Shepard

EXHIBITOR SERVICE MANUAL

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Shepard 1531 Carroll Dr NW, Atlanta, GA 30318 | phone: 404-720-8600 | fax: 404-720-8755

SHOW INFORMATION

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table - Black
- 1 Wastebasket

Show Colors

Show Drape Color(s): Black, White
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN
Wednesday, May 15, 2024 • 3:00PM to 8:00PM
Thursday, May 16, 2024 • 8:00AM to 11:00AM

EXHIBIT HOURS
Thursday, May 16, 2024 • 12:00PM to 1:00PM*
**VIP Expo Preview (Ticketed Event)*
Thursday, May 16, 2024 • 1:00PM to 5:00PM**
***Expo Hall B open to all attendees*

EXHIBITOR MOVE OUT
Thursday, May 16, 2024 • 5:00PM to 9:00PM
Friday, May 17, 2024 • 7:00AM to 11:00AM

FREIGHT REROUTE BEGINS*
*All outbound carriers must be checked in by this time

Friday, May 17, 2024 | 9:00AM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals
Tuesday, April 16, 2024

Exhibitor Appointed Contractor Notification Deadline
Tuesday, April 16, 2024

First Day for Warehouse Deliveries Without a Surcharge
Tuesday, April 16, 2024

Discount Price Deadline for Standard Shepard Orders
Thursday, April 25, 2024

Last Day for Warehouse Deliveries Without a Surcharge
Wednesday, May 8, 2024

Last Day for Warehouse Deliveries*
Monday, May 13, 2024

* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First Day Freight Can Arrive at Show Site
Wednesday, May 15, 2024 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS
Exhibiting Co. Name & Booth Number
HAA Education Conference & Expo
c/o Shepard Exposition Services
10001 Fannin Street Suite 100
Houston, TX 77045

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

DIRECT TO SHOW SITE SHIPMENT ADDRESS
c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
HAA Education Conference & Expo
NRG Center
One NRG Park
Houston, TX 77054

INFORMATION

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ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Wednesday, May 15, 2024 • 3:00PM to 8:00PM
Thursday, May 16, 2024 • 8:00AM to 9:00PM
Friday, May 17, 2024 • 7:00AM to 11:00AM

Exhibitor Move Out

Thursday, May 16, 2024 • 5:00PM to 9:00PM
Friday, May 17, 2024 • 7:00AM to 11:00AM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, May 17, 2024 | 9:00AM**.

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Friday, May 17, 2024 | 9:00AM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

NRG Center
One NRG Park
Houston, TX 77054

UTILITY & ANCILLARY VENDORS

HAA Education Conference & Expo
NRG Center | Houston, TX

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ELECTRICAL & PLUMBING SERVICES

NRG Park

AUDIO VISUAL (AV)

NRG Park

PARKING PASS

NRG Park

INTERNET/WIFI

Smart City

Hotspot Options

MOVE OUT NOTICE

HAA Education Conference & Expo
NRG Center | Houston, TX
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HAA Education Conference & Expo Move Out Notice

The HAA Education Conference & Expo will end at 5:00PM, on Thursday, May 16, 2024. Please don't pack up your booth before 5:00PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

Returning Empty Containers: Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

Exhibitor Move Out Schedule:
Thursday, May 16, 2024 • 5:00PM to 9:00PM
Friday, May 17, 2024 • 7:00AM to 11:00AM

Outbound Paperwork Requirements: To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

Show Carrier: Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

Outside Carriers: To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than 9:00AM on Friday, May 17, 2024. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Friday, May 17, 2024 | 9:00AM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

Reroute Schedule: If you're still in the venue after Friday, May 17, 2024 | 9:00AM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

Abandoned Items: Any items or equipment left in booths without shipping labels after Friday, May 17, 2024 | 9:00AM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

Pick Up Location:
NRG Center
One NRG Park
Houston, TX 77054

ONLINE ORDERING
IT'S EASY.

HAA Education Conference & Expo
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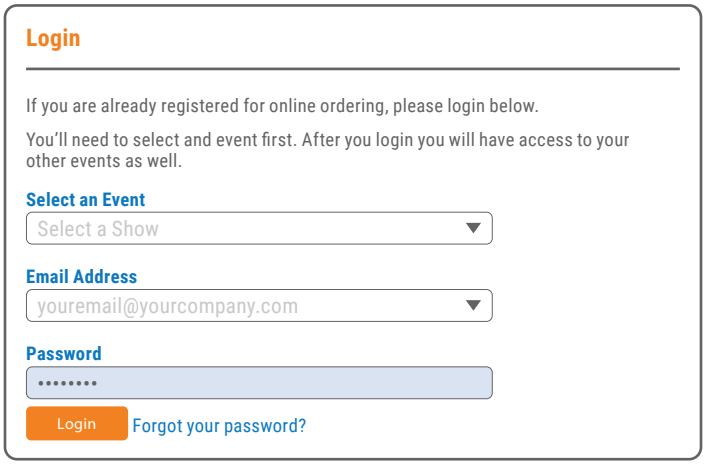
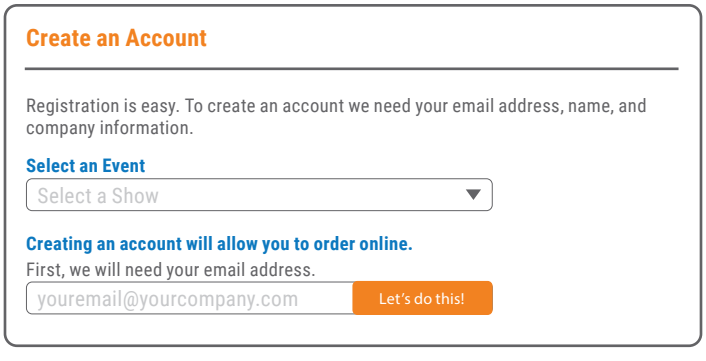
Order online through the Shepard Exhibitor Portal at **https://apps.shepardes.com/olk/intro.asp**. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: **https://apps.shepardes.com/olk/intro.asp**
2. Select the Event.
3. Login from the Show Information page by clicking the Login for Online Ordering button.
4. Select your event, enter your email address and password then click Login.

   User Name = **Your Email Address**
   (provided by Event Management)

   Password = **HHA2024**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at **clientservices@shepardes.com**.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.





METHOD OF PAYMENT

HAA Education Conference & Expo
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Please review the information and complete your payment information online.

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 your online credit card information 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.

Shepard no longer accepts cash payments for any Shepard Services. 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.

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at **https://www.shepardes.com/payment-methods** and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Thursday, April 25, 2024 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, April 25, 2024 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

Checks:

1. Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

Wire Transfers:

1. Wire Transfers can be sent to bank information listed below.

2. **Important!** After your wire transfer has been sent, please send an email to **ar-es@shepardes.com** to confirm and include your show name, event code and your booth number. Unidentified payments can result in funds not being assigned to your account.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **HAA Education Conference & Expo** EVENT CODE: **T126590524**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: **Shepard Exposition Services, Inc.**	Routing Number: **041000124**	SWIFT CODE (US): **PNCCUS33**	**For Checks: Please include the show name, event code and your booth number on the check.** **For Wires: Please send payment sent confirmation email to ar-es@shepardes.com that includes the show name, event code and your booth number.**
Bank Name: **PNC Bank N.A., Pittsburgh, PA 15219 USA**	Account Number: **42-6061-9772**	SWIFT CODE (INTL): **PNCCUS33**	

TAX EXEMPT? Please submit tax exemption certificate to: **orders@shepardes.com.** If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

TERMS & CONDITIONS

HAA Education Conference & Expo
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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 accept 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 Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express , debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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: On-site exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders canceled 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 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.

continued on the next page

TERMS & CONDITIONS (continued)

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

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Method of Payment 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 canceled 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-weighed 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 mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT

HAA Education Conference & Expo **T126590524**
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DEADLINE: TUESDAY, APRIL 16, 2024

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

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

☐ **ALL SERVICES** ☐ Booth Cleaning ☐ Material Handling ☐ Carpet ☐ Furniture

☐ Exhibit Rentals ☐ Overhead Rigging/Labor ☐ Installation/Dismantling Labor ☐ Logistics/Transportation

Other (please specify):

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

SIGNATURE FROM THIRD PARTY COMPANY: _____

Step 4. Complete your payment information online.

Login to your account at **https://www.shepardes.com/payment-methods** and choose the event you are submitting payment for.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

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DEADLINE: TUESDAY, APRIL 16, 2024

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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 Method of Payment form and an exhibitor Method of Payment 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: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

_____

_____

_____

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

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

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

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

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

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

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

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be a charged a 1 hour minimum forklift rental and labor.

EXHIBITOR SIGNATURE: _____

WHERE DOES IT GO?

TELL US! SAVE TIME AND MONEY.

With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders.

Make as many copies as you need!

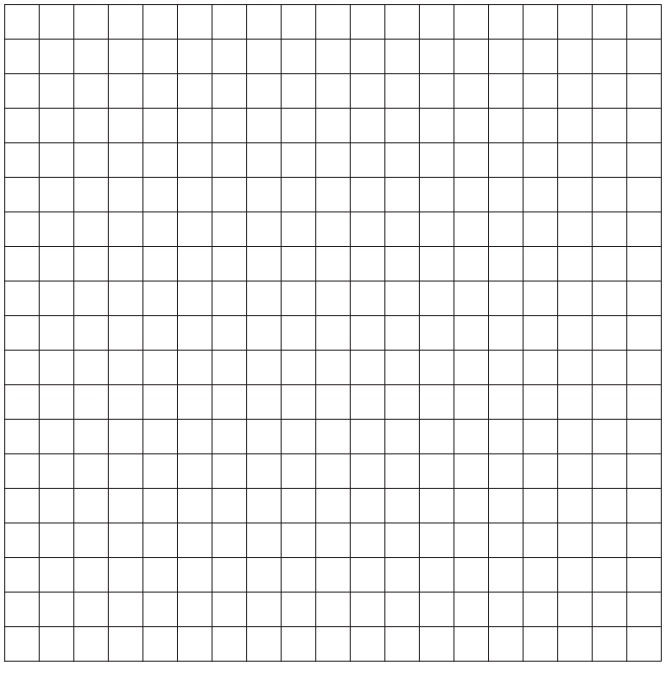
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

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

ABOVE BOOTH NUMBER: _____

LEFT BOOTH NUMBER: _____



RIGHT BOOTH NUMBER: _____

BELOW BOOTH NUMBER: _____

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.

With Shepard, You Can.

What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping 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 a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock 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 at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.

With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.

Inbound & Outbound Services

- Standard ground
- 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services

Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers

Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance

ORDER ONLINE!

SHEPARD LOGISTICS SERVICES (SLS)

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

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)

Shipping Services do not include Material Handling fees at Show Site. Material Handling fees will be charged to the credit card on file.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Contact Name at residence: Phone Number:

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

We recommend shipping to the Advance Warehouse to avoid wait times on show site.

Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Step 6. What type of service is needed (how fast do you need it)?

☐ Standard Ground ☐ 2nd Day Air ☐ Expedited Ground 3-5 days) ☐ Other (Truckload, Specialized) _____

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (3-5) and air shipping available for pre-booked and confirmed orders only.

Step 7. After the event is over, are we shipping it back to you?

☐ **YES!** ☐ No, I will arrange another carrier.

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file. **For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.**

International Shipping - Event Logistics

PROUD MEMBER OF IELA

DSV Fairs & Events is the Preferred International Freight Forwarder and Customs Broker for Shepard events.

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens
FCL SEA FREIGHT – 4 weeks before the show opens
AIR FREIGHT – 3 weeks before the show opens

OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

- Shipment planning - packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination

Fairs & Events, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: + 1 786 577 6750
Mobile: +1 404 432 8835

Please contact us today for a free quotation.

DSV International Offices

DSV Fairs & Events has an agent office in most countries worldwide. If you do not see your country listed below, then please contact DSV Fairs & Events USA, so that we can provide local contact details.

