AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(2) 6' Skirted Tables- White
(2) Side Chairs
(1) Wastebasket

Show drape color(s): White, Teal
Aisle carpet color: Tuxedo, Teal

Exhibit Show Schedule

General Exhibitor Move-in:
Wednesday, March 4, 2020 12:00 PM to 7:00 PM
Thursday, March 5, 2020 8:00 AM to 9:00 AM

Exhibit Hours:
Thursday, March 5, 2020 9:00 AM to 5:00 PM
Friday, March 6, 2020 9:00 AM to 5:00 PM
Saturday, March 7, 2020 9:00 AM to 5:00 PM

Exhibitor Move-out:
Saturday, March 7, 2020 5:00 PM to 8:00 PM

Freight Reroute Begins*
Saturday, March 7, 2020 8:00 PM
*All outbound carriers must be checked in by this time

Shipping Addresses
See Material Handling Rate Form for all related fees.

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
AWP Annual Conference & Bookfair
c/o Shepard Exposition Services c/o ABF
4354 Director Dr
San Antonio, TX 78219

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center
900 E. Market Street
San Antonio, TX 78205

Important Deadlines
Discount price deadline for custom Shepard rentals: Tuesday, February 4, 2020
Exhibitor appointed contractor notification deadline: Thursday, February 6, 2020
First day for warehouse deliveries without a surcharge: Thursday, February 6, 2020
Discount price deadline for standard Shepard orders: Thursday, February 13, 2020
Last day for warehouse deliveries without a surcharge: Wednesday, February 26, 2020
Last day for warehouse deliveries*: Monday, March 2, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Wednesday, March 4, 2020 at 8:00 AM

Ancillary Vendor Information
Electrical Services  EDLEN  http://www.edlen.com/  (210) 662-9450

Show Information

Event Code: T124890320
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020
Discount Deadline Thursday, February 13, 2020

Shepard Mailing Address 10001 Fannin St, Houston, TX 77045

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

Service Desk Hours
Wednesday, March 4, 2020 12:00 PM to 7:00 PM
Thursday, March 5, 2020 8:00 AM to 5:00 PM
Friday, March 6, 2020 9:00 AM to 5:00 PM
Saturday, March 7, 2020 9:00 AM to 8:00 PM

Exhibitor Move Out
Saturday, March 7, 2020 5:00 PM to 8:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by Saturday, March 7, 2020 8:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, March 7, 2020 8:00 PM

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

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

Pick Up Address
Henry B. Gonzalez Convention Center
900 E. Market Street
San Antonio, TX 78205

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Online Ordering is Easy!

Go to:  www.shepardes.com/intro.asp

CLICK ON  AWP Annual Conference & Bookfair

Login from the Show Information page by clicking  at the top right corner of the page.

Enter your email address and password then click

NEW users:
User name = Your Email Address (provided by Event Management)
Password = AWP2020

Prior users:
User name = Your Email Address
Password = Your pre-existing password

Don't remember your password? Click the link  and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.

After making your selections, click the  button on the bottom right of the page.

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

Confirm your order, click  and complete the payment process.

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

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

**Exhibiting Company Information**

**Credit Card Information**

- Credit Card 
  - VISA
  - [ ] Check
  - [ ] Wire Transfer

- Expiration Date:
  - Month _____ Year _____ Security Code

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

**Wire Transfers**

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

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

- Name of show that you are attending: **AWP Annual Conference & Bookfair**

**TAX EXEMPT?** Please submit tax exemption certificate to: houston@shepardes.com

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

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020
Packaging, Crates, and Empty Containers:

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.

Claim(s) for Loss and Payment For Services:

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 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, carelessness or error, or any 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. Undesignated authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be charged to the credit card on file in the event the credit card on file 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 installments and charge any unpaid service or 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 this information on their form. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Equipment Audits: 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 will be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks. U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed. Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order. Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate. Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard. Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the “conclusion” of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merits. Limits of Liability: If found liable for any loss, Shepard's sole and exclusive responsibility for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $5,000 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 not 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 materials.

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 disappearance 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. Allowing "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."
Save Time and Money!
Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

Company Name: ____________________________ Booth # ____________________________

Contact Name ____________________________ Contact Email Address ____________________________

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

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

Above Booth #

Left Booth #

Below Booth #

Right Booth #
Relax with our Carefree Logistics!

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

Inbound & Outbound Services

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

Shepard Value-Added Services

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

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

1.888.568.8858 | logistics@shepardes.com
Shipping versus Material Handling

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

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

One easy way to keep your charges lower?
Consolidate, Consolidate, Consolidate!

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

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Contact Name

Email Address

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

Company

Street Address

City

State

Zip

Is there a loading dock?

Do we need a lift gate on our truck?

Is your building in a residential area?

Do we need to go inside your office to pick up your items?

Any thing else we should know about your building:

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

Date

Hours of Operation

Step 4: Tell us Where this is going:

☐ Advance Warehouse

☐ Direct to showsite

Wednesday, March 4, 2020

Step 5: Tell us What we are shipping:

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

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

☐ Standard Ground

☐ 2nd day Air

☐ Next Day Air

☐ Other (Truckload, Specialized)

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

Step 7: After the event is over, are we going to Ship Back to you?

☐ YES!

☐ No, I will arrange another carrier

Company

Exhibiting Booth #

Street Address

City

State

Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
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$$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

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

**Step 1:** Complete Exhibiting Company Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Other</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Step 8:** If your carrier doesn't show up, what do we do with your items?

<table>
<thead>
<tr>
<th>Qty</th>
<th>Reroute via the show carrier (Shepard Logistics)</th>
<th>Return to warehouse ($400.00 minimum charge)</th>
</tr>
</thead>
</table>

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.
<table>
<thead>
<tr>
<th>Direct to Showsite Shipping</th>
<th>Direct to Showsite Shipping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TO:</strong></td>
<td><strong>TO:</strong></td>
</tr>
<tr>
<td>(Exhibiting Company Name)</td>
<td>(Exhibiting Company Name)</td>
</tr>
<tr>
<td><strong>Booth #:</strong></td>
<td><strong>Booth #:</strong></td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td>c/o Shepard Exposition Services</td>
</tr>
<tr>
<td>Henry B. Gonzalez Convention Center</td>
<td>Henry B. Gonzalez Convention Center</td>
</tr>
<tr>
<td>900 E. Market Street</td>
<td>900 E. Market Street</td>
</tr>
<tr>
<td>San Antonio, TX 78205</td>
<td>San Antonio, TX 78205</td>
</tr>
<tr>
<td><strong>For:</strong></td>
<td><strong>For:</strong></td>
</tr>
<tr>
<td>AWP Annual Conference &amp; Bookfair</td>
<td>AWP Annual Conference &amp; Bookfair</td>
</tr>
<tr>
<td><strong>MUST NOT BE DELIVERED PRIOR TO:</strong></td>
<td><strong>MUST NOT BE DELIVERED PRIOR TO:</strong></td>
</tr>
<tr>
<td>March 4, 2020 @ 8:00 AM</td>
<td>March 4, 2020 @ 8:00 AM</td>
</tr>
</tbody>
</table>

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

AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

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

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

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

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

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

Blended Rates: 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 published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

Advance Warehouse Shipments
First date freight can arrive Thursday, February 6, 2020
Last date freight can arrive Monday, March 2, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35010</td>
<td></td>
<td>$130.80</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td></td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Direct to Showsite Shipments
First date freight can arrive Wednesday, March 4, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35030</td>
<td></td>
<td>$124.30</td>
<td></td>
</tr>
<tr>
<td>Uncrated</td>
<td>35043</td>
<td></td>
<td>$186.50</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35038</td>
<td></td>
<td>$161.50</td>
<td></td>
</tr>
</tbody>
</table>

Large pieces of machinery and uncrated shipments can be accepted at showsite.

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipment</td>
<td>35400</td>
<td></td>
<td>$65.50</td>
<td></td>
</tr>
</tbody>
</table>

Other Material Handling Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Code</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banding Service per 4x4 skid/pallet</td>
<td>35490</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Shrink-wrap Service per 4x4 skid/pallet</td>
<td>35491</td>
<td>Qty</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

Contact Name

Email: 

Signature:
Special Handling Definitions

- Overtime: 30% Double Time: 50%

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.
- 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
Rate as shown on Material Handling Rate Form, approx. 30%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Warehouse Overtime/Double-time
Surcharge: Overtime: 30% Double Time: 50%

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

Early/Late Shipments to the Warehouse
Surcharge: 25%

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

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

Off-Target Deliveries
Surcharge: 15%

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 Fee: $30 per Shipment
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

Reweigh of Shipments Fee: $25.00 per forklift load
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Empty Crate Storage Fee: $25.00 per piece.
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

Envelope Deliveries Fee: $10.50 per envelope
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

Mobile Spotting Fee: $200.00 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. 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 its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

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

What does CWT mean?

