

# **2019 ASHP Midyear Clinical Meeting and Exhibition Personnel Placement Service Mandalay Bay Convention Center Las Vegas, Nevada**

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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 a submit 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](http://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!**



## Payment Authorization

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code: L186161219  
email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
phone (702) 507-5278  
fax (702) 948-0341  
mail 5845 Wynn Road, Suites A,B,C,D,  
Las Vegas, NV 89118

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: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_

### CREDIT CARD INFORMATION

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



VISA



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

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

Please Sign



Card Holder Signature

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

### WIRE TRANSFER

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

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

Name of show that you are attending **2019 ASHP Midyear Clinical Meeting & Exh**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

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

Account Number: 42-6061-9772

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@shepardes.com](mailto:lasvegas@shepardes.com)

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



## 2019 ASHP Midyear Clinical Meeting & Exhibition

# Terms and Conditions

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

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

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

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

**Indemnification:** The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show. **Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

**Equipment and Furnishings:** There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

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

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

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

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

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

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

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

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

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

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

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





## 3rd Party Payment Authorization

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

**Deadline** Friday, November 8, 2019

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

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

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

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Please Sign



Exhibiting Company Authorized Signature \_\_\_\_\_

Exhibiting Company Authorized Name - Please Print \_\_\_\_\_

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

☐ All Services

☐ Booth Cleaning

☐ Carpet

☐ Exhibit Display Rentals

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Material Handling

☐ Rental Furniture

☐ Overhead Rigging/Labor

☐ Other (please specify): \_\_\_\_\_

### Step 3: Provide Third Party Contact Information

3rd Party Name \_\_\_\_\_ 3rd Contact Name \_\_\_\_\_

3rd Party Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

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

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



VISA



Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
Month Year Security Code

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_  
(Please Print)

Please Sign



Card Holder Signature \_\_\_\_\_

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

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

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

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

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



## 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

**Deadline**

**Friday, November 8, 2019**

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

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

Exhibiting Company Name

Booth #

Contact Email Address

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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 charged a 1 hour minimum forklift rental and labor.**

Exhibitor



Exhibitor Signature





L186161219

(702) 948-0341

Below 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](mailto:logistics@shepardes.com)



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!



# Agility

*Fairs & Events*

The experts in International Event Logistics

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

Our complete services include:

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

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

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

Get a free quote for international shipping at:  
[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)



[www.aglfairslogistics.com/usaebrochure/](http://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.

**2019 ASHP Midyear Clinical Meeting & Exhibition**

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code:

L186161219

email

[logistics@shepardes.com](mailto:logistics@shepardes.com)

phone

(888) 568-8858

fax

(404) 596-5620

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

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

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

Exhibiting Company Name

Booth #

Contact Name

Phone #

State

Zip

Email Address

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

Company

Street Address

City

State

Zip

☐ Is there a loading dock?☐ Do we need a lift gate on our truck?☐ Is your building in a residential area?☐ Do we need to go inside your office to pick up your items?☐ Any thing else we should know about your building**Step 3: Tell us When we are picking it up:**

Date

Hours of Operation

**Step 4: Tell us Where this is going:**☐ Advance Warehouse☐ Direct to showsite

Friday, December 6, 2019

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

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

**Step 6: Tell us what Type of Service do you need (how fast do you need it?)**☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

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

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

Company

Booth #

Street Address

City

State

Zip

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



## Outbound Material Handling Authorization and Shipping Labels

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

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

Event Code: L186161219  
email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
phone (702) 507-5278  
fax (702) 948-0341

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:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

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

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

\_\_\_\_\_ # of Crate \_\_\_\_\_ # of Skids \_\_\_\_\_ # of Cases \_\_\_\_\_ # of Cartons \_\_\_\_\_ Approx. Total Weight \_\_\_\_\_

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

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

- |  |  |
|--|--|
| <input type="checkbox"/> Is there a loading dock?                | <input type="checkbox"/> Do we need to go inside your office to pick up or deliver your items? |
| <input type="checkbox"/> Is your building in a residential area? | <input type="checkbox"/> Is there anything else we should know about your building?            |
| <input type="checkbox"/> Do we need a lift gate on our truck?    |  |

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

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

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

☐ OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have and apply their shipping labels.

#### Step 7: What type of Service do you need? (how fast does it need to get there?) \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Exped. Ground (3-5 days) \_\_\_\_\_ Overnight

#### 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.

**ADVANCE WAREHOUSE**

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.**

**ADVANCE WAREHOUSE**

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**

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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.

<b>R U S H</b>	 <b>DIRECT TO SHOW</b>		
	TO:	_____	
		(Exhibiting Company Name)	
	Booth #:	_____	
	For:	<b>c/o Shepard Exposition Services Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119 2019 ASHP Midyear Clinical Meeting &amp; Exhibition</b>	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>			
<b>December 6, 2019 @ 8:00 AM</b>			

<b>R U S H</b>	 <b>DIRECT TO SHOW</b>		
	TO:	_____	
		(Exhibiting Company Name)	
	Booth #:	_____	
	For:	<b>c/o Shepard Exposition Services Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119 2019 ASHP Midyear Clinical Meeting &amp; Exhibition</b>	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>			
<b>December 6, 2019 @ 8:00 AM</b>			



## Material Handling Rates

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

#### 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

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### 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

Weight	Crated	Sp Hand
ST/ST	\$106.00 35419	\$137.75 35422
ST/OT	\$137.75 35420	\$179.00 35423
ST/DT	\$159.00 35563	\$206.75 35564
OT/OT	\$159.00 35421	\$206.75 35424
OT/DT	\$185.50 35720	\$241.00 35724
DT/DT	\$212.00 35722	\$275.50 35725

#### Direct Shipments to Show Site

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

#### Light Weight (Shipments under 40 lbs)

Type	Per Ship
ST/ST	\$53.00 35400
ST/OT	\$69.00 35406
ST/DT	\$79.50 35460
OT/OT	\$79.50 35407
OT/DT	\$92.75 35408
DT/DT	\$106.00 35409

#### Advance Warehouse Tips

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

#### Direct to Show Site Tips

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

#### "Light Weight" Shipment Tips

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

Banding 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.

Company

Booth #

Please Sign



Card Holder Signature



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

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

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

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

### DISPOSAL FEE

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

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% 35003

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

### UNCRACTED SHIPMENTS

Rate as shown on Material Handling Rate Form

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

### OFF-TARGET DELIVERIES

Surcharge: 15% 35004

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

### MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

### EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece. 35105

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

### LIGHT WEIGHT SHIPMENTS

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

### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

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

### MOBILE SPOTTING

Fee: \$ 200.00 per round trip 35106

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

**Shepard 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. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

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

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

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

**What are Crated materials?**

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

**What are Uncrated materials?**

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

**What is Special Handling?**

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

**What are Advance Shipments?**

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

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

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

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

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

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

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

**What are Direct Shipments?**

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

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

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

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

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

**What is and why would I need liability insurance?**

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

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

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

**Outbound Shipping**

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

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

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

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



# FURNISHINGS AND DECOR



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!