Canada
DSV Global Transport & Logistics
2200 Yukon Court
Milton, ON
L9E 1N5 Canada
Contact: Mohamad Alsayed
Tel: +1 905-203-2048
Mobile: +1 365 822 2333 (Faisal)
E-mail: fairs&eventsDSVcanada@ca.dsv.com

China
DSV Fairs & Events, Solutions
Rm 2307-2308, 23F
One Indigo
20 Jiuxianqiao Road
Chaoyang District
Beijing 10016
P.R. China
Contact: Roaddy Lu
Tel: + 86 10 8540 7288 / 7299
Mobile: + 86 13 91029 8808
Email: roaddy.lu@dsv.com

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DSV Solutions A/S
Fairs & Events
Center Boulevard 5
2300 Copenhagen S
Denmark
Contact: Lars Skovhoej
Tel: +45 43203859
Email: expo@dk.dsv.com

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DSV Solutions GmbH
Fairs & Events
Gruener Deich 1
Hamburg 20097
Germany
Contact: Volker Baumann
Tel: + 49 41652189160
Mobile: + 49 1719793166
Email: volker.baumann@dsv.com

Hong Kong
DSV Fairs & Exhibitions
13001-11W, 103-04S&106-7S, 13/F
ATL Logistics Centre B, Berth 3
Kwai Chung Container Terminal NT
Hong Kong
Contact: Sunny Ling
Tel: + 852-2211 8205 / 8852 8205
Mobile: + 852 9622 3280
Email: sunny.ling@dsv.com

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DSV Solutions SRL
Fairs and Events
Via Dante 134
20096 Pioltello, Milan Italy
Contact: Marco Simone
Tel: + 39 02 921 34036
Mobile: + 39 342 7410283
Email: marco.simone@dsv.com

Japan
DSV Fairs & Events, Solutions
Imperial Hotel Tower 16F 16A-4
1-1-1 Uchisaiwaicho, Chiyoda-ku
Tokyo 100-0011
Japan
Contact: Shingo Kobayashi
Tel + 81 3 4565 4569
Mobile: + 81 80 2478 9133
Email: JP.FE@dsv.com

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DSV Fairs & Events, Solutions
Magok Central Tower 1 Cha, 227
Gonghang-daero
Gangseo-gu, Seoul,
07802
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Tel: + 82 2 2192 7420
Mobile: +82 10 2800 1834
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Senhora da Hora,
4460-208
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Mobile: + 351 916 141 569
E-mail: silvia.eloi@dsv.com

Singapore
DSV Solutions Pte Ltd
No.5
Changi North Way
5th Floor, 498771
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Contacts: Maybelline Oun
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Mobile: + +65 9655 3031
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DSV Fairs & Events, Solutions
Pol. Ind. Riera del Molí
Les Licorelles, Calle A num. 1
08750 Molins de Rei
Barcelona
Spain
Contact: Belina Flores
Tel: + 930 260 838
Mobile: + 34 34 686 902 300
Email: belina.flores.sierra@dsv.com

Taiwan
DSV – Translink Fairs & Events
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2., Taipei 104-48
Taiwan R.O.C.
Contact: Frances Lin
Tel: + 886 2 2581 1133
Fax: + 886 2 2523 9449
Email: frances@trans-link.com.tw

Turkey
DSV Fairs &Events
Rüzgarlıbahçe Mahallesi
Cumhuriyet Caddesi
Acarlar İş Merkezi C Blok No:10
34805 Beykoz İstanbul Turkey
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Tel: + 90 216 680 16 00
Mobile: + 90 533 938 04 55
Email: tandogan.ozman@dsv.com

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Level 15, Office No. 07-08
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Dubai World Trade Centre
P.O.Box 36683, Dubai, UAE
Contact: Nilofer Sayeed
Tel: + 971 4 813 1487 / 813 1210
Mobile: + 971 56 6833914
Email: nilofer.sayeed@dsv.com

United Kingdom
DSV Fairs & Events, Solutions
One Western Gateway
Royal Victoria Dock
London E16 1XL, United Kingdom
Contact: Garcia Newell
Tel: + 44 207 069 5321
Mobile: + 44 7760 165828
Email: garcia.newell@dsv.com

DSV Fairs & Events, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: + 1 786 577 6750
Mobile: +1 404 432 8835
www.dsv.com

ORDER ONLINE!

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

$$$$$ SAVING TIP!

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

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) 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 NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Residential contact name _____ Phone Number _____

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to deliver your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ **Official Show Carrier: SHEPARD LOGISTICS** ☐ Other (Truckload, Specialized) _____

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 is needed (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, $400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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. For shipments going into or out of Canada, we must have the Commercial Invoice and the Custom Brokers contact information before we can finalize your shipment.

ADVANCED SHIPPING LABEL

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Print at least one shipping 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.

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
10001 Fannin Street Suite 100
Houston, TX 77045

FOR:
HAA Education Conference & Expo

Delivery Hours: Monday - Friday 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Tuesday, April 16, 2024

Last day freight can arrive without a surcharge:
Wednesday, May 8, 2024

DIRECT SHIPPING LABEL

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Print at least one shipping 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.

RUSH
DIRECT TO SHOW SITE

Shepard

DIRECT TO SHOW SITE

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
NRG Center
One NRG Park
Houston, TX 77054

FOR:
HAA Education Conference & Expo

MUST NOT BE DELIVERED PRIOR TO:
Wednesday, May 15, 2024 | 8:00AM

ORDER ONLINE!

ALL INCLUSIVE MATERIAL HANDLING RATES

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

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

* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

Per Pound Material Handling Rates All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

How to Calculate Material Handling Services Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

Advanced Warehouse Shipments**

** Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, April 16, 2024
LAST DAY FREIGHT CAN ARRIVE: Monday, May 13, 2024

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35786	Crated ONLY		X	$1.57	

Other Material Handling Services

CODE	ITEM	WEIGHT		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	$75.00	

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, May 15, 2024

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35785	Crated		X	$1.57	
35285	Uncrated		X	$1.57	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file.**

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **orders@shepardes.com**

shepardes.com

ALL INCLUSIVE MATERIAL HANDLING

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.

Special Handling Definitions

This is included in your per pound rate.

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
This is included in your per pound rate.
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
This is included in your per pound rate.
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 the 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 show site after show open will be charged a surcharge.

Uncrated Shipments
This is included in your per pound rate.
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
This is included in your per pound rate.
FEE: $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
This is included in your per pound rate.
FEE: $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
FEE: $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.

Envelope Deliveries
FEE: $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.

Priority Empty Labels
FEE: $125.00 per label • 35064
Limited quantities available on a per event basis.

Mobile Spotting
FEE: $200 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.

ALL INCLUSIVE MATERIAL HANDLING

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. Material handling is a billable service.

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 it's 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?
(does not apply to All Inclusive Rates)
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.
CWT Calculation:
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.
All Inclusive Calculation:
EXAMPLE: 285 lbs. = 285 x RATE = $

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

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

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

What is Special Handling?
(does not apply to All Inclusive Rates)
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 Advanced 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, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrived by advanced warehouse deadline date to avoid 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.

ORDER ONLINE!

CARTLOAD SERVICE

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- **One laborer**
- **One cart**
- **One trip** (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: New Years Day, MLK, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day
**These Holidays only apply in certain cities.*

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		$153.00	
35152	Booth to Dock ST		$153.00	
35153	Dock to Booth OT		$209.50	
35154	Booth to Dock OT		$209.50	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

ORDER ONLINE!

MOBILE SPOTTING FEE

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

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

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

All vehicles must be removed no later than:
Friday, May 17, 2024 | 9:00AM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		$200.00	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

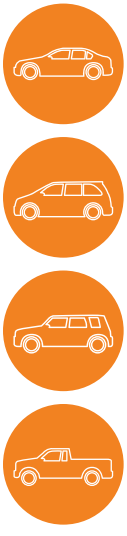
CONTACT NAME: _____

EMAIL ADDRESS: _____

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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

Vehicles:



✓ ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck

These vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.

NOT ALLOWED IN THE DOCK AREA:

× Trailers of any kind
× No Step Van/Box Truck
× Full Size Vans

The vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load.
Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors.

Equipment and Materials:

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.

✓ ALLOWED:

- Hand Carried Boxes

NOT ALLOWED:

× 2-wheel or 4-wheel Hand Carts
× Pallet Jacks

Please refer to the Labor Rules and Regulations page for additional information and guidelines.

ORDER ONLINE!

WAREHOUSE STORAGE

HAA Education Conference & Expo **T126590524**
NRG Center | Houston, TX
May 16, 2024

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

Pricing

- Warehouse storage rates are billed $10.00 per cwt per month ($100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed $20.00 per cwt ($400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound. or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Step 3. How long are we storing your items?

FROM DATE: _____ **TO DATE:** _____
Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

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

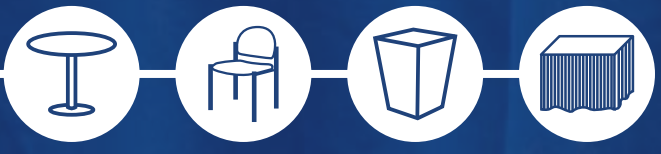
☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*
*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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.

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' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.

Display Table
#50042
4' x 24" x30"
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

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.

STOOLS & CHAIRS WITH ARMS

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

Director's Chair
#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

DISPLAYS

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.

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

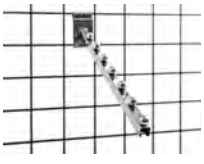
2' x 8' Grid with Legs
#50236
2' x 8'
Chrome
Also Available Without Legs (#50237)

3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey

8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White

6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

6' - 10' Crossbar
#50349
1 ¼" D

7' - 12' Crossbar
#50348
1 ¼" D

3' High Drape
#50074

8' High Drape
#50073

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

DISPLAYS & SHOWCASES

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.

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"

OTHER

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#50185

Sand Bag
#51087

SHOW CASES

4' Full View Showcase
#50067

6' Full View Showcase
#50068

4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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.

EXPO - 13 OZ

Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ

Black

Deep Navy

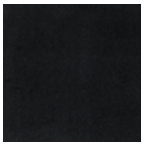
Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ


Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

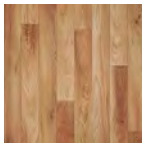
Navy

Crimson

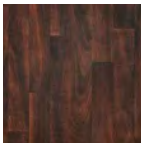
VINYL - CUSTOM ORDER ONLY

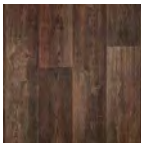
Rosemary Stone

Snow


Maple

Silverwood


Walnut


Barnwood

SKIRT & DRAPE

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

SKIRT

Red

Burgundy

Gold

Green

Blue

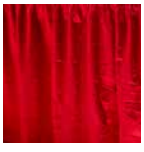
Teal

White

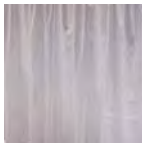
Grey

Black

SKIRT - SPANDEX

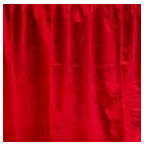

Red

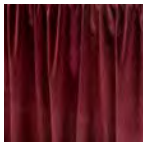
Blue


White

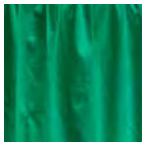
Black

DRAPE

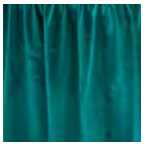

Red

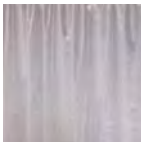

Burgundy

Gold

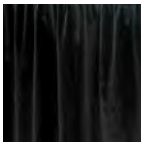

Green

Blue


Teal


White

Grey


Black

ORDER ONLINE!

STANDARD FURNISHINGS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.
COLORS: 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)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			$185.10	$212.85	$238.40	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			$227.45	$261.55	$292.95	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			$288.40	$331.65	$371.45	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			$224.95	$258.70	$289.75	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			$288.10	$331.30	$371.05	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			$338.95	$389.80	$436.60	
50052	4th Side Skirt for 30" High Table			$112.50	$129.40	$144.95	
50171	4th Side Skirt for 42" High Table			$112.50	$129.40	$144.95	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$125.65	$144.50	$161.85	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$149.85	$172.35	$193.05	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$176.70	$203.20	$227.60	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$141.40	$162.60	$182.10	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	$176.70	$203.20	$227.60	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$197.20	$226.80	$254.00	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$283.20	$325.70	$364.80	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$283.20	$325.70	$364.80	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	$148.95	$171.30	$191.85	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	$148.95	$171.30	$191.85	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$387.20	$445.30	$498.75	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$403.70	$464.25	$519.95	
50700	White Fabric Table Cover w/ 6'x30" Table		03	$321.35	$369.55	$413.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	$321.35	$369.55	$413.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	$321.35	$369.55	$413.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	$321.35	$369.55	$413.90	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	$114.50	$131.65	$147.45	
50021	Arm Chair Grey Fabric		n/a	$156.25	$179.70	$201.25	
50024	Stool with Back Grey Fabric		n/a	$190.25	$218.80	$245.05	
51086	Director's Chair Black Fabric		n/a	$118.20	$135.95	$152.25	
51090	Director's Stool Black Fabric		n/a	$211.50	$243.25	$272.45	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	$230.70	$265.30	$297.15	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	$189.45	$217.85	$244.00	

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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SPECIALTY, DISPLAYS & DRAPERY

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	$19.00	$19.00	$19.00	
50094	Floor Easel, Chrome		n/a	$63.40	$72.90	$81.65	
50245	Literature Rack Silver, Glass		n/a	$234.00	$269.10	$301.40	
50175	Bag Rack, Chrome		n/a	$309.85	$356.35	$399.10	
50092	Coat Rack, Chrome		n/a	$110.05	$126.55	$141.75	
50093	Garment Rack, Chrome		n/a	$309.85	$356.35	$399.10	
50427	Tensabarrier, Per Stem, Black		n/a	$130.70	$150.30	$168.35	
51087	Sand Bag		n/a	$29.50	$29.50	$29.50	
50095	Sign Holder, 22" x 28" Chrome		n/a	$144.30	$165.95	$185.85	
50185	Drawing Bowl, Clear		n/a	$58.15	$66.85	$74.85	
50296	4' x 12" Display Riser White and Black		n/a	$130.85	$150.50	$168.55	
50297	6' x 12" Display Riser White and Black		n/a	$162.85	$187.30	$209.80	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	$494.20	$568.35	$636.55	
50067	4' Full View Showcase, White		n/a	$1,167.65	$1,342.80	$1,503.95	
50068	6' Full View Showcase, White		n/a	$1,287.80	$1,480.95	$1,658.65	
50069	4' Quarter View Showcase, White		n/a	$1,167.65	$1,342.80	$1,503.95	
50070	6' Quarter View Showcase, White		n/a	$1,287.80	$1,480.95	$1,658.65	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	$378.15	$434.85	$487.05	
50061	4' x 8' Vetical Posterboard Grey Fabric		n/a	$378.15	$434.85	$487.05	
50236	Grids 2' x 8' with Legs, Each		n/a	$279.30	$321.20	$359.75	
50237	Grid 2' x 8' without Legs, Each		n/a	$209.15	$240.50	$269.35	
50242	7-Ball Waterfall for Grids		n/a	$19.25	$22.15	$24.80	
50104	6" Hooks (12) for Peg Boards		n/a	$61.55	$70.80	$79.30	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$29.70	$34.15	$38.25	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$22.00	$25.30	$28.35	
50088	8' Upright with Base		n/a	$40.95	$47.10	$52.75	
52065	3' Upright with Base		n/a	$40.95	$47.10	$52.75	
50349	6'-10' Crossbar		n/a	$27.20	$31.30	$35.05	
50348	7'-12' Crossbar		n/a	$27.20	$31.30	$35.05	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			$25.35	$29.15	$32.65	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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FLOORING