CWT is an acronym for Century Weight.

What determines how much I'm charged?

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

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs. / 100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 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?

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

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual) Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the “Show Information” page included with this manual for deadline date.

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

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

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

What are Direct Shipments?

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

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

Crate 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.
Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

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

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

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

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

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th># of Trips</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dock to Booth ST</td>
<td>35151</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock ST</td>
<td>35152</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Dock to Booth OT</td>
<td>35153</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock OT</td>
<td>35154</td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

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 1st day of exhibitor move in.

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________

Email: _________________________________

Signature: ____________________________

Total Estimate: $________

NA

Tax*: $________

Amount Due: $________

*Tax rate subject to change. Tax rate at the time of event will be utilized.
FURNISHINGS AND DECOR
# Tables

## Unskirted

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50045</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24'' x 30''</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50041</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24'' x 42''</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50044</th>
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<tbody>
<tr>
<td>6' x 24'' x 30''</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50045</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24'' x 42''</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50045</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24'' x 30''</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50042</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24'' x 30''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50043</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24'' x 42''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50046</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24'' x 30''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50047</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24'' x 42''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50048</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 24'' x 30''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50049</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' x 24'' x 42''</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

## Pedestal & Side

<table>
<thead>
<tr>
<th>30'' Natural Pedestal Table</th>
<th>#50706</th>
</tr>
</thead>
<tbody>
<tr>
<td>30' x 36''</td>
<td>Natural Feel Pedestal Table, Maple Top, Black Base</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>42'' Natural Pedestal Table</th>
<th>#50707</th>
</tr>
</thead>
<tbody>
<tr>
<td>42' x 36''</td>
<td>Natural Feel Pedestal Table, Maple Top, Black Base</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30'' Pedestal Table</th>
<th>#50032</th>
</tr>
</thead>
<tbody>
<tr>
<td>30' x 36''</td>
<td>Pedestal Table, Grey Fleck Top, Chrome Base</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>42'' Pedestal Table</th>
<th>#51089</th>
</tr>
</thead>
<tbody>
<tr>
<td>42' x 36''</td>
<td>Round High Pedestal Table, Grey Fleck Top, Chrome Base</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round Side Table</th>
<th>#50030</th>
</tr>
</thead>
<tbody>
<tr>
<td>18' x 24''</td>
<td></td>
</tr>
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</table>

<table>
<thead>
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<th>Square Side Table</th>
<th>#50031</th>
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</thead>
<tbody>
<tr>
<td>18' x 18' x 24''</td>
<td></td>
</tr>
</tbody>
</table>

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

STOOLS

Director’s Stool
#51096
Black Fabric, Maple Wood

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

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Director’s Stool
#51086
Black Fabric, Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

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

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

Spiral Garment Rack
#50093
30” x 70”
Silver

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

Also Available Without Legs (#50237)

3.5’ x 8’ Slatwall
#50249
3.5’ x 8’
Grey

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

6” Hooks for Peg Board
#50104
Silver

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

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

UPRIGHT, CROSSBAR, & DRAPERY

8’ High Upright with Base #50088
Crossbar rented separately

6’ - 10’ Crossbar #50349
1 1/2” D

7’ - 12’ Crossbar #50348
1 1/4” D

3’ High Drape #50074

8’ High Drape #50074

FOR SIGNS & LITERATURE

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

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

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

Chrome Sign Holder #50085
Holds 22” x 28” Sign

Floor Easel #50094
31” x 31” x 64”

SHELVING

4’ x 12” Display Shelf #50296
4’ x 12”
White Shelf with Black Bases

6’ x 12” Display Shelf #50297
6’ x 12”
White Shelf with Black Bases

BARRIER

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

OTHER

Natural Feel Wastebasket #50708
Seige Wastebasket

Wastebasket #50091

Mini Refrigerator #50098

Drawing Bowl #51085

Sand Bag #51087

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

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

4' Quarterview Showcase
#50069
6' Quarterview Showcase
#50070

Flooring

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

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

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

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

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

<table>
<thead>
<tr>
<th>Skirt Color</th>
<th>Spandex Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td>Grey</td>
<td>White</td>
</tr>
<tr>
<td>Red</td>
<td>Red</td>
</tr>
<tr>
<td>Blue</td>
<td>Red</td>
</tr>
<tr>
<td>Burgundy</td>
<td>White</td>
</tr>
</tbody>
</table>

## Drape Color Options

| Gold        | Blue         |
| Green       | Teal         |
| Black       | Grey         |
| Grey        | White        |
| Red         | Burgundy     |

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

**AWP Annual Conference & Bookfair**
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

**Discount Deadline**  **Thursday, February 13, 2020**
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

**Cardboard Riser**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50326</td>
<td>Cardboard Riser 12&quot;x24&quot;</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Total: $8.250% Tax*: $ Amount Due: $

Company Name: ___________________________ Booth #: ______________
Contact Name: ___________________________
Email: _________________________________

Signature: _______________________________
Booth and Carpet Cleaning

AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

Discount Deadline Thursday, February 13, 2020
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

Minimum 100 square foot order for all cleaning services.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Booth Vacuuming

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft.</td>
<td>$0.44</td>
<td>$0.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq.ft.</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft.</td>
<td>$0.35</td>
<td>$0.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft.</td>
<td>$1.32</td>
<td>$1.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq.ft.</td>
<td>$1.20</td>
<td>$1.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft.</td>
<td>$1.10</td>
<td>$1.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialty Services

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>$122.21</td>
<td>$183.32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down (charged per hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Hours</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$122.21</td>
<td>$183.32</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$122.21</td>
<td>$183.32</td>
<td></td>
</tr>
</tbody>
</table>

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

<table>
<thead>
<tr>
<th>Total Cleaning: $</th>
<th>NA</th>
<th>Tax*: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount Due: $</td>
</tr>
</tbody>
</table>

Company Name:                                     Booth #
Contact Name:
Email:                                            
Signature:

Event Code: T124890320
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517

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

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

<table>
<thead>
<tr>
<th>Labor</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST Labor</td>
<td>68066</td>
<td>ST Labor</td>
<td></td>
<td>$122.21</td>
<td>$158.90</td>
</tr>
<tr>
<td>OT Labor</td>
<td>68067</td>
<td>OT Labor</td>
<td></td>
<td>$183.32</td>
<td>$238.30</td>
</tr>
<tr>
<td>DT Labor</td>
<td>68068</td>
<td>DT Labor</td>
<td></td>
<td>$244.43</td>
<td>$317.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 5k Forklift</td>
<td>35028</td>
<td>ST 5k Forklift</td>
<td></td>
<td>$275.00</td>
<td>$357.50</td>
</tr>
<tr>
<td>OT 5k Forklift</td>
<td>35039</td>
<td>OT 5k Forklift</td>
<td></td>
<td>$341.00</td>
<td>$443.25</td>
</tr>
<tr>
<td>DT 5k Forklift</td>
<td>35067</td>
<td>DT 5k Forklift</td>
<td></td>
<td>$407.00</td>
<td>$529.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dumpster Fee</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Full Dumpster</td>
<td>35330</td>
<td>Per Full Dumpster</td>
<td></td>
<td>$550.00</td>
<td>$715.00</td>
</tr>
</tbody>
</table>

Abandoned Carpet / Floor coverings and Display Materials
Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.
Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

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

Company Name: ___________________________ Booth #: ___________

Contact Name: ___________________________

Email: ________________________________

Signature: ____________________________
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020
Discount Deadline Thursday, February 13, 2020