# Tables

## UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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

# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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

Also Available Without Legs (#50237)



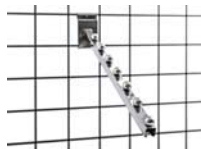
**3.5' x 8' Slatwall**  
#50249  
3.5' x 8'  
Grey



**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

# Display



## UPRIGHT, CROSSBAR, & DRAPERY



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



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



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



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



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



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



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

## SHELVING



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



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

## BARRIER



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

## OTHER



**Natural Feel  
Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087

\*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



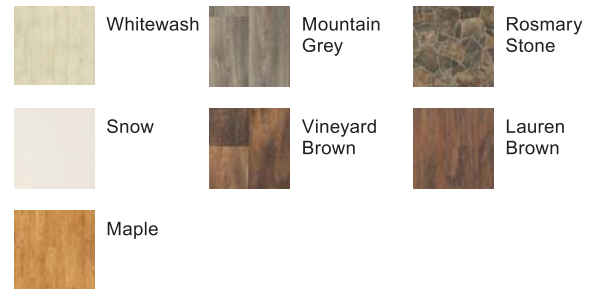
## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only



# Skirt Color Options

## SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## SPANDEX



Blue



Red



Black



White

# Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



## Standard Furnishings

### 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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

### Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$162.30	\$211.00	
50046			6'L X 30"H 24"W Skirted Table	\$199.50	\$259.35	
50050			8'L X 30"H 24"W Skirted Table	\$252.90	\$328.75	
50043			4'L X 42"H 24"W Skirted Table	\$197.30	\$256.50	
50047			6'L x 42"H 24"W Skirted Table	\$252.65	\$328.45	
50051			8'L x 42"H 24"W Skirted Table	\$297.20	\$386.35	
50052			4th Side Skirt for 30" High Table	\$98.65	\$128.25	
50171			4th Side 42" Skirt for 42" High Table	\$98.65	\$128.25	
50700			6'L X 30"H 24"W Spandex Table Cover	\$295.90	\$384.65	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$115.65	\$150.35	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$138.00	\$179.40	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$162.70	\$211.50	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$130.25	\$169.35	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$162.70	\$211.50	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$181.55	\$236.00	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$291.45	\$378.90	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$272.50	\$354.25	
50030		na	Round Side Table 24" W X 18" H	\$137.15	\$178.30	
50031		na	Square Side Table 24" W X 18" H	\$137.15	\$178.30	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$356.55	\$463.50	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$371.65	\$483.15	

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

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

### Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$105.50	\$137.15	
50021		na	Arm Chair Grey Fabric	\$143.80	\$186.95	
50024		na	Stool w/back Grey Fabric	\$175.20	\$227.75	
51086		na	Director's Chair Black Fabric	\$108.80	\$141.45	
51090		na	Director's Stool Black Fabric	\$194.75	\$253.20	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$194.75	\$276.10	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$174.45	\$226.80	

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

Total Furnishings: \$ \_\_\_\_\_

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

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature





## Specialty, Display, Drapes

### 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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

### Specialty & Display

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$19.00	\$19.00	
50094		na	Floor Easel, Chrome	\$58.35	\$75.85	
50245		na	Literature Rack Silver, Glass	\$215.40	\$280.00	
50175		na	Bag Rack, Chrome	\$285.30	\$370.90	
50092		na	Coat Rack, Chrome	\$101.25	\$131.65	
50093		na	Garment Rack, Chrome	\$285.30	\$370.90	
50427		na	Tensabarrier, Per Stem, Black	\$120.30	\$156.40	
50095		na	Sign Holder, 22x28 Chrome	\$132.95	\$172.85	
50185		na	Drawing Bowl, Clear	\$53.55	\$69.60	
50296		na	4' x 12" Display Riser White and Black	\$120.50	\$156.65	
50297		na	6' x 12" Display Riser White and Black	\$149.95	\$194.95	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$455.00	\$591.50	
50067		na	4' Full View Showcase, White	\$1,075.10	\$1,397.65	
50068		na	6' Full View Showcase, White	\$1,185.75	\$1,541.50	
50069		na	4' Quarter View Showcase, White	\$1,075.10	\$1,397.65	
50070		na	6' Quarter View Showcase, White	\$1,185.75	\$1,541.50	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$348.15	\$452.60	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$348.15	\$452.60	
50236		na	Grids 2'x8' w/legs, each	\$257.15	\$334.30	
50237		na	Grid 2'x8' w/o legs, each	\$192.60	\$250.40	
50242		na	7-Ball Waterfall for Grids	\$17.70	\$23.00	
50104		na	6" Hooks (12) for Peg Boards	\$56.60	\$73.60	

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

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$27.30	\$35.50	
50074			3' High on a cross bar, per linear foot	\$20.20	\$26.25	
50088		na	8' Upright w/base	\$37.70	\$49.00	
52065		na	3' Upright w/base	\$37.70	\$49.00	
50349		na	6'-10' Crossbar	\$25.10	\$32.65	
50348		na	7'-12' Crossbar	\$25.10	\$32.65	
50058			Sateen, per linear foot	\$22.30	\$29.00	

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

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

Total Furnishings: \$ \_\_\_\_\_

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

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

**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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

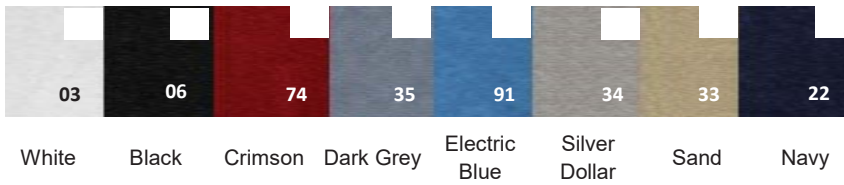
fax

(702) 948-0341

**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**


Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$11.50	

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

**Premium Vinyl Flooring**


Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$14.90	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$5.45	

**Elevated Hardwood**


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

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.**

Total Signature Flooring: \$

8.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Carpet and Padding

### 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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

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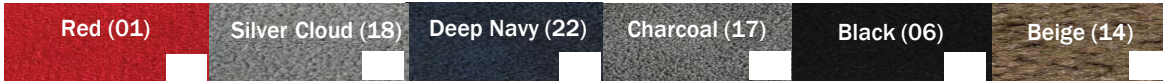
**Step One:** Choose the carpet to fit your budget

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

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

**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.

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



Code	Qty	Item	Discount	Regular	Amount	
46001		Rental/sqft	\$8.30	\$10.80		Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
46003		Rental 1000+ sqft	\$7.20	\$9.35		
46002		Purchase sqft	\$20.40	\$26.50		

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

Code	Qty	Item	Discount	Regular	Amount	
50009		1/2" Padding	\$1.50	\$1.95		Rental includes installation and removal of padding/visqueen. Minimum 100 sq. ft. required.
50008		1" Padding	\$2.95	\$3.85		
50010		Visqueen	\$0.45	\$0.60		

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



#### Standard Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$291.15	\$378.50	
50256		10' x 20'	\$543.25	\$706.25	
50257		10' x 30'	\$810.30	\$1,053.40	
50258		10' x 40'	\$1,077.30	\$1,400.50	

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

#### Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$6.85	\$8.90	
50581		400 - 900 sq ft	\$6.15	\$8.00	
50582		900+ sq ft	\$5.70	\$7.40	

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: \$

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

8.250% Tax\*: \$

Amount Due: \$

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



TRADE SHOW FURNISHINGS 2019

# Product Guide



## FEATURING:

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





# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

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

**ROMA**



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

**ROMA**



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



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



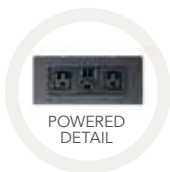
POWERED  
DETAIL

## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

## Powered Seating

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



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

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

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

## Powered Tables



**A.**



**D.**

**Ventura**  
**POWERED**  
**TABLES**



**B.**



**F.**



**E.**



**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.

Denotes Powered Products



## MODULAR SYSTEM

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



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



Detail of Electrical  
Charging Outlet



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



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




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



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

## Powered Pedestals

 Denotes AC and USB charging outlets



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



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

### Powered Locking Pedestal


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

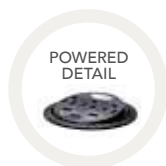
### Wireless Charging Table, Powered

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

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

## Powered Tech Desk

 Denotes AC and USB charging outlets



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

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

### B) TECH Tech Desk, Powered

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

### C) TECH3 3 Drawer File Cabinet on Castors

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

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)

**HOPCH, Chair**

21"L 25"D 34"H

**HOPLV, Loveseat**

48"L 25"D 34"H

## HEDGE

**HDG7FT**

**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

## PEDESTAL

**PDL42W**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**30WHHC**

**Hydraulic Chrome Base**

(lamine white top)

30"Round 29"H

## REGIS

**REGOTT End Table**

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

**MAR010 Swivel Ottoman**

(blue fabric)

17"RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

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

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

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



# Munich Collection

Modular Seating to Design  
Custom Exhibits

Denotes Powered Products



## MUNICH

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



POWERED  
DETAIL



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

# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)  
36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

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

### B) TANCHR Chair

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

### C) TANLOV Loveseat

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



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

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

### B) KEYLOV Loveseat

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

### C) KEYSOF Sofa

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



A.

