



Schedule at a Glance & Exhibit Space Information

Exhibitor Installation:

Sunday, March 18	10:00am – 5:00pm
Monday, March 19	8:00am – 6:30pm
Tuesday, March 20 - <i>No POV/Self unloading on Tuesday</i>	8:00am – 10:00am

All exhibitors must be fully operational by 10:00am Tuesday, March 20th. Installation work will **NOT** be permitted after 10:00am without approval from Event Management

POV/Self Unloading – see POV information for details & to request a dock pass

Sunday:	10:00am – 4:00pm
Monday:	8:00am – 5:30pm
Tuesday:	<i>No POV/self/unloading on Tuesday</i>

Registration Hours:

Monday, March 19	<i>Exhibitors and NFMT Members only</i>	1:00pm – 5:00pm
Tuesday, March 20		7:00am – 5:00pm
Wednesday, March 21		7:00am – 5:00pm
Thursday, March 22		7:00am – 3:30pm

Conference Hours:

Monday, March 19	Pre-Conference Sessions <i>(separate registration fees apply)</i>	1:00pm – 4:00pm
Tuesday, March 20		8:00am – 11:50am
Wednesday, March 21		8:00am – 10:50am 3:10pm – 6:30pm
	Solutions Exchange	5:15pm – 6:30pm
Thursday, March 22		8:00am – 10:50am 2:10pm – 4:00pm

Expo Hours:

Tuesday, March 20	12:00pm – 4:00pm
Wednesday, March 21	11:00am – 3:00 pm
Thursday, March 22	11:00am – 2:00pm

Exhibitor Dismantle:

Thursday, March 22

2:01pm – 9:00pm

POV/Self Loading

2:30pm – 8:00pm

Friday, March 23

8:00am – 10:00am

Removal of Exhibits:

Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. All freight not called for by 10:00am Friday, March 23rd will be shipped by a carrier selected by the official drayage contractor at the exhibitor's expense.

EXHIBIT SPACE RENTAL INFORMATION**Exhibit Space Rental Includes:**

- In-line space will have standard 8' back-wall and 3' side rail drape:
 - * NFMT and Pavilions – black and white back drape with black side rails
 - * Smart Building Innovations – blue and white back drape with blue side rails
- 7"x44" Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- Complimentary Event Directory Listing (must be submitted by deadline)
- 24 Hour Exhibit Hall Perimeter Security
- Pre- and Post – Event Registrant Mailing List

NOTE: **Carpet and electrical services are not included in the space rental.** You are required to cover the exhibit floor space with carpet or some type of floor covering. You may provide your own or rent from the General Contractor.

Aisle Carpet Color:

NFMT® aisles – Tuxedo

Building Services aisles – Red/black blend

GreenTech aisles - Peacock (teal & black blend)

Openings pavilion aisles -Eclipse (blue and black blend)

Internet of Things – Eclipse (blue and black blend)

Fire Protection & Detection – Red/black blend

Smart Building Innovations – Eclipse (blue and black blend)

Check Your Exhibit Space Location:

The exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitor's responsibility to monitor the online floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Exhibitor Account Executive.

Link to the online floor plan:<http://www.rocexhibitions.com/floorplans/18nfmt/default.html>

2018 Official Contractor List

Warning: If you are contacted by a company that is **NOT** on this list, they are **NOT** working on behalf of the show. There are several companies that will lead you to believe they are working for the show but that is **NOT** the case. Please contact Exhibit Management to alert us of any vendors using these tactics.

Offenders: Housing vendors, list rental companies, AV services and shipping services.

Exhibit Management:			
	ROC Exhibitions, Inc. 1963 University Lane Lisle, IL 60532	P: 630-271-8210 F: 630-271-8234 E: info@rocexhibitions.com	
Event Planning Questions & Rules & Regulations	Christina Luporini Theresa Urbanczyk Bob Posch	Ext: 8219 Ext: 8231 Ext: 8225	cluporini@rocexhibitions.com turbanczyk@rocexhibitions.com bposch@rocexhibitions.com
Exhibit & Sponsorship Sales:			
Accounts based on company name	P: 414-228-7701		
A, B & #:	Laurie Vega	Ext: 577	Laurie.vega@tradeexpress.com
C, E – K:	Jodi Denton	Ext: 449	Jodi.denton@tradeexpress.com
D, L – P:	Lucy Kaufmann	Ext: 477	Lucy.kaufmann@tradeexpress.com
Q-Z:	Debbie Hanamann	Ext: 305	Debbie.hanamann@tradeexpress.com
Decorator/General Contractor:			
	Shepard Exposition Services 7079 Oakland Mills Rd. Columbia, MD 21046	P: 410-737-9270 F: 410-737-9274 E: baltimore@shepardes.com	
	Services: Flooring & Furnishings Installation & Dismantle Material Handling POVs Rental Exhibits Signs & Graphics Shipping	Deadlines: 2/27/2018 2/27/2018 2/27/2018 2/27/2018 2/16/2018 2/16/2018 See various dates on forms	
Audio Visual & Computer Rental:			
	Audio Visual One, Ltd. 724 Crepe Myrtle Circle Apopka, FL 32712	P: 407-666-5382 F: 407-880-0736 E: ecross@audiovisualone.com	
		Deadline: 3/9/2018	
Business Center:			
	ABC Imaging Baltimore Convention Center One West Pratt St. Baltimore, MD 21201 On 300 level adjacent to room 334	P: 410-649-7194 F: 410-649-7196 E: bcc@abcimaging.com E: cjohnson@abcimaging.com E: eking@abcimaging.com	
Hours: Monday-Friday 8:30 AM to 4:30 PM			

Exhibit Space Cleaning:	All Convention Cleaners (ACC) 2335 Mountain Top Road Winston, GA 30187	P: 770-949-3441 F: 771-949-3358 E: accinc@bellsouth.net Deadline: 3/14/2018
Facility:	Baltimore Convention Center One West Pratt St. Baltimore, MD 21201 Exhibit Halls: D, E, Swing, F & G	P: 410-649-7000 F: 410-649-7005
Florist:	National Plant & Floral 1001 E. Sunset #95814 Las Vegas, NV 89193	P: 702-956-8011 F: 702-956-8021 E: exhibitorservice@nationalplantfloral.com
Food & Beverage:	Centerplate Baltimore Convention Center One West Pratt St. Baltimore, MD 21201	P: 410-649-7072 F: 410-649-7043 E: angela.kelly@centerplate.com Deadline: 3/1/2018 Note: Product sample authorization deadline is: 2/23/2018
Housing/Hotel Reservations: To make reservations go to the travel section of the event site.	Visit Baltimore Housing Services 100 Light St. 12 th Floor Baltimore, MD 21202	P: 410-837-4636 F: 410-659-8398 E: conventionhousing@baltimore.org Deadline: By 2/20/2018 or when block is sold out whichever comes first.
Lead Retrieval:	CTE, Inc. 1460 Renaissance Dr. Ste. 209 Park Ridge, IL 60068	P: 847-957-4500 F: 847-957-4500 www.cteusa.com/LG/NFMTB2 Deadline: 3/2/2018
Security:	CES Security 115 McHenry Ave. Baltimore, MD 21208	P: 443-471-7000 F: 443-471-7007 E: eventcoordinator@cessecurity.com Deadline: 3/6/2018
Telephone & Internet:	M.C. Dean 1765 Greensboro Station Pl. Tysons, VA 22102	P: 410-649-7097 F: 877-819-4023 E: BCC_support@mcdean.com Deadline: 3/2/2018
Utilities:	Edlen One West Pratt St. Baltimore, MD 21201 Services: Compressed Air Electrical Water & Drains	P: 410-649-7321 F: 410-649-7327 E: baltimore@edlen.com Deadlines: 2/27/2018 2/27/2018 2/27/2018

EXHIBITOR APPOINTED CONTRACTOR (EAC)

NOTIFICATION FORM

NFMT[®] has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by NFMT[®], you must complete and return this form. It is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors. NOTE: There may be certain vendors & services exclusive to the Baltimore Convention Center and an EAC will not be allowed to provide that service.

Deadline for Certificate of Insurance is Friday, February 9th. EAC's are required to provide a certificate of insurance showing a minimum limit of \$3,000,000.00 per occurrence for property damage, personal injury, workers compensation aggregate coverage of \$3,000,000.00 per occurrence, and naming the following as additionally insured for the dates of the event (including move in and out days):

Shepard Exposition Services / ROC Exhibitions, Inc. / The Mayor & City Council of Baltimore, the Baltimore Convention Center, it's employees, it's elected/appointed officials, employees and official agents / Trade Press Media Group / and the NFMT[®] Conference and Expo.

- The EAC must abide by the rules and regulations of the event and all pertinent union regulations.
- The EAC's employees must wear approved identification badges at all times while in the work area.
- If the EAC is empowered to incur expense on behalf of the exhibitor, a *Third Party Payment Authorization* form must be completed and returned to Shepard. The exhibitor agrees that they are ultimately responsible for the cost of all services provided in connection to their exhibit space.
- The EAC agrees to have evidence, in the exhibit space, that it has a valid authorization from the Exhibitor for services.
- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's exhibit space.
- The EAC may not solicit business on the exhibit floor.
- The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work and shall provide Event Management with evidence of compliance.
- If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Exhibiting Company: _____ Exhibit Space #: _____

EAC: Company: _____

Services Provided by EAC: _____

Address _____ City/State/ _____ Zip: _____

Contact: _____

Phone: _____ Fax: _____

E-mail: _____

Services Provided by the Contractor: _____

Exhibitor Signature: _____ Date _____

Exhibit Display & Event Regulations

In addition to the rules & regulations on the space contract, please review the following.

Age Restriction:

No one under 18 years of age will be allowed in the conference sessions or the exhibit hall (including setup, dismantle and show hours). Event Management reserves the right to require proof of age prior to admission into NFMT[®].

Americans with Disabilities Act (ADA):

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site – www.ada.gov

Balloons:

No balloons of any kind will be permitted.

Canopies and Ceilings:

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for in-line/linear or perimeter exhibits must comply with line-of-sight requirements. (See "Use of Space" for in-line/linear or perimeter exhibit space).

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than 3 inches. This applies to any exhibit space configuration that has a sight line restriction, such as an in-line/linear exhibit spaces. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Carpet & Drape:

The expo hall is **not** carpeted. **Exhibit spaces are required to have carpet or some floor covering.** You are allowed to bring your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

Aisle carpet colors are:

NFMT [®] aisles – Tuxedo	Building Services aisles – Red/black blend
GreenTech aisles - Peacock (teal & black blend)	Openings pavilion aisles -Eclipse (blue and black blend)
Internet of Things – Eclipse (blue and black blend)	Fire Protection & Detection – Red/black blend
Smart Building Innovations – Eclipse (blue and black blend)	

Drape:

NFMT & pavilions: Back drape will be 8ft high black and white with 3ft black sides

Smart Building Innovations: Back drape will be 8ft. high blue and white with 3ft high blue sides.