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024
PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** TUESDAY, APRIL 16, 2024

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	**Premium Plush Carpet** - 50 oz. (per sq. ft.)***** Rental includes installation and removal of carpet and visqueen.			$12.50	$14.35	$16.05	
AVAILABLE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03), Electric Blue (91),Navy (22), Crimson(74) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	**Premium Vinyl** (per sq. ft.)***** Rental includes installation and removal of carpet and visqueen.			$16.15	$18.55	$20.80	
46007	**1/2" Padding for Vinyl (per sq. ft.)*****		n/a	$5.90	$6.80	$7.60	
AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Walnut (39), Barnwood(85) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	**Premium Carpet - 28 oz. Rental/Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$8.95	$10.30	$11.55	
46003	**Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$7.85	$9.05	$10.15	
46002	**Premium Carpet - 28 oz. Purchase Sq. Ft.***** Rental includes installation and removal of carpet and visqueen.			$22.20	$25.55	$28.60	
100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING **AVAILABLE COLORS:** Black (06) , Deep Navy (22) , Silver Cloud (18), Charcoal (17), Red (01), Beige (14) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 10'**			$316.20	$363.65	$407.30	
50256	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 20'**			$569.10	$654.45	$733.00	
50257	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 30'**			$853.65	$981.70	$1,099.50	
50258	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 40'**			$1,138.25	$1,309.00	$1,466.10	
RECOMMENDED FOR: Standard Size and Inline Booths **AVAILABLE COLORS:** Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), Red (01), Cayenne (92) Burgundy (07) · *Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	**Special Cut 0-399 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$6.10	$7.00	$7.85	
50581	**Special Cut 400-900 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$5.60	$6.45	$7.20	
50582	**Special Cut 900+ Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$5.05	$5.80	$6.50	
RECOMMENDED FOR: Island and Large Area Exhibits **AVAILABLE COLORS:** Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), Red (01), Cayenne (92) Burgundy (07)· *Order Special Cut when it is important that dye lots match.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	**1/2" Padding**		n/a	$1.65	$1.90	$2.15	
50008	**1" Padding**		n/a	$3.15	$3.60	$4.05	
50010	**Visqueen**		n/a	$0.40	$0.45	$0.50	
ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.							

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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EVENTS

2023 TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

FURNITURE

& FLEXIBILITY

When you partner with CORT, you always get a tradeshow experience that goes beyond expectation. More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

CORT Events. Experiences and beyond.

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4 Top Design Tips

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49 Essentials: Office, Accessories & Greenery

TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.

2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.

3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.

4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.

5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.

TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.

7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.

8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.

9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.

11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.

SOFT SEATING

Allegro Sofa

Baja Sofa & Loveseat

Cordoba Loveseat

Fairfax Sofa

Key Largo Sofa & Loveseat

Montreal Loveseat

Naples Sofa & Loveseat

Naples Sofa & Loveseat - Powered

Palm Beach Sofa

Sterling Sofa

Valencia Sofa

CLUB CHAIRS

Allegro Chair

Baja Chair

Cordoba Chair

Fairfax Chair

Key Largo Chair

Montreal Chair

Naples Chair

Naples Chair - Powered

Sterling Chair

Valencia Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	**Length:** 36" **Depth:** 34.5" **Height:** 30" **Seat Length:** 23" **Seat Depth:** 23" **Seat Height:** 17"
	Allegro Sofa	SFA002	Blue Fabric	**Length:** 73" **Depth:** 34.5" **Height:** 30" **Seat Length:** 61" **Seat Depth:** 23" **Seat Height:** 17"
	Baja Chair	BCHWHT	White Vinyl	**Length:** 36" **Depth:** 30.5" **Height:** 28" **Seat Length:** 25.75" **Seat Depth:** 22" **Seat Height:** 16"
	Baja Loveseat	BLVWHT	White Vinyl	**Length:** 61" **Depth:** 30.5" **Height:** 28" **Seat Length:** 51" **Seat Depth:** 23" **Seat Height:** 16"
	Baja Sofa	BSFWHT	White Vinyl	**Length:** 86" **Depth:** 30" **Height:** 28" **Seat Length:** 77" **Seat Depth:** 23" **Seat Height:** 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	**Length:** 37" **Depth:** 32" **Height:** 33" **Seat Length:** 22.5" **Seat Depth:** 21" **Seat Height:** 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	**Length:** 60.5" **Depth:** 32" **Height:** 33" **Seat Length:** 46" **Seat Depth:** 21" **Seat Height:** 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	**Length:** 27" **Depth:** 26" **Height:** 30" **Seat Length:** 24" **Seat Depth:** 20.5" **Seat Height:** 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	**Length:** 62" **Depth:** 26" **Height:** 30" **Seat Length:** 62" **Seat Depth:** 20.5" **Seat Height:** 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	**Length:** 35" **Depth:** 35" **Height:** 34" **Seat Length:** 22" **Seat Depth:** 22" **Seat Height:** 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	**Length:** 57" **Depth:** 35" **Height:** 34" **Seat Length:** 44" **Seat Depth:** 22" **Seat Height:** 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	**Length:** 79" **Depth:** 35" **Height:** 34" **Seat Length:** 66" **Seat Depth:** 22" **Seat Height:** 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	**Length:** 30" **Depth:** 23.25" **Height:** 30" **Seat Length:** 22.5" **Seat Depth:** 18.5" **Seat Height:** 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	**Length:** 62" **Depth:** 27.25" **Height:** 29.5" **Seat Length:** 57" **Seat Depth:** 18.5" **Seat Height:** 16"
	Naples Chair	**Powered:** NPLCHP **Non-Powered:** NPLCHR	Black Vinyl	**Length:** 36" **Depth:** 30" **Height:** 33.25" **Seat Length:** 25" **Seat Depth:** 20.5" **Seat Height:** 18"
	Naples Loveseat	**Powered:** NPLLOP **Non-Powered:** NPLLOV	Black Vinyl	**Length:** 62" **Depth:** 30" **Height:** 33.25" **Seat Length:** 52.5" **Seat Depth:** 20.5" **Seat Height:** 18"
	Naples Sofa	**Powered:** NPLSOP **Non-Powered:** NPLSOF	Black Vinyl	**Length:** 87" **Depth:** 30" **Height:** 33.25" **Seat Length:** 77.5" **Seat Depth:** 20.5" **Seat Height:** 18"
	Palm Beach Sofa	PALSOF	White Vinyl	**Length:** 69" **Depth:** 29" **Height:** 33" **Seat Length:** 48-62" **Seat Depth:** 19" **Seat Height:** 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	**Length:** 33" **Depth:** 33.5" **Height:** 32" **Seat Length:** 25.75" **Seat Depth:** 21" **Seat Height:** 17"
	Sterling Sofa	STESOF	Gray Fabric	**Length:** 82" **Depth:** 33.5" **Height**: 32" **Seat Length:** 72.5" **Seat Depth:** 21" **Seat Height:** 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	**Length:** 28" **Depth:** 30.5" **Height:** 31" **Seat Length:** 17.5" **Seat Depth:** 21" **Seat Height:** 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	**Length:** 63" **Depth:** 30.5" **Height:** 31" **Seat Length:** 53" **Seat Depth:** 20.5" **Seat Height:** 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	**Powered:** NPLCHP **Non-Powered:** NPLCHR	Black Vinyl	**Length:** 36" **Depth:** 30" **Height:** 33.25" **Seat Length:** 25" **Seat Depth:** 20.5" **Seat Height:** 18"
	Naples Loveseat	**Powered:** NPLLOP **Non-Powered:** NPLLOV	Black Vinyl	**Length:** 62" **Depth:** 30" **Height:** 33.25" **Seat Length:** 52.5" **Seat Depth:** 20.5" **Seat Height:** 18"
	Naples Sofa	**Powered:** NPLSOP **Non-Powered:** NPLSOF	Black Vinyl	**Length:** 87" **Depth:** 30" **Height:** 33.25" **Seat Length:** 77.5" **Seat Depth:** 20.5" **Seat Height:** 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	**Length:** 30.5" **Depth:** 29" **Height:** 33.5" **Seat Length:** 22.5" **Seat Depth:** 19.5" **Seat Height:** 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	**Length:** 30.5" **Depth:** 29" **Height:** 33.5" **Seat Length:** 22.5" **Seat Depth:** 19.5" **Seat Height:** 19"

ACCENT CHAIRS

Atherton Chair

Bowery Chair

Century Chair

La Brea Swivel Chair

Brooklyn Meeting Chair Collection

Lena Chair

Madrid Chair

Munich Armless Chair

Pasadena Chair

Pro Executive Guest Chair

Swanson Swivel Chair

Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	**Length:** 27" **Depth:** 31" **Height:** 30" **Seat Length:** 21.5" **Seat Depth:** 24" **Seat Height:** 17"
	Bowery Chair	BOWCHA	Ochre Fabric	**Length:** 29.75" **Depth:** 31" **Height:** 27.25" **Seat Length:** 30" **Seat Depth:** 21" **Seat Height:** 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	**Length:** 24.5" **Depth:** 25.5" **Height:** 31.75" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	**Length:** 24.5" **Depth:** 25.5" **Height:** 31.75" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	**Length:** 24.5" **Depth:** 25.5" **Height:** 31.75" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	**Length:** 24.5" **Depth:** 25.5" **Height:** 31.75" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	**Length:** 30" **Depth:** 30" **Height:** 31" **Seat Length:** 21.5" **Seat Depth:** 23" **Seat Height:** 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	**Length:** 35" **Depth:** 27" **Height:** 40" **Seat Length:** 17" **Seat Depth:** 16" **Seat Height:** 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	**Length:** 27" **Depth:** 25" **Height:** 31" **Seat Length:** 18.5" **Seat Depth:** 21" **Seat Height:** 19"
	Madrid Chair	BCW	White Vinyl, Chrome	**Length:** 30" **Depth:** 30" **Height:** 31" **Seat Length:** 30.5" **Seat Depth:** 20.5" **Seat Height:** 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	**Length:** 22.5" **Depth:** 27" **Height:** 28.5" **Seat Length:** 22" **Seat Depth:** 21" **Seat Height:** 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	**Length:** 27" **Depth:** 25" **Height:** 26" **Seat Length:** 17" **Seat Depth:** 17" **Seat Height:** 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	**Length:** 24" **Depth:** 26" **Height:** 36" **Seat Length:** 19.5" **Seat Depth:** 19" **Seat Height:** 18"
	Swanson Swivel Chair	SWAN	Black Vinyl	**Length:** 28" **Depth:** 25" **Height:** 30" **Seat Length:** 22" **Seat Depth:** 17.5" **Seat Height:** 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	**Length:** 30.5" **Depth:** 29" **Height:** 33.5" **Seat Length:** 22.5" **Seat Depth:** 19.5" **Seat Height:** 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	**Length:** 30.5" **Depth:** 29" **Height:** 33.5" **Seat Length:** 22.5" **Seat Depth:** 19.5" **Seat Height:** 19"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	**Length:** 31" **Depth:** 24" **Height:** 31.5" **Seat Length:** 21.5" **Seat Depth:** 19" **Seat Height:** 18"