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

Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4' L X 30&quot; H X 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$137.35</td>
<td>$178.55</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6' L X 30&quot; H 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$168.80</td>
<td>$219.45</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8' L X 30&quot; H 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$214.00</td>
<td>$278.20</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4' L X 42&quot; H 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$166.95</td>
<td>$217.05</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6' L X 42&quot; H 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$213.80</td>
<td>$277.95</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8' L X 42&quot; H 24&quot; W Skirted Table</td>
<td></td>
<td></td>
<td>$251.45</td>
<td>$326.90</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td></td>
<td>$83.50</td>
<td>$108.55</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td></td>
<td>$83.50</td>
<td>$108.55</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>6' L X 30&quot; H 24&quot; W Spandex Table Cover</td>
<td></td>
<td>na</td>
<td>$250.35</td>
<td>$325.45</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4' L X 30&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$97.85</td>
<td>$127.20</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6' L X 30&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$116.75</td>
<td>$151.80</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8' L X 30&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$137.65</td>
<td>$178.95</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4' L X 42&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$110.20</td>
<td>$143.25</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6' L X 42&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$137.65</td>
<td>$178.95</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8' L X 42&quot; H X 24&quot; W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$153.60</td>
<td>$199.70</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table,42&quot; H 36&quot; R Grey Fleck Top</td>
<td>na</td>
<td></td>
<td>$246.60</td>
<td>$320.60</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal, 30&quot; H 36&quot; R Grey Fleck Top</td>
<td>na</td>
<td></td>
<td>$230.55</td>
<td>$299.70</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td></td>
<td>$116.05</td>
<td>$150.85</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td></td>
<td>$116.05</td>
<td>$150.85</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Pedestal Table 30&quot; H X 36&quot; R Maple Top</td>
<td>na</td>
<td></td>
<td>$301.70</td>
<td>$392.20</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Pedestal Table 42&quot; H X 36&quot; R Maple Top</td>
<td>na</td>
<td></td>
<td>$314.50</td>
<td>$408.85</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>Side Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$89.25</td>
<td>$110.20</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>Arm Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$121.65</td>
<td>$153.05</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>Stool w/back Grey Fabric</td>
<td>na</td>
<td></td>
<td>$148.25</td>
<td>$190.75</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>Director's Chair Black Fabric</td>
<td>na</td>
<td></td>
<td>$92.05</td>
<td>$114.55</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool Black Fabric</td>
<td>na</td>
<td></td>
<td>$164.80</td>
<td>$217.05</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$164.80</td>
<td>$233.70</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$147.60</td>
<td>$189.15</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: _______________________________ Booth # __________________________
Contact Name: _______________________________
Email: ______________________________________
Signature: ___________________________________

Total Furnishings: $__________
8.250% Tax*: $__________
Amount Due: $__________

Tax rate subject to change. Tax rate at the time of event will be utilized.
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
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Specialty & Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td>na</td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td>na</td>
<td>$49.40</td>
<td>$64.20</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$182.25</td>
<td>$236.95</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td>na</td>
<td>$241.40</td>
<td>$313.80</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td>na</td>
<td>$85.70</td>
<td>$111.40</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td>na</td>
<td>$241.40</td>
<td>$313.80</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>Tensabarrier, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$101.80</td>
<td>$132.35</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td>na</td>
<td>$112.50</td>
<td>$146.25</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td>na</td>
<td>$45.30</td>
<td>$58.90</td>
<td></td>
</tr>
<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$101.95</td>
<td>$132.55</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$126.90</td>
<td>$164.95</td>
<td></td>
</tr>
<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$385.00</td>
<td>$500.50</td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td>na</td>
<td>$909.70</td>
<td>$1,182.60</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td>na</td>
<td>$1,003.30</td>
<td>$1,304.30</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td>na</td>
<td>$909.70</td>
<td>$1,182.60</td>
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<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td>na</td>
<td>$1,003.30</td>
<td>$1,304.30</td>
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<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2'x8' w/legs, each</td>
<td>na</td>
<td>na</td>
<td>$217.60</td>
<td>$282.90</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>na</td>
<td>na</td>
<td>$162.95</td>
<td>$211.85</td>
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</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td>na</td>
<td>$14.95</td>
<td>$19.45</td>
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</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td>na</td>
<td>$47.90</td>
<td>$62.25</td>
<td></td>
</tr>
</tbody>
</table>

Drapery-per linear foot, min 5’ linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$231.10</td>
<td>$300.50</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$17.10</td>
<td>$22.25</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8’ Upright w/base</td>
<td>na</td>
<td>na</td>
<td>$31.90</td>
<td>$41.45</td>
<td></td>
</tr>
<tr>
<td>52065</td>
<td>3’ Upright w/base</td>
<td>na</td>
<td>na</td>
<td>$31.90</td>
<td>$41.45</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>na</td>
<td>na</td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>na</td>
<td>na</td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td></td>
<td>na</td>
<td>$18.85</td>
<td>$24.50</td>
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</tr>
</tbody>
</table>

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

Total Furnishings: $________
8.250% Tax: $________
Amount Due: $________

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Step One**: Choose the carpet to fit your budget

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$7.05</td>
<td>$9.15</td>
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<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sq ft</td>
<td>$6.10</td>
<td>$7.95</td>
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<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$17.25</td>
<td>$22.45</td>
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</table>

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

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.25</td>
<td>$1.65</td>
<td></td>
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<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.50</td>
<td>$3.25</td>
<td></td>
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<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
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Rental includes installation and removal of padding/visqueen. Minimum 100 sq. ft. required.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td>$246.35</td>
<td>$320.25</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$459.70</td>
<td>$597.60</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$685.65</td>
<td>$891.35</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$911.55</td>
<td>$1,185.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Total Carpet and Padding: $891.35

8.250% Tax*: $72.02

Total Amount Due: $963.37

Company Name: ________________________________  Booth #: ____________________

Contact Name: ________________________________

Email: ________________________________

Signature: ________________________________
Power Up In Style.

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

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

POWERED CHAIR, POWERED
CHRWR
(white vinyl) 37"L 31"D 33"H

ROMA

POWERED SEATING

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

4 | Trade Show Furnishings
**Powered Seating**

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

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

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

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

**Powered Tables**

**Ventura Powered Bar Tables**
72.25"L 26.25"D 42"H
(silver frame)

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

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

**C) VNTCBK** (black top)
**D) VNTCWH** (white top)

**Sydney Powered Cocktail Tables**
48"L 26"D 18"H
(brushed steel)

**E) C1WP** (white)
**F) C1YP** (black)
Powered Banquettes.

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

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

- **BNQ17 Ottoman Ring**
  (4 ottoman seats)
  (white vinyl)
  72”RND 18”H

- **BNQ17 Quarter Curve Ottoman**
  (white vinyl)
  53”L 22”D 18”H

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

Denotes Powered Products

Detail of Electrical Charging Outlet
Powered Pedestals

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

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

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

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

Powered Tech Desk

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

Create Engaging Booth Environments

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

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

**CAFÉ TABLE**
30WHHC
Hydraulic Chrome Base (laminate white top)
30" Round 29"H

**REGIS**
REGOTT End Table (brushed metal)
16"L 15.5"D 16.5"H

**MARCHÉ**
MAR010 Swivel Ottoman (blue fabric)
17" RND 18"H

**HOPI**
(gray linen)
HOPCH, Chair
21"L 22"D 34"H
HOPLV, Loveseat
48"L 22"D 34"H

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

**HOPI**
(gray linen)
HOPCH, Chair
21"L 22"D 34"H
HOPLV, Loveseat
48"L 22"D 34"H

10'x20' Hopi Lounge & Zenith Café Booth
Soft Seating Collections

**BAJA**
A) BCHWHT Chair (white vinyl) 36”L 30.5”D 28”H  
B) BSFWHT Sofa (white vinyl) 86”L 28”D 30”H  
C) BLVWHT Loveseat (white vinyl) 61”L 30.5”D 28”H

**FAIRFAX**
A) FAIRSW Sofa (white vinyl, brushed metal) 62”L 26”D 30”H  
B) FAIRCW Chair (white vinyl, brushed metal) 27”L 26”D 30”H

**NAPLES**
A) NPLCHR Chair (black vinyl) 36”L 30”D 33.25”H  
B) NPLSOF Sofa (black vinyl) 87”L 30”D 33.25”H  
C) NPLLOV Loveseat (black vinyl) 62”L 30”D 33.25”H