Demonstrations:

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to.

Dismantling Early:

Any exhibitor who begins to dismantle or pack their exhibit before the close of the expo will lose their accumulated priority points.

Exhibitor Badges & Exhibit Hall Access:

All personnel representing the exhibitor or their agents must be identified with the official NFMT® exhibitor badge for access to the exhibit hall (including installation & dismantle). Prior to onsite registration opening, security will distribute temporary set-up badges.

Exhibitors are allowed access during installation & dismantle hours. On show days, exhibitors will be allowed access to the exhibit hall one (1) hour prior to expo hours with the official NFMT® show badge. See Schedule at a Glance for hours.

If an exhibitor needs to stay in his/her exhibit space after expo hours, please contact Event Management so we can notify security.

Fire Equipment & Egress Signs:

Exhibit space displays and equipment shall not impair the visibility of egress signs, fire hoses, extinguishers, and audible or visual devices.

Hanging Signs & Graphics:

Hanging signs and graphics are allowed in island exhibit spaces. The maximum height is 18ft to the top of the sign. (In-line/ linear exhibit spaces, or perimeter exhibit spaces do not qualify for hanging signs and graphics). The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the exhibit space type.

Lighting:

Exhibitors should adhere to the following suggested minimum guidelines when determining exhibit space lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval.
- Lighting, including gobos, should be directed to the inner confines of the exhibit space space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Multi-story Exhibit:

A Multi-story exhibit is a exhibit space where the display fixture includes two or more levels. In many cities, a Multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Event Management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.

Open Exhibit Space Locations:

Any open exhibit space location will be available at the current exhibit space rental. To purchase an additional open exhibit space location, contact a member of Event Management for pricing and payment options. Any exhibitor that expands into another exhibit space location that is not contracted to them will be charged for the additional space.

Product Height:

Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. No additional advertising or signs can be attached. Please contact Event Management for approval for variance in height regulations.

Sound/Music:

In general, exhibitors may use sound equipment in their exhibit spaces so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the exhibit space rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a exhibit space.

Exhibitors should be aware that music played in their exhibit spaces, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Storage:

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. **Exhibit spaces on the end of an aisle where the back of the exhibit space is visible and unsightly, may be required by Event Management to add drape to mask the unsightliness at the exhibitor's expense.**

Structural Integrity:

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Suitcasing & Outboarding:

“Suitcasing” is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company’s exhibit space, during any event activities without authorization from Event Management. Notify Event Management if you witness anyone “suitcasing”.

“Outboarding” is the act of non-exhibiting companies, Associations, suppliers, or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off of the show floor (in hotels, restaurants, parking lots and other venues) without having purchased a exhibit space at the event or having authorization from Event Management.

“Suitcasing and outboarding” are violations of the NFMT® exhibition policy. Please report any violations to Event Management.

Towers:

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Vehicles:

Rules vary depending on the facility. See convention center rules. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Please notify Event Management if you will be displaying a vehicle and confirm if a targeted move-in time will be required.



POV/ Self Unloading & Loading

Request Dock Pass by March 2, 2018

Baltimore Convention Center Rule Regarding Moving In & Out:

Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. All show freight and equipment may only be delivered or removed through the loading dock area.

NFMT[®] Event Management, Shepard, the Baltimore Convention Center, and the Union have worked together to provide an option for Exhibitors that meet the POV requirements.

What is considered a POV- Privately Owned Vehicle?

Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles.

What is NOT considered a POV?

Multiple axle class 1 or 2 vehicles pulling trailers, flatbed trucks, box vans and trailers are **NOT** considered privately owned vehicles.

Can I&D companies or contractors use the POV area?

General contractors, represented labor, I&D companies, and Exhibitor Appointed Contractors (EAC) are not allowed to use the POV area.

Acceptable Loading and Unloading:

Displays or other event related materials must be unloaded or loaded by hand or with the use of a fully manual cart or dolly by a full-time employee of the exhibiting company.

Material Handling:

Due to safety concerns and in order to maintain an organized orderly flow during load-in and load out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load/unload, or transport materials.

Optional Assistance On-site with Labor:

An optional service to load or unload your POV is available through Shepard for a cost of \$40 each way straight time rate, and \$60 each way overtime rate. This optional service does not apply to standard material handling.

How much time is allowed to load/unload?

You will be allotted 20 minutes to load/unload your vehicle, take your equipment, displays or other event materials to your exhibit space to drop them off.

- x This is only a loading/unloading area. It is **not** a parking area while you assemble your exhibit space. If you run over your allotted 20 minutes, you will be charged \$100.00. For every additional 30 minutes you will be charged an additional \$100.00.

POV Hours of Operation:**Move In:**

Sunday, March 18 10:00 am – 4:00 pm All POVs must be unloaded and removed by 4:30 pm

Monday, March 19 8:00 am – 5:30 pm All POVs must be unloaded and removed by 6:00 pm

Tuesday, March 20 *NO POV or Self Unloading on Tuesday.*

All vehicles on Tuesday will be unloaded by Shepard and normal material handling charges will apply.

Due to the limited amount of space for the POV operation, wait times to access the POV area may be longer on Monday.

Move Out:

Thursday, March 22 2:30 pm – 8:00 pm All POVs must be loaded and removed by 8:30 pm

To Participate: Deadline to request a POV dock pass: March 2nd.

You must submit your request for a POV dock pass. The link to the request form can be found at

<https://www.surveymonkey.com/r/TQBY5YF>

After receiving your request, NFMT Event Management will e-mail you a dock pass.

- x You will need to present your pass to access the POV area.
- x The pass will need to be displayed in the window of the POV.

Location of the POV area:

The entrance to the POV area is located at the loading dock entrance off of Charles Street. There will be personnel stationed at the entrance to assist in directing POVs and checking for the proper POV dock pass.



Vehicle Display Authorization

Deadline: February 12, 2018



Event Management must receive the request to display a vehicle in the exhibit space **35 days prior** to the first move-in day in order to submit to the convention center by their deadline (30 days prior to the first move-in day).

Exhibitors are required to abide by the rules and regulations of event, convention center and local city and state regulations.

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Fuel in the tank shall not exceed a $\frac{1}{4}$ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank caps must be locked or sealed to prevent escape of vapors.
- Battery cables must be disconnected and the connecting leads wrapped with electrical tape.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Vehicles which drip oil or other staining solutions must have drip pans or dray absorption powder under the vehicle/engine.
- Depending on the exhibit space location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Shepard Decorating is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of \$200.00 will be charged. Shepard's Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

Exhibiting Company: _____ Exhibit Space #: _____

Vehicle Make, Model, Description: _____

Fuel Type or Electric: _____

Contact: _____

Phone: _____ Email: _____

On-site contact if different than above:

Contact: _____ Cell: _____

Exhibitor Signature: _____ Date: _____

E-mail or fax by February 12, 2018 to:

E-Mail: turbanczyk@rocexhibitions.com

Fax: (630) 271-8234

Exhibit Space Height & Display Regulations In-line & Linear Exhibits

Definition:

In-line or linear exhibit spaces are generally arranged in a straight line and have neighboring exhibitors on the left and/or right of their exhibit space leaving one side of their exhibit space exposed to the aisle.

Use of Space:

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Space rental includes:

Standard 8ft. draped back wall and 3ft. draped side rails. A 7x44 company identification sign with the company name listed as it appears on your space contract/invoice.

Carpet:

The exhibit halls are NOT carpeted. Exhibit spaces do NOT include carpet. Exhibit spaces are required to have carpet or floor covering.

Drape:

NFMT and the pavilions will be draped with a combination of black and white back drape and black side rails.

Smart Building Innovations will be draped with a combination of blue and white back drape and blue side rails.

Height:

All display fixtures and components including graphics and identification signs are allowed a maximum height of 8ft only in the rear half (measuring 5 ft. from the back wall) of the exhibit space. A maximum height of 4 ft. is allowed in the front half of the exhibit space (measuring 5 ft. from the aisle). [See image A below]

Corner In-line or Linear Exhibit Spaces:

A corner exhibit space is an in-line/linear exhibit space at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for in-line/linear exhibit space apply.

10x30's or larger In-line Exhibit Spaces:

When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft. height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit space or corner.

[See image B below]

All exhibit spaces must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity, and storage.

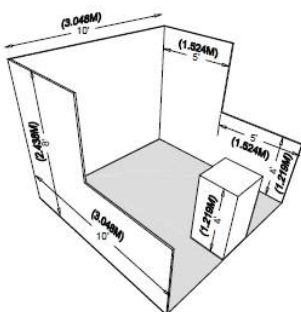


IMAGE A

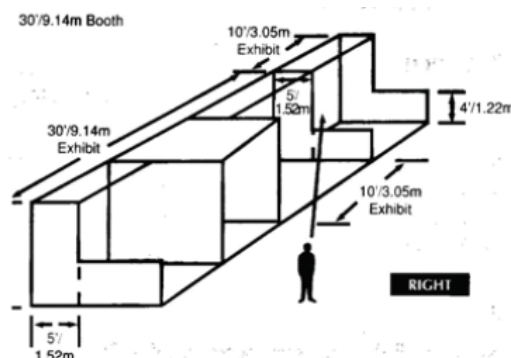


IMAGE B

Exhibit Space Height & Display Regulations

Perimeter Exhibits

Definition:

A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the exhibit floor, with no exhibitors behind them.

Use of Space:

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Space rental includes:

Standard 8ft. draped back wall and 3ft. draped side rails. A 7x44 company identification sign with the company name listed as it appears on your space contract/invoice.

Carpet:

The exhibit halls are NOT carpeted. Exhibit spaces do NOT include carpet. Exhibit spaces are required to have carpet or floor covering.

Drape:

NFMT and the pavilions will be draped with a combination of black and white back drape and black side rails.

Smart Building Innovations will be draped with a combination of blue and white back drape and blue side rails.

Height:

All display fixtures, components including graphics and identification signs are allowed a maximum height of 12ft only in the rear half (measuring 5 ft. from the back wall) of the exhibit space. A maximum height of 4 ft. is allowed in the front half of the exhibit space (measuring 5 ft. from the aisle).

