt

<table>
<thead>
<tr>
<th>Rate</th>
<th>Total Amps</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transformer (20 amp minimum charge)</td>
<td>$4.00</td>
<td>X</td>
</tr>
</tbody>
</table>

**ARM & POLE LIGHTS** - (Lights include power & 1 hour labor for install & removal of in-line booths only)

<table>
<thead>
<tr>
<th>Rate</th>
<th>QTY</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARM LIGHT</td>
<td>$194.00</td>
<td>X</td>
</tr>
<tr>
<td>8 FT POLE LIGHT - 1 FIXTURE</td>
<td>$194.00</td>
<td>X</td>
</tr>
<tr>
<td>8 FT POLE LIGHT - 2 FIXTURES</td>
<td>$255.00</td>
<td>X</td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

For questions call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

For a dedicated outlet order a 20 amp outlet.

**ELECTRICAL LABOR**

<table>
<thead>
<tr>
<th>Rate</th>
<th>QTY</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
<td>$102.00</td>
<td>X</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>$204.00</td>
<td>X</td>
</tr>
</tbody>
</table>

**Total**

For questions call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com
ELECTRICAL/LIGHTING TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

1. Order with payment and floor plan (for island booths or any booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to show opening. Orders faxed or mailed without payment & required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the show rate. A purchase order or photo copy of a check are not considered valid forms of payment for securing the advance rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location at the rear of in-line & peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. If you require a hoist a separate electrical service must be ordered for your motor power.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.

10. Any extension cords or power strips should be ordered at the service desk. Credit will not be issued for unused items.

11. Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.

12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

13. All electrical equipment must be properly tagged & wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

14. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded and cannot be used under carpet or concealed on the ground. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50 unless specifically requested in writing.

17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibit will pay all attorney fees or applicable agency fees.

20. By signing the order and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on the order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time & material basis.

For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com
To receive up to a 30% discount on services, ORDER ON-LINE AT www.mandalaybayexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.318.8220.

Exhibiting Company Name: 

Street Address:  
City:  
State:  
Postal Code:  
Phone #:  
EXT:  
Fax #:  
Signature:  
Contact’s E-mail:  
On-site Contact/Cell #:  

Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR RATES

Straight time…………………………………………………………………………………………………….$102.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime……………………………………………………………………………………………………….$204.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays

LIFT RATES

Lift………………………………………………………………………………………………………………………. $227.00 per hour
Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

CREDIT CARD INFORMATION MUST BE ON FILE BEFORE ANY REQUESTED LABOR IS PERFORMED
Exhibiting Company Name:  
Street Address:  
Phone #:  
Fax #:  
Print Name:  
Contact's E-mail:  
On-site Contact/Cell #:  

Exclusive Air & Water services provided by:

### ORDERING INSTRUCTIONS

**LABOR REQUIREMENTS**  
There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

**ADDITIONAL CONNECTIONS**  
If you have more than one machine or multiple connections on a machine, order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise another outlet will be required.

**OUTLET DISTRIBUTION**  
Outlets are delivered to the rear of inline & peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spot from the ceiling will be done on time and material basis. Lift charges will apply for overhead drops or distribution.

**SERVICE CONNECTIONS**  
All service connections are to be made by Edlen plumbers. Material charges may apply.

**AIR LINE RESPONSIBILITIES**  
Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

**WATER PRESSURE**  
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**WASTE WATER**  
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

**TERMS & CONDITIONS**  
Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

### COMPRESSED AIR: 90-100 LBS. Psi

<table>
<thead>
<tr>
<th>RATE</th>
<th>X</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Outlet</td>
<td>$680.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20' of Outlet</td>
<td>$357.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CFM requirements (5 CFM min. charge per outlet)</td>
<td>$712.50/cfm</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Remember to order CFM with air services. Connection size see # 8 in Utility Terms & Conditions.

### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

<table>
<thead>
<tr>
<th>WATER LINES</th>
<th>X</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Outlet</td>
<td>$680.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20' of Outlet</td>
<td>$357.00</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

# of connections required: ________  Size of connection: ________

PSI required: ________  GPM Required: ________

### DRAIN LINES

<table>
<thead>
<tr>
<th>DRAIN LINES</th>
<th>X</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Outlet</td>
<td>$680.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20' of Outlet</td>
<td>$357.00</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

# of connections required: ________  Size of connection: ________

### FILL & DRAIN LABOR (Eden is not responsible for sediment or the color or taste of the water.)

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 50 Gallons</td>
<td>$213.75</td>
</tr>
<tr>
<td>51 - 200 Gallons</td>
<td>$570.00</td>
</tr>
<tr>
<td>201 - 500 Gallons</td>
<td>$712.50</td>
</tr>
<tr>
<td>Each additional 100 Gallons up to 1,000 Gallons</td>
<td>$107.00</td>
</tr>
</tbody>
</table>

### HAND WASHING STATIONS (require 1 hour of labor per day to refill hot water)

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Washing Station</td>
<td>$210.00</td>
</tr>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
<td>$95.00</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>$190.00</td>
</tr>
</tbody>
</table>

There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

When do you move-in?  When do you move-out?  Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water & drain outlets.

### PROPANE & MISC. GASES REQUIREMENTS (call for quote)

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>X</td>
</tr>
<tr>
<td>$</td>
<td>X</td>
</tr>
</tbody>
</table>

Total