B.

C.

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.  
152"L 40"D 33"H

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## LA BREA

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



## WENTWORTH

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



## AURA

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





## Accent Chairs



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) BCW

(white vinyl)

30"L 30"D 31"H

#### B) OCH

(black vinyl)

30"L 30"D 31"H

### C) FAIRCW

#### Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

### D) MNCHCH

#### Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

### E) HOPCH

#### Hopi Chair

(gray linen)

21"L 25"D 34"H

### F) PROGB

#### Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

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

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



## LAGUNA

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

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



A.

B.



## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

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

A.



B.

C.

D.

E.



# Styles & Shapes



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

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

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

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

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

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

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

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

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

## Mix & Match

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

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

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





## VIBE CUBE

18"L 18"D 18"H

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



## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

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

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



C.

D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



C.

D.



## GEO

### End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

### I) REGBEN Bench Table

47"L 15.5"D 16"H

### J) REGOTT End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) E1E End Table

24" Round 22"H

### L) C1E Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) EOLI End Table

22" Round 22"H

### N) COLI Cocktail Table

47"L 27"D 19"H

## Rustic Tables

(wood)

### O) ETBL E-Table

21"L 15.5"D 27.5"H

### P) TMBTBL Timber Table

16" Round 17"H

## Aura Round Table

### Q) AURA

(white metal)  
15" Round 22"H

## Edge LED Cube Table

### R) CUBTBL

(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## Wireless Charging

### Table, Powered

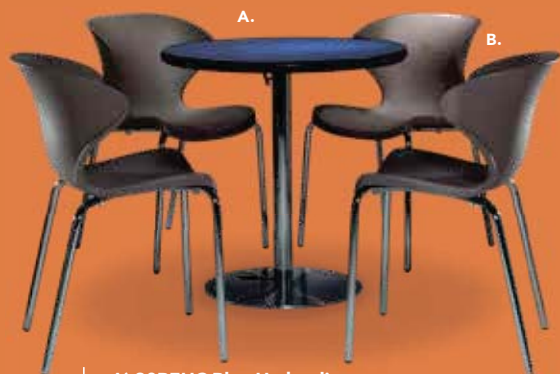
### S) CUBPOW

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



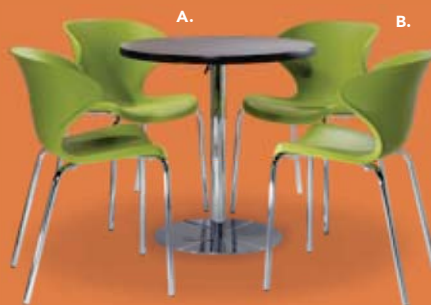


# Café Tables



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

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



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

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



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

**30" Round Café Tables  
Standard Black Base**  
30" RND 29"H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

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

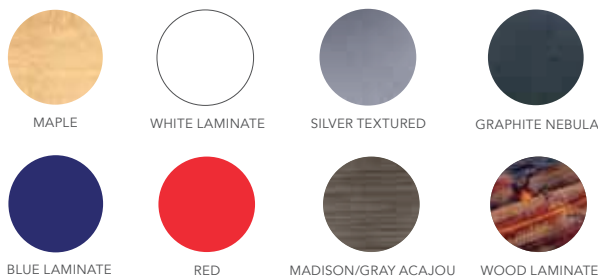
**E) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H



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

# Customize and Create

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



## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

# Mix & Match

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

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

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



# Bar Tables



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

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

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

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



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

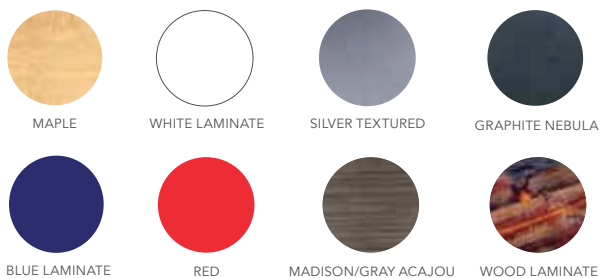


**E) 30BEHB**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

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

# Customize and Create

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



## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

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

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

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





# Barstools



A.

B.

C.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

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

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

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

# Conference Tables



## Powered Conference Table Module

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



A.

B.

C.

### 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

## 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

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 36ATO 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

F) CE2 (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

# Mix & Match

N) 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



A.

B.

## Task Stool

**TASKST**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H

**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



A.

B.

# Communal and Powered Tables

Denotes AC and USB  
charging outlets



## Ventura BAR TABLES

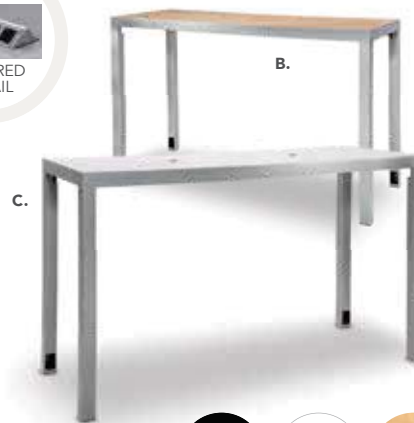
Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED  
DETAIL



C.



### Table Top Options

BLACK

WHITE

MAPLE

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 CAFÉ TABLES



A.



POWERED  
DETAIL



C.



D.



B.



E.

## Ventura Powered Café Tables

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

**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

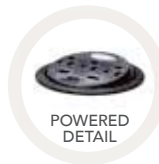


Denotes AC and USB charging outlets

A. 



B. 



C.



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

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

### B) TECH Tech Desk, Powered

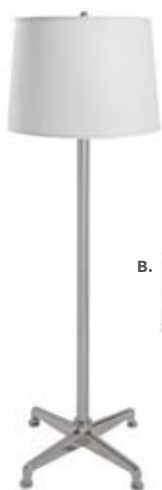
(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

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

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

### A) LA15 Floor Lamp

18" RND 55"H

### B) LA14 Table Lamp

16" RND 26"H

## SHELVING

### C) PSHCCS

Posh Shelving  
(chrome, acrylic)  
36"L 18"D 72"H

### D) BC8

Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H



# Show Essentials



Denotes AC and USB charging outlets



## Midtown Powered Counter

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

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



### Midtown Powered Counter

60"L 18"D 42"H  
(pewter/glass)

**MTCPUL** (unlighted)

**MTCLPI** (lighted with plug-in)



(back)



**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

## LIGHTED & GREENERY PRODUCTS



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



**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 and Occasional Tables

### 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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$417.55	\$542.80	
	ALC100-Alondra, Glass/Chrome	\$503.35	\$654.35	
	ALC200-Alondra, Wood/Chrome	\$503.35	\$654.35	
	C1FWB-Geo, Wood/Black	\$440.45	\$572.60	
	C1C-Geo Rect., Glass/Chrome	\$377.50	\$490.75	
	COLI - Oliver Cocktail Table	\$360.35	\$468.45	
	C1W-Sydney, White	\$423.30	\$550.30	
	C1WP-Sydney White, <b>Powered!</b>	\$537.70	\$699.00	
	C1Y-Sydney, Black	\$423.30	\$550.30	
	C1YP-Sydney Black, <b>Powered!</b>	\$537.70	\$699.00	
	REGBEN-Regis Bench Table	\$431.85	\$561.40	
	SYDBEC-Sydney Cocktail Table	\$429.00	\$557.70	
	SYDWDC-Sydney Cocktail Table	\$390.00	\$507.00	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$397.55	\$516.80	
	ALE100-Alondra, Glass/Chrome	\$363.20	\$472.15	
	ALE200-Alondra, Wood/Chrome	\$363.20	\$472.15	
	E1FWB-Geo, Wood/Black	\$383.25	\$498.25	
	E1C-Geo, Glass/Chrome	\$371.80	\$483.35	
	EOLI-Oliver End Table	\$320.30	\$416.40	
	E1W-Sydney, White	\$383.25	\$498.25	
	E1Y-Sydney, Black	\$383.25	\$498.25	
	CUBTBL-Edge LED Cube	\$297.45	\$386.70	
	AURA End Table	\$217.35	\$282.55	
	ETBL-E Table, Wood	\$268.85	\$349.50	
	TMBTBL Timber Table, Wood	\$257.40	\$334.60	
	REGOTT-Regis End Table	\$317.45	\$412.70	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$647.40	\$841.60	
	SYDBEE - Sydney End Table	\$377.00	\$490.10	
	SYDWDE-Sydney End Table	\$377.00	\$490.10	

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

Total Exec Tables Furnishings: \$

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

8.250% Tax\*: \$

Amount Due: \$

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

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**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.