Corner Perimeter Exhibit Spaces:

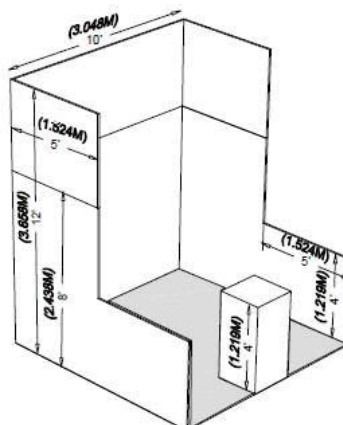
A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibits apply.

10x30's or larger In-line Exhibit Spaces:

When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft. height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit space or corner.

All booths must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity and storage.



Definition:

An island exhibit space is 400 square feet or larger with aisles on all four sides.

Use of Space:

An island space is separated by the width of an aisle from all neighboring exhibits so full use of the exhibit space is permitted.

Height:

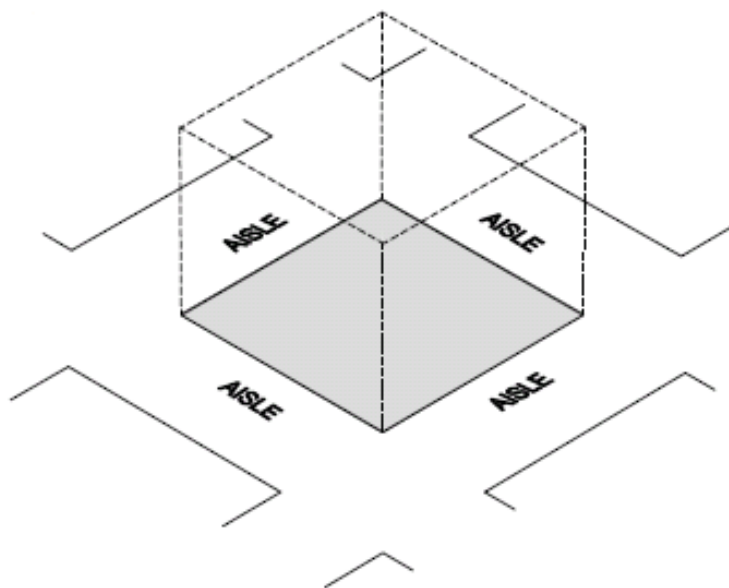
All display fixtures, components including graphics and identification signs are allowed a maximum height of 18ft. Some venues have low ceiling areas so please check the service manual for any notices for exhibit spaces in a low ceiling location.

Multi-level or Ceilings:

Exhibitors installing a display with a ceiling or second level must meet all building, fire safety and structural integrity regulations.

All exhibit spaces must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity, and storage.



Multiple Levels or Ceilings (including tents):

"Double-decker" exhibit spaces or exhibit spaces with ceilings (including tents) were previously required to be equipped with special fire safety devices. However, the Fire Safety Department at Baltimore Convention Center and major show contractors have worked together to develop codes for trade shows that offer a safe and cost-effective alternative to sprinklers. These requirements apply to all exhibits that have a ceiling or second story.

Fire Code Requirements:

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your exhibit space specifications. If you would prefer automatic sprinklers, or are required to use them, contact the Fire/Safety Office to discuss your options.

Explanation of Fire Code Items for Multiple Level Exhibit Spaces:

Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

Each enclosed or covered area must display a charged and approved fire extinguisher.

The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy must be posted.

Exhibit spaces that are multi-story, contain covered assembly areas, such as conference areas or theaters, or extend beyond 300 feet, must meet the following minimum life safety requirements.

- This type of exhibit space requires a separately approved floor plan by the BCPD/PAO and documentation of load capabilities for the second level must be provided.
- There should not be less than two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.
- An "automatic extinguishing system" must protect single level exhibit spaces greater than 300 square feet and covered with a ceiling.
- A single exhibit or group of exhibits with ceilings that DO NOT require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet.

Smoke Detectors:

All areas under the second level or ceiling, including closets, need to be equipped with an UL-approved (or similarly-approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers:

UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 200 sq. ft. enclosure.

Posted Certificate of Fire Retardant Materials:

A certificate verifying exhibit space construction materials are fire retardant must be posted in a conspicuous place within the exhibit.

Certified Approval:

After the exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering.

Fire Marshal Review:

Send your stamped blueprints to Baltimore Convention Center for review at least 60 days before the event opens to allow sufficient time for any needed corrections. Be sure that your plans show dimensions and an isometric rendering of the exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your exhibit space during the pre-event fire inspection.

Structural Supports:

Exhibit spaces must be designed to be self-supporting. Nothing shall be taped, mounted, or attached in any form or manner to walls, doors, or facility structure. The driving of nails, tacks, or screws into floors, walls, columns, ceilings, or trim will not be permitted, nor will drilling of holes into any portion of the expo halls.

Signs:

No electric flashing signs will be permitted, unless approved by Event Management in writing, in advance.

Sign Height:

Signs are considered display material and must conform to the height limitations for display material as specified for each type of exhibit space. The sole exception is a company logo (name, identification, or letters) that is attached to a piece of equipment, regardless of its height, provided that is how the equipment is sold.

Signs/Lighting Grid Work:

Signs which are a part of and supported by a free standing structure may be utilized for exhibitor identification or promotion. Signs/grid work may be hung from the ceiling but must comply with the facility rules and regulations, as well as applicable NFMT display rules and regulations. The bottom of the sign must be a minimum of 12 feet above the floor and the top of the sign must not be higher than 18 feet above the floor. All hanging sign forms must be filled out properly and sent to the official contractor.

Signs, Hanging — Requirements:

No equipment may be attached to the ceiling of the expo hall, beams or trusses, unless approved by Baltimore Convention Center and installed by the official show service contractor. Expo Management allows ceiling-hung corporate identification for exhibiting companies occupying island space of 400 square feet or more.

The increased size of events at Baltimore Convention Center and the complexity of move-in and move-out have brought about greater awareness for safety in all aspects of event operations. This is especially true in the area of hanging materials and signs from structural members. Based on this concern, the Convention Facility has established the following policy:

All orders for ceiling hung materials must be submitted for approval and accompanied by the following three items:

- 1) A certified weigh bill to verify assembled weight (not including crate).
- 2) Two copies of floor plans or diagrams of sign(s) or material to be hung approved by a structural engineer must be mailed to the Fire Marshall.
- 3) Statement of structural integrity signed by exhibitor and sign builder.

Baltimore Convention Center
Attention: Fire Marshall
One West Pratt St.
Baltimore, MD 21201

A copy of all three items must also be sent to:

ROC Exhibitions, Inc.
Bob Posch - NFMT®
1963 University Lane
Lisle, IL 60532

Free Form or Island Exhibit Spaces Guidelines:

All exhibit spaces exceeding twelve feet (12') in height, whether a tower, pylon, or second story, regardless of whether people will occupy an upper area or not, must meet the following criteria:

- Drawings must be signed or stamped by a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use.
- Drawings must be signed by an authorized official of the exhibit-building company, indicating that the structure is built in compliance with the details and specifications set forth in the drawings.
- Drawings must be available on show site for inspection by Event Management, the installation/dismantling contractor, exhibit and/or governmental authorities during the time the exhibit is being erected, exhibited, and dismantled.
- Signs are to be posted at entrances to all second story exhibit spaces that will be occupied, indicating the maximum number of people the structure will accommodate.
- All requests for free-form or island exhibit spaces must first be approved by Event Management.
- Exhibits with second story occupancy must also comply with all local regulations, and all plans must be approved by the Fire Marshall. Please refer to Baltimore Convention Center.

For further details regarding local Ordinances pertaining to multi-story exhibit spaces, please contact Baltimore Convention Center at 410-649-7000.

Rules and Regulations Per Signed Space Contract

1. **EVENT MANAGEMENT:** The words 'Event Management' as used herein shall mean event management as previously specified in the contract, or its officer or Committees or Agents or Employees acting for it in the management of the Exhibition.
2. **ELIGIBLE EXHIBITS:** Exhibits will be limited to those companies or other entities offering materials, products or services or specific interest to registrants. Event Management reserves the right to determine the eligibility of any product floor display. Exhibiting manufacturers' representatives and/or distributors must list his participating principals as the exhibitors of record. Only the sign of the exhibitor whose name appears upon the face of this contract may be placed on the exhibit space or in the printed list of Exhibitors of the Exhibition. No exhibitors or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails. Event Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or his representatives upon the Event Management's good faith determination that the same is not in accordance with these rules and regulations. Event Management reserves the right to relocate a exhibit space at anytime. In such event the exhibitor will have no financial remedy with Event Management.
3. **LIMITATION OF LIABILITY:** The Exhibitor agrees to indemnify and hold harmless the Event Management, its subsidiaries, the sponsor, owner, exhibition hall facility, and city in which this Exhibition is being held and their officers, agents, and employees, against all claims, losses, suits, damages, judgements, expenses, costs and charges of every kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any person or others. The Event Management will not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at exhibitors own risk, and should be safeguarded at all times.
Event Management will provide the services of a reputable agency for perimeter protection during the period of installation, event and dismantling and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the Event Management to supervise and protect Exhibitors' property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Event Management.
4. **DEFAULT IN OCCUPANCY:** If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by Event Management for such purposes as it may see fit.
5. **SUB-LEASING:** Exhibitor shall not sublet his space, or any part thereof, of the exhibition of anything not specified in the contract. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in his own name, except where such articles are required for the proper demonstration of operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit in his exhibit space non-exhibiting Companies' Representatives. Rulings of the Event Management shall in all instances be final with regard to use of any exhibit space.
6. **DAMAGE TO PROPERTY:** Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard exhibit space equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard exhibit space equipment.
7. **OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, Event Management, has designated an official service contractor. In venues where permitted, Exhibitors may be free to use its own display house providing the outside contractor for set up and dismantle of the exhibit submits a request, in writing, to Event Management and includes a list of the names of all display company representatives working in the exhibit area along with the proof of liability insurance satisfactory to Event Management.
8. **SPECIAL SERVICES:** Electricity, gas, water, and other utilities, as well as other special services needed by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them specially from the persons authorized to supply such services in conformity with City, insurance and other requirements.
9. **EXHIBIT SPACE REPRESENTATIVES:** Exhibit space representatives shall be restricted to Exhibitor's Employees and their authorized Representatives. Exhibit space representatives shall wear badge identification furnished by Event Management at all times. Event Management may limit the number of exhibit space representatives at any time. All exhibit spaces must be staffed by the Exhibitor during all open event hours.
10. **ELECTRICAL SAFETY:** All wiring on displays or display fixtures must conform to the applicable standards established by various Governmental Agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the Exhibition.
11. **SAFETY AND FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted, aisles and fire exits must not be blocked by exhibits. No displays of paper, pine boughs, leafy decorations, trees, or tree branches are allowed. Acetone and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.
12. **DECORATION:** Event Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by Exhibitor and may require the replacing, rearrangement or redecorating of any item or of any exhibit space, at the Exhibitors expense. Exhibitor must make certain that surfaces or dividers and back-walls are finished in such a manner as not to be unsightly or have logos or promotion facing Exhibitors in adjoining exhibit spaces. If such surfaces remain unfinished by the "must be set time" outlined in the service manual, Event Management shall authorize the official decorator to effect the necessary finishing at the Exhibitor's expense. Any displays on which set-up has not been started by the "must be set time" outlined in the exhibitor manual, Event Management reserves the right to have such displays installed at the Exhibitor's expense. Event Management will not allow any installation or moving of exhibit spaces or freight one-hour prior to the opening of the exhibit floor.
Height and Floor Coverings:
Exhibit spaces and/or displays must be built, erected within the height limits and guidelines set forth in the exhibitor manual. Any Exhibitor whose exhibit space exceeds the height limits and/ or guidelines will be required at their own expense to alter the display to conform to the limits and guidelines.
All exhibit space floor areas must be covered with carpet or approved covering. In the event of non-compliance, Event Management reserves the right to have the display area covered with proper floor coverings at the Exhibitor's expense.
13. **SOUND LEVEL:** Mechanical or electrical devices which produce sound must be operated so as not to prove disturbing to other Exhibitors. Event Management reserves the right to determine the acceptable sound level in all such instances.
14. **PERFORMANCE OF MUSIC:** The Exhibitor acknowledges that any live or recorded performances of copyrighted music which occur in the Exhibitor's exhibit space must be licensed from the appropriate copyright owner or agent. The Exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless Event Management from any damages or expenses incurred by Event Management due to the Exhibitor's failure to obtain such licenses.
15. **LOTTERIES / CONTESTS:** The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreation pastime is permitted only to the extent permitted by applicable law and on written approval from Event Management. Furthermore, any such activity shall remain within the constraints of the exhibit space only.
16. **PERSONNEL AND ATTIRE:** Event Management reserves the right to determine whether the character and/or attire of exhibit space personnel is acceptable and in keeping with the best interests of Exhibitors and the Exhibition. Further, Exhibitor expressly agrees that he and his personnel will not conduct official exhibitor functions in his private rooms during business hours of the Exhibition.