GROUP SEATING

Blade Chair Collection

Brewer Chair

Chelsea Chair Collection

Christopher Chair

Duet Stack Chair

Laguna Chair

Lucent Chair

Malba Chair Collection

Marina Chair Collection

Razor Chair

Rustique Chair

Syntax Chair

Zenith Chair

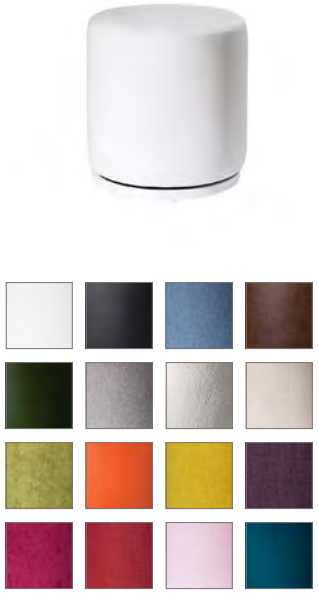
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	**Length:** 20.5" **Depth:** 19" **Height:** 30.5" **Seat Length:** 15" **Seat Depth:** 16.75" **Seat Height:** 17.75"
	Brewer Chair	SC3	Onyx, Chrome	**Length:** 20" **Depth:** 20" **Height:** 32" **Seat Length:** 19.5" **Seat Depth:** 16.5"
	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	**Length:** 18.5" **Depth:** 22" **Height:** 34" **Seat Length:** 18" **Seat Depth:** 16" **Seat Height:** 18.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	**Length:** 18.5" **Depth:** 22" **Height:** 34" **Seat Length:** 18" **Seat Depth:** 16" **Seat Height:** 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	**Length:** 17" **Depth:** 19" **Height:** 35" **Seat Length:** 16.75" **Seat Depth:** 14.75" **Seat Height:** 18"
	Duet Stack Chair	DUET	Black, Chrome	**Length:** 21" **Depth:** 23" **Height:** 33" **Seat Length:** 18" **Seat Depth:** 18" **Seat Height:** 18"
	Laguna Chair	LMCHR	Maple, Chrome	**Length:** 18" **Depth:** 19" **Height:** 34" **Seat Length:** 17" **Seat Depth:** 16" **Seat Height:** 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	**Length:** 19.5" **Depth:** 19.75" **Height:** 32.5" **Seat Length:** 16.25" **Seat Depth:** 15.5" **Seat Height:** 18.75"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	**Length:** 20" **Depth:** 20" **Height:** 32" **Seat Length:** 17" **Seat Depth:** 14" **Seat Height:** 19"
	Malba Chair	MALGRN	Green, Chrome	**Length:** 20" **Depth:** 20" **Height:** 32" **Seat Length:** 17" **Seat Depth:** 14" **Seat Height:** 19"
	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	**Length:** 17.5" **Depth:** 19.5" **Height:** 35" **Seat Length:** 15" **Seat Depth:** 13" **Seat Height:** 19"
	Razor Armless Chair	SC10	White	**Length:** 19" **Depth:** 23.5" **Height:** 31.75" **Seat Length:** 16" **Seat Depth:** 17.25" **Seat Height:** 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	**Length:** 20" **Depth:** 18" **Height:** 31" **Seat Length:** 15" **Seat Depth:** 15" **Seat Height:** 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	**Length:** 23" **Depth:** 19" **Height:** 32.25" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 18.5"
	Zenith Chair	ZENCHR	White, Chrome	**Length:** 18.25" **Depth:** 22" **Height:** 32" **Seat Length:** 18.25" **Seat Depth:** 16" **Seat Height:** 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	**Length:** 60" **Depth:** 20" **Height:** 18" **Seat Length:** 60" **Seat Depth:** 20" **Seat Height:** 18"
	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMLV BVSMLN BVSMBL BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	**Length:** 60" **Depth:** 20" **Height:** 18" **Seat Length:** 60" **Seat Depth:** 20" **Seat Height:** 18"
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	**Length:** 60.5" **Depth:** 37.5" **Height:** 15" **Seat Length:** 60.5" **Seat Depth:** 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	**Length:** 60.5" **Depth:** 37.5" **Height:** 15" **Seat Length:** 60.5" **Seat Depth:** 34"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	**Length:** 34" **Depth:** 34" **Height:** 15" **Seat Length:** 34" **Seat Depth:** 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	**Length:** 34" **Depth:** 34" **Height:** 15" **Seat Length:** 34" **Seat Depth:** 34"
	**Marche Swivel Ottoman**	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet	**Round:** 17" **Height:** 18" **Seat Round:** 17" **Seat Height:** 18"
	Regis Bench	REGBEN	Brushed Metal	**Length:** 47" **Depth:** 15.5" **Height:** 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	**Length:** 18" **Depth:** 18" **Height:** 18" **Seat Length:** 18" **Seat Depth:** 18" **Seat Height:** 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	**Length:** 60" **Depth:** 18" **Height:** 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	**Length:** 60" **Depth:** 18" **Height:** 42"

BAR SEATING

Banana Barstool Collection

Blade Barstool Collection

Chelsea Barstool Collection

Christopher Barstool

Laguna Barstool

Lift Barstool Collection

Lucent Barstool

Marina Barstool Collection

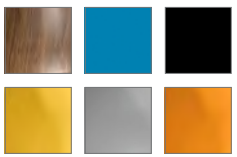
Rustique Barstool

Shark Barstool

Syntax Barstool

Zenith Barstool

Zoey Barstool

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	**Length:** 21" **Depth:** 22" **Height:** 41" **Seat Length:** 18" **Seat Depth:** 18" **Seat Height:** 30.25"
	Banana Barstool	BST	White, Chrome	**Length:** 21" **Depth:** 22" **Height:** 41" **Seat Length:** 18" **Seat Depth:** 18" **Seat Height:** 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	**Length:** 20.5" **Depth:** 20" **Height:** 40.5" **Seat Length:** 14" **Seat Depth:** 15.75" **Seat Height:** 30.25"
  	**Chelsea Barstool**	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	**Length:** 20.5" **Depth:** 20" **Height:** 40.5" **Seat Length:** 14" **Seat Depth:** 15.75" **Seat Height:** 30.25"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	**Length:** 19" **Depth:** 19" **Height:** 41" **Seat Length:** 14.5" **Seat Depth:** 15" **Seat Height:** 29"
	Laguna Barstool	LMBAR	Maple, Chrome	**Length:** 18" **Depth:** 20" **Height:** 47" **Seat Length:** 17" **Seat Depth:** 16" **Seat Height:** 31"
	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	**Round:** 18" **Height:** 23-33.5" **Seat Round:** 15" **Seat Height:** 22.25-31.5"
	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	**Length:** 21" **Depth:** 17.5" **Height:** 41.5" **Seat Length:** 17" **Seat Depth:** 16" **Seat Height:** 30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	**Length:** 22" **Depth:** 22.5" **Height:** 45.5" **Seat Length:** 16.25" **Seat Depth:** 15.5" **Seat Height:** 31"
	Rustique Barstool	RSTSTL	Gunmetal	**Length:** 13" **Depth:** 13" **Height:** 30" **Seat Length:** 12" **Seat Depth:** 12" **Seat Height:** 30"
	Shark Barstool	BS001	White, Chrome	**Length:** 22" **Depth:** 19" **Height:** 34-44" **Seat Length:** 17.5" **Seat Depth:** 14.5" **Seat Height:** 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	**Length:** 23" **Depth:** 19" **Height:** 43.25" **Seat Length:** 18" **Seat Depth:** 17" **Seat Height:** 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	**Length:** 19" **Depth:** 20" **Height:** 44" **Seat Length:** 18" **Seat Depth:** 16" **Seat Height:** 29"
	Zoey Barstool	BS002	White, Chrome	**Length:** 15" **Depth:** 16" **Height:** 30-34.75" **Seat Length:** 14" **Seat Depth:** 13" **Seat Height:** 26-30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	**Round:** 30" **Height:** 45"
	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	**Round:** 30" **Height:** 42"
	30" Round Bar Table, Powered	P30BWH	White Top, Black	**Round:** 30" **Height:** 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	**Round:** 36" **Height:** 45"
	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	**Round:** 36" **Height:** 42"
	30" Round Cafe Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	**Round:** 30" **Height:** 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	**Round:** 30" **Height:** 29"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black	**Round:** 30" **Height:** 29"
	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	**Round:** 36" **Height:** 29"

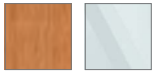
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Cafe Table w/ Standard Black Base	ZTQ 36BKSC ZTN ZTP	White Top Black Top Graphite Nebula Top Maple Top	**Round:** 36" **Height:** 29"
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	**Length:** 23.75" **Depth:** 23.75" **Height:** 41.25"

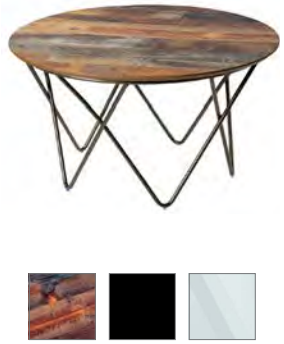
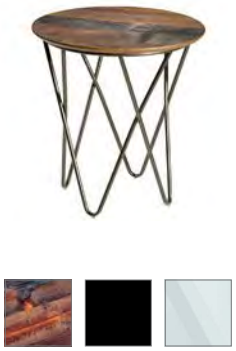
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 30"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Powered Cocktail Table	ADCTWP **Non-Powered:** ADCTWH	White Top, Silver	**Length:** 48.87" **Depth:** 25.37" **Height:** 18"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	**Length:** 72.25" **Depth:** 26.25" **Height:** 30"
	Village Charging Hub	VILHUB	Cream	**Length:** 12" **Depth:** 12" **Height:** 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	**Length:** 20" **Depth:** 20" **Height:** 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Silver	**Round:** 30" **Height:** 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	10' Table	**Powered:** C10PWR **Non-Powered:** CONF10 **Powered:** BKC10P **Non-Powered:** BKC10N **Powered:** M10PWR **Non-Powered:** MADC10	White Top, Silver Black Top, Silver Gray Acajou, Silver	**Length:** 120" **Depth:** 48" **Height:** 29"
	8' Table	**Powered:** C8PWR **Non-Powered:** CONF8 **Powered:** BKCT8P **Non-Powered:** BKCT8N **Powered:** M8PWR **Non-Powered:** MADC08	White Top, Silver Black Top, Silver Gray Acajou, Silver	**Length:** 96" **Depth:** 60" **Height:** 29"
	5' Table	**Powered:** C5PWR **Non-Powered:** CONF5 **Powered:** BKCT5P **Non-Powered:** BKCT5N **Powered:** M5PWR **Non-Powered:** MADC05	White Top, Silver Black Top, Silver Gray Acajou, Silver	**Length:** 60" **Depth:** 48" **Height:** 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Cocktail Table	**Non-Powered:** ADCTWH **Powered:** ADCTWP **Non-Powered:** ADCTBK **Powered:** ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	**Length:** 48.875" **Depth:** 25.375" **Height:** 18"
	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	**Length:** 21.5" **Depth:** 21.5" **Height:** 18"
	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	**Length:** 47" **Depth:** 24" **Height:** 17" **Length:** 47" **Depth:** 24" **Height:** 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	**Alondra End Table**	ALE200 ALE100	Brandy Maple Top, Chrome Glass Top, Chrome	**Length:** 20" **Depth:** 20" **Height:** 21" **Length:** 20" **Depth:** 20" **Height:** 20"
	Geo Cocktail Table	C1FWB C1C	Brandy Maple Top, Black Base Glass Top, Chrome Base	**Length:** 47" **Depth:** 24" **Height:** 17" **Length:** 50" **Depth:** 22" **Height:** 16"
	Geo End Table	E1FWB E1C	Brandy Maple Top, Black Base Glass Top, Chrome Base	**Length:** 20" **Depth:** 20" **Height:** 21" **Length:** 24" **Depth:** 24" **Height:** 20"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	**Mesa Cocktail Table**	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	**Round:** 32.25" **Height:** 17.25" **Round:** 36" **Height:** 17.25"
	**Mesa End Table**	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	**Round:** 20.5" **Height:** 21.25" **Round:** 24" **Height:** 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	**Length:** 47" **Depth:** 15.5" **Height:** 16"
	Regis End Table	REGOTT	Brushed Metal	**Length:** 16" **Depth:** 15.5" **Height:** 16.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	**Round:** 36" **Height:** 17"
	Silverado End Table	E1E	Glass Top, Chrome	**Round:** 24" **Height:** 22"
 	Sydney Cocktail Table	**Non-Powered:** C1W **Powered:** C1WP SYDWDC **Non-Powered:** C1Y **Powered:** C1YP SYDBEC	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	**Length:** 48" **Depth:** 26" **Height:** 18"
 	Sydney End Table	E1W SYDWDE E1Y SYDBEE	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	**Length:** 27" **Depth:** 23" **Height:** 22"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	**Round:** 15" **Height:** 22"
	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	**Length:** 15.75" **Depth:** 15.75" **Height:** 24"
	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	**Length:** 15.75" **Depth:** 15.75" **Height:** 24"
	Timber Table	TMBTBL	Wood	**Round:** 16" **Height:** 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	**Length:** 60" **Depth:** 30" **Height:** 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	**Length:** 60" **Depth:** 30" **Height:** 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet **3 Drawer File Cabinet on Castors**	TECH3B TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	**Length:** 60" **Depth:** 30" **Height:** 30" **Length:** 16" **Depth:** 20" **Height:** 28"
	Madison Bookcase	BC8	Gray Acajou	**Length:** 36" **Depth:** 12" **Height:** 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	**Length:** 36" **Depth:** 18" **Height:** 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	**Length:** 395" **Depth:** 1.5" **Height:** 72"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	**Round:** 42" **Height:** 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	**Round:** 36" **Height:** 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	**Length:** 60" **Depth:** 36" **Height:** 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	**Length:** 42" **Depth:** 42" **Height:** 29"
	Work Table	WD3	White Top, White	**Length:** 48" **Depth:** 24" **Height:** 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	**Round:** 42" **Height:** 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	**Round:** 42" **Height:** 29"
	42" Round Table	42BKCT	Black Top, Black	**Round:** 42" **Height:** 29"
	10' Table	**Powered:** BKC10P **Non-Powered:** BKC10N	Black Top, Silver	**Length:** 120" **Depth:** 48" **Height:** 29"
	8' Table	**Powered:** BKCT8P **Non-Powered:** BKCT8N	Black Top, Silver	**Length:** 96" **Depth:** 60" **Height:** 29"
	5' Table	**Powered:** BKCT5P **Non-Powered:** BKCT5N	Black Top, Silver	**Length:** 60" **Depth:** 48" **Height:** 29"
	10' Table	**Powered:** C10PWR **Non-Powered:** CONF10	White Top, Silver	**Length:** 120" **Depth:** 48" **Height:** 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	**Powered:** C8PWR **Non-Powered:** CONF8	White Top, Silver	**Length:** 96" **Depth:** 60" **Height:** 29"
	5' Table	**Powered:** C5PWR **Non-Powered:** CONF5	White Top, Silver	**Length:** 60" **Depth:** 48" **Height:** 29"
	Madison 10' Table	**Powered:** M10PWR **Non-Powered:** MADC10	Gray Acajou, Silver	**Length:** 120" **Depth:** 48" **Height:** 29"
	Madison 8' Table	**Powered:** M8PWR **Non-Powered:** MADC08	Gray Acajou, Silver	**Length:** 96" **Depth:** 60" **Height:** 29"
	Madison 5' Table	**Powered:** M5PWR **Non-Powered:** MADC05	Gray Acajou, Silver	**Length:** 60" **Depth:** 48" **Height:** 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	**Length:** 26" **Depth:** 26" **Height:** 42.25-44" **Seat Length:** 19.5" **Seat Depth:** 18" **Seat Height:** 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	**Length:** 26" **Depth:** 26" **Height:** 33.25-33.75" **Seat Length:** 19.5" **Seat Depth:** 18" **Seat Height:** 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	**Length:** 27" **Depth:** 30.5" **Height:** 40-43" **Seat Length:** 19.5" **Seat Depth:** 19" **Seat Height:** 18.5-20.5"
	Genesis Chair	GENCHA	Black	**Length:** 27.5" **Depth:** 27.5" **Height:** 40-43.5" **Seat Length:** 20" **Seat Depth:** 17.5" **Seat Height:** 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	**Length:** 24" **Depth:** 26" **Height:** 36" **Seat Length:** 19.5" **Seat Depth:** 19" **Seat Height:** 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	**Length:** 25" **Depth:** 24" **Height:** 45-48" **Seat Length:** 19.5" **Seat Depth:** 18.5" **Seat Height:** 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	**Length:** 25" **Depth:** 24" **Height:** 45-48" **Seat Length:** 19.5" **Seat Depth:** 18.5" **Seat Height:** 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	**Length:** 24" **Depth:** 22" **Height:** 36.75-39.75" **Seat Length:** 20" **Seat Depth:** 19.5" **Seat Height:** 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	**Length:** 24" **Depth:** 22" **Height:** 36.75-39.75" **Seat Length:** 20" **Seat Depth:** 19.5" **Seat Height:** 18-21"
	Task Stool	TASKST	Black Fabric, Black	**Length:** 27.5" **Depth:** 27.5" **Height:** 32.75-40.25" **Seat Length:** 18.5" **Seat Depth:** 18.5" **Seat Height:** 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	**Length:** 60" **Depth:** 18" **Height:** 42"
	Midtown Powered Counter, Unlighted	MTCPUL	Taupe Glass Top, Pewter	**Length:** 60" **Depth:** 18" **Height:** 42"
	Powered Locking Pedestal, 36"	PDL36B	Black	**Length:** 24" **Depth:** 24" **Height:** 36"
	Powered Locking Pedestal, 36"	PDL36W	White	**Length:** 24" **Depth:** 24" **Height:** 36"
	Powered Locking Pedestal, 42"	PDL42B	Black	**Length:** 24" **Depth:** 24" **Height:** 42"
	Powered Locking Pedestal, 42"	PDL42W	White	**Length:** 24" **Depth:** 24" **Height:** 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	**Length:** 48-70" **Depth:** 12" **Height:** 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	**Length:** 39" **Depth:** 1.5" **Height:** 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	**Length:** 39" **Depth:** 39" **Height:** 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	**Length:** 40" **Depth:** 1.5" **Height:** 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	**Length:** 34" **Depth:** 11" **Height:** 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	**Length:** 63" **Depth:** 23" **Height:** 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	**Length:** 10" **Height:** 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	**Length:** 96" **Height:** 37"
	Mason Floor Lamp	LA15	Brushed Silver	**Round:** 18" **Height:** 55"
	Mason Table Lamp	LA14	Brushed Silver	**Round:** 16" **Height:** 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	**Length:** 36.5" **Depth:** 12" **Height:** 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	**Length:** 46" **Depth:** 9" **Height:** 47"