Available in Power

Trade Show Furnishings | 9
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

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

Denotes Powered Products
Soft Seating Collections

**ALLEGRO**
- A) CHR002 Chair (blue fabric)  
  36"L 34.5"D 30"H  
- B) SFA002 Sofa (blue fabric)  
  73"L 34.5"D 30"H

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

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

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

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

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

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

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

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

Madrid Chair
A) BCW (white vinyl)  
30”L 30”D 31”H  
B) OCH (black vinyl)  
30”L 30”D 31”H  
C) FAIRCW  
Fairfax Chair (white vinyl, brushed metal)  
27”L 26”D 30”H  
D) MNCHCH  
Munich Armless Chair (gray fabric)  
22.5”L 27”D 28.5”H  
E) HOPCH  
Hopi Chair (gray linen)  
21”L 25”D 34”H  
F) PROGB  
Pro Executive Guest Chair (black vinyl)  
24”L 22”D 36”H

**Meeting & Stage Chairs**

Marina Chair  
17.5”L 19.5”D 35”H  
A) MARCBK (black vinyl)  
B) MARCBR (brown fabric)  
C) MARCWH (white vinyl)  
D) OCMESP (espresso vinyl)  
E) OCMTAU (taupe fabric)  
F) OCMWHT (white vinyl)
Group Seating

**ZENITH**
A) ZENCHR Chair (white, chrome)  
18.25"L 22"D 32"H
B) 30MAHC  
Madison Hydraulic Café Table  
(chrome base, gray acajou top)  
30"RND 29"H

**LAGUNA**
C) LMCCHR Chair (maple, chrome)  
18"L 19"D 34"H
D) 30WHHC  
Round Café Table  
(white laminate top, chrome hydraulic base)  
30" Round 29"H

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

**MARINA**  
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)  
B) MARGBK (black vinyl)  
C) MARCBR (brown fabric)  
D) MARCBE (ocean blue fabric)  
E) MARCRD (red fabric)
Styles & Shapes

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

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

C) XCHR
Christopher Chair
(white vinyl, chrome)
17”L 19”D 33”H

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

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

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

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

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

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

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

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

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

J) LUCHCL Lucent Chair (frosted acrylic) 19.5”L 19.75”D 32.5”H
K) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
Ottomans

VIBE CUBE
18"L 18"D 18"H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

**Marche Swivel**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>A) MAR001 (white vinyl)</td>
</tr>
<tr>
<td>B.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>B) MAR005 (red fabric)</td>
</tr>
<tr>
<td>C.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>C) MAR009 (pear yellow fabric)</td>
</tr>
<tr>
<td>D.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>D) MAR007 (plum fabric)</td>
</tr>
<tr>
<td>E.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>E) MAR010 (blue fabric)</td>
</tr>
<tr>
<td>F.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>F) MAR002 (gray fabric)</td>
</tr>
<tr>
<td>G.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>G) MAR006 (rose quartz fabric)</td>
</tr>
<tr>
<td>H.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>H) MAR003 (linen fabric)</td>
</tr>
<tr>
<td>I.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>I) MAR004 (raspberry fabric)</td>
</tr>
<tr>
<td>J.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>J) MAR008 (meadow green fabric)</td>
</tr>
<tr>
<td>K.</td>
<td>Marche Swivel</td>
<td>17”RND 18”H</td>
<td>K) MAR011 (orange fabric)</td>
</tr>
</tbody>
</table>

**ENDLESS Square**

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

**ENDLESS Curved**

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

**Regis Bench**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.</td>
<td>BNQ7 Quarter Curve</td>
<td>53&quot;L 22&quot;D 18&quot;H</td>
<td>M) BNQ7 Quarter Curve (white vinyl)</td>
</tr>
<tr>
<td>N.</td>
<td>BNQR17 Ring</td>
<td>54&quot;L 30&quot;D 18&quot;H</td>
<td>N) BNQR17 Ring (4 ottoman seats)</td>
</tr>
<tr>
<td>O.</td>
<td>CUBL20 Edge</td>
<td>19&quot;L 19&quot;D 19&quot;H</td>
<td>O) CUBL20 Edge (white plastic)</td>
</tr>
</tbody>
</table>

**Sally Stool**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.</td>
<td>Q) REGBEN</td>
<td>12&quot; Round 17&quot;H</td>
<td>Q) REGBEN (brushed metal)</td>
</tr>
<tr>
<td>Q.</td>
<td>Regis Bench</td>
<td>12&quot; Round 17&quot;H</td>
<td>Q) REGBEN (brushed metal)</td>
</tr>
</tbody>
</table>

**Beverly Bench**

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
<th>Dimensions</th>
<th>Color Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>A) BVLYWH (white vinyl)</td>
</tr>
<tr>
<td>B.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>B) BVLYBK (black vinyl)</td>
</tr>
<tr>
<td>C.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>C) BVLYGR (gray fabric)</td>
</tr>
<tr>
<td>D.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>D) BVLYRD (red fabric)</td>
</tr>
<tr>
<td>E.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>E) BVLYOB (ocean blue fabric)</td>
</tr>
<tr>
<td>F.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>F) BVLYLN (linen fabric)</td>
</tr>
<tr>
<td>G.</td>
<td>Beverly Bench</td>
<td>60”L 20”D 18”H</td>
<td>G) BVLYBN (brown fabric)</td>
</tr>
</tbody>
</table>

**WHT12 Half Bench**

<table>
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<th>Color Options</th>
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</thead>
<tbody>
<tr>
<td>H.</td>
<td>WHT12 Half Bench</td>
<td>39”L 22”D 18”H</td>
<td>H) WHT12 Half Bench (white vinyl)</td>
</tr>
</tbody>
</table>
Alondra
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

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

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

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

GEO
Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)
Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
   C1WP (Powered)
B) C1Y (black)
   C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Café Tables
- Standard Black Base
  - 30” RND 29”H
    - A) ZTG (silver textured)
    - B) ZTJ (graphite nebula)
    - C) ZTK (maple)
    - D) 30WH29 (white)
    - E) ZTA (Madison/gray acacia)
    - F) 30BEBC (blue)
    - G) 30WDBC (wood)
  - 36” RND 29”H
    - H) ZTQ (white)
    - I) ZTN (graphite nebula)
    - J) ZTP (maple)

Café Tables
- Hydraulic Chrome Base
  - 30” RND 29”H
    - K) 30GRHC (graphite nebula)
    - L) 30MTHC (maple)
    - M) 30BRHC (red)
    - N) 30BEHC (blue)
    - O) 30WDHC (wood)
  - 36” RND 29”H
    - P) 36WTHC (white)
    - Q) 36GRHC (white)
    - R) 36MTHC (maple)

Mix & Match

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

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

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

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

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

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

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

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

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

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

Bar Tables
Standard Black Base
30” RND 42”H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BEBB (blue)
H) 30WDDB (wood)
36” RND 42”H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30” RND 45”H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)
36” RND 45”H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

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

U) 30MAHB 30” Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
V) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Barstools

LIFT BARSTOOLS
15” Round 23–33.5” H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Styles & Shapes

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

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

Banana Barstools
21”L 22”D 41.75”H
G) BSS (black, chrome)
H) BST (white, chrome)

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

O) LUBSCL Lucent Barstool
(frosted, acrylic)
22”L 22.5”D 45.5”H
P) LMBAR Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
Q) BLDBRD Blade Barstool
(red)
20.5”L 20.125”D 40.5”H
R) BLDBSB Blade Barstool
(sky blue)
20.5”L 20.125”D 40.5”H
Conference Tables

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

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

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

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

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

Geo Rectangular Tables
- 60"L 36"D 29"H
- E) CF2 (glass, black)
- F) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table
- (gray laminate, black)
  - 46"L 29"D 30"H

H) WD3 Work Table
- (white laminate, white)
  - 48"L 24"D 30"H

Conference Tables
- (graphite nebula)
  - I) CB3 8'
    - 96"L 48"D 29"H
  - J) CB2 6'
    - 72"L 42"D 29"H

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

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl)
  - 25.5"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl)
  - 24"L 22"D 40"H Adjustable.
Executive Seating

Pro Executive Mid Back Chair
24" L 22" D 40" H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height

Pro Executive High Back Chair
25" L 24" D 48" H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

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

Task Stool
TASKST (black fabric)
27.5" L 27.5" D 32.75" ~ 40.25" H
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

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

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

Ventura Communal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid)
C) VNTBMW (grommets)

White Top
D) VNTBN (solid)

Black Top
E) VNTBPN (solid)