17. **EXHIBITOR CONDUCT:** Exhibitors wishing to conduct retail sales within their exhibit space are subject to rules set forth by Event Management and the facility. Exhibitors will be responsible for all applicable federal, state and local taxes. Subject to the foregoing, the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within his exhibit space. The distribution of any articles that interfere with the activities or obstructs access to neighboring exhibit spaces, or that impedes aisles, is prohibited. No article containing any product other than the product or materials made or processed or used by Exhibitor in his product or service may be distributed except by written permission of Event Management.
18. **OBSTRUCTION OF AISLES OR EXHIBIT SPACES:** Any demonstration of activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' exhibit spaces shall be suspended for any periods specified by Event Management.
19. **ADMISSION:** Admission is open to adults affiliated with the industry served by the Exhibition. No persons under 18 years of age will be admitted to the exhibit hall or conference sessions unless otherwise specified. Event Management shall have sole control over admission policies at all times.
20. **TERMINATION OF EXHIBITION:** In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Event Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Event Management under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Event Management, said contract and/or the Exhibition (or any part thereof) may be terminated by Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of any cause or causes not reasonably within the control of Event Management. If Event Management terminates said contract and/or the Exhibition (or any part thereof) as aforesaid, then Event Management may retain such part of any Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of Event Management" shall include, but not by way of limitation; fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage embargo; inclement weather; governmental restraints; or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, State or Federal laws, ordinances, rules orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.
21. **RESOLUTION OF DISPUTES:** In the event of a dispute or disagreement between: Exhibitor and Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative; or between two or more Exhibitors, all interpretations of the rules governing the Exhibition, actions, or decisions concerning this dispute of disagreement by Event Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.
22. **RECEIPT OF GOODS AND EXHIBITS:** All arriving goods and exhibits will be received at receiving areas designated by Event Management. All incoming goods and exhibits must be plainly marked and all charges prepaid.
23. **CARE AND REMOVAL OF EXHIBITS:** The Event Management will maintain the cleanliness of all aisles, Exhibitor must, at his own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a penalty and a refusal by Event Management to accept or process exhibit space applications for subsequent exhibition. Exhibits must be removed from the building by the time specified in the Exhibitor's Manual. In the event any Exhibitor fails to remove his exhibit in the allotted time, the Event Management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of Event Management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Event Management.
24. **PHOTOGRAPHY:** Before, after, or during event hours, no photography or videotaping will be permitted anywhere except by Event Management or the official event photographer. Only those professional photographers approved by Event Management will be allowed on the event floor. Any individual, whether exhibitor or attendee, is prohibited from taking photographs or electronic images of exhibit displays or their contents without the permission of the exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/or film. Violators will not be allowed re-entry. Event Management reserves the right to use photographs taken at the event for promotional purposes.
25. **INSURANCE:** Exhibitor is advised to see that his regular company insurance includes extraterritorial coverage, and that he has his own theft, public liability, and property damage insurance.
26. **LOSSES:** Event Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to ensure against these risks.
27. **AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Event Management. The Event Management shall have full point in the matter of interpretation amendment and enforcement of all said rules and regulations, and that any such amendments when made and brought to the notice of the said Exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions therein set forth.
28. **DEFAULT:** If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation promulgated pursuant to the contract, the Event Management may, without notice, terminate this agreement and retain all moneys received on account as liquidated damages. The Event Management may thereupon direct the Exhibitor forthwith to remove its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.
29. **AGREEMENT TO RULES:** Exhibitor, for himself or herself and his or her employees, and representatives, agrees to abide by the foregoing rules, rules and regulations set in the exhibitor service kit/manual, and by any amendments that may be put into effect by Event Management.
30. **CONTRACT ACCEPTANCE:** Deposit of your check does not constitute contract acceptance. This agreement shall not be binding until accepted by Event Management.
31. **FORUM SELECTION:** All disputes and matters arising under, in connection with or incident to this Agreement, shall be litigated, if at all, in and before a court in the State of [Illinois], to the exclusion of the courts of any other state or country.
32. **CHOICE OF LAW:** This Agreement shall be governed by and construed in accordance with the internal laws of the State of [Illinois] (regardless of such State's conflict of laws principles).
33. **PROMOTION:** Any promotion in the event city, at but not limited to, the convention center, hotels, airports, restaurants and bars must receive prior written approval from Event Management. Promotional replica items given in any way with actual fire protection or safety devices or actual fire protection or safety devices given to expo attendees shall be listed in accordance with the appropriate manufacturing standards and shall be in full working order.

Rules and Regulations Per Signed Space Contract

1. **EVENT MANAGEMENT:** The words 'Event Management' as used herein shall mean event management as previously specified in the contract, or its officer or Committees or Agents or Employees acting for it in the management of the Exhibition.

2. **ELIGIBLE EXHIBITS:** Exhibits will be limited to those companies or other entities offering materials, products or services or specific interest to registrants. Event Management reserves the right to determine the eligibility of any product floor display. Exhibiting manufacturers' representatives and/or distributors must list his participating principals as the exhibitors of record. Only the sign of the exhibitor whose name appears upon the face of this contract may be placed on the exhibit space or in the printed list of Exhibitors of the Exhibition. No exhibitors or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails.

Event Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or his representatives upon the Event Management's good faith determination that the same is not in accordance with these rules and regulations. Event Management reserves the right to relocate an exhibit space at any time. In such event the exhibitor will have no financial remedy with Event Management.

3. **LIMITATION OF LIABILITY:** The Exhibitor agrees to indemnify and hold harmless the Event Management, its subsidiaries, the sponsor, owner, exhibition hall facility, and city in which this Exhibition is being held and their officers, agents, and employees, against all claims, losses, suits, damages, judgements, expenses, costs and charges of every kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any person or others. The Event Management will not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at exhibitors' own risk, and should be safeguarded at all times.

Event Management will provide the services of a reputable agency for perimeter protection during the period of installation, event and dismantling and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the Event Management to supervise and protect Exhibitors' property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Event Management.

The exhibitor agrees that Event Management shall not be responsible in the event of any errors or omission in the Exhibitors' official event directory and in any promotional material.

Exhibitor agrees to indemnify Event Management against and hold it harmless for any claims and for all damages, costs and expenses, including without limitation, attorneys' fees and amounts paid in settlement incurred in connection with such claims arising out of the acts or negligence of Exhibitor, his Agents, or Employees.

4. **DEFAULT IN OCCUPANCY:** If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by Event Management for such purposes as it may see fit.

5. **SUB-LEASING:** Exhibitor shall not sublet his space, or any part thereof, of the exhibition of anything not specified in the contract. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in his own name, except where such articles are required for the proper demonstration of operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit in his exhibit space non-exhibiting Companies' Representatives. Rulings of the Event Management shall in all instances be final with regard to use of any exhibit space.

6. **DAMAGE TO PROPERTY:** Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard exhibit space equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard exhibit space equipment.

7. **OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, Event Management, has designated an official service contractor. In venues where permitted, Exhibitors may be free to use its own display house providing the outside contractor for set up and dismantle of the exhibit submits a request, in writing, to Event Management and includes a list of the names of all display company representatives working in the exhibit area along with the proof of liability insurance satisfactory to Event Management.

8. **SPECIAL SERVICES:** Electricity, gas, water, and other utilities, as well as other special services needed by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them specially from the persons authorized to supply such services in conformity with City, insurance and other requirements.

9. **EXHIBIT SPACE REPRESENTATIVES:** Exhibit space representatives shall be restricted to Exhibitor's Employees and their authorized Representatives. Exhibit space representatives shall wear badge identification furnished by Event Management at all times. Event Management may limit the number of exhibit space representatives at any time. All exhibit spaces must be staffed by the Exhibitor during all open event hours.

10. **ELECTRICAL SAFETY:** All wiring on displays or display fixtures must conform to the applicable standards established by various Governmental Agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the Exhibition.