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May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		$1,340.55	$1,541.65	$1,726.65	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		$617.50	$710.15	$795.35	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		$1,183.65	$1,361.20	$1,524.55	
NPLLOP	Naples Loveseat - Black Vinyl , Metal Base POWERED		$1,475.00	$1,696.25	$1,899.80	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		$947.55	$1,089.70	$1,220.45	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		$1,137.50	$1,308.15	$1,465.15	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		$1,177.40	$1,354.00	$1,516.50	
BSFWHT	Baja Sofa - White Vinyl		$1,425.15	$1,638.90	$1,835.55	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		$803.05	$923.50	$1,034.30	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		$796.60	$916.10	$1,026.05	
NPLSOF	Naples Sofa - Black Vinyl		$1,407.75	$1,618.90	$1,813.15	
NPLLOP	Naples Sofa - Black Vinyl POWERED		$1,714.90	$1,972.15	$2,208.80	
PALSOF	Palm Beach Sofa - White Vinyl		$1,118.25	$1,286.00	$1,440.30	
STESOF	Sterling Sofa - Grey Fabric		$1,327.55	$1,526.70	$1,709.90	
VALSOF	Valencia Sofa - Coffee Brown Velvet		$749.20	$861.60	$965.00	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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ACCENT CHAIRS

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		$826.00	$949.90	$1,063.90	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		$684.60	$787.30	$881.80	
BCHWHT	Baja Chair - White Vinyl		$915.10	$1,052.35	$1,178.65	
BOWCHA	Bowery Chair - Ochre Fabric		$643.00	$739.45	$828.20	
CNTCHR	Century Chair - Gray Velvet		$655.25	$753.55	$844.00	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		$579.10	$665.95	$745.85	
KEYCHR	Key Largo Chair - Black Fabric, Wood		$527.95	$607.15	$680.00	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		$691.00	$794.65	$890.00	
LENCHA	Lena Chair - Moss Green Leather, Bronze		$577.00	$663.55	$743.20	
BCW	Madrid Chair - White Vinyl, Chrome		$1,257.40	$1,446.00	$1,619.50	
MONCHA	Montreal Chair - Blue, Black Metal		$706.60	$812.60	$910.10	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		$950.20	$1,092.75	$1,223.90	
NPLCHP	Naples Chair - Black Vinyl **POWERED**		$1,065.40	$1,225.20	$1,372.20	
NPLCHR	Naples Chair - Black Vinyl		$982.25	$1,129.60	$1,265.15	
STECHA	Sterling Chair - Gray Fabric		$911.90	$1,048.70	$1,174.55	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		$601.45	$691.65	$774.65	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		$503.60	$579.15	$648.65	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base **POWERED**		$491.40	$565.10	$632.90	
VALCHA	Valencia Chair - Spice Orange Velvet		$504.05	$579.65	$649.20	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		$552.65	$635.55	$711.80	
BNMCOW	Brooklyn Meeting Chair - White		$442.40	$508.75	$569.80	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		$442.40	$508.75	$569.80	
BNMCSB	Brooklyn Meeting Chair - Black		$415.35	$477.65	$534.95	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		$415.35	$477.65	$534.95	
COCHTP	Cordoba Chair		$663.50	$763.00	$854.55	

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INDIVIDUAL SEATING

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		$113.40	$130.40	$146.05	
BLDCSB	Blade Chair - Sky Blue		$113.40	$130.40	$146.05	
BLDCBK	Blade Chair - Black		$96.75	$111.25	$124.60	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTAZ	Chelsea Chair- Azure Blue, Black Tower Base		$219.50	$252.40	$282.70	
CCSCBK	Chelsea Chair- Black, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTBK	Chelsea Chair- Black, Black Tower Base		$219.50	$252.40	$282.70	
CCSCYL	Chelsea Chair- Goldenrod Yellow, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		$219.50	$252.40	$282.70	
CCSCGY	Chelsea Chair- Gray, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTGY	Chelsea Chair- Gray, Black Tower Base		$219.50	$252.40	$282.70	
CCSCOR	Chelsea Chair- Orange, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTOR	Chelsea Chair- Orange, Black Tower Base		$219.50	$252.40	$282.70	
CCSCWL	Chelsea Chair- Walnut, Black Swivel Base		$219.50	$252.40	$282.70	
CCBTWL	Chelsea Chair- Walnut, Black Tower Base		$219.50	$252.40	$282.70	
SC3	Brewer Chair - Onyx, Chrome		$294.25	$338.40	$379.00	
XCHR	Christopher Chair - White Vinyl, Chrome		$176.00	$202.40	$226.70	
DUET	Duet Stack Chair - Black, Chrome		$108.80	$125.10	$140.10	
LMCHR	Laguna Chair - Maple, Chrome		$249.55	$287.00	$321.45	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		$305.40	$351.20	$393.35	
MALGRN	Malba Chair - Green, Chrome		$192.00	$220.80	$247.30	
MALGRY	Malba Chair - Gray, Chrome		$192.00	$220.80	$247.30	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		$247.20	$284.30	$318.40	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		$247.20	$284.30	$318.40	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		$247.20	$284.30	$318.40	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		$247.20	$284.30	$318.40	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		$247.20	$284.30	$318.40	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		$398.50	$458.25	$513.25	
SC10	Razor Armless Chair - White		$131.20	$150.90	$169.00	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		$220.70	$253.80	$284.25	
CS4	Syntax Chair - Black, Chrome		$348.75	$401.05	$449.20	
ZENCHR	Zenith Chair - White, Chrome		$281.50	$323.70	$362.55	

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BENCHES & OTTOMANS

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		$354.55	$407.75	$456.70	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		$354.55	$407.75	$456.70	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		$354.55	$407.75	$456.70	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		$354.55	$407.75	$456.70	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		$354.55	$407.75	$456.70	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		$354.55	$407.75	$456.70	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		$354.55	$407.75	$456.70	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		$354.55	$407.75	$456.70	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		$354.55	$407.75	$456.70	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		$354.55	$407.75	$456.70	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		$354.55	$407.75	$456.70	
BVLYBK	Beverly Bench - Black Vinyl		$678.25	$780.00	$873.60	
BVLYBN	Beverly Bench - Brown Fabric		$678.25	$780.00	$873.60	
BVLYGR	Beverly Bench - Grey Fabric		$678.25	$780.00	$873.60	
BVLYLN	Beverly Bench - Linen Fabric		$678.25	$780.00	$873.60	
BVLYOB	Beverly Bench - Ocean Fabric		$678.25	$780.00	$873.60	
BVLYRD	Beverly Bench - Red Fabric		$678.25	$780.00	$873.60	
BVLYWH	Beverly Bench - White Vinyl		$678.25	$780.00	$873.60	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		$483.10	$555.55	$622.20	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		$703.85	$809.45	$906.60	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		$703.85	$809.45	$906.60	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		$441.55	$507.80	$568.75	
END02W	Endless Square Ottoman - White Vinyl, Chrome		$441.55	$507.80	$568.75	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
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AMOUNT DUE	**$** _____

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CUBE & SWIVEL OTTOMANS

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		$236.85	$272.40	$305.10	
VIB02	Vibe Cube - Blue		$236.85	$272.40	$305.10	
VIB04	Vibe Cube - Red		$236.85	$272.40	$305.10	
VIB05	Vibe Cube - Yellow		$236.85	$272.40	$305.10	
VIB08	Vibe Cube - Orange		$236.85	$272.40	$305.10	
VIB09	Vibe Cube - White Waterproof		$236.85	$272.40	$305.10	
VIB10	Vibe Cube - Black Waterproof		$236.85	$272.40	$305.10	
VIB11	Vibe Cube - Steel Blue Vinyl		$236.85	$272.40	$305.10	
VIB12	Vibe Cube - Silver Vinyl		$236.85	$272.40	$305.10	
VIB13	Vibe Cube - Purple Vinyl		$236.85	$272.40	$305.10	
VIB14	Vibe Cube - Cirtus Green		$236.85	$272.40	$305.10	
VIB15	Vibe Cube - Taupe Vinyl		$236.85	$272.40	$305.10	
VIB16	Vibe Cube - Spice Orange		$236.85	$272.40	$305.10	
VIB17	Vibe Cube - Desert Rose		$236.85	$272.40	$305.10	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		$313.45	$360.45	$403.70	
MAR002	Marche Swivel - Grey		$313.45	$360.45	$403.70	
MAR003	Marche Swivel - Linen		$313.45	$360.45	$403.70	
MAR004	Marche Swivel - Raspberry		$313.45	$360.45	$403.70	
MAR005	Marche Swivel - Red		$313.45	$360.45	$403.70	
MAR006	Marche Swivel - Rose Qtz		$313.45	$360.45	$403.70	
MAR007	Marche Swivel - Plum		$313.45	$360.45	$403.70	
MAR008	Marche Swivel - Meadow Green		$313.45	$360.45	$403.70	
MAR009	Marche Swivel - Pear		$313.45	$360.45	$403.70	
MAR010	Marche Swivel - Blue		$313.45	$360.45	$403.70	
MAR011	Marche Swivel - Orange		$313.45	$360.45	$403.70	
MAR012	Marche Swivel - Forest Green		$313.45	$360.45	$403.70	
MAR013	Marche Swivel - Teal Velvet		$313.45	$360.45	$403.70	
MAR014	Marche Swivel - Distressed Brown		$313.45	$360.45	$403.70	
MAR015	Marche Swivel - Black Vinyl		$313.45	$360.45	$403.70	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		$313.45	$360.45	$403.70	

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ACCENT TABLES: COCKTAIL & END

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		$368.15	$423.35	$474.15	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		$368.15	$423.35	$474.15	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		$368.15	$423.35	$474.15	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver POWERED		$509.75	$586.20	$656.55	
ADCTWP	Adelaide Cocktail Table - White Top, Silver POWERED		$509.75	$586.20	$656.55	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		$563.05	$647.50	$725.20	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		$563.05	$647.50	$725.20	
C1C	Geo Cocktail Table - Glass Top, Chrome		$422.30	$485.65	$543.95	
C1FWB	Geo Cocktail Table - Brandy Maple Top, Black		$492.70	$566.60	$634.60	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		$326.15	$375.05	$420.05	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		$326.15	$375.05	$420.05	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		$326.15	$375.05	$420.05	
C1E	Silverado Cocktail Table - Glass Top, Chrome		$467.10	$537.15	$601.60	
C1W	Sydney Cocktail Table - White Top, Brushed Steel		$473.45	$544.45	$609.80	
C1Y	Sydney Cocktail Table - Black Top, Brushed Steel		$473.45	$544.45	$609.80	
C1WP	Sydney Cocktail Table - White Top, Brushed Steel POWERED		$601.45	$691.65	$774.65	
C1YP	Sydney Cocktail Table - Black Top, Brushed Steel POWERED		$601.45	$691.65	$774.65	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		$479.90	$551.90	$618.15	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		$436.25	$501.70	$561.90	

TOTAL ESTIMATE	$ _____
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ACCENT TABLES: SIDE