Event Code:

L186161219

email

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phone

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fax

(702) 948-0341

**Styles and Shapes**
**Beverly Bench**

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$394.70	\$513.10	
	END02W-Square, White Leather	\$394.70	\$513.10	
	END01B-Curved, Black Leather	\$629.20	\$817.95	
	END01W-Curved, White Leather	\$629.20	\$817.95	
	SAL Sally Stool	\$137.30	\$178.50	
	CUBL20-Edge Lighted Cube	\$297.45	\$386.70	
	WHT12-Half Bench, White Vinyl	\$566.30	\$736.20	
	BNQ7-Quarter Curve, White Vinyl	\$740.75	\$963.00	
	BNQR17-Ottoman Ring, White Vinyl	\$2,654.10	\$3,450.35	
	REGBEN Regis Bench, Brushed Metal	\$431.85	\$561.40	

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$606.30	\$788.20	
	BVLYBN Bev Bench Brown Fabric	\$606.30	\$788.20	
	BVLYGR Bev Bench Grey Fabric	\$606.30	\$788.20	
	BVLYLN Bev Bench Linen Fabric	\$606.30	\$788.20	
	BVLYOB Bev Bench Ocean Fabric	\$606.30	\$788.20	
	BVLYRD Bev Bench Red Fabric	\$606.30	\$788.20	
	BVLYWH Bev Bench White Vinyl	\$606.30	\$788.20	

**Marche Swivel**
**Vibes**

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$211.65	\$275.15	
	VIB02-Vibe Cube, Blue	\$211.65	\$275.15	
	VIB03-Vibe Cube, Pink	\$211.65	\$275.15	
	VIB04-Vibe Cube, Red	\$211.65	\$275.15	
	VIB05-Vibe Cube, Yellow	\$211.65	\$275.15	
	VIB06-Vibe Cube, Gold/Bronze	\$211.65	\$275.15	
	VIB07-Vibe Cube, Champagne	\$211.65	\$275.15	
	VIB08-Vibe Cube, Orange	\$211.65	\$275.15	
	VIB09-Vibe Cube, White Wtrproof	\$211.65	\$275.15	
	VIB10-Vibe Cube, Black Wtrproof	\$211.65	\$275.15	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$211.65	\$275.15	
	VIB12 Vibe Cube, Silver Vinyl	\$211.65	\$275.15	
	Vibe13-Vibe Cube, Purple Vinyl	\$211.65	\$275.15	

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$280.30	\$364.40	
	MAR002-Marche Swivel, Grey	\$280.30	\$364.40	
	MAR003-Marche Swivel, Linen	\$280.30	\$364.40	
	MAR008-Marche Swivel, Mdw Grn	\$280.30	\$364.40	
	MAR009, Marche Swivel, Pear	\$280.30	\$364.40	
	MAR007-Marche Swivel, Plum	\$280.30	\$364.40	
	MAR004-Marche Swivel, Raspberry	\$280.30	\$364.40	
	MAR005-Marche Swivel, Red	\$280.30	\$364.40	
	MAR006-Marche Swivel, Rose Qtz	\$280.30	\$364.40	
	MAR001-Marche Swivel, White	\$280.30	\$364.40	

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

Total Ottomans: \$

8.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**2019 ASHP Midyear Clinical Meeting & Exhibition**

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

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fax

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**Sofas and Sectionals****Accent Chairs**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,794.20	\$3,632.45			SWAN-Swanson Swivel, White Vinyl	\$537.70	\$699.00	
	SFA002- Allegro Sofa	\$1,052.50	\$1,368.25			OCB-Key West Tub, Black	\$597.75	\$777.10	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,258.40	\$1,635.90			BCW-Madrid Chair, White	\$1,124.00	\$1,461.20	
	SO2-3pc. South Beach, P. Suede	\$2,399.55	\$3,119.40			LABREA-La Brea Swivel Chair	\$617.75	\$803.10	
	TANSOF-Tangiers Sofa, Beige	\$998.15	\$1,297.60			HOPCH-Hopi Chair, Grey Linen	\$360.35	\$468.45	
	KEYSOF-Key Largo Sofa	\$712.15	\$925.80			MNCHCC Munich Corner Chair	\$849.40	\$1,104.20	
	FAIRSW-Fairfax Sofa	\$717.85	\$933.20			MNCHCH Munich Armless Chair	\$700.70	\$910.90	
	S01- South Beach Sofa, P.Suede	\$998.15	\$1,297.60			OCH Madrid Chair, Black	\$1,124.00	\$1,461.20	
	BSFWHT-Baja Sofa	\$1,274.00	\$1,656.20			WENCHW-Wentworth Chair	\$494.00	\$642.20	

**Loveseats****Meeting Chairs**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$552.00	\$717.60			OCMTAU-Meeting Chair, Taupe	\$411.85	\$535.40	
	HOPLV-Hopi Loveseat, Grey Linen	\$560.55	\$728.70			OCMWHT-Meeting Chair, White	\$377.50	\$490.75	
	TANLOV Tangiers Loveseat	\$1,041.05	\$1,353.35			OCMESP-Meeting Chair, Espresso	\$417.55	\$542.80	
	BLVWHT Baja Loveseat White Vinyl	\$1,198.35	\$1,557.85						
	MNCHLV- Munich Armless Loveseat	\$1,244.10	\$1,617.35						
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,058.20	\$1,375.65						

**Club Chairs****Modular System**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$817.95	\$1,063.35			BNQ417-Full Banquette- <b>Powered!</b>	\$3,452.00	\$4,487.60	
	NPLCHR-Naples Chair, Black Vinyl	\$878.00	\$1,141.40			BNQR17-Ottoman Ring, White Vinyl	\$2,654.10	\$3,450.35	
	TANCHR-Tangiers Chair, Beige	\$649.20	\$843.95			BNQ7-Quarter Curve, White Vinyl	\$740.75	\$963.00	
	CHR002-Allegro Chair	\$737.90	\$959.25			BNQTL7- Center Cone, White Vinyl	\$1,089.65	\$1,416.55	
	KEYCHR-Key Largo Chair	\$471.90	\$613.45			WHT12-Half Bench, White Vinyl	\$566.30	\$736.20	
	FAIRCW-Fairfax Chair	\$517.65	\$672.95			OTS-South Beach Wedge	\$477.60	\$620.90	

**Powered Seating**

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$952.40	\$1,238.10	
	SFAPWR-Roma Sofa, powered	\$1,532.95	\$1,992.85	
	NPLCHP-Naples Chair, powered	\$952.40	\$1,238.10	
	NPLSOP-Naples Sofa, powered	\$1,532.95	\$1,992.85	
	NPLLOP-Naples Loveseat, powered	\$1,318.45	\$1,714.00	

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

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Total Soft Seating: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Conference Tables and Group Seating