11. **SAFETY AND FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted, aisles and fire exits must not be blocked by exhibits. No displays of paper, pine boughs, leafy decorations, trees, or tree branches are allowed. Acetone and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

12. **DECORATION:** Event Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by Exhibitor and may require the replacing, rearrangement or redecorating of any item or of any exhibit space, at the Exhibitors expense. Exhibitor must make certain that surfaces or dividers and back-walls are finished in such a manner as not to be unsightly or have logos or promotion facing Exhibitors in adjoining exhibit spaces. If such surfaces remain unfinished by the "must be set time" outlined in the service manual, Event Management shall authorize the official decorator to effect the necessary finishing at the Exhibitor's expense. Any displays on which set-up has not been started by the "must be set time" outlined in the exhibitor manual, Event Management reserves the right to have such displays installed at the Exhibitor's expense. Event Management will not allow any installation or moving of exhibit spaces or freight one-hour prior to the opening of the exhibit floor.

Height and Floor Coverings:

Exhibit spaces and/or displays must be built, erected within the height limits and guidelines set forth in the exhibitor manual. Any Exhibitor whose exhibit space exceeds the height limits and/or guidelines will be required at their own expense to alter the display to conform to the limits and guidelines.

All exhibit space floor areas must be covered with carpet or approved covering. In the event of non-compliance, Event Management reserves the right to have the display area covered with proper floor coverings at the Exhibitor's expense.

13. **SOUND LEVEL:** Mechanical or electrical devices which produce sound must be operated so as not to prove disturbing to other Exhibitors. Event Management reserves the right to determine the acceptable sound level in all such instances.

14. **PERFORMANCE OF MUSIC:** The Exhibitor acknowledges that any live or recorded performances of copyrighted music which occur in the Exhibitor's exhibit space must be licensed from the appropriate copyright owner or agent. The Exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless Event Management from any damages or expenses incurred by Event Management due to the Exhibitor's failure to obtain such licenses.

15. **LOTTERIES / CONTESTS:** The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreation pastime is permitted only to the extent permitted by applicable law and on written approval from Event Management. Furthermore, any such activity shall remain within the constraints of the exhibit space only.

16. **PERSONNEL AND ATTIRE:** Event Management reserves the right to determine whether the character and/or attire of exhibit space personnel is acceptable and in keeping with the best interests of Exhibitors and the Exhibition. Further, Exhibitor expressly agrees that he and his personnel will not conduct official exhibitor functions in his private rooms during business hours of the Exhibition.

17. **EXHIBITOR CONDUCT:** Exhibitors wishing to conduct retail sales within their exhibit space are subject to rules set forth by Event Management and the facility. Exhibitors will be responsible for all applicable federal, state and local taxes. Subject to the foregoing, the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within his exhibit space. The distribution of any articles that interfere with the activities or obstructs access to neighboring exhibit spaces, or that impedes aisles, is prohibited. No article containing any product other than the product or materials made or processed or used by Exhibitor in his product or service may be distributed except by written permission of Event Management.

18. **OBSTRUCTION OF AISLES OR EXHIBIT SPACES:** Any demonstration of activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' exhibit spaces shall be suspended for any periods specified by Event Management.

19. **ADMISSION:** Admission is open to adults affiliated with the industry served by the Exhibition. No persons under 18 years of age will be admitted to the exhibit hall or conference sessions unless otherwise specified. Event Management shall have sole control over admission policies at all times.

20. **TERMINATION OF EXHIBITION:** In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Event Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Event Management under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Event Management, said contract and/or the Exhibition (or any part thereof) may be terminated by Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of any cause or causes not reasonably within the control of Event Management. If Event Management terminates said contract and/or the Exhibition (or any part thereof) as aforesaid, then Event Management may retain such part of any Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of Event Management" shall include, but not by way of limitation; fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage embargo; inclement weather; governmental restraints; or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, State or Federal laws, ordinances, rules orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.

21. **RESOLUTION OF DISPUTES:** In the event of a dispute or disagreement between: Exhibitor and Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative; or between two or more Exhibitors, all interpretations of the rules governing the Exhibition, actions, or decisions concerning this dispute of disagreement by Event Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.

22. **RECEIPT OF GOODS AND EXHIBITS:** All arriving goods and exhibits will be received at receiving areas designated by Event Management. All incoming goods and exhibits must be plainly marked and all charges prepaid.

23. **CARE AND REMOVAL OF EXHIBITS:** The Event Management will maintain the cleanliness of all aisles, Exhibitor must, at his own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a penalty and a refusal by Event Management to accept or process exhibit space applications for subsequent exhibition. Exhibits must be removed from the building by the time specified in the Exhibitor's Manual. In the event any Exhibitor fails to remove his exhibit in the allotted time, the Event Management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of Event Management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Event Management.

24. **PHOTOGRAPHY:** Before, after, or during event hours, no photography or videotaping will be permitted anywhere except by Event Management or the official event photographer. Only those professional photographers approved by Event Management will be allowed on the event floor. Any individual, whether exhibitor or attendee, is prohibited from taking photographs or electronic images of exhibit displays or their contents without the permission of the exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/or film. Violators will not be allowed re-entry. Event Management reserves the right to use photographs taken at the event for promotional purposes.

25. **INSURANCE:** Exhibitor is advised to see that his regular company insurance includes extraterritorial coverage, and that he has his own theft, public liability, and property damage insurance.

26. **LOSSES:** Event Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to ensure against these risks.

27. **AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Event Management. The Event Management shall have full point in the matter of interpretation amendment and enforcement of all said rules and regulations, and that any such amendments when made and brought to the notice of the said Exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions therein set forth.

28. **DEFAULT:** If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation promulgated pursuant to the contract, the Event Management may, without notice, terminate this agreement and retain all moneys received on account as liquidated damages. The Event Management may thereupon direct the Exhibitor forthwith to remove its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.

29. **AGREEMENT TO RULES:** Exhibitor, for himself or herself and his or her employees, and representatives, agrees to abide by the foregoing rules, rules and regulations set in the exhibitor service kit/manual, and by any amendments that may be put into effect by Event Management.

30. **CONTRACT ACCEPTANCE:** Deposit of your check does not constitute contract acceptance. This agreement shall not be binding until accepted by Event Management.

31. **FORUM SELECTION:** All disputes and matters arising under, in connection with or incident to this Agreement, shall be litigated, if at all, in and before a court in the State of [Illinois], to the exclusion of the courts of any other state or country.

32. **CHOICE OF LAW:** This Agreement shall be governed by and construed in accordance with the internal laws of the State of [Illinois] (regardless of such State's conflict of laws principles).

33. **PROMOTION:** Any promotion in the event city, at but not limited to, the convention center, hotels, airports, restaurants and bars must receive prior written approval from Event Management. Promotional replica items given in any way with actual fire protection or safety devices or actual fire protection or safety devices given to expo attendees shall be listed in accordance with the appropriate manufacturing standards and shall be in full working order.



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
 phone (410) 737-9270
 fax (410) 737-9274
 mail 7079 Oakland Mills Rd,
 Columbia, MD 21046

Show Information

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
 7" x 44" Cardstock Identification Sign

Show drape colors: **SBI** - Blue, White
NFMT - Black, White

Aisle carpet colors: **NFMT** - Tuxedo
GreenTech - Peacock
Internet of Things - Eclipse
SBI - Eclipse
Building Services - Red/Black Blend
Openings - Eclipse
Fire Protection/Detection - Red/Black Blend

EXHIBIT SHOW SCHEDULE

POV Move-in:	Sunday, March 18, 2018	10:00 AM - 4:00 PM
	Monday, March 19, 2018	8:00 AM - 5:30 PM
General Exhibitor Move-in:	Sunday, March 18, 2018	10:00 AM - 5:00 PM
	Monday, March 19, 2018	8:00 AM - 6:30 PM
	Tuesday, March 20, 2018	8:00 AM - 10:00 AM
Exhibit Hours:	Tuesday, March 20, 2018	12:00 PM - 4:00 PM
	Wednesday, March 21, 2018	11:00 AM - 3:00 PM
	Thursday, March 22, 2018	11:00 AM - 2:00 PM
Exhibitor Move-out:	Thursday, March 22, 2018	2:00 PM - 9:00 PM
	Friday, March 23, 2018	8:00 AM - 10:00 AM
Driver check In Time:	Friday, March 23, 2018	10:00 AM

See Material
Handling Rate
sheet for all MH
related fees!

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
 NFMT & Smart Building Innovations
 c/o Shepard Exposition Services
 7079 Oakland Mills Rd
 Columbia, MD 21046

Direct Shipments Address

c/o Shepard Exposition Services
 [Exhibiting Co. Name & Booth Number]
 NFMT & Smart Building Innovations
 Baltimore Convention Center
 1 West Pratt Street
 Baltimore, MD 21201

IMPORTANT DEADLINES

Discount price deadline for standard Shepard orders: Tuesday, February 27, 2018

Discount price deadline for custom Shepard rentals: Friday, February 16, 2018

First day for warehouse deliveries without a surcharge: Tuesday, February 20, 2018

Last day for warehouse deliveries without a surcharge: Friday, March 9, 2018

Last day for warehouse deliveries*: Friday, March 16, 2018

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: Sunday, March 18, 2018 at 8:00 AM



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

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

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phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Quick Facts

Ancillary Vendor Information

Electrical & Plumbing

Edlen

baltimore@edlen.com

410-649-7321

Internet & Telephone

M.C. Dean

www.bccenter.org/downloads/files/MCDeanTerms.pdf

703-802-6231

Audio Visual

Audio Visual One

ecross@audiovisualone.com

407-666-5382

Lead Retrieval

CTE

www.cteusa.com/LG/NFMTB2

847-957-4500

Floral

National Plant Floral

exhibitorsservice@nationalplantfloral.com

702-956-8011

Catering

Centerplate

angela.kelly@centerplate.com

410-649-7072

Exhibitor Move Out

Thursday, March 22, 2018	2:00 PM - 9:00 PM
Friday, March 23, 2018	8:00 AM - 10:00 AM

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 Friday, March 23, 2018 10:00 AM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, March 23, 2018 10:00 AM

Post Show Paperwork & Labels

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

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

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



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON NFMT & Smart Building Innovations

LOG IN 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 = NFMT18

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

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

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

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


After making your selections, click the  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.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(410) 737-9270

baltimore@shepardes.com



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Payment Authorization

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check ☐

Pay by Wire ☐



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

Credit Card #: _____
Expiration Date: _____
Month Year Security Code
Billing Address: _____
City, ST, Zip: _____
Name on Card: (Please Print) _____

Please Sign



Card Holder Signature

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

WIRE TRANSFER

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

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

Name of show that you are attending **NFMT & Smart Building Innovations**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

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

Account Number: 42-6061-9772

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

TAX EXEMPT? Please submit tax exemption certificate to:

baltimore@shepardes.com

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



NFMT & Smart Building Innovations



Terms & Conditions

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

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

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

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

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

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

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

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

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

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

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

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

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

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

Limits of Liability: If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With
Us!