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

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

Ventura Communal Café Tables
(silver frame)
72.25”L 26.25”D 30”H
Maple Top
C) VNTCMN (solid)
D) VNTCMW (grommets)

White Top
E) VNTCWN (solid)

Black Top
F) VNTCBN (solid)

Denotes AC and USB charging outlets
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60”L 30”D 29”H
B) CR8 Madison Credenza
   (gray acajou) 60”L 20”D 29”H
C) TASKST Task Stool
   (black fabric)
   27.5”L 27.5”D 32.75”-40.25”H Adjustable
D) PROEXE Pro Executive
   High Back Chair
   (white classic vinyl)
   25”L 24”D 48”H Adjustable
TECH POWERED DESK

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

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

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

ACCENT LAMPS
Mason Lamps
   (brushed silver)
A) LA15 Floor Lamp
   18" RND 55"H
B) LA14 Table Lamp
   16" RND 26"H

SHELVING
C) PSHCC5
   Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
D) BC8
   Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Show Essentials

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

HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

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

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

Denotes AC and USB charging outlets
Midtown Bar

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

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

A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

Midtown Bar
60”L 18”D 42”H
(pewter/glass)

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19”L 19”D 19”H
A/C power only

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

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

A) MTBUUL
B) MTBLPI

C) HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

D) HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
Cocktail and Occasional Tables

**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline** Thursday, February 13, 2020

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

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### Cocktail Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>C1E-Silverado</td>
<td>$363.95</td>
<td>$473.15</td>
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<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$438.70</td>
<td>$570.30</td>
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<tr>
<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$438.70</td>
<td>$570.30</td>
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<tr>
<td></td>
<td>C1FWB-Geo, Wood/Black</td>
<td>$383.85</td>
<td>$499.00</td>
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<tr>
<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$329.00</td>
<td>$427.70</td>
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<td></td>
<td>MESCTB-Mesa Cocktail Table Black to</td>
<td>$254.10</td>
<td>$330.35</td>
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<td>MESCTG-Mesa Cocktail Table Glass to</td>
<td>$254.10</td>
<td>$330.35</td>
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<td>MESCTW-Mesa Cocktail Table Wood to</td>
<td>$254.10</td>
<td>$330.35</td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$368.90</td>
<td>$479.55</td>
<td></td>
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<tr>
<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$468.60</td>
<td>$609.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$368.90</td>
<td>$479.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$468.60</td>
<td>$609.20</td>
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<tr>
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<td>REGBEN-Regis Bench Table</td>
<td>$376.35</td>
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<td>SYDBE-C Sydne Cocktail Table</td>
<td>$373.90</td>
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<td>SYDWD-C Sydney Cocktail Table</td>
<td>$339.90</td>
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### Occasional End Tables

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<th>Amount</th>
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<td>E1E-Silverado</td>
<td>$346.45</td>
<td>$450.40</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
<td>$316.60</td>
<td>$411.60</td>
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<tr>
<td></td>
<td>ALE200-Alondra, Wood/Chrome</td>
<td>$316.60</td>
<td>$411.60</td>
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<tr>
<td></td>
<td>ET1FWB-Geo, Wood/Black</td>
<td>$334.00</td>
<td>$434.20</td>
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<td>E1C-Geo, Glass/Chrome</td>
<td>$324.05</td>
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<td>MESETB-Mesa End Table, Black top</td>
<td>$167.85</td>
<td>$218.20</td>
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<tr>
<td></td>
<td>MESETG-Mesa End Table, Glass top</td>
<td>$167.85</td>
<td>$218.20</td>
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<tr>
<td></td>
<td>MESETW-Mesa End Table, Wood top</td>
<td>$167.85</td>
<td>$218.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$334.00</td>
<td>$434.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E1Y-Sydney, Black</td>
<td>$334.00</td>
<td>$434.20</td>
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<td></td>
<td>CUBTBL-Edge LED Cube</td>
<td>$259.20</td>
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<td>AURA End Table</td>
<td>$189.40</td>
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<td>ETBL-E Table, Wood</td>
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<td>TMBTBL Timber Table, Wood</td>
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<td>REGOTT-Regis End Table</td>
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<td>$564.25</td>
<td>$733.55</td>
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<td>SYDWDE-Sydney End Table</td>
<td>$328.55</td>
<td>$427.10</td>
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</table>

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 within 14 days prior to first exhibitor move in day.

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

---

**Contact Information**

- **Company Name:**
- **Contact Name:**
- **Email:**
- **Signature:**

---

**Total Exec Tables Furnishings:**

- **Amount Due:**
- **Tax:** 8.250%
- **Tax Rate:**

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
## AWP Annual Conference & Bookfair
**Henry B. Gonzalez Convention Center - San Antonio, TX**
**March 4 - 7, 2020**

**Discount Deadline** Thursday, February 13, 2020

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

### Styles and Shapes

<table>
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<tr>
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<td>END02W-Square, White Leather</td>
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<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
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<td>BNQ7-Quarter Curve, White Vinyl</td>
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<td>REGBEN Regis Bench, Brushed Metal</td>
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### Beverly Bench

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<tr>
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<td>$687.00</td>
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<tr>
<td></td>
<td>BVLYBN Bev Bench Brown Fabric</td>
<td>$528.45</td>
<td>$687.00</td>
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</tr>
<tr>
<td></td>
<td>BVLYGR Bev Bench Grey Fabric</td>
<td>$528.45</td>
<td>$687.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BVLYLN Bev Bench Linen Fabric</td>
<td>$528.45</td>
<td>$687.00</td>
<td></td>
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<tr>
<td></td>
<td>BVLYOB Bev Bench Ocean Fabric</td>
<td>$528.45</td>
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<tr>
<td></td>
<td>BVLYRD Bev Bench Red Fabric</td>
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<td>$687.00</td>
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</tr>
<tr>
<td></td>
<td>BVLYWH Bev Bench White Vinyl</td>
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### Vibes

<table>
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<tr>
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<td></td>
<td>VIB02-Vibe Cube, Blue</td>
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<td>VIB04-Vibe Cube, Red</td>
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<td>VIB05-Vibe Cube, Yellow</td>
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<td>VIB06-Vibe Cube, Gold/Bronze</td>
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<tr>
<td></td>
<td>VIB08-Vibe Cube, Orange</td>
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<td>VIB09-Vibe Cube, White Wtrproof</td>
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<td>VIB10-Vibe Cube, Black Wtrproof</td>
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<td></td>
<td>VIB11 Vibe Cube, Steel Blue Vinyl</td>
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<td>$239.80</td>
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<td>VIB12 Vibe Cube, Silver Vinyl</td>
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<td>Vibe13-Vibe Cube, Purple Vinyl</td>
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<td>Vibe16- Vibe Cube, Spice Orange</td>
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### Marche Swivel

<table>
<thead>
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<td>MAR010-Marche Swivel, Blue</td>
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<tr>
<td></td>
<td>MAR002-Marche Swivel, Grey</td>
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<td>$317.55</td>
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<tr>
<td></td>
<td>MAR003-Marche Swivel, Linen</td>
<td>$244.25</td>
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<tr>
<td></td>
<td>MAR008-Marche Swivel, Mdw Grn</td>
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<td></td>
<td>MAR009, Marche Swivel, Pear</td>
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<td>MAR007-Marche Swivel, Plum</td>
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<td></td>
<td>MAR004-Marche Swivel, Raspberry</td>
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<td>MAR005-Marche Swivel, Red</td>
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<td>MAR006-Marche Swivel, Rose Qtz</td>
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<td>MAR001-Marche Swivel, White</td>
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</tbody>
</table>

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

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

Company Name:  
Contact Name:  
Email:  
Signature:  

**Event Code:** T124890320  
**email:** houston@shepardes.com  
**phone:** (832) 799-5700  
**fax:** (832) 415-0517  

8.250% Tax*:  
Amount Due:  

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Soft Seating
### Sofas and Sectionals

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<td>Munich Sectional, 3 pc</td>
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<tr>
<td>SF002</td>
<td>Allegro Sofa</td>
<td>$917.30</td>
<td>$1,192.50</td>
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<tr>
<td>NPLSOF</td>
<td>Naples Sofa, Black Vinyl</td>
<td>$1,096.75</td>
<td>$1,425.80</td>
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<td>VALSOF</td>
<td>Valencia Sofa</td>
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<td>$758.75</td>
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<tr>
<td>TANSOF</td>
<td>Tangiers Sofa, Beige</td>
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<tr>
<td>KEYSOFO</td>
<td>Key Largo Sofa</td>
<td>$620.70</td>
<td>$806.90</td>
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<tr>
<td>FAIRSW</td>
<td>Fairfax Sofa</td>
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<td>$813.35</td>
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<td>BSWHHT</td>
<td>Baja Sofa</td>
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### Accent Chairs