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

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

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L186161219

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

(702) 507-5278

(702) 948-0341

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$677.80	\$881.15	
	CE1-Geo Table, Sq. Chrome	\$477.60	\$620.90	
	CF1-Geo Table, Sq. Black	\$477.60	\$620.90	
	CE2-Geo Table, Chrome	\$677.80	\$881.15	
	CB2-6' Graphite Table	\$712.15	\$925.80	
	CB3-8' Graphite Table	\$838.00	\$1,089.40	
	CB1-42" Round, Graphite Nebula	\$577.70	\$751.00	
	C508GR-8', Granite	\$838.00	\$1,089.40	
	CT10GR-10', Granite	\$1,258.40	\$1,635.90	
	CT06GR-6', Granite	\$712.15	\$925.80	
	PWRUSB-Powered Table Module	\$114.40	\$148.70	
	CB8-42" Round Madison, Grey	\$260.25	\$338.35	
	MADC10-10' Madison, Grey	\$1,444.30	\$1,877.60	
	MADC05-5' Madison, Grey	\$723.60	\$940.70	
	MADC08-8' Madison, Grey	\$1,444.30	\$1,877.60	
	CONF42-42" Round, White lam	\$577.70	\$751.00	
	36ATO Atomic 36" Round, Glass	\$477.60	\$620.90	
	42ATO Atomic 42" Round, Glass	\$477.60	\$620.90	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$97.25	\$126.45	
	RSTDIN-Rustique w/ arms, Gunmetal	\$197.35	\$256.55	
	CS8-Berlin Chair, Black	\$191.60	\$249.10	
	XCHR-Christopher Chr, White Vinyl	\$157.30	\$204.50	
	SC10 Razor Chair	\$117.25	\$152.45	
	SC3-Brewer Chair, Onyx	\$263.10	\$342.05	
	XC6-Altura Guest Chair	\$463.30	\$602.30	
	LMCHR-Laguna Chair, Maple/Chrome	\$223.10	\$290.05	
	MALGRY-Malba Chair, Grey	\$171.60	\$223.10	
	MALGRN-Malba Chair, Green	\$171.60	\$223.10	
	CS4-Syntax Chair, Black/Chrome	\$311.75	\$405.30	
	ZENCHR-Zenith Chair-White/Chrome	\$251.70	\$327.20	
	BLDCRD-Blade Chair	\$101.40	\$131.80	
	BLDCSB-Blade Chair	\$101.40	\$131.80	
	LUCHCL-Lucent Chair	\$273.00	\$354.90	
	MARCBE-Marina Chair, Ocn Blue	\$221.00	\$287.30	
	MARCBK-Marina Chair, Black Vnyl	\$221.00	\$287.30	
	MARCBR-Marina Chair, Brown	\$221.00	\$287.30	
	MARCRD-Marina Chair, Red	\$221.00	\$287.30	
	MARCWH-Marina Chair, White Vnyl	\$221.00	\$287.30	
	TASKST-Task Stool	\$221.00	\$287.30	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$557.70	\$725.00	
	PROEXB-Executive Chair High Back	\$557.70	\$725.00	
	PROGB-Guest Executive Chair	\$391.80	\$509.35	
	PROMDB-Exec Mid-Back, Black	\$366.10	\$475.95	
	PROMID-Executive Chair Mid Back	\$354.65	\$461.05	

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

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Total Conference: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Café and Communal Tables

### 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

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

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fax

(702) 948-0341

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$337.50	\$438.75	
	ZTP-36" Maple Top/Black Base	\$368.95	\$479.65	
	ZTJ-30" Graphite Top/Black Base	\$337.50	\$438.75	
	ZTN-36" Graphite Top/Black Base	\$368.95	\$479.65	
	ZTG-30" Silver Textured Top	\$337.50	\$438.75	
	ZTQ-36" White Laminate Top	\$368.95	\$479.65	
	ZTB-30" Red Top/Black Base	\$337.50	\$438.75	
	ZTA-30" Grey Top/Black Base	\$348.90	\$453.55	
	30WH29 -30" White Laminate	\$357.50	\$464.75	
	30BEBC-30" Blue Top/Black Base	\$338.00	\$439.40	
	30WDBC-30" Wood Top/Black Base	\$338.00	\$439.40	

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

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$451.90	\$587.45	
	30GRHC-Graphite Nebula, Chrome	\$451.90	\$587.45	
	30STHC-Silver Textured, Chrome	\$451.90	\$587.45	
	30BRHC-Brushed Red Top, Chrome	\$451.90	\$587.45	
	30MAHC-Grey Top, Chrome	\$451.90	\$587.45	
	30WHHC-White Laminate	\$489.05	\$635.75	
	30BEHC-Blue Top, Chrome	\$455.00	\$591.50	
	30WDHC-Wood Top, Chrome	\$455.00	\$591.50	

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

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$491.90	\$639.45	
	36GRHC-Graphite Nebula, Chrome	\$491.90	\$639.45	
	36WTHC-White Top, Chrome	\$491.90	\$639.45	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$767.00	\$997.10	
	VNTCMN-Maple Top, Silver Frame	\$767.00	\$997.10	
	VNTCWN-White Top, Silver Frame	\$767.00	\$997.10	
	VNTCMW-Maple, w/ Grmt	\$767.00	\$997.10	
	VNTCWW-White, w/ Grmt	\$767.00	\$997.10	
	VNTCBK-Black Top- <b>Powered!</b>	\$871.00	\$1,132.30	
	VNTCWH-White Top- <b>Powered!</b>	\$871.00	\$1,132.30	

#### 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	\$998.15	\$1,297.60	
	VNTMNP Communal Table Maple Top	\$998.15	\$1,297.60	
	VNTWNP Communal Table White Top	\$998.15	\$1,297.60	
	VNTBMW Comm Table Maple Top w/ Grom	\$998.15	\$1,297.60	
	VNTBWW Comm Table White w/ Grom	\$998.15	\$1,297.60	

#### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,178.30	\$1,531.80	
	VNTWHT Communal Table White Top	\$1,178.30	\$1,531.80	

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

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Total Cafe: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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.

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



# Bar Tables, Barstools, Bars

## 2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

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phone

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fax

(702) 948-0341

### Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$371.80	\$483.35	
	VTP-36" Maple Top/Black Base	\$397.55	\$516.80	
	VTJ-30" Graphite Top/Black Base	\$371.80	\$483.35	
	VTN-36" Graphite Top/Black Base	\$397.55	\$516.80	
	VTG-30" Silver Textured Top	\$371.80	\$483.35	
	VTW-36" White Laminate Top	\$397.55	\$516.80	
	VTB-30" Red Top/Black Base	\$371.80	\$483.35	
	30WH42 30" White Laminate,	\$391.80	\$509.35	
	VTa-30" Grey Top/Black Base	\$371.80	\$483.35	
	RSTSQT Rustique Square Metal Bar Table	\$411.85	\$535.40	
	30BEBB-Blue Top/Black Base	\$377.00	\$490.10	
	30WDBB-Wood Top/Black Base	\$377.00	\$490.10	

### Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	\$374.65	\$487.05	
	BSS-Banana, Black/Chrome	\$374.65	\$487.05	
	BS001-Shark, Swivel White	\$477.60	\$620.90	
	BS002-Zoey, Swivel White	\$437.60	\$568.90	
	BS003-Zoey, Swivel Black	\$437.60	\$568.90	
	RSTSTL-Rustique Barstool, Gunmetal	\$217.35	\$282.55	
	APS08-Apex Black Vinyl	\$337.50	\$438.75	
	APS59-Apex Red Vinyl	\$337.50	\$438.75	
	APS75-Apex White Vinyl	\$337.50	\$438.75	
	APS12-Apex Blue Ultra Suede	\$337.50	\$438.75	
	XBAR-Christopher White Vinyl	\$271.70	\$353.20	
	LMBAR-Laguna, Maple/Chrome	\$280.30	\$364.40	
	BSR-Syntax, Black/Chrome	\$340.35	\$442.45	
	ZENBAR-Zenith, White/Chrome	\$251.70	\$327.20	
	BSC-Oslo, White	\$394.70	\$513.10	
	ROLLBL-Lift Barstool, Black Vinyl	\$317.45	\$412.70	
	ROLLGY-Lift Barstool, Grey Vinyl	\$317.45	\$412.70	
	ROLLRD-Lift Barstool, Red Vinyl	\$317.45	\$412.70	
	ROLLWH-Lift Barstool, White Vinyl	\$317.45	\$412.70	
	BLDBRD-Blade, Red	\$195.00	\$253.50	
	BLDBSB-Blade, Sky Blue	\$195.00	\$253.50	
	LUBSCL- Frosted, Acrylic	\$390.00	\$507.00	

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

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$451.90	\$587.45	
	30MTHB-Maple Top, Chrome	\$451.90	\$587.45	
	30STHB-Silver Texture, Chrome	\$451.90	\$587.45	
	30BRHB-Brushed Red, Chrome	\$451.90	\$587.45	
	30WHHB White Laminate, Chrome	\$489.05	\$635.75	
	30MAHB-Grey Top, Chrome	\$451.90	\$587.45	
	30BEHB-Blue Top, Chrome	\$455.00	\$591.50	
	30WDHB-Wood Top, Chrome	\$455.00	\$591.50	