email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Discount Deadline Tuesday, February 20, 2018

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Third Party Payment
Authorization

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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



All Services



Booth Cleaning



Carpet



Exhibit Display Rentals



Installation/Dismantling Labor



Logistics/Transportation



Material Handling



Rental Furniture



Overhead Rigging/Labor



Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

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

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print)

Please Sign



Card Holder Signature

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

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

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

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

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



March 20 - 22, 2018

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

Connect With Us!

email	baltimore@shepardes.com
phone	(410) 737-9270
fax	(410) 737-9274
mail	7079 Oakland Mills Rd, Columbia, MD 21046

Grids

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

Booth #

Contact Email Address

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 #Right Booth #

Below Booth #



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

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

Material Handling Process:

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



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fax (404) 596-5620
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Shepard Logistics
Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name	Booth #		
Contact Name	Phone #	State	Zip
Email Address			

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

Company	Street Address	City	State	Zip
<input type="checkbox"/>	Is there a loading dock?	<input type="checkbox"/>	Do we need a lift gate on our truck?	
<input type="checkbox"/>	Is your building in a residential area?	<input type="checkbox"/>	Do we need to go inside your office to pick up your items?	
<input type="checkbox"/>	Any thing else we should know about your building			

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

Date	Hours of Operation	
<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Direct to showsite	Sunday, March 18, 2018

Step 4: Tell us Where this is going:

Step 5: Tell us What we are shipping:

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

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

<input type="checkbox"/> Standard Ground	<input type="checkbox"/> 2nd day Air	<input type="checkbox"/> Next Day Air	<input type="checkbox"/> 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?

<input type="checkbox"/> YES!	<input type="checkbox"/> No, I will arrange another carrier		
Company	Booth #		
Street Address	City	State	Zip

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



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.

Shipping Labels

R U S H	
	ADVANCE WAREHOUSE (Exhibiting Company Name)
	TO:
	Booth #:
	c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046 Delivery Hours: M-F, 8-4:30 PM
	For: NFMT & Smart Building Innovations First day freight can arrive w/o a surcharge: February 20, 2018 Last day freight can arrive w/o a surcharge: March 9, 2018

R U S H	
	ADVANCE WAREHOUSE (Exhibiting Company Name)
	TO:
	Booth #:
	c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046 Delivery Hours: M-F, 8-4:30 PM
	For: NFMT & Smart Building Innovations First day freight can arrive w/o a surcharge: February 20, 2018 Last day freight can arrive w/o a surcharge: March 9, 2018

Advance Shipping Labels

R U S H	
	DIRECT TO SHOW (Exhibiting Company Name)
	TO:
	Booth #:
	C/O: SHEPARD EXPOSITION SERVICES Baltimore Convention Center 1 West Pratt Street Baltimore, MD 21201
	For: NFMT & Smart Building Innovations MUST NOT BE DELIVERED PRIOR TO: March 18, 2018 @ 8:00 AM

R U S H	
	DIRECT TO SHOW (Exhibiting Company Name)
	TO:
	Booth #:
	C/O: SHEPARD EXPOSITION SERVICES Baltimore Convention Center 1 West Pratt Street Baltimore, MD 21201
	For: NFMT & Smart Building Innovations MUST NOT BE DELIVERED PRIOR TO: March 18, 2018 @ 8:00 AM

Direct Shipping Labels



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: M103040318

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fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

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

Outbound Material Handling
Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

_____ # of Crate _____ # of Skids _____ # of Cases _____ # of Cartons _____ Approx Total Weight

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER _____

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

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

Step 6: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier **doesn't** show up, what do we do with your items? _____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



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

Discount does not apply to shipments considered small package, local deliveries, 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 may result in additional fees.

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	113.75	148.00	
	35010	35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	108.55	162.75	141.00	
	35030	35043	35038	

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
57.00	
35400	

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

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

Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight Shipment Tips

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

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

Double Time - 50% fee for each double time application based on ST

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

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

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Material Handling Rates

Company

Booth #

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

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Discount Deadline **Tuesday, February 27, 2018**

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Machine Shipping
Information

In order to ensure your **machinery** is properly handled and to avoid delays during set up, please provide the following information on your machines.

Email this form and machine diagrams to baltimore@shepardes.com by **Tuesday, February 27, 2018**

If you have questions regarding machines, please contact us!

Step 1: Complete **exhibiting** company information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

Email Address

Step 2: How many machines are you shipping? Crated _____ Uncrated* _____

*Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 3: What is the **weight** of each machine?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Step 4: How is your machine being **shipped**? Flatbed _____ Closed Trailer _____ Container _____

Step 5: Do you need **special equipment** to unload?

Crane _____ Extended Forklift Blades _____ Rollers _____ Slings _____ Other _____

Step 6: Do you require a forklift in your booth space to unskid, assemble, or spot machinery? Yes _____ No _____

Step 7: Where are the **pick points** located on your machine? Top _____ Bottom _____

Step 8: What is the **weight per square foot** of each machine?

Note: 350 pounds per sq ft is the **maximum** allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 9: Please attach any **photos or diagrams** you have of your machines.



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

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Order with complete Payment Authorization and graphics 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

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Machinery Rates

This form is intended for machinery only. For all other shipments, please refer to the Material Handling Rate page.

Important Things to Know!

- 1 Use of these specially discounted rates are for your **machinery shipments only**.
- 2 **Certified weight tickets** are required for all shipments.
- 3 **Mixed load** shipments without separate weight tickets **do not qualify** for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- 4 When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
- 5 All shipments must have **proper inbound Bill of Lading** or carrier bill with weight breakdowns.

All other freight will be billed at **regular** Material Handling Rates.

For all Machine shipments, Shepard will do the following:

Receive shipments consigned directly to the facility on installation days
Deliver your machine to your booth
Remove and store your empty containers
Return your empty containers to your booth
Load your outbound shipment on your carrier of choice

Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound # machine shipments should be **delivered directly to the facility** during move-in or on your designated target day and time.

Code	Weight	Item Description	ST Time Rate	Sp Handling Rate
35233	2,501 - 5,000 LBS	\$ 36.05	\$ 46.85	
35235	5,001 - 10,000 LBS	\$ 32.80	\$ 42.65	
35237	10,001 - 20,000 LBS	\$ 31.15	\$ 40.50	
35238	20,001 - 30,000 LBS	\$ 29.50	\$ 38.35	
352410	30,001 + LBS	\$ 28.45	\$ 37.00	

Overtime: 30% fee for each overtime application based on ST rate

Double Time: 50% fee for each double time application based on ST rate

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #

Please Sign



Card Holder Signature



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ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
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DT - Double-time: All other hours and holidays

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us **what** we are moving: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Step 2: **When** are we moving it? Install Date/Time: _____ Dismantle Date/Time: _____
(times are not guaranteed)

Step 3: Describe the **work** to be performed: _____

Step 4: Choose your **lift** size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	237.50	308.75	
35039		OT Hourly Rental	291.25	378.75	
35067		DT Hourly Rental	348.75	453.50	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	712.50	926.25	
35066		OT Hourly Rental	873.75	1136.00	
35070		DT Hourly Rental	1046.25	1360.25	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	475.00	617.50	
35049		OT Hourly Rental	582.50	757.25	
35069		DT Hourly Rental	697.50	906.75	

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Rigging Labor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST Hourly Rental	107.50	139.75	
35086		OT Hourly Rental	161.25	209.65	
35099		DT Hourly Rental	218.75	284.40	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST Hourly Rental	86.00	111.80	
35100		OT Hourly Rental	129.00	167.70	
35101		DT Hourly Rental	175.00	227.50	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

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

No refunds or exchanges once item has been delivered to your booth.

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

Total Forklift: _____

NA Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Forklift Rental

Cranes, Scissor Lifts, and
4 Stage Forklifts are available
upon request.
Contact Us for Pricing!



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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

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

What does CWT mean?

CWT is an acronym for Century Weight Your crated shipment is billed per 100 lbs.

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. 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 as usual

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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



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Material Handling Info

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

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

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

DISPOSAL FEE

Fee: .75 Per Lb Labor Rate 86.00 Per Hour (OT/DT may apply)

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

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

UNCRTATED SHIPMENTS

Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

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

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT 35041

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.

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING

Fee: \$200 round trip 35106

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



Mobile/Vehicle Spotting

NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

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Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Friday, March 23, 2018** **10:00 AM**

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

Important Rules and Regulations

Battery Cables must be disconnected

Gas Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of gas.

Keys must be given to Shepard Exposition Services to be held onsite.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$ 200.00

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

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

No refunds or exchanges once item has been delivered to your booth.

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

Total Bar: \$

NA Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

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.

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.

Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	40.00	
35152		Booth to Dock ST	40.00	
35153		Dock to Booth OT	60.00	
35154		Booth to Dock OT	60.00	



Cartload Service includes one laborer, one cart, one trip per rate listed above

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

Total Estimate: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

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

No refunds or exchanges once item has been delivered to your booth.

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

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

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
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Columbia, MD 21046

On-site Storage

Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. **Do not use this service for "Empty" storage.**

Step One: Tell us **who you are:**

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step Two: Choose the **Type** of storage to fit your needs

Accessible Storage Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

	Per Day	
Pallets/Skids	\$35.00	
1/2 a Trailer	\$80.00	
Full Trailer	\$120.00	
Labor ST	\$86.00	35087
OT	\$129.00	35100
DT	\$218.75	35101

For both storage options, there is no charge to return items back to your booth at the end of the event.

Secured Storage Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

(35400)

	Per Day	
Per Sq Ft	0.80	
Labor ST	\$86.00	35087
OT	\$129.00	35100
DT	\$175.00	35101

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

No refunds or exchanges once item has been delivered to your booth.

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

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

Total Onsite Storage: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

Event Code: M103040318

Connect With Us!

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 Columbia, MD 21046

Warehouse Storage

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

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date _____ To _____ Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*
☐ Pick-up is arranged with another carrier: *Additional fees will apply

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

Estimated Warehouse Storage: \$ _____

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

NA Tax*: \$ _____

Storage Items will not be stored or released without a valid credit card on file.

Amount Due: \$ _____

Please Print



Printed Name

Please Sign



Card Holder Signature



AGILITY FAIRS & EVENTS

The experts in International Logistics

International Shipping

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

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairseventsenquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Friday, February 16, 2018**

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

Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Signature Flooring

Quick and Easy Luxury!