<table>
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<th>Amount</th>
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<tr>
<td>OCB-Key West Tub, Black</td>
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<td>BCW-Madrid Chair, White</td>
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<td>$1,273.50</td>
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<tr>
<td>LABREA-La Brea Swivel Chair</td>
<td>$538.40</td>
<td>$699.90</td>
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<td>VALCHA Valencia Chair</td>
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<tr>
<td>MNCHCC Munich Corner Chair</td>
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<td>MNCHCH Munich Armless Chair</td>
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<td>$793.85</td>
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<td>WENCHA-Wentworth Chair</td>
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### Loveseats

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<td>TANLOV</td>
<td>Tangiers Loveseat</td>
<td>$907.30</td>
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<td>BLVWHT</td>
<td>Baja Loveseat White Vinyl</td>
<td>$1,044.40</td>
<td>$1,357.70</td>
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<tr>
<td>MNCHLV</td>
<td>Munich Armless Loveseat</td>
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<td>$1,409.55</td>
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### Meeting Chairs

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<td>Meeting Chair, White</td>
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<td>OCMESP</td>
<td>Meeting Chair, Expresso</td>
<td>$363.95</td>
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### Club Chairs

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<td>TANCHR</td>
<td>Tangiers Chair, Beige</td>
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<td>CHR002</td>
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<td>KEYCHR</td>
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<td>$534.70</td>
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<tr>
<td>FAIRCW</td>
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### Modular System

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<td>$3,911.10</td>
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<td>Ottoman Ring, White Vinyl</td>
<td>$2,313.15</td>
<td>$3,008.55</td>
<td></td>
</tr>
<tr>
<td>BNQ7</td>
<td>Quarter Curve, White Vinyl</td>
<td>$645.60</td>
<td>$839.30</td>
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<tr>
<td>BNQLT7</td>
<td>Center Cone, White Vinyl</td>
<td>$949.70</td>
<td>$1,234.60</td>
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<td>WHT12</td>
<td>Half Bench, White Vinyl</td>
<td>$493.50</td>
<td>$641.55</td>
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### Powered Seating

<table>
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<th>Amount</th>
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<tr>
<td>SFAPWR</td>
<td>Roma Sofa, powered</td>
<td>$1,336.05</td>
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<tr>
<td>NPLCHP</td>
<td>Naples Chair, powered</td>
<td>$830.05</td>
<td>$1,079.05</td>
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</tr>
<tr>
<td>NPLSOF</td>
<td>Naples Sofa, powered</td>
<td>$1,336.05</td>
<td>$1,736.85</td>
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<tr>
<td>NPLLOP</td>
<td>Naples Loveseat, powered</td>
<td>$1,149.10</td>
<td>$1,493.85</td>
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</table>

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**Soft Seating**

**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

**Event Code:** T124890320

**Contact Name:**

**Email:** houston@shepherdes.com

**Phone:** (832) 799-5700

**Fax:** (832) 415-0517

**Discount Deadline:** Thursday, February 13, 2020

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>BSFWHT</td>
<td>Baja sofa</td>
<td>$1,149.10</td>
<td>$1,493.85</td>
</tr>
<tr>
<td>T12489</td>
<td>T124890320</td>
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<td>$1,493.85</td>
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<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>FAIRCW</td>
<td>Fairfax Chair</td>
<td>$411.30</td>
<td>$534.70</td>
</tr>
<tr>
<td>WHT12</td>
<td>Half Bench, White Vinyl</td>
<td>$493.50</td>
<td>$641.55</td>
</tr>
</tbody>
</table>

---

**Subtotal of this form indicates you read and accept the Payment Policy and Terms & Conditions.**

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

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

---

**Total Soft Seating:**

**8.250% Tax:**

**Amount Due:**

---

**Tax rate subject to change. Tax rate at the time of event will be utilized.**
### Conference Tables

<table>
<thead>
<tr>
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<th>Amount</th>
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</thead>
<tbody>
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<td>CF2-Geo Table, Black</td>
<td>$590.75</td>
<td>$768.00</td>
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</tr>
<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$416.25</td>
<td>$541.15</td>
<td></td>
</tr>
<tr>
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<td>CF1-Geo Table, Sq. Black</td>
<td>$416.25</td>
<td>$541.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
<td>$590.75</td>
<td>$768.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB2-6' Graphic Table</td>
<td>$620.70</td>
<td>$806.90</td>
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<td>CB3-8' Graphite Table</td>
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<td>CT10GR-10', Granite</td>
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<td>$1,425.80</td>
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<td></td>
<td>CT06GR-6', Granite</td>
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<td>$806.90</td>
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<tr>
<td></td>
<td>MADC08-8' Madison, Grey</td>
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<td></td>
<td>CONF42-42&quot; Round, White Lam</td>
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<td>36ATO Atomic 36&quot; Round, Glass</td>
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<tr>
<td></td>
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### Group & Guest Seating

<table>
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<tr>
<th>Qty.</th>
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<th>Discount</th>
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<tbody>
<tr>
<td></td>
<td>Duet-Black, Chrome</td>
<td>$84.75</td>
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<tr>
<td></td>
<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
<td>$172.00</td>
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<tr>
<td></td>
<td>CSB-Berlin Chair, Black</td>
<td>$167.00</td>
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<td>XCHR-Christopher Chr, White Vinyl</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
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<tr>
<td></td>
<td>SC3-Brewer Chair, Onyx</td>
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<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$194.45</td>
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<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$149.55</td>
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<td></td>
<td>MALGRN-Malba Chair, Green</td>
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<td></td>
<td>ZENCHE-Zenith Chair-White/Chrome</td>
<td>$219.35</td>
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<td></td>
<td>BLCRD-Blade Chair</td>
<td>$88.40</td>
<td>$114.90</td>
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<td></td>
<td>LUCHCL-Lucent Chair</td>
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<tr>
<td></td>
<td>MARCBK-Marina Chair, Black Vnyl</td>
<td>$192.60</td>
<td>$250.40</td>
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<tr>
<td></td>
<td>MARCRD-Marina Chair, White Vnyl</td>
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<td>$250.40</td>
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<td></td>
<td>MARCW-H-Marina Chair, Red</td>
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<td></td>
<td>TASKST-Task Stool</td>
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### Executive Seating

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<tr>
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<td>PROEXE-Pro Executive Chair</td>
<td>$486.05</td>
<td>$631.85</td>
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<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>$486.05</td>
<td>$631.85</td>
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<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
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<tr>
<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
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<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>$309.10</td>
<td>$401.85</td>
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</table>

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

Total Conference: $______

8.250% Tax*: $______

Amount Due: $______

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

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

Company Name: ___________________________ Booth #: ____________

Contact Name: ___________________________

Email: ____________________________

Signature: ____________________________

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$304.10</td>
<td>$395.35</td>
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</tr>
<tr>
<td></td>
<td>30WH29-30&quot; White Laminate</td>
<td>$311.60</td>
<td>$405.10</td>
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<tr>
<td></td>
<td>30BEBC-30&quot; Blue Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
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<tr>
<td></td>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
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Café Tables - Chrome Base 30", Hydraulic

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$426.25</td>
<td>$554.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHC-Blue Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHC-Wood Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
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G30 and Ventura Communal Tables
30" High Tables

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTCBN-Black Top, Silver Frame</td>
<td>$668.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td>$668.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$668.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCMW-Maple, w/ Grmt</td>
<td>$668.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWW-White, w/ Grmt</td>
<td>$668.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCBK-Black Top-Powered!</td>
<td>$759.10</td>
<td>$986.85</td>
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</tr>
<tr>
<td></td>
<td>VNTCWH-White Top-Powered!</td>
<td>$759.10</td>
<td>$986.85</td>
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</tbody>
</table>

36" High Tables

<table>
<thead>
<tr>
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<th>Item</th>
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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>VNTBPN Communal Table Black Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
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<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBWM Comm Table Maple Top w/ Grom</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBW Comm Table White w/ Grom</td>
<td>$869.95</td>
<td>$1,130.95</td>
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</table>