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

Qty.	Item	Discount	Regular	Amount
	36GRHB-Graphite Nebula, Chrome	\$491.90	\$639.45	
	36MTHB, Maple Top, Chrome	\$491.90	\$639.45	
	36WTHB-White Top, Chrome	\$491.90	\$639.45	

### Bars and Counters

Qty.	Item	Discount	Regular	Amount
	MTBLPI-Midtown Bar, Lighted	\$2,223.00	\$2,889.90	
	MTBUUL-Midtown Bar, unlighted	\$2,080.00	\$2,704.00	
	MTCLPI- Midtown Counter, Lighted	\$2,223.00	\$2,889.90	
	MTCPUL- Midtown Counter, Unlighted	\$2,093.00	\$2,720.90	

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

Total Bar: \$

8.250%

Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Executive Accessories

### 2019 ASHP Midyear Clinical Meeting & Exhibition

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### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$772.20	\$1,003.85	
	JD8-Madison Executive Desk, Grey	\$912.35	\$1,186.05	
	BC8-Madison Bookcase, Grey	\$660.65	\$858.85	
	TECH3B-Tech Desk w/drawers- Powered!	\$838.00	\$1,089.40	
	TECH-Tech Desk-Powered	\$677.80	\$881.15	
	TECH3-3-drawer File Cbnt w/Cast	\$223.10	\$290.05	

### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$517.65	\$672.95	
	WD3-Work Table	\$497.65	\$646.95	

### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$775.05	\$1,007.55	

### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$757.90	\$985.25	
	PDL42B-Ped, Locking-Powered!	\$898.05	\$1,167.45	
	PDL36W-Ped, Locking-Powered!	\$757.90	\$985.25	
	PDL42W-Ped, Locking-Powered!	\$898.05	\$1,167.45	

### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$331.75	\$431.30	
	LA14-Mason Silver Table Lamp	\$217.35	\$282.55	

### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$663.00	\$861.90	
	HDG7FT-Boxwood Hedge, 7ft	\$1,079.00	\$1,402.70	

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

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

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

Total Exec Accessories: \$

8.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



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.

Event Code:

L186161219

email

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone

(702) 507-5278

fax

(702) 948-0341

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

### Foam Core Signs, Single sided

### Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$217.75	\$283.10			70065	Grommets, per sq. ft.- Vertical	\$27.65	\$35.95	
	70010	Horz., 22" x 28"	\$217.75	\$283.10			70071	Grommets, per sq. ft. - Horizontal	\$27.65	\$35.95	
	70011	Vertical, 28" x 44"	\$331.70	\$431.20			70066	Pockets, per sq. ft. - Vertical	\$29.70	\$38.60	
	70012	Horz., 28" x 44"	\$331.70	\$431.20			70072	Pockets, per sq. ft.- Horizontal	\$29.70	\$38.60	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$671.30	\$872.70							
	70138	39"x84" Meterboard, Ultraboard	\$390.00	\$507.00							

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

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

### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$59.15	\$76.90	
	70021	Velcro, per ft, min. 5 ft.	\$3.85	\$5.00	
	70004	7" x 44" ID Sign	\$65.15	\$84.70	
	50094	Floor Easel	\$58.35	\$75.85	
	50095	22x28 Sign Holder	\$132.95	\$172.85	
	50508	Cardboard Meterboard base, blk	\$26.00	\$33.80	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$231.65	\$301.15	

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.

Total Graphics: \$

8.250% Tax\*: \$

Amount Due: \$

BOOTH

Company Name:

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



**2019 ASHP Midyear Clinical Meeting & Exhibition**

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code: L186161219  
email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
phone (702) 507-5278  
fax (702) 948-0341

**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			
Code	Discount	Regular	Estimate
68066 ST	\$144.30	\$187.60	
68067 OT	\$216.45	\$281.40	
68068 DT	\$288.60	\$375.20	

Shepard Blue Supervised Dismantle Labor			
Code	Discount	Regular	Estimate
68070 ST	\$144.30	\$187.60	
68071 OT	\$216.45	\$281.40	
68072 DT	\$288.60	\$375.20	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

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

**Step One:**

Choose Your **Service**

- ☐ Installation  
☐ Dismantling  
☐ Both

**Step Two:**

How Many **People**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

**Step Three:**

How Many **Hours**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

**Step Four:**

When Should the Build be **Complete**?

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

**Inbound Freight**

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name \_\_\_\_\_

Tracking or Pro # \_\_\_\_\_

Estimated Arrival Date \_\_\_\_\_

# of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

**Set Up Information:**

Company Contact Name: \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_

**Drawings/Photos/**

**Instructions:**

- ☐ Attached  
☐ Emailed to Shepard  
☐ With the Exhibit  
☐ In crate # \_\_\_\_\_

**Graphics:**

- ☐ With Exhibit  
☐ Shipped Separately

**Electrical Placement**

(exhibitor is responsible to order)

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

**Other Services**

**Ordered:**

- ☐ Overhead Rigging  
☐ Cleaning  
☐ AV

**Carpet:**

- ☐ Ordered from Shepard  
☐ Exhibitor Owned Carpet  
☐ Carpet Padding

**Outbound Shipping:**

# of Crates \_\_\_\_\_  
# of Cartons \_\_\_\_\_  
# of Fiber Cases \_\_\_\_\_  
# of Pallets \_\_\_\_\_

**Method:**

- ☐ Ground  
☐ 2-Day Air  
☐ Next Day Air  
☐ Other

Phone # \_\_\_\_\_

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

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

If Your Carrier doesn't show? ☐ Reroute with SLS

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

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

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

Company Name: \_\_\_\_\_

Estimated **SES Blue Labor**: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Exhibitor 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

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

Event Code: L186161219

email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

phone (702) 507-5278

fax (702) 948-0341

#### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$111.00	\$144.30	
68061	OT	\$166.50	\$216.45	
68062	DT	\$222.00	\$288.60	

#### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$111.00	\$144.30	
68064	OT	\$166.50	\$216.45	
68065	DT	\$222.00	\$288.60	

#### Step One:

Choose your service

- ☐ Installation  
☐ Dismantling  
☐ Both

#### Step Two:

How many people?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How many hours?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

Carpet:

- ☐ Ordered from Shepard  
☐ Exhibitor Owned Carpet  
☐ Carpet Padding

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders  
☐ Lifts  
☐ Special Tools: \_\_\_\_\_

Details: \_\_\_\_\_

#### Step Six: Schedule

	Date	Start Time	End Time
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.

Company Name: \_\_\_\_\_

Labor Estimate \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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](mailto: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**

Important Ordering Information - <i>*Please read before placing your order</i>	2
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#### ◆ 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](http://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 Intl  
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
- t New Booth Number

#### ◆ METHOD OF PAYMENT

MGMRI accepts the following methods of payment:

- **CREDIT CARD** Please place credit card information on the order form.
- **COMPANY CHECK / BANK TRANSFER** Please complete the Check/Bank Transfer Notification form located after the Order form and return via fax: 702.669.4575. Checks/Bank transfers will not be accepted for payment without prior notification. A credit card will be required to be on file for overages.

#### ◆ 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](mailto:exhibitorservices@mandalaybay.com)

**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 #:			
<b>We will be paying by:</b> <input type="checkbox"/> <b>Company Check</b> <input type="checkbox"/> <b>Credit Card</b> <input type="checkbox"/> <b>Wire Transfer</b>					

**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 Agents:** 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:

- |   |   |
|---|---|
| <input type="checkbox"/> Audio Visual             | <input type="checkbox"/> Plant Rental and Floral                              |
| <input type="checkbox"/> Cable/Satellite          | <input type="checkbox"/> Truss/Motor/Lighting Equipment/Rigging/Rigging Labor |
| <input type="checkbox"/> Cleaning Services        | <input type="checkbox"/> Telecommunications                                   |
| <input type="checkbox"/> Internet & Data Services | <input type="checkbox"/> Sponsorship  |
| <input type="checkbox"/> Security                 | <input type="checkbox"/> 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 than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.