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

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

Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

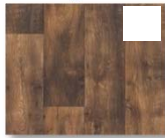
Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	10.15	

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

Premium Vinyl Flooring



Light Maple
(83)



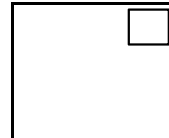
Vineyard Brown
(61)



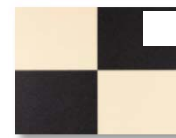
Laurel Brown
(62)



Mountain Grey
(63)



Snow
(89)



Checkerboard
(82)



Rosemary Stone
(64)

Elevated Hardwood



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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	13.15	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	4.95	

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

Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Total Signature Flooring: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

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

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Columbia, MD 21046

Carpet and Padding

Order in just
3 Easy Steps!

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	4.90	6.35	
46003		Rental 1000+ sqft	4.15	5.40	
46002		Purchase sqft	10.95	14.25	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	0.70	0.90	
50008		1" Padding	1.65	2.15	
50010		Visqueen	0.30	0.40	

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

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	154.50	200.85	
50256		10' x 20'	293.50	381.55	
50257		10' x 30'	440.25	572.35	
50258		10' x 40'	587.00	763.10	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	2.95	3.85	
50581		400 - 900 sq ft	2.70	3.50	
50582		900+ sq ft	2.45	3.20	

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

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

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

Total Carpet and Padding: \$

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

6.000% Tax*: \$

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

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

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

Regular Skirted Tables



Choose drape color (place color code next to order):

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

Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers







Modernize
your look!

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides
to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	100.65	130.85	
50046			6'L X 30"H X 24"W	121.35	157.75	
50050			8'L X 30"H X 24"W	155.45	202.10	
50043			4'L X 42"H X 24"W	121.35	157.75	
50047			6'L x 42"H x 24"W	155.45	202.10	
50051			8'L x 42"H X 24" W	182.75	237.60	
50052			4th Side 30"	60.70	78.90	
50171			4th Side 42"	60.70	78.90	

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	69.80	90.75	
50044		6'L X 30"H X 24"W	81.70	106.20	
50048		8'L X 30"H X 24"W	98.20	127.65	
50041		4'L X 42"H X 24"W	81.70	106.20	
50045		6'L x 42"H x 24"W	98.20	127.65	
50049		8'L x 42"H X 24" W	109.50	142.35	

Code	Qty.	Item	Regular	Total
50700		 White - Fabric Table Cover w/ Table	261.10	
50700		 Red - Fabric Table Cover w/Table	261.10	
50700		 Blue - Fabric Table Cover w/Table	261.10	
50700		 Black - Fabric Table Cover w/Table	261.10	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$
6.000% Tax*: \$

Amount Due: \$

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Regular Tables



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

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Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Specialty Tables

Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		40"H X 30"R	328.05	426.45	
50706		30"H X 30" R	314.65	409.05	

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

Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	171.05	222.35	
50032		30"H X 36" R	171.05	222.35	

Brand our table
with your custom
Graphic!
See Graphic and
Sign Order for
Details!

Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	20.35	26.45	
50031		Sq 18"H X 24" W	20.35	26.45	

Total Sp Tables: \$
6.000% Tax*: \$
Amount Due: \$

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

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

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

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Columbia, MD 21046

Chairs and Stools

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

Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	187.45	243.70	
50704		Natural Feel Chair	154.00	200.20	

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



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	87.15	113.30	
50020		Side Chair	60.70	78.90	
50021		Arm Chair	82.75	107.60	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	116.40	151.30	
51086		Director Chair	65.05	84.55	

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

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

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

Total Chairs: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

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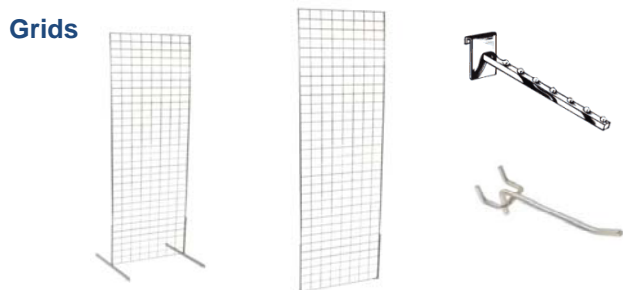
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	137.90	179.25	
50094		Floor Easel	35.90	46.65	
50095		22x28 Sign Holder	119.00	154.70	
50175		Bag Rack	172.10	223.75	
50092		Coat Rack	61.10	79.45	
50093		Garment Rack	172.10	223.75	

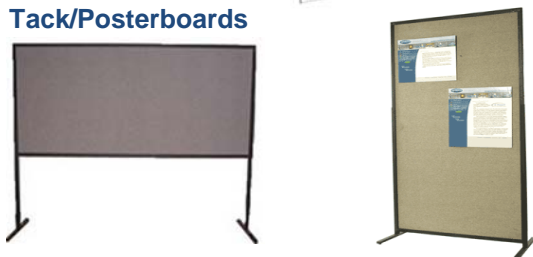
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	155.05	201.55	
50237		2'x8' w/o legs, each	116.20	151.05	
50242		7-Ball Waterfall	10.65	13.85	
50104		6" Hooks (12)	34.50	44.85	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	210.05	273.05	
50061		4' x 8' Vert.	210.05	273.05	

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

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

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

Total Display Furnishings: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

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Deadline date to receive discounted pricing.

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Showcases & Risers

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

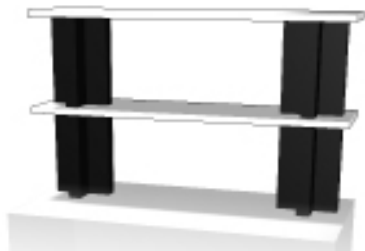
Showcases



Code	Qty	Item	Discount	Regular	Total
50067	4'	Full View	648.70	843.30	
50068	6'	Full View	715.55	930.20	
50069	4'	Quarter View	648.70	843.30	
50070	6'	Quarter View	715.55	930.20	

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

Stacking Shelves



Don't See what you are looking for?
See our "Exhibit Counters" page for custom counters and create
something just for you!
Contact an ESS Representative to get started!

Code	Qty	Item	Discount	Regular	Total
50296	4'x12"	Display Shelf	79.40	103.20	
50297	6' x12"	Display Shelf	98.85	128.50	

Each Shelf comes with (2) black bases. They are stackable up to (4) units
high. All stacking shelves will be delivered to your booth, it is up to your
creativity how you want to stack them.

Wrap your stacking shelves with color
to show off your products!

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	13.70	17.80	

Order per linear foot

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

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

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

Total Showcase & Risers: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline Tuesday, February 27, 2018

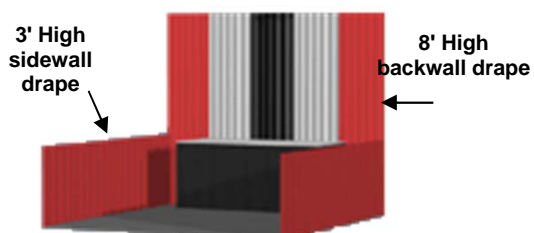
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Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	15.75	20.50	
50074			3' high drape	12.45	16.20	
50088		NA	8' upright with base	22.80	29.65	
50349		NA	6'-10' cross bar	15.15	19.70	
50348		NA	7'-12' crossbar	15.15	19.70	

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	13.70	17.80	

Order per linear foot

Skirting of Exhibitor Equipment

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

Accessories



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



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	167.40	217.60	
50710		Natural Feel Tab Lamp	120.50	156.65	
50708		Natural Feel Recept	73.65	95.75	
50091		Wastebasket	18.20	23.65	
50185		Drawing Bowl	37.95	49.35	
50427		Tensa Stanchion, each	77.75	101.10	

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

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

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

Total Drape and Accessories: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Power Up In Style.

Denotes Powered Products



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



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



Powered Seating

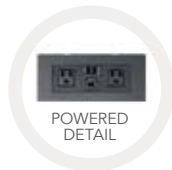
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



POWERED
DETAIL

Powered Seating

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

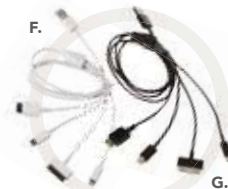


A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



Charging adapters are available to rent for all powered products.

Ventura Powered Tables

A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables

(white top)
C) G30DWP Café
72"L 26"D 30"H

Sydney Powered Cocktail Tables

D) C1WP
(white, brushed steel)
48"L 26"D 18"H

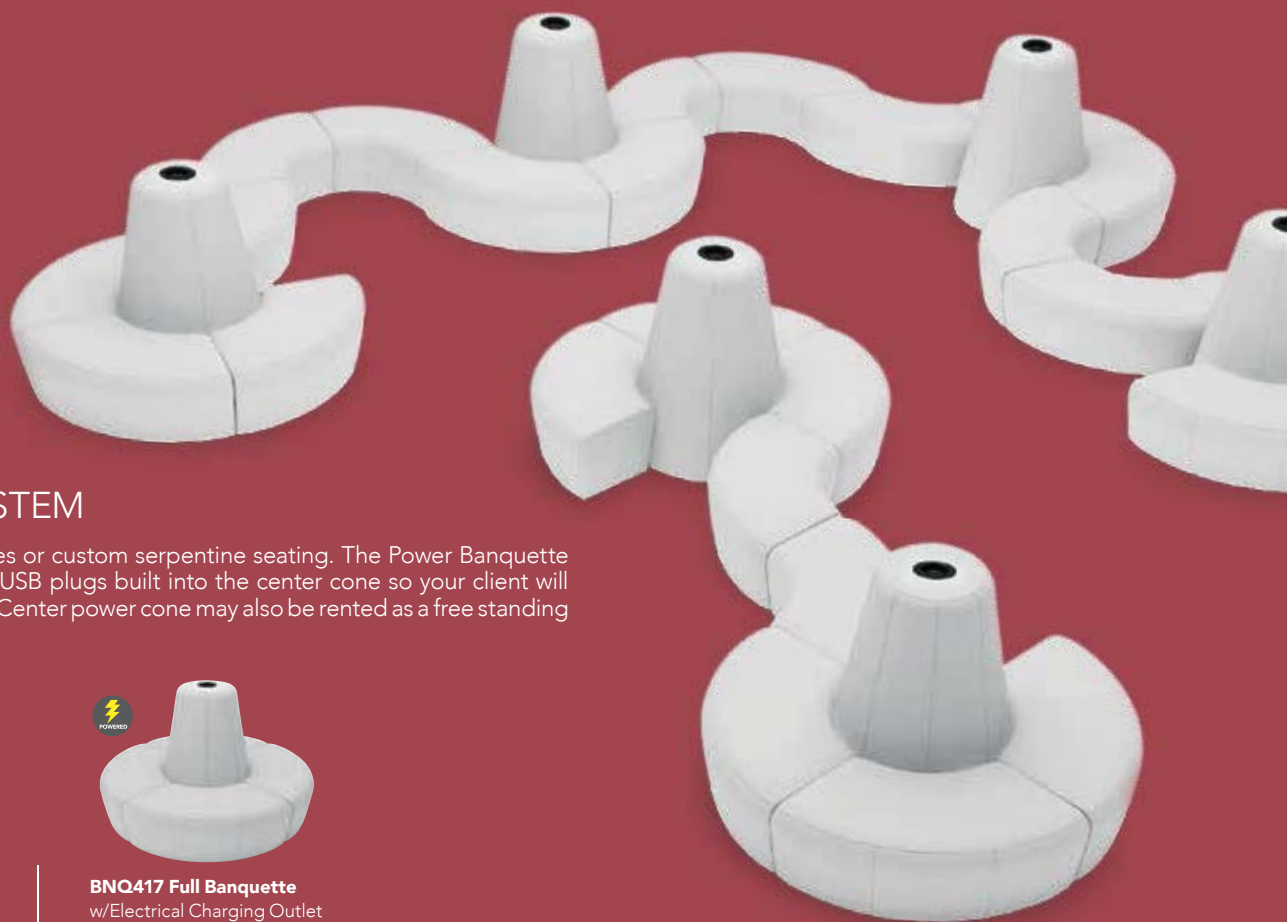
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters

F) ADAPTWH (white)
G) ADAPTB (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 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.