42" High Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,026.95</td>
<td>$1,335.05</td>
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<tr>
<td></td>
<td>VNTWHT Communal Table White Top</td>
<td>$1,026.95</td>
<td>$1,335.05</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: _______________ Booth # _______________
Contact Name: _______________
Email: _______________
Signature: _______________

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

AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020
Discount Deadline Thursday, February 13, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
# AWP Annual Conference & Bookfair

**Henry B. Gonzalez Convention Center - San Antonio, TX**

**March 4 - 7, 2020**

**Discount Deadline**  **Thursday, February 13, 2020**

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

## Bar Tables - All Black Base

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>VTK-30” Maple Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
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<tr>
<td></td>
<td>VTP-30” Maple Top/Black Base</td>
<td>$346.45</td>
<td>$450.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30” Graphite Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36” Graphite Top/Black Base</td>
<td>$346.45</td>
<td>$450.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTV-36” White Laminite Top</td>
<td>$346.45</td>
<td>$450.40</td>
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</tr>
<tr>
<td></td>
<td>VTB-30” Red Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30” White Laminite,</td>
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<td>$443.95</td>
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<tr>
<td></td>
<td>VTA-30” Grey Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
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<tr>
<td></td>
<td>RSTSGT Rustique Square Metal Bar Table</td>
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<td></td>
<td>30BEBB-Blue Top/Black Base</td>
<td>$328.55</td>
<td>$427.10</td>
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<td></td>
<td>30WDBB-Wood Top/Black Base</td>
<td>$328.55</td>
<td>$427.10</td>
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## Bar Tables - Chrome Base 30”, Hydraulic

<table>
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<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
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<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
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<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
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<tr>
<td></td>
<td>30WHHB White Laminite, Chrome</td>
<td>$426.25</td>
<td>$554.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
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</tr>
<tr>
<td></td>
<td>30WDBH-Wood Top, Chrome</td>
<td>$396.55</td>
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## Bar Tables - Chrome Base 36”, Hydraulic

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<tbody>
<tr>
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<td>$428.75</td>
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<td>36MTHB, Maple Top, Chrome</td>
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<td>36WTHB-White Top, Chrome</td>
<td>$428.75</td>
<td>$557.40</td>
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## Barstools

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<th>Amount</th>
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<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$326.55</td>
<td>$424.50</td>
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<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
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<td>$424.50</td>
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<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$416.25</td>
<td>$514.15</td>
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<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$381.35</td>
<td>$495.75</td>
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</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$381.35</td>
<td>$495.75</td>
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<td>ZENBAR-Zenith, White/Chrome</td>
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<td>APS08-Apex Black Vinyl</td>
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<td>APS59-Apex Red Vinyl</td>
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<td>APS75-Apex White Vinyl</td>
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</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
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<td>$383.40</td>
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<tr>
<td></td>
<td>APS75-Apex White Vinyl</td>
<td>$294.15</td>
<td>$383.40</td>
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</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
<td>$294.15</td>
<td>$383.40</td>
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</tbody>
</table>

## Bars and Counters

<table>
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<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$1,937.45</td>
<td>$2,518.70</td>
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<tr>
<td></td>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$1,812.80</td>
<td>$2,356.65</td>
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</tr>
<tr>
<td></td>
<td>MTCPI-Midtown Counter, Lighted</td>
<td>$1,937.45</td>
<td>$2,518.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTCPU- Midtown Counter, Unlighted</td>
<td>$1,824.15</td>
<td>$2,371.40</td>
<td></td>
</tr>
</tbody>
</table>

## Contact Information

- **Event Code:** T124890320
- **Email:** houston@shepardes.com
- **Phone:** (832) 799-5700
- **Fax:** (832) 415-0517

## Payment Information

- **Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.**
- **Total Bar:** $8,250
- **Amount Due:** $6,821.70
- **Tax:** $8.25%

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

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

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

Tax rate subject to change. Tax rate at the time of event will be utilized.
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Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$673.00</td>
<td>$874.90</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$575.80</td>
<td>$748.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$730.35</td>
<td>$949.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$590.75</td>
<td>$768.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Cast</td>
<td>$194.45</td>
<td>$252.80</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$451.15</td>
<td>$586.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$433.75</td>
<td>$563.90</td>
<td></td>
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</table>

Product Display- Shelving

<table>
<thead>
<tr>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$675.50</td>
<td>$878.15</td>
<td></td>
</tr>
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</table>

Product Display- Pedestals

<table>
<thead>
<tr>
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<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$660.55</td>
<td>$858.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$782.65</td>
<td>$1,017.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$660.55</td>
<td>$858.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$782.65</td>
<td>$1,017.45</td>
<td></td>
</tr>
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</table>

Lamps

<table>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$289.15</td>
<td>$375.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$189.40</td>
<td>$246.20</td>
<td></td>
</tr>
</tbody>
</table>

Hedge Walls

<table>
<thead>
<tr>
<th>Qty.</th>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$577.85</td>
<td>$751.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$940.40</td>
<td>$1,222.50</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________ Contact Name ___________________________ Booth # __________

Email: ___________________________

Signature: ___________________________

Total Exec Accessories: $__________

Amount Due: $__________

8.250% Tax: $__________

Tax rate subject to change. Tax rate at the time of event will be utilized.
What are your exhibit goals?
Whether you’re new to the exhibits space or a seasoned pro, Shepard’s here to help. We’re your go-to exhibits partner.

- Bring our brand to life
- Attract attention
- Generate traffic
- Create an engaging experience
- Make exhibiting easy

High-impact exhibits
Whatever your needs (or budget), Shepard’s got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease

Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics

Why Shepard?

- **Complimentary consultation**: We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service**: Fast, courteous, thoughtful—Shepard’s there for you
- **Smart, strategic solutions**: Shepard delivers exhibits that engage your audiences

Ready to get started?
Contact Our Exhibits Team!
Exhibits@shepardes.com
404-720-8600
shepardes.com
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

Order Deadline: Tuesday, February 4, 2020

Choose Your Counter & Customize to Fit Your Exhibit!
Color choices for all products

<table>
<thead>
<tr>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black (06)</td>
<td>Black (06)</td>
</tr>
<tr>
<td>White (03)</td>
<td>White (03)</td>
</tr>
</tbody>
</table>

Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$861.50</td>
<td>$1,119.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,045.45</td>
<td>$1,359.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$635.45</td>
<td>$826.10</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4' 9&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot; D</td>
<td>$885.95</td>
<td>$1,151.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; D</td>
<td>$1,921.80</td>
<td>$2,498.35</td>
<td></td>
<td>Contact Us to Customize</td>
</tr>
</tbody>
</table>

Computer Stands-Silver Metal Only (graphic included!)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$1,117.60</td>
<td>$1,452.90</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$651.40</td>
<td>$846.80</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

Total Counter Rentals: $1,921.80
8.250% Tax*: $158.58
Amount Due: $1,763.22

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Company Name: ___________________________ Booth #: __________
Contact Name: ___________________________
Email: ____________________________
Signature: ____________________________
LABOR
Texas is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

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

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
AWP Annual Conference & Bookfair
Henry B. Gonzalez Convention Center - San Antonio, TX
March 4 - 7, 2020

Discount Deadline Thursday, February 13, 2020
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

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

Holidays:

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

<table>
<thead>
<tr>
<th>Shepard Blue Supervised Install Labor</th>
<th>Shepard Blue Supervised Dismantle Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Discount</td>
</tr>
<tr>
<td>68066 ST</td>
<td>$122.21</td>
</tr>
<tr>
<td>68067 OT</td>
<td>$183.32</td>
</tr>
<tr>
<td>68068 DT</td>
<td>$244.43</td>
</tr>
</tbody>
</table>

Step One: Choose Your Service
Step Two: How Many People?
Step Three: How Many Hours?
Step Four: When Should the Build be Complete?

| Installation | # | | Date: | Time |
| Dismantling  | # | | Date: | Time |
| Both         | # | | Date: | Time |

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

Inbound Freight [ ] Advance Warehouse [ ] Direct to Show site
Carrier Name
Estimated Arrival Date
# of Pieces
Estimated Weight

Set Up Information:
Company Contact Name:
Email:
Cell Phone #

Drawings/Photos/Instructions:
[ ] Attached
[ ] Emailed to Shepard
[ ] With the Exhibit
[ ] In crate #

Graphics: [ ] With Exhibit [ ] Shipped [ ] Emailed to Shepard [ ] Overhead Rigging
[ ] Separately [ ] Drawing Attached [ ] Cleaning [ ] Ordered from Shepard
[ ] Run under carpet [ ] Drawing with Exhibit [ ] AV [ ] Exhibitor Owned Carpet
[ ] In crate # [ ] In crate # [ ] Run under carpet [ ] Carpet Padding

Outbound Shipping:
Method:
[ ] Ground [ ] 2-Day Air [ ] Phone # [ ] Name of Carrier
[ ] 2-Day Air [ ] Next Day Air [ ] Date Carrier is Scheduled to Pick Up Freight
[ ] Other [ ] Other

If Your Carrier doesn't show?
[ ] Reroute with SLS [ ] Send to advance warehouse for pick up ($400 minimum charge)

*Allow time for empty return when scheduling your pick up

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

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

Company Name: ___________________________ Booth # __________
Contact Name __________________________________
Email: __________________________________________
Signature: ______________________________________
Exhibits may not operate any type of mechanical or powered equipment.

### Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST</td>
<td>$94.01</td>
<td>$122.20</td>
</tr>
<tr>
<td>68061</td>
<td>OT</td>
<td>$141.02</td>
<td>$183.30</td>
</tr>
<tr>
<td>68062</td>
<td>DT</td>
<td>$188.02</td>
<td>$244.45</td>
</tr>
</tbody>
</table>

### Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>ST</td>
<td>$94.01</td>
<td>$122.20</td>
</tr>
<tr>
<td>68064</td>
<td>OT</td>
<td>$141.02</td>
<td>$183.30</td>
</tr>
<tr>
<td>68065</td>
<td>DT</td>
<td>$188.02</td>
<td>$244.45</td>
</tr>
</tbody>
</table>

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

### Step Two:
How many people?
- # ________
- # ________

### Step Three:
How many hours?
- # ________
- # ________

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

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

### Step Six: Schedule

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

Requested times are not guaranteed and are based on availability.

### Step Seven: Onsite Contact Info

Name: ____________________________

Cell: ____________________________

Email: ____________________________

Labor Estimate: $ ________
NA Tax*: $ ________
Amount Due: $ ________

Company Name: ____________________________
Contact Name: ____________________________

Booth #: ____________________________

Email: ____________________________

Signature: ____________________________

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

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

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

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

Holidays:

- Christmas: December 25
- New Year’s Eve: December 31
- New Year’s Day: January 1
- Thanksgiving: November 26
- Veterans Day: November 11
- Labor Day: September 7

Exhibitors may not operate any type of mechanical or powered equipment.
### ELECTRICAL OUTLET FORM

**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia  
San Antonio, TX 78218  
Phone: (210) 662-9540  
Fax: (210) 662-9640  
**sanantonio@edlen.com**

**COMPANY:**  
**BTH #**  
**EVENT:** 2020 AWP Conference and Bookfair  
**FACILITY:** Henry B. Gonzalez Convention Center  
**DATES:** March 5-7, 2020  
Show# 030001SA  
**Advance Payment Deadline Date:** 02/04/20

---

### ELECTRICAL OUTLETS

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Show Hours Only</td>
<td>24hrs/day Double rate</td>
<td></td>
</tr>
<tr>
<td>120 VOLT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>89.00</td>
<td>134.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>157.00</td>
<td>236.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td>182.00</td>
<td>273.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>208.00</td>
<td>312.00</td>
<td></td>
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</table>

**208 VOLT SINGLE PHASE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT THREE PHASE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transformer (20 amp minimum charge)  
Total Amps: ___________ x 3.00 = ___________

---

**MATERIAL RENTAL** (Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>MATERIAL RENTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td>30.00</td>
</tr>
<tr>
<td>POWER STRIP</td>
<td>30.00</td>
</tr>
</tbody>
</table>

---

**ELECTRICAL LABOR**

<table>
<thead>
<tr>
<th>LABOR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
<td>100.00</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
<td>200.00</td>
</tr>
</tbody>
</table>

---

**PLACE TOTAL HERE**

**PRINT NAME:**  
**AUTHORIZED SIGNATURE:**  
**EMAIL:**  
**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.

---

**ORDER INSTRUCTIONS**

**INLINE AND PENINSULA DELIVERY**  
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**ISLAND BOOTH DELIVERY**

**ONE LOCATION**  
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**  
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**  
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**MOTOR POWER**

Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

**24 HOUR SERVICES**

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

**ADVANCE RATES**

To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.

**TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

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

3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.

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

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

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

9. For a dedicated outlet, order a 20 amp outlet.

10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.

11. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

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

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

14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.

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

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

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

18. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire, flat and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

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

20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

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

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

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

24. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

25. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

<table>
<thead>
<tr>
<th>Aisle #</th>
<th>Main Distribution</th>
<th>Main Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example-Floor Power</td>
<td>Example-Ceiling Power</td>
<td></td>
</tr>
</tbody>
</table>

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM
ELECTRICAL LABOR FORM

COMPANY: ______________________ BTH # ______________________

EVENT: 2020 AWP Conference and Bookfair
FACILITY: Henry B. Gonzalez Convention Center
DATES: March 4-7, 2020

DRAFT ORDER

COMPANY: ______________________ BTH # ______________________

EVENT: 2020 AWP Conference and Bookfair
FACILITY: Henry B. Gonzalez Convention Center
DATES: March 4-7, 2020

San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

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The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Electrical distribution under carpet</td>
</tr>
<tr>
<td>2.</td>
<td>Data/network cable under carpet (N/A)</td>
</tr>
<tr>
<td>3.</td>
<td>Connection of all 208V or higher services</td>
</tr>
<tr>
<td>4.</td>
<td>Wiring of overhead signs</td>
</tr>
<tr>
<td>5.</td>
<td>Installation of lighting requiring tools for installation</td>
</tr>
<tr>
<td>6.</td>
<td>Overhead power distribution</td>
</tr>
<tr>
<td>7.</td>
<td>Overhead coaxial (network) cable distribution (N/A)</td>
</tr>
<tr>
<td>8.</td>
<td>Assembly &amp; Installation of lighting hung from truss or ceiling</td>
</tr>
<tr>
<td>9.</td>
<td>Hardwiring of any electrical apparatus</td>
</tr>
</tbody>
</table>

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   A. Floor plans must include exact outlet locations with dimensions or be to scale
   B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.
   Example: 20x30 Island Booth

2. Date you will begin building your booth ______________________ Estimated time ______________________

3. Show Site Contact with authority to make additions or changes to your order
   Contact Name ______________________
   Contact Company ______________________
   Contact Cell # ______________________

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR
LABOR REQUIREMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

<table>
<thead>
<tr>
<th>Day</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>4</td>
<td>8:00 am</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1</td>
<td>12:30 pm</td>
<td>Wire electric sign</td>
</tr>
</tbody>
</table>

Day | # Men | Time | Work required
---|-------|------|---------------------
|     |       |      |                     |
|     |       |      |                     |

**LABOR RATES**

- **Straight time**
  - Monday-Friday 8:00am - 4:30pm, excluding holidays: 100.00 per hour
- **Overtime**
  - Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays: 200.00 per hour

**LIFT RATES**

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

**PLEASE PROVIDE CREDIT CARD INFORMATION**

Credit card information must be on file before any of the requested labor is performed.
METHOD OF PAYMENT

In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248  Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA  ☐ MASTERCARD  ☐ AMEX  ☐ DISCOVER

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer: ABA#: 121000248  Acct: 4122636046
International Wire Transfer: Swift Code: WFBIUS6S Acct: 4122636046

* $50 processing fee MUST be included with transfer.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:
CHECK #:
CREDIT CARD NUMBER:  EXP DATE:
CARD HOLDER SIGN:  PRINT NAME:
EMAIL:  THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:  CITY:  ST:  ZIP:

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE
2. ELECTRICAL ORDER
3. ESTIMATED LABOR
4. LIGHTING ORDER
5. PLUMBING ORDER

TOTAL DUE

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE  TODAY’S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary. Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #’s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point      ◆ = 5amp/500watt      ▲ = 10amp/1000watt      ★ = 15amp/1500watt      ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft        Total Square Footage = __________

Adjacent Booth or Aisle # ________________