<b>CREDIT CARD VERIFICATION:</b> * Last four digits of credit card number: <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; vertical-align: middle;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; vertical-align: middle;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; vertical-align: middle;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; vertical-align: middle;"></div>		<b>* Required Fields</b> This credit card is authorized for all additional onsite charges		<b>Additional Authorized Signers:</b> Initials <div style="display: inline-block; border: 1px solid black; width: 50px; height: 40px; vertical-align: middle;"></div>	
				2	
*Cardholder's Name:			* Cardholder's Signature:		
* Cardholder's Billing Address:			*City:		*State:
					*Postal Code:

*CREDIT CARD NUMBER:																		*Card EXP DATE:			
																		MM/YY			



# MANDALAY BAY®

## RESORT AND CASINO, LAS VEGAS

### FLOOR PLAN

**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

**X** = Main Distribution Point **◆** = 5amp/500watt **▲** = 10amp/1000watt **★** = 15amp/1500watt **●** = 20amp/200 watt

Each square = \_\_\_\_\_ feet

		Adjacent Booth or aisle # _____											
Adjacent Booth or aisle # _____													Adjacent Booth or aisle # _____
		Adjacent Booth or aisle # _____											

Event Name: ASHP Midyear 2019

Company Name: \_\_\_\_\_

Event Dates: December 9-11, 2019

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Contact Number: \_\_\_\_\_



**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:			BOOTH #:	
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

**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.

DESCRIPTION	SQUARE FOOTAGE	X	# OF DAYS	X	PRICE	=	TOTAL
Booth Vacuuming Provides a one time vacuum and trash empty to make the booth show ready.		X		X	\$.45 p/sq.ft	=	
Damp Mop Custom flooring - does not include deep clean or wax		X		X	\$.54 p/sq.ft	=	
Shampoo Service Shampoo & vacuum 1 day prior to show open to be show ready		X		X	\$1.48 p/sq.ft	=	
Spot Shampoo Carpet (up to 100 sq. ft.)		X		X	37.00 each	=	
Spot Shampoo Carpet (101 sq. ft. & above)		X		X	\$.77 p/sq.ft	=	
Concrete Waxing Service - Deep clean & wax		X		X	\$.98 p/sq.ft	=	
Concrete Cleaning Service - Deep clean & mop (wax not included)		X		X	\$.98 p/sq.ft	=	
Anti-Static Treatment - treatment to remove static from carpet		X		X	\$.43 p/sq.ft	=	
Periodic Porter (up to 1000 sq. ft.)				X	\$62.00	=	
Periodic Porter (1001 - 3000 sq. ft.)				X	\$103.00	=	
Periodic Porter (3001 sq. ft. & above)				X	\$159.00	=	
All Day Porter (up to 1000 sq. ft.)				X	\$152.00	=	
All Day Porter (1001 - 3000 sq. ft.)				X	\$304.00	=	
All Day Porter (3001 sq. ft. & above)				X	\$608.00	=	

**TOTAL**

Order Comments:
-----------------



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

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.

**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:			BOOTH #:	
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

**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](mailto: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*

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

Order Comments:	 <p>For questions or assistance, email us at <a href="mailto:exhibitorservices@mandalaybay.com">exhibitorservices@mandalaybay.com</a> or call us toll free: 855.408.1349</p>	Subtotal
		8.25% Tax & 23% Service Fee
		<b>TOTAL</b>

**YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS.** 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 & their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to delivery of services. Please review all Orders and invoices prior to leaving show site. 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. **WATER COOLER RENTAL:** Exhibitors are responsible for the return of each Water Cooler and empty bottles. There will be a \$150.00 charge for each unit not returned. There is no refund for unused bottles or sleeves of cups.

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

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

DESCRIPTION	Delivery Date & Time	PRICE	X	QTY	=	TOTAL
Assorted Breakfast Pastries		\$82.00	X		=	
Bagels with Cream Cheese		\$82.00	X		=	
Yogurt - Individual, Low-Fat Assorted Fruit		\$109.00	X		=	
Bowl of Assorted Whole Fresh Fruit		\$83.00	X		=	
Sliced Seasonal Fruit Tray		\$156.00	X		=	
Tortilla Chips		\$86.00	X		=	
Snack Mix		\$86.00	X		=	
Premium Chips - assorted individual bags		\$86.00	X		=	
Pretzels - individual bags		\$86.00	X		=	
Giant Cookie Tray - assorted		\$82.00	X		=	
Asst'd Candy Bars (Snickers, Kit Kat, Nestle Crunch)		\$86.00	X		=	
Chocolate Brownies with Nuts Tray		\$82.00	X		=	
Deli Sandwiches - assorted		\$132.00	X		=	
Tea Sandwiches - assorted	no substitutions on sandwiches	\$104.00	X		=	
Mini Chicken Croissant Sandwiches		\$104.00	X		=	
Mini Tuna Salad Croissant Sandwiches		\$104.00	X		=	
Field Green Salad		\$172.00	X		=	
Caesar Salad		\$172.00	X		=	
Chicken Caesar Salad		\$328.00	X		=	

Order Comments:	 For questions or assistance, email us at <a href="mailto:exhibitorservices@mandalaybay.com">exhibitorservices@mandalaybay.com</a> or call us toll free: 855.408.1349	Subtotal	
		8.25% Tax & 23% Service Fee	
		<b>TOTAL</b>	

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Exhibiting Company Name:			BOOTH #:	
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

<b>Wireless</b>	<b>Price</b>	<b>X</b>	<b>QTY</b>	<b>=</b>	<b>Total</b>
7 Day code (Provides one wireless code for one device for up to 7 days)	\$119.99 per code	X		=	
24 HR code (Provides code for one device for 24 hrs from the time of log-in)	\$51.99 per code	X		=	

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

<b>Wired - Shared Services</b>	<b>Price</b>	<b>X</b>	<b>QTY</b>	<b>=</b>	<b>Total</b>
Standard Internet Wired Connection (10/100BaseTX-CAT5) with 1 IP Address	\$1,200.00 per line	X		=	
One (1) Additional IP address - (Standard Connection, Switch & Additional Cables Required)	\$150.00 each	X		=	

<b>Wired - Dedicated Services</b>	<b>Price</b>	<b>X</b>	<b>QTY</b>	<b>=</b>	<b>Total</b>
Dedicated High Speed Wired Internet Service (5Mbps VLAN) (Ethernet bandwidth of 5Mbps w/up to 13 Public IPs and first drop)	\$4,680.00 per service	X		=	
Additional VLAN Connection – (Dedicated High Speed Wired Internet Service Required)	\$420.00 each	X		=	

<b>Additional Services/Equipment</b>	<b>Price</b>	<b>X</b>	<b>QTY</b>	<b>=</b>	<b>Total</b>
Patch cables – CAT5 (Made to order, Cables ONLY, Labor NOT Included)	\$1.00 per foot	X		=	
Intra-Booth Networking / Floor Work Labor (includes cables)	\$240.00 per line	X		=	
8 Port Ethernet 10/100 Base TX Switch Rental (\$150 Non-return Fee will apply) Electrical required	\$150.00 each	X		=	
24 Port Ethernet 10/100 Base TX Switch Rental (\$270 Non-return Fee will apply) Electrical required	\$270.00 each	X		=	
Line Relocation Charge (after installation)	\$200.00 per line	X		=	



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

**Total**

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

Please be aware that Wi-Fi broadcasts within unregulated airspace. This means that many factors outside of our control can disrupt your wireless signal (such as MiFi's, cell phone hotspots/tethering, wireless routers, etc.) It is recommended that your device have the ability to operate within the 5 GHz spectrum (802.11a/n/ac) we have found it to be a more optimal environment. If your device does not allow for the 5 GHz spectrum, it's recommended that you purchase a 5 GHz adapter prior to event/show site.