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End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		$356.35	$409.80	$459.00	
ADETGL	Adelaide End Table - Glass Top, Silver		$356.35	$409.80	$459.00	
ADETWH	Adelaide End Table - White Top, Silver		$356.35	$409.80	$459.00	
ALE100	Alondra End Table - Glass Top, Chrome		$406.35	$467.30	$523.40	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		$406.35	$467.30	$523.40	
CUBPOW	Wireless Charging Table - White, AC Plug In **POWERED**		$724.20	$832.85	$932.80	
E1C	Geo End Table - Glass Top, Chrome		$415.95	$478.35	$535.75	
E1FWB	Geo End Table - Brandy Maple Top, Black		$428.70	$493.00	$552.15	
MESETB	Mesa End Table - Black Top, Bronze		$215.45	$247.75	$277.50	
MESETG	Mesa End Table - Glass Top, Bronze		$215.45	$247.75	$277.50	
MESETW	Mesa End Table - Barnwood Top, Bronze		$215.45	$247.75	$277.50	
REGOTT	Regis End Table - Brushed Metal		$355.20	$408.50	$457.50	
E1E	Silverado End Table - Glass, Chrome		$444.70	$511.40	$572.75	
E1W	Sydney End Table - White Top, Brushed Steel		$428.70	$493.00	$552.15	
E1Y	Sydney End Table - Black Top, Brushed Steel		$428.70	$493.00	$552.15	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		$421.75	$485.00	$543.20	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		$421.75	$485.00	$543.20	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		$243.10	$279.55	$313.10	
SEDBBK	Sedona Side Table - Black Top, Bronze		$217.40	$250.00	$280.00	
SEDBWD	Sedona Side Table - Wood Top, Bronze		$217.40	$250.00	$280.00	
SEDBWH	Sedona Side Table - White Top, Bronze		$217.40	$250.00	$280.00	
TAOBBK	Taos Side Table - Black Top, Bronze		$217.40	$250.00	$280.00	
TAOBWD	Taos Side Table - Wood Top, Bronze		$217.40	$250.00	$280.00	
TAOBWH	Taos Side Table - White Top, Bronze		$217.40	$250.00	$280.00	
TMBTBL	Timber Table - Wood		$288.00	$331.20	$370.95	

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BAR TABLES, BARS & COUNTERS

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		$421.75	$485.00	$543.20	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		$421.75	$485.00	$543.20	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		$421.75	$485.00	$543.20	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		$421.75	$485.00	$543.20	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		$421.75	$485.00	$543.20	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		$421.75	$485.00	$543.20	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		$438.25	$504.00	$564.50	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		$421.75	$485.00	$543.20	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		$415.95	$478.35	$535.75	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$415.95	$478.35	$535.75	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		$415.95	$478.35	$535.75	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		$415.95	$478.35	$535.75	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		$852.00	$979.80	$1,097.40	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		$415.95	$478.35	$535.75	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$444.70	$511.40	$572.75	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		$444.70	$511.40	$572.75	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		$444.70	$511.40	$572.75	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		$509.05	$585.40	$655.65	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		$509.05	$585.40	$655.65	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		$509.05	$585.40	$655.65	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		$505.50	$581.30	$651.05	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$505.50	$581.30	$651.05	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		$509.05	$585.40	$655.65	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		$550.30	$632.85	$708.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		$509.05	$585.40	$655.65	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		$509.05	$585.40	$655.65	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		$547.15	$629.20	$704.70	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		$509.05	$585.40	$655.65	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		$505.50	$581.30	$651.05	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		$509.05	$585.40	$655.65	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$550.30	$632.85	$708.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		$550.30	$632.85	$708.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		$550.30	$632.85	$708.80	

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BAR TABLES, BARS & COUNTERS CONTINUED

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		$421.75	$485.00	$543.20	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		$421.75	$485.00	$543.20	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		$421.75	$485.00	$543.20	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		$421.75	$485.00	$543.20	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		$421.75	$485.00	$543.20	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		$421.75	$485.00	$543.20	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		$438.25	$504.00	$564.50	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		$421.75	$485.00	$543.20	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		$415.95	$478.35	$535.75	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$415.95	$478.35	$535.75	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		$415.95	$478.35	$535.75	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		$415.95	$478.35	$535.75	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		$852.00	$979.80	$1,097.40	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		$415.95	$478.35	$535.75	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$444.70	$511.40	$572.75	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		$444.70	$511.40	$572.75	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		$444.70	$511.40	$572.75	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		$509.05	$585.40	$655.65	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		$509.05	$585.40	$655.65	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		$509.05	$585.40	$655.65	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		$505.50	$581.30	$651.05	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$505.50	$581.30	$651.05	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		$509.05	$585.40	$655.65	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		$550.30	$632.85	$708.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		$509.05	$585.40	$655.65	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		$509.05	$585.40	$655.65	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		$547.15	$629.20	$704.70	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		$509.05	$585.40	$655.65	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		$505.50	$581.30	$651.05	

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

BAR TABLES, BARS & COUNTERS CONTINUED

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

36” Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		$509.05	$585.40	$655.65	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$550.30	$632.85	$708.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		$550.30	$632.85	$708.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		$550.30	$632.85	$708.80	

Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		$460.75	$529.85	$593.45	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		$1,116.65	$1,284.15	$1,438.25	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		$1,116.65	$1,284.15	$1,438.25	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		$1,116.65	$1,284.15	$1,438.25	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		$1,116.65	$1,284.15	$1,438.25	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		$1,116.65	$1,284.15	$1,438.25	
VNTBLK	**POWERED** Ventura Communal Bar Table, Powered - Black Top, Silver		$1,318.20	$1,515.95	$1,697.85	
VNTWHT	**POWERED** Ventura Communal Bar Table, Powered - White Top, Silver		$1,318.20	$1,515.95	$1,697.85	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		$2,486.75	$2,859.75	$3,202.90	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		$2,326.85	$2,675.90	$2,997.00	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		$2,486.75	$2,859.75	$3,202.90	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		$2,341.35	$2,692.55	$3,015.65	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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CAFÉ TABLES

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T126590524

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		$378.15	$434.85	$487.05	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		$378.15	$434.85	$487.05	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		$378.15	$434.85	$487.05	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		$378.15	$434.85	$487.05	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		$378.15	$434.85	$487.05	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		$378.15	$434.85	$487.05	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		$399.90	$459.90	$515.10	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		$378.15	$434.85	$487.05	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		$390.30	$448.85	$502.70	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		$377.55	$434.20	$486.30	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$377.55	$434.20	$486.30	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		$377.55	$434.20	$486.30	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		$852.00	$979.80	$1,097.40	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		$412.70	$474.60	$531.55	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$412.70	$474.60	$531.55	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		$412.70	$474.60	$531.55	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		$412.70	$474.60	$531.55	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		$508.30	$584.55	$654.70	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		$509.05	$585.40	$655.65	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		$508.30	$584.55	$654.70	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		$505.50	$581.30	$651.05	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$550.30	$632.85	$708.80	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		$508.30	$584.55	$654.70	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		$505.50	$581.30	$651.05	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		$508.30	$584.55	$654.70	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		$509.05	$585.40	$655.65	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		$547.15	$629.20	$704.70	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		$508.30	$584.55	$654.70	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		$505.50	$581.30	$651.05	

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CAFÉ TABLES CONTINUED

HAA Education Conference & Expo
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May 16, 2024

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ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		$550.30	$632.85	$708.80	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$550.30	$632.85	$708.80	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		$550.30	$632.85	$708.80	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		$550.30	$632.85	$708.80	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		$858.05	$986.75	$1,105.15	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		$858.05	$986.75	$1,105.15	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		$858.05	$986.75	$1,105.15	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		$858.05	$986.75	$1,105.15	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		$858.05	$986.75	$1,105.15	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver **POWERED**		$974.35	$1,120.50	$1,254.95	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver **POWERED**		$974.35	$1,120.50	$1,254.95	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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BAR STOOLS

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		$419.15	$482.00	$539.85	
BST	Banana Barstool - White, Chrome		$419.15	$482.00	$539.85	
BLDBRD	Blade Barstool - Red		$218.10	$250.80	$280.90	
BLDBSB	Blade Barstool - Sky Blue		$218.10	$250.80	$280.90	
BLDBBK	Blade Barstool - Black		$186.45	$214.40	$240.15	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		$219.50	$252.40	$282.70	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		$219.50	$252.40	$282.70	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		$219.50	$252.40	$282.70	
CBSBGY	Chelsea Barstool- Gray, Black Tower Base		$219.50	$252.40	$282.70	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		$219.50	$252.40	$282.70	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		$219.50	$252.40	$282.70	
XBAR	Christopher Barstool - White Vinyl, Chrome		$303.85	$349.45	$391.40	
LMBAR	Laguna Barstool - Maple, Chrome		$313.45	$360.45	$403.70	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		$355.20	$408.50	$457.50	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		$355.20	$408.50	$457.50	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		$355.20	$408.50	$457.50	
ROLLWH	Lift Barstool - White Vinyl, Chrome		$355.20	$408.50	$457.50	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		$436.25	$501.70	$561.90	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		$354.55	$407.75	$456.70	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		$354.55	$407.75	$456.70	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		$354.55	$407.75	$456.70	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		$354.55	$407.75	$456.70	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		$354.55	$407.75	$456.70	
RSTSTL	Rustique Barstool - Gunmetal		$243.10	$279.55	$313.10	
BS001	Shark Barstool - White, Chrome		$534.25	$614.40	$688.15	
BSR	Syntax Barstool - Black, Chrome		$380.75	$437.85	$490.40	
ZENBAR	Zenith Barstool - White, Chrome		$281.50	$323.70	$362.55	
BS002	Zoey Barstool - White, Chrome		$489.50	$562.90	$630.45	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

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CONFERENCE & WORK TABLES

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT5N	5' Table - Black Top, Silver		$547.70	$629.85	$705.45	
BKCT5P	5' Table - Black Top, Silver **POWERED**		$709.00	$815.35	$913.20	
CONF5	5' Table - White Top, Silver		$641.90	$738.20	$826.80	
C5PWR	5' Table - White Top, Silver **POWERED**		$757.55	$871.20	$975.75	
BKCT8N	8' Table - Black Top, Silver		$1,090.40	$1,253.95	$1,404.40	
BKCT8P	8' Table - Black Top, Silver **POWERED**		$1,361.80	$1,566.05	$1,754.00	
CONF8	8' Table - White Top, Silver		$1,217.75	$1,400.40	$1,568.45	
C8PWR	8' Table - White Top, Silver **POWERED**		$1,458.50	$1,677.25	$1,878.50	
BKC10N	10' Table - Black Top, Silver		$1,090.40	$1,253.95	$1,404.40	
BKC10P	10' Table - Black Top, Silver **POWERED**		$1,361.80	$1,566.05	$1,754.00	
CONF10	10' Table - White Top, Silver		$1,217.75	$1,400.40	$1,568.45	
C10PWR	10' Table - White Top, Silver **POWERED**		$1,458.50	$1,677.25	$1,878.50	
CB8	42" Round Madison Table - Gray Acajou, Black		$571.30	$657.00	$735.85	
42BKCT	42" Round Table - Black Top, Black		$587.40	$675.50	$756.55	
CONF42	42" Round Table - White Top		$646.35	$743.30	$832.50	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		$534.25	$614.40	$688.15	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		$534.25	$614.40	$688.15	
CE2	Geo Table, Rectangle - Glass Top, Chrome		$758.20	$871.95	$976.60	
CF2	Geo Table, Rectangle - Glass Top, Black		$758.20	$871.95	$976.60	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		$534.25	$614.40	$688.15	
CF1	Geo Table, Rounded Square - Glass Top, Black		$534.25	$614.40	$688.15	
MADC05	Madison 5' Table - Gray Acajou, Chrome		$809.40	$930.80	$1,042.50	
MADC08	Madison 8' Table - Gray Acajou, Chrome		$1,615.65	$1,858.00	$2,080.95	
MADC10	Madison 10' Table - Gray Acajou, Chrome		$1,615.65	$1,858.00	$2,080.95	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		$556.70	$640.20	$717.00	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.) *NOTE: Items may be discontinued without notice at any time.*

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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EMAIL ADDRESS: _____

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EXECUTIVE SEATING, DESKS & STORAGE

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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		$465.90	$535.80	$600.10	
GENCHA	Genesis Chair - Black		$406.65	$467.65	$523.75	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		$438.25	$504.00	$564.50	
TASKST	Task Stool - Black Fabric, Black		$247.20	$284.30	$318.40	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit **POWERED**		$758.20	$871.95	$976.60	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit **POWERED**		$937.45	$1,078.05	$1,207.40	
JD8	Madison Executive Desk - Gray Acajou, Chrome		$1,020.65	$1,173.75	$1,314.60	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		$738.95	$849.80	$951.80	
TECH3	Cabinet on Castors - Black Top, Black Metal		$249.55	$287.00	$321.45	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Submission of this form 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 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

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DIVIDERS

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		$741.65	$852.90	$955.25	
HDG7FT	7' Boxwood Hedge		$1,207.10	$1,388.15	$1,554.75	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		$66.00	$75.90	$85.00	
STNCH1	Stanchion w/ Retractable Belt - Black, Chrome		$75.75	$87.10	$97.55	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		$212.70	$244.60	$273.95	
DIVFRE	Freestanding Divider - Clear, Silver		$427.85	$492.05	$551.10	
DIVFCR	Freestanding Corner Divider - Clear, Silver		$855.70	$984.05	$1,102.15	
DIVFWL	Freestanding Wall Divider - Clear, Silver		$427.85	$492.05	$551.10	
DIVFST	Sofa/Table Divider - Clear, Silver		$383.85	$441.45	$494.40	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		$532.95	$612.90	$686.45	
MIRWHT	Miramar Divider - White Molded Plastic		$547.70	$629.85	$705.45	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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ACCESSORIES

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream **POWERED**		$320.25	$368.30	$412.50	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		$243.10	$279.55	$313.10	
LA15	Mason Silver Floor Lamp - Brushed Silver		$371.10	$426.75	$477.95	