- 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.
- Services do not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers, laptops or printers. The choice of ISP is at the discretion of MGMRI.
- Please be advised that install times cannot be guaranteed. Installs will be performed based on General Service Contractor's production schedule.
- Installs for on-site pop-up orders will be performed in order received once all pre-orders have been completed.
- 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.
- 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. Exhibitor 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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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

Description	Price	X	QTY	=	Total
Multiline telephone (digital), main line & 1 rollover line & speaker *indicate preference - Local/Toll free or Long-Distance/International	\$475.00 per line	X		=	
Additional Roll over line for Multiline telephone	\$ 35.00 each	X		=	
Voicemail - add voicemail to any line	\$ 35.00 per line				
Single Line touch tone telephone (analog) Modem	\$335.00 per line	X		=	
Single Line touch tone telephone (analog) Fax	\$335.00 per line	X		=	
Single Line touch tone telephone (analog) CC machine (not included)	\$335.00 per line	X		=	
Conference Polycom Phone Rental - includes phone line (up to 3 days) *An additional charge of \$800 will be assessed for any damaged or unreturned polycom equipment. Call usage not included in rental price.	\$545.00 per phone	X		=	
ISDN Line	\$475.00 flat fee	X		=	
Extend Customer provided 1B line from Demarc (one time charge)	\$450.00 per circuit	X		=	
Dry Pairs	\$475.00 per circuit	X		=	
Relocation of telephone line after installation	\$150.00 per line	X		=	

**The Exhibitor is responsible for all charges against assigned telephone numbers and will be charged to the credit card on file at the close of show.**

- ◆ Toll Free, local, and credit card - \$1.25 per call
- ◆ Directory assistance calls - \$1.25 per call
- ◆ Long Distance & International calls - Prevailing rate

**Total**

**Some Credit Card machines are not compatible with all PBX phone systems. i.e. some VeriFone models. All equipment must be programmed to dial 9 for outside access.**



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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

Exclusive Electrical services provided by:

### ORDERING INSTRUCTIONS 120 VOLT POWER DELIVERY

The cost of one 120-volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply.

### 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 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 floorplan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floorplan, 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.

### IMPORTANT NOTE ABOUT PLACEMENT

Arm lights must be mounted to a hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

### 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](mailto:mandalaybay@edlen.com)

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

	RATE	X	QTY Show Hours Only	or	QTY 24hrs/day Double rate	=	TOTAL COST
<b>120 VOLT</b>							
500 WATTS (5 AMPS)	\$152.00	X				=	
1000 WATTS (10 AMPS)	\$263.00	X				=	
1500 WATTS (15 AMPS)	\$314.00	X				=	
2000 WATTS (20 AMPS)	\$371.00	X				=	

### 208 VOLT SINGLE PHASE

20 AMPS	\$635.00	X				=	
30 AMPS	\$729.00	X				=	
60 AMPS	\$923.00	X				=	
100 AMPS	\$1,350.00	X				=	

### 208 VOLT THREE PHASE

20 AMPS	\$746.00	X				=	
30 AMPS	\$918.00	X				=	
60 AMPS	\$1,251.00	X				=	
100 AMPS	\$1,548.00	X				=	
200 AMPS	\$2,831.00	X				=	

### 480 VOLT THREE PHASE

20 AMPS	\$1,623.00	X				=	
30 AMPS	\$1,938.00	X				=	
60 AMPS	\$2,535.00	X				=	
100 AMPS	\$3,333.00	X				=	

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

	RATE	X	Total Amps	=	TOTAL
Transformer (20 amp minimum charge)	\$4.00	X		=	

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

	RATE	X	QTY	=	TOTAL
ARM LIGHT	\$194.00	X		=	
8 FT POLE LIGHT - 1 FIXTURE	\$194.00	X		=	
8 FT POLE LIGHT - 2 FIXTURES	\$255.00	X		=	

### ELECTRICAL LABOR

	RATE	X	QTY	=	TOTAL
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	\$102.00	X		=	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	\$204.00	X		=	

**Total**

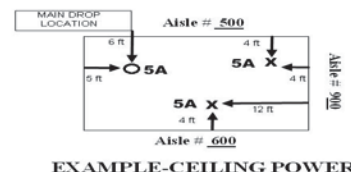
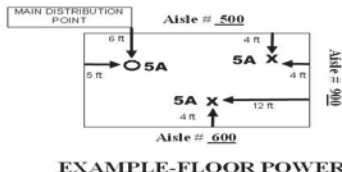
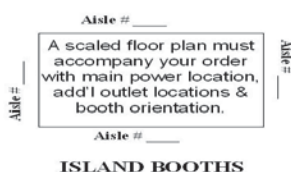
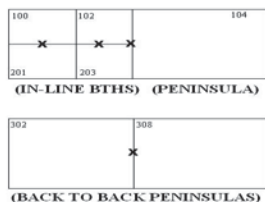
## ELECTRICAL/LIGHTING TERMS AND CONDITIONS

### **ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://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, Exhibitor 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](mailto:mandalaybay@edlen.com)

**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 702.318.8220.

Exhibiting Company Name:			BOOTH #:	
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

Exclusive Electrical services provided by:



For questions call Edlen Electrical  
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**ELECTRICAL JURISDICTION** - The work described below falls within the jurisdiction of the electrical union & cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

**ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

- |   |   |
|---|---|
| 1. Electrical distribution under carpet or concealed<br>2. Connection of all 208V or higher services<br>3. Hardwiring of any electrical apparatus<br><br>4. Condor lift for installation of electrical signs &/or rotators under 200lbs.<br>5. Assembly & hanging of all ground supported static lighting & truss | 6. Overhead power distribution<br>7. Assembling & rigging of overhead signs under 200lbs.<br>8. Forklift for installation of electrical headers &/or light boxes<br>9. Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment<br>10. All electrical equipment, lighting fixtures & any electrical apparatus that requires electrical & mechanical fastening to the exhibit or display |
|---|---|

**POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION**

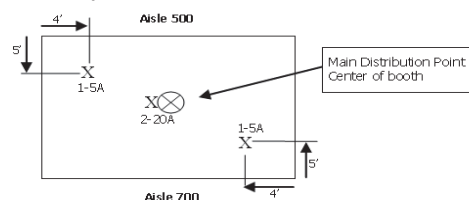
- Floor Plan layout of your booth space:
  - Floor plans must include exact outlet locations with dimensions or be to scale.
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Power comes from the floor. Identify the main distribution point where power will be delivered/distributed.

- Date you will begin building your booth \_\_\_\_\_.  
Estimated time \_\_\_\_\_

- Show Site Contact with authority to make additions or changes to your order:

Contact Name \_\_\_\_\_  
 Contact Company \_\_\_\_\_  
 Contact Cell # \_\_\_\_\_  
 Contact Email \_\_\_\_\_

Example: 20X30 Island Booth



- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your electrical order form.

**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time & no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

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

**LABOR RATES** 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**

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Exhibiting Company Name:			BOOTH #:	
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

<p>Exclusive Air &amp; Water services provided by:</p> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>ORDERING INSTRUCTIONS</b></p> <p align="center"><b>LABOR REQUIREMENTS</b></p> <p>There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>ADDITIONAL CONNECTIONS</b></p> <p>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.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>OUTLET DISTRIBUTION</b></p> <p>Outlets are delivered to the rear of inline &amp; peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on time and material basis. Lift charges will apply for overhead drops or distribution.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>SERVICE CONNECTIONS</b></p> <p>All service connections are to be made by Edlen plumbers. Material charges may apply.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>AIR LINE RESPONSIBILITIES</b></p> <p>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.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>WATER PRESSURE</b></p> <p>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.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>WASTE WATER</b></p> <p>If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center"><b>TERMS &amp; CONDITIONS</b></p> <p>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.</p> </div>	<div style="text-align: center;">  <p><b>EDLEN</b> The Power People</p> </div> <p align="right">For questions call Edlen Electrical (702)322-5707 or email <a href="mailto:mandalaybay@edlen.com">mandalaybay@edlen.com</a></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COMPRESSED AIR: 90-100 LBS. 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When do you move-out? Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water &amp; drain outlets.</b></p> <p><b>PROPANE &amp; MISC. GASES REQUIREMENTS</b> (call for quote)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td></td> <td align="right">\$</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td></td> <td align="right">\$</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p align="right"><b>Total</b> _____</p>	COMPRESSED AIR: 90-100 LBS. 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