Pedestals

PDL36B	36" Locking Pedestal - Black **POWERED**		$847.85	$975.05	$1,092.05	
PDL36W	36" Locking Pedestal - White **POWERED**		$847.85	$975.05	$1,092.05	
PDL42B	42" Locking Pedestal - Black **POWERED**		$1,004.60	$1,155.30	$1,293.95	
PDL42W	42" Locking Pedestal - White **POWERED**		$1,004.60	$1,155.30	$1,293.95	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		$867.05	$997.10	$1,116.75	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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GRAPHICS & SIGNS

HAA Education Conference & Expo
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May 16, 2024

T126590524

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

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

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		$236.55	$272.05	$304.70	
70010	22" x 28" Horizontal		$236.55	$272.05	$304.70	
70011	28" x 44" Vertical		$360.25	$414.30	$464.00	
70012	28" x 44" Horizontal		$360.25	$414.30	$464.00	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		$729.05	$838.40	$939.00	
70138	39" x 84" Meter Board, Ultraboard		$423.55	$487.10	$545.55	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		$29.95	$34.45	$38.60	
70071	Horizontal with Grommets		$29.95	$34.45	$38.60	
70066	Vertical with Pockets		$32.25	$37.10	$41.55	
70072	Horizontal with Pockets		$32.25	$37.10	$41.55	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling *Table clings are made to fit our standard pedestal table tops.*		$251.60	$289.35	$324.05	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		$64.20	$73.85	$82.70	
70021	Velcro/per ft. (Minimum of 5')		$4.15	$4.75	$5.30	
70004	7" x 44" ID Sign		$70.75	$81.35	$91.10	
50094	Floor Easel		$63.40	$72.90	$81.65	
50095	22" x 28" Chrome Sign Holder		$144.30	$165.95	$185.85	
50508	Cardboard Meter Board Base, Black		$28.20	$32.45	$36.35	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

HAA Education Conference & Expo
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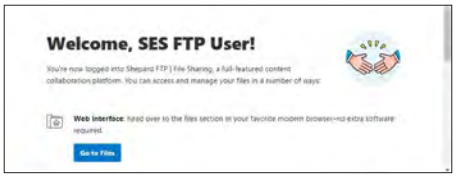
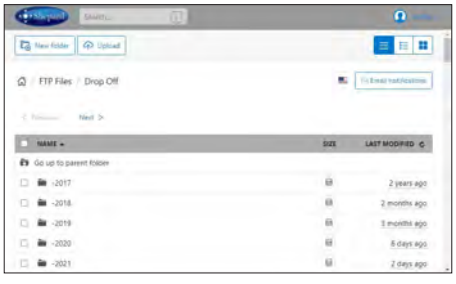
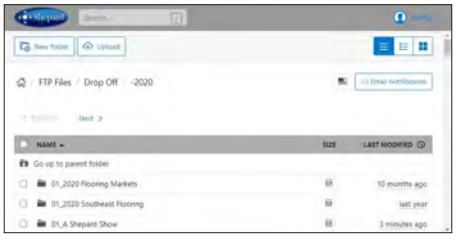
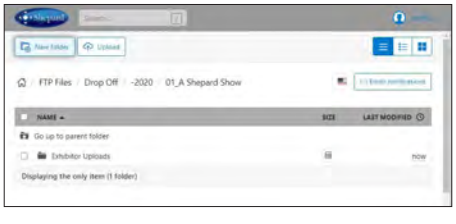
T126590524
May 16, 2024

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.









Before Sending Files

1. Please name your files for easy identification using the following format:

   Company Name_Booth#_Panel Letter
   example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: **files.shepardes.com**.
2. Login to the FTP site.
   User Name = sesftp
   Password = ftpftp
3. Click the Go to Files button.
4. Select the “Drop Off” folder.
5. Navigate to the show folder using the following path:
   Year → Month → Show Name → Exhibitor Uploads
   example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the Upload button and browse to the files you want to upload.

   NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to: **orders@shepardes.com** with the subject line: “Show Name” FTP Upload.

Failure to follow these steps could result in delayed graphics.

SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.

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Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
  examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
  example: DESIGNED AT 50%
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

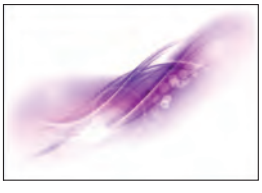
Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

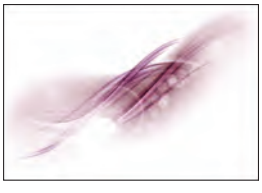
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Photoshop	.psd | .tiff .jpeg | .eps	Raster artwork. Must be built in CMYK color space.

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES
CONTINUED

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

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

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

Vector Logo at 100% scale.

Vector Logo at 200% scale.

Raster Logo at 100% scale.

Raster Logo at 200% scale.

Resolution
- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

  examples: *1:1 or 100% - resolution no less than 150 dpi*
  2:1 or 50% - resolution no less than 300 dpi
  4:1 or 25% - resolution no less than 600 dpi

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files
- Please name your files appropriately for easy identification.

  examples: *Poster_22x28.pdf*
  Panel A_1920x898_Qty3.pdf
  Shepard_Booth1905_Panel A.pdf

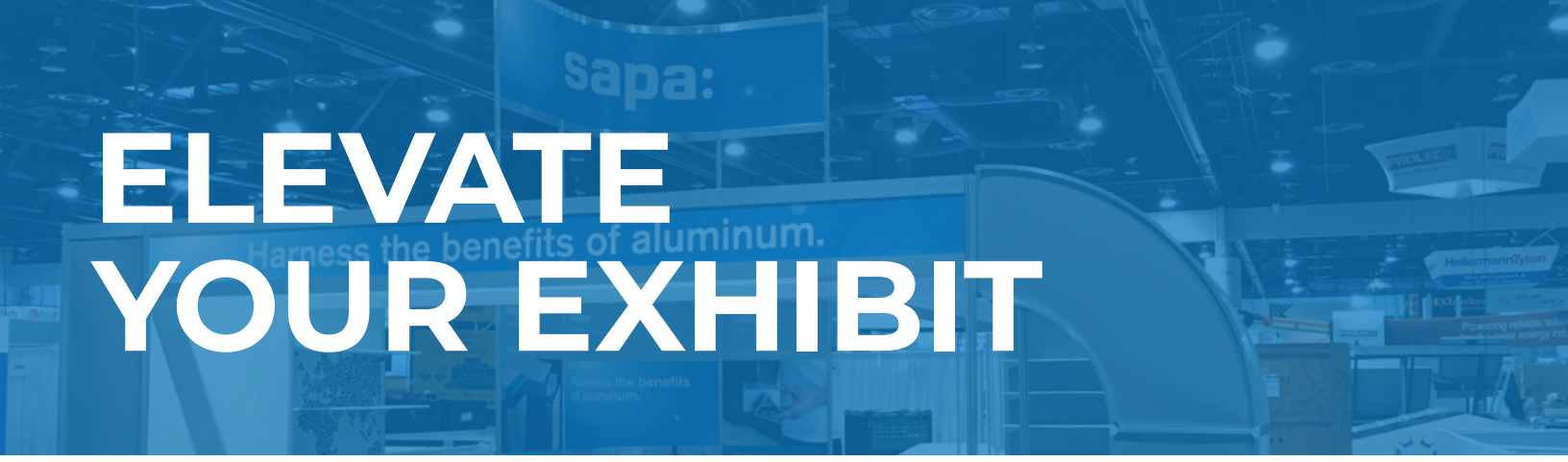
- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files
- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

  Website: **files.shepardes.com**
  Login: **sesftp**
  Password: **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.



ELEVATE YOUR EXHIBIT

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What are *your* exhibit goals?

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- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy

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- Equipment & furnishings
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- Logistics

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- **Smart, strategic solutions:** Shepard delivers exhibits that engage your audiences

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SHIELDS & BARRIERS

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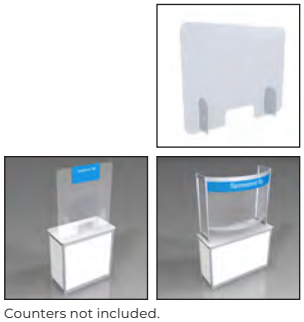
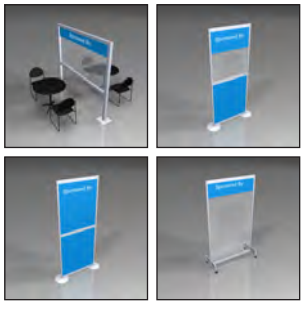
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	**Standard Plexi Shield** (CVPS1) 40" (l) x 36" (h)		$437.00	$502.55	$562.85	
66652	**Tall Plexi Shield** (CVPS2) 40" (l) x 44" (h)		$537.85	$618.55	$692.80	
66653	**Curved Plexi Shield** (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		$672.30	$773.15	$865.95	



Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	**Large Wall Divider** (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		$672.30	$773.15	$865.95	
66655	**Plexi/Trovicel Panel Wall Divider** (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		$470.65	$541.25	$606.20	
66656	**Trovicel/Trovicel Wall Divider** (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		$403.40	$463.90	$519.55	
66657	**Plexi Rolling Baffle** (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		$840.40	$966.45	$1,082.40	

Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	**Sanitizer Kiosk A** (CVSK1) 40" (l) x 36" (h)		$504.25	$579.90	$649.50	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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EXHIBIT COUNTER RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

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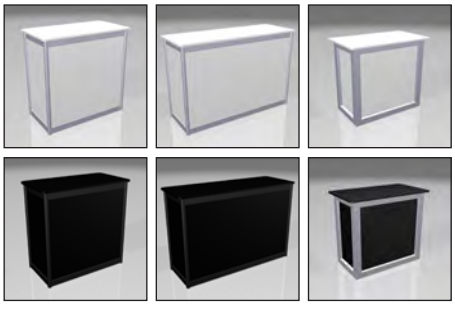
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter & Customize to Fit Your Exhibit!

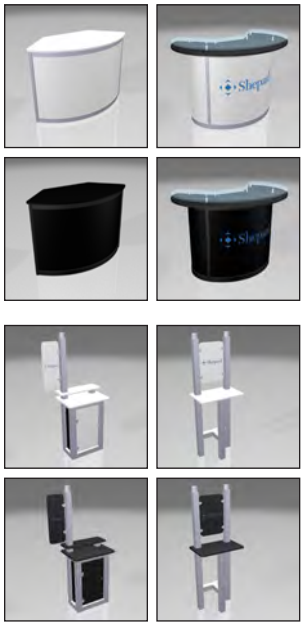
AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	**1 Meter Locking Cabinet** (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) *Graphic Sizes: 968mm x 898mm*		$1,105.80	$1,271.65	$1,424.25	
6628303 (w) 6628306 (b)	**1.5 Meter Locking Cabinet** (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) *Graphic Size: 1463mm x 898mm*		$1,341.85	$1,543.15	$1,728.35	
6628403(w) 6628406 (b)	**Locking Cabinet** (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) *Graphic Size: 922mm x 872mm*		$815.65	$938.00	$1,050.55	



Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	**Reception Counter** (RC2) 4' 10.75" (l) x 40" (h) x 2' 4.75" (d) *Graphic Size: 1530mm x 898mm*		$1,137.10	$1,307.65	$1,464.55	
6627603 (w) 6627606 (b)	**Reception Counter** (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) *Graphic Size: 1080mm x 898mm*		$2,466.75	$2,836.75	$3,177.15	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	**Computer Stand 1** (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 250mm x 700mm*		$1,434.55	$1,649.75	$1,847.70	
6628603 (w) 6628606 (b)	**Computer Stand 2** (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) *Graphic Size: 380mm x 580mm*		$836.15	$961.55	$1,076.95	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders canceled 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.

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CONTACT NAME: _____

EMAIL ADDRESS: _____

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Email completed form to: **exhibits@shepardes.com**

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PRODUCT DISPLAYS & CHARGING STATION RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

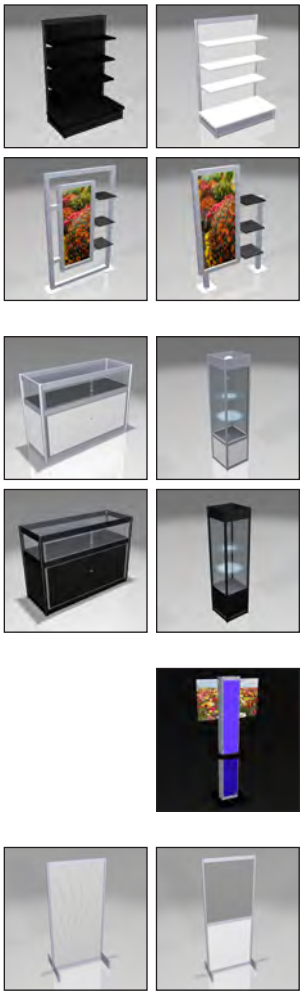
ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	**Gondola** 3' 6" (l) x 4' 6" (h) x 1'3 " (d)		$774.90	$891.15	$998.10	
6627803 (w) 6627806 (b)	**GL1** 5' 4" (l) x 8' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$766.00	$880.90	$986.60	
6627903 (w) 6627906 (b)	**GL2** 4' 3" (l) x 7' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$1,320.35	$1,518.40	$1,700.60	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	**Quarterview Showcase** (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		$1,491.85	$1,715.65	$1,921.55	
6627203 (w) 6627206 (b)	**Square Showcase** (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		$1,610.15	$1,851.65	$2,073.85	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	**Phone Charging Station** (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 380mm x 710mm*		$2,534.65	$2,914.85	$3,264.65	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	**8' x 4' Pegboard Panel** (PerfH)		$376.70	$433.20	$485.20
66149	**4' x 8' Pegboard Panel** (PerfV)		$376.70	$433.20	$485.20
50104	**6" Pegs - 1 dozen** (6"Pegs)		$61.55	$70.80	$79.30
66147	**3.5' x 8' Slat Wall, Grey** (Slatwall)		$376.70	$433.20	$485.20

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders canceled 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.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **exhibits@shepardes.com**

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ORDER ONLINE!

INLINE BOOTH RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

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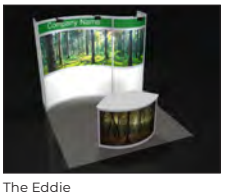
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.

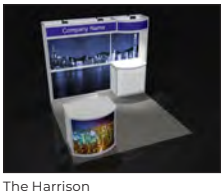

The Eddie

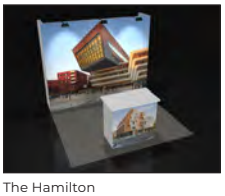
The Jonathon

The Pierce

The Madison

The Grant


The Harrison


The Hamilton

The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		$4,497.75	$5,172.40	$5,793.10	
66471	The Eddie - 10' x 20'		$7,324.20	$8,422.85	$9,433.60	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		$3,137.75	$3,608.40	$4,041.40	
66475	The Jonathon - 10' x 20'		$5,492.30	$6,316.15	$7,074.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		$3,892.00	$4,475.80	$5,012.90	
66478	The Pierce - 10' x 20'		$7,389.80	$8,498.25	$9,518.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		$4,719.70	$5,427.65	$6,078.95	
66485	The Madison - 10' x 20'		$5,593.65	$6,432.70	$7,204.60	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		$4,981.80	$5,729.05	$6,416.55	
66487	The Grant - 10' x 20'		$6,904.70	$7,940.40	$8,893.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		$4,579.90	$5,266.90	$5,898.95	
66493	The Harrison - 10' x 20'		$6,729.85	$7,739.35	$8,668.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		$3,191.35	$3,670.05	$4,110.45	
66468	The Hamilton - 10' x 20'		$5,590.95	$6,429.60	$7,201.15	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		$2,884.25	$3,316.90	$3,714.95	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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FABEX BOOTH RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

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Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.

FX21

FX2H1

FX22

FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	**10' x 10' Booth** (FX21)		$2,965.80	$3,410.65	$3,819.95	
66561	**10' x 10' Booth with Header** (FX2H1)		$3,628.95	$4,173.30	$4,674.10	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	**10' x 20' Booth** (FX22)		$5,140.75	$5,911.85	$6,621.25	
66567	**10' x 20' Booth with Header** (FX2H2)		$5,733.95	$6,594.05	$7,385.35	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

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FABEX BACKLIT BOOTH RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

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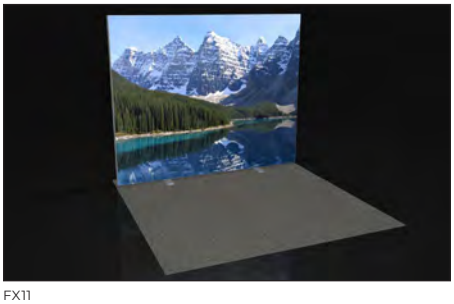
Freestanding 8' High Backlit Backwalls with Full Color Graphics

Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

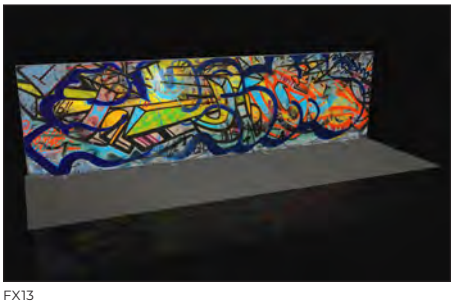
All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX11

FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	**8' x 10' Backlit Backwall with Graphics** (FX11) *Graphic Size: 2992mm x 2436mm*		$2,990.60	$3,439.20	$3,851.90	
66565	**8' x 20' Backlit Backwall with Graphics** (FX12) *Graphic Size: 5992mm x 2436mm*		$4,621.70	$5,314.95	$5,952.75	
66566	**8' x 30' Backlit Backwall with Graphics** (FX13) *Graphic Size: 8992mm x 2436mm*		$6,252.90	$7,190.85	$8,053.75	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ORDER ONLINE!

ISLAND BOOTH RENTALS

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

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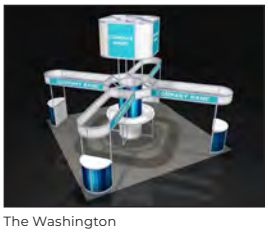
Turnkey Rental Designs Make Exhibiting Easier!

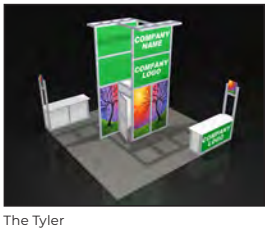
Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.

The Monroe



The Washington



The Tyler

The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	**The Monroe**		$11,449.50	$13,166.90	$14,746.95	
66368	**The Washington**		$16,431.45	$18,896.15	$21,163.70	
66495	**The Tyler**		$12,227.45	$14,061.55	$15,748.95	
66496	**The Garfield**		$11,973.85	$13,769.95	$15,422.35	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **exhibits@shepardes.com**

shepardes.com

ORDER ONLINE!

FABRIC HANGING SIGNS

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

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Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

** Rigging not included

DON'T FORGET!
To place an order for building and hanging your sign!!

Circle

Square

Triangle

Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	**10' x 48" Circle Hanging Sign** (HSC10)		$7,210.65	$8,292.25	$9,287.30	
69142	**16' x 48" Circle Hanging Sign** (HSC16)		$11,460.10	$13,179.10	$14,760.60	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	**10' x 48" Square Hanging Sign** (HSS10)		$8,768.10	$10,083.30	$11,293.30	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	**10' x 48" Triangle Hanging Sign** (HST10)		$7,095.15	$8,159.40	$9,138.55	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	**10' x 48" Single Sided Wave Hanging Sign** (HSWS)		$3,124.65	$3,593.35	$4,024.55	
69146	**10' x 48" Double Sided Wave Hanging Sign** (HSWD)		$4,157.90	$4,781.60	$5,355.40	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **exhibits@shepardes.com**

shepardes.com

ADVANCED SHIPPING HANGING SIGN LABEL

HAA Education Conference & Expo
NRG Center | Houston, TX
May 16, 2024

T126590524

Print at least one advanced shipping 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.

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

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE HANGING SIGN

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
10001 Fannin Street Suite 100
Houston, TX 77045

FOR:
HAA Education Conference & Expo

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Tuesday, April 16, 2024

Last day freight can arrive without a surcharge:
Wednesday, May 8, 2024

HANGING SIGNS 101

THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

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

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

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

Signs weighing over 200 pounds may require a motor and other additional charges.

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

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

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

If you require a reflective ceiling plot (RCP). We can design one for you for an additional design fee.

Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, May 8, 2024**

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

STRUCTURAL INTEGRITY STATEMENT

HAA Education Conference & Expo **T126590524**
NRG Center | Houston, TX
May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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

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

NRG Center
One NRG Park
Houston, TX 77054
SHEPARD EXPOSITION SERVICES

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

ORDER ONLINE!

HANG SIGN ASSEMBLY/DISASSEMBLY

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

WEIGHT: _____

DIMENSIONS: _____ X _____

Step 2. Order assembly/disassembly labor.

Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		$149.31	$171.70	$192.30	
69151	OT		$223.97	$257.55	$288.45	
69152	DT		$298.75	$343.55	$384.80	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		$149.31	$171.70	$192.30	
69154	OT		$223.97	$257.55	$288.45	
69155	DT		$298.75	$343.55	$384.80	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		$194.11	$223.20	$250.00	
69191	OT		$291.16	$334.85	$375.05	
69192	DT		$388.38	$446.65	$500.25	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		$194.11	$223.20	$250.00	
69194	OT		$291.16	$334.85	$375.05	
69195	DT		$388.38	$446.65	$500.25	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Important Information

This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website.

Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.
Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.
**These Holidays only apply in certain cities.*

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Shepard

shepardes.com

ORDER ONLINE!

OVERHEAD RIGGING LABOR

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:*THURSDAY, APRIL 25, 2024

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Labor Hours

Straight Time (ST):
Monday - Friday | 8:00AM - 5:00PM
Overtime (OT):
Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT):
Holidays
Holidays:
New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.
**These Holidays only apply in certain cities.*

Important Information

This order form is for overhead rigging only. You will need to order sign assembly/disassembly via the previous form.

Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.
Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal
☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle
☐ Other: _____

DIMENSIONS: Length: _____ Height: _____ Width: _____

WEIGHT: _____

Step 2. Order overhead rigging crew.

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

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

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		$0.00	$0.00	$0.00	
69157	Rigging Removal		$0.00	$0.00	$0.00	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **overheadrigging@shepardes.com**

shepardes.com

ORDER ONLINE!

OVERHEAD RIGGING EQUIPMENT

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 16, 2024

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

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

Truss**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		$25.60	$29.45	$33.00	
6909406	12" Black Box Truss (Per Ft.)		$25.60	$29.45	$33.00	
69038	12" Silver Corner Block		$96.00	$110.40	$123.65	
6903806	12" Black Corner Block		$96.00	$110.40	$123.65	
70067	Design Fee (Hourly)		$188.80	$217.10	$243.15	

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

Truss Details

QTY: _____ SIZE: _____

Motors

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		$569.10	$654.45	$733.00	
69016	Half Ton Hoist/Chain Motor		$505.10	$580.85	$650.55	
69019	Rotating Motor 500 LB Limit		$537.10	$617.65	$691.75	
69020	Rotating Motor 200 LB Limit		$313.05	$360.00	$403.20	

☐ Rotate Clockwise (right) ☐ Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

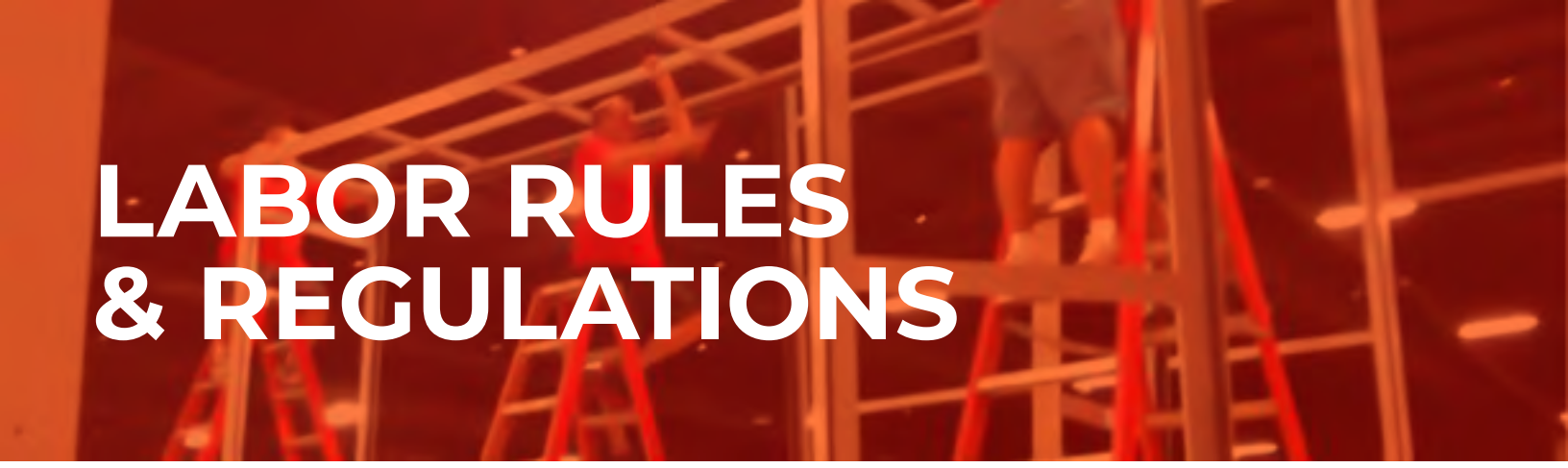
CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **overheadrigging@shepardes.com**

shepardes.com



LABOR RULES & REGULATIONS

NRG Center, Houston, Texas

LABOR

Texas is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

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

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

SAFETY

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

ORDER ONLINE!

SHEPARD BLUE LABOR

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.
**These Holidays only apply in certain cities.*

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	**ITEM**	**ONLINE**	**DISCOUNT**	**REGULAR**	**ESTIMATED TOTAL*****
68066	ST	$155.30	$178.60	$200.05	
68067	OT	$232.95	$267.90	$300.05	
68068	DT	$310.70	$357.30	$400.20	

DISMANTLE LABOR**					
CODE	**ITEM**	**ONLINE**	**DISCOUNT**	**REGULAR**	**ESTIMATED TOTAL*****
68070	ST	$155.30	$178.60	$200.05	
68071	OT	$232.95	$267.90	$300.05	
68072	DT	$310.70	$357.30	$400.20	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

☐ Scissor Lift Install ☐ Scissor Lift Removal ☐ Scissor Lift Install & Removal

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

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

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

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

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup ($400 minimum charge)

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Shepard

Email completed form to: **orders@shepardes.com**

shepardes.com

ORDER ONLINE!

EXHIBITOR SUPERVISED LABOR

HAA Education Conference & Expo **T126590524**

NRG Center | Houston, TX

May 16, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 25, 2024

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.
**These Holidays only apply in certain cities.*

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	$119.45	$137.35	$153.85	
68061	OT	$179.18	$206.05	$230.80	
68062	DT	$239.00	$274.85	$307.85	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	$119.45	$137.35	$153.85	
68064	OT	$179.18	$206.05	$230.80	
68065	DT	$239.00	$274.85	$307.85	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	8.25%
AMOUNT DUE	**$** _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders canceled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____