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



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



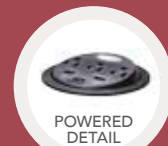
BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



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



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



Detail of Electrical
Charging Outlet

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.

(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table

(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair

(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair

(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat

(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair

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

B) SFA002 Sofa

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



A.



B.



C.

TANGIERS

A) TANSOF Sofa

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

B) TANCHR Chair

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

C) TANLOV Loveseat

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

KEY LARGO

A) KEYCHR Chair

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

B) KEYLOV Loveseat

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

C) KEYSOF Sofa

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



A.



B.



C.

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H



A.

B.

C.

Accent Chairs

KEY WEST

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



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



SWANSON

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



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

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

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

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

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

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

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



LAGUNA

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

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



MALBA

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



MALBA

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



Group Seating

Styles & Shapes



Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

J) 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



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)

A.



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42" RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H
(not shown)

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)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

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

N.



O.



Executive Seating

A.



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

B.



PROMDB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
(white vinyl)
24"L 22"D 40"H Adjustable



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



SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

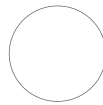


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



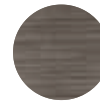
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/
gray acajou)

36" Round 29"H

F) ZTQ (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

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

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



Communal and Powered Tables

Denotes AC and USB
charging outlets



(ADAPTIV)

Charging adapters
are available to rent
for all Powered
Table Products.

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

A.



POWERED
DETAIL

B.



C.

Table Top Options

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



BLACK



WHITE



MAPLE

Ventura Powered Bar Tables



(silver frame)

72.25"L 26.25"D 42"H

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

Ventura Communal Bar Tables

(silver frame)

72.25"L 26.25"D 42"H

Maple Top

B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)

G30

Café TABLES

A.



POWERED
DETAIL



B.



C.



D.



E.



G30 Powered Café Tables



72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)

72"L 26"D 30"

Maple Top

B) G30DMS (solid)
C) G30DMW (grommets)

White Top

D) G30DWS (solid)
E) G30DWW (grommets)

Bar Tables



A) 30WHHB
30" Round Bar Table
 (white laminate top, chrome hydraulic base)
 30" RND 45"H
B) APS12
Apex Barstools
 (blue ultra suede)
 21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
 (liquid steel blue top, chrome hydraulic base)
 30" RND 45"H

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



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

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

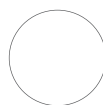


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



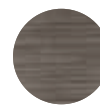
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A. | I.



B. | J.



C.



D.



E. | H.



F.



G.



K. | P.



L. | Q.



M.



N.



O.

Bar Tables

Standard Black Base

30" Round 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white laminate)

F) VTH (liquid steel blue)

G) VTA (Madison/

gray acajou)

36" Round 42"H

H) VTW (white laminate)

I) VTN (graphite nebula)

J) VTP (maple)

Bar Tables

Hydraulic Chrome Base

30" Round 45"H

K) 30GRHB (graphite nebula)

L) 30MTHB (maple)

M) 30STHB (silver textured)

N) 30BRHB (red)

36" Round 45"H

O) 36WTHB (white laminate)

P) 36GRHB (graphite nebula)

Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

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

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



Barstools



LIFT BARSTOOLS

15" Round 23–33.5" H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

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

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

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

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



O.



P.

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) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

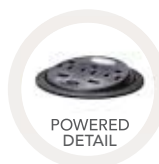
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



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

(black metal, laminate)
60\"/>

B) TECH Tech Desk, Powered

(black metal, laminate)
60\"/>

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16\"/>

B. 



C.

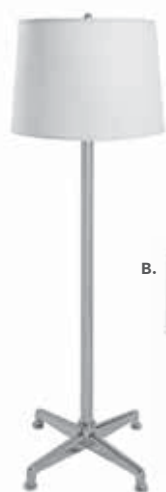


Charging Adapters
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS
(brushed silver)

A) LA15 Floor Lamp
18\"/>

B) LA14 Table Lamp
16\"/>

SHELVING

C) PSHCCS Posh Shelving
(Chrome, Acrylic)
36\"/>

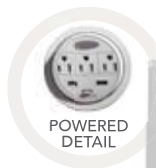
D) BC8 Madison Bookcase
(gray acajou)
36\"/>

Powered Pedestals



Denotes AC and USB charging outlets

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. | B.



C. | D.



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

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

Charging Adapters

E) ADAPTW (white)

F) ADAPTB (black)

Charging adapters are available to rent for all powered products.

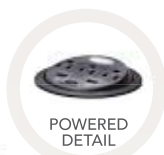


Powered Tech Desk



Denotes AC and USB charging outlets

A.



B.



C.



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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

Charging Adapter D) ADAPTB (black)

Charging adapters are available to rent for all powered products.



Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle

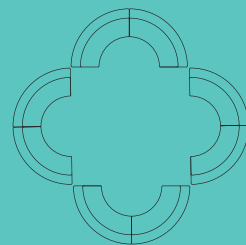
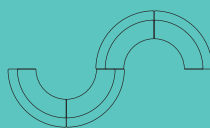
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H



Suggested Uses of Martini Bar



REFRIGERATORS



C) R1R Large

(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small

(White, 4.0 cubic feet)
20"L 22"D 33"H



LIGHTED PRODUCTS

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



A.



B.

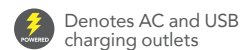
A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES



B.



D.

E.

TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



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Cocktail &
Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	314.95	409.45	
	ALC100-Alondra, Glass/Chrome	457.60	594.90	
	ALC200-Alondra, Wood/Chrome	457.60	594.90	
	C1FWB-Geo, Wood/Black	400.40	520.50	
	C1C-Geo Rect., Glass/Chrome	296.35	385.25	
	COLI - Oliver Cocktail Table	188.25	244.75	
	C1W-Sydney, White	295.20	383.75	
	C1WP-Sydney White, Powered!	489.60	636.50	
	C1Y-Sydney, Black	295.20	383.75	
	C1YP-Sydney Black, Powered!	489.60	636.50	
	REGBEN-Regis Bench Table	391.30	508.70	

Don't forget device adapters/
chargers for your powered
tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	32.75	42.60	
	ADAPTW-Charging Adapter, white	32.75	42.60	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	296.35	385.25	
	ALE100-Alondra, Glass/Chrome	330.20	429.25	
	ALE200-Alondra, Wood/Chrome	330.20	429.25	
	E1FWB-Geo, Wood/Black	348.40	452.90	
	E1C-Geo, Glass/Chrome	277.80	361.15	
	EOLI-Oliver End Table	176.75	229.80	
	E1W-Sydney, White	273.60	355.70	
	E1Y-Sydney, Black	273.60	355.70	
	CUBTBL-Edge LED Cube	216.30	281.20	
	AURA End Table	198.40	257.90	
	ETBL-E Table, Wood	243.90	317.05	
	TMBTBL Timber Table, Wood	234.80	305.25	
	REGOTT-Regis End Table	289.40	376.20	

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

Total Exec Tables Furnishings: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

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Contact Email Address

Please Sign



Card Holder Signature



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Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	489.60	636.50	
	END02W-Square, White Leather	489.60	636.50	
	END01B-Curved, Black Leather	96.35	125.25	
	END01W-Curved, White Leather	96.35	125.25	
	SAL Sally Stool	97.50	126.75	
	CUBL20-Edge Lighted Cube	216.30	281.20	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	REGBEN Regis Bench, Brushed Metal	391.30	508.70	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	424.00	551.20	
	BVLYBN Bev Bench Brown Fabric	424.00	551.20	
	BVLYGR Bev Bench Grey Fabric	424.00	551.20	
	BVLYLN Bev Bench Linen Fabric	424.00	551.20	
	BVLYOB Bev Bench Ocean Fabric	424.00	551.20	
	BVLYRD Bev Bench Red Fabric	424.00	551.20	
	BVLYWH Bev Bench White Vinyl	424.00	551.20	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	96.30	125.20	
	VIB02-Vibe Cube, Blue	102.25	132.95	
	VIB03-Vibe Cube, Pink	99.25	129.05	
	VIB04-Vibe Cube, Red	102.25	132.95	
	VIB05-Vibe Cube, Yellow	99.25	129.05	
	VIB06-Vibe Cube, Gold/Bronze	99.25	129.05	
	VIB07-Vibe Cube, Champagne	96.30	125.20	
	VIB08-Vibe Cube, Orange	146.25	190.15	
	VIB09-Vibe Cube, White Wtrproof	192.40	250.10	
	VIB10-Vibe Cube, Black Wtrproof	192.40	250.10	
	VIB11 Vibe Cube, Steel Blue Vinyl	148.00	192.40	
	VIB12 Vibe Cube, Silver Vinyl	148.00	192.40	
	Vibe13-Vibe Cube, Purple Vinyl	148.00	192.40	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	254.80	331.25	
	MAR002-Marche Swivel, Grey	254.80	331.25	
	MAR003-Marche Swivel, Linen	254.80	331.25	
	MAR008-Marche Swivel, Mdw Grn	254.80	331.25	
	MAR009, Marche Swivel, Pear	254.80	331.25	
	MAR007-Marche Swivel, Plum	254.80	331.25	
	MAR004-Marche Swivel, Raspberry	254.80	331.25	
	MAR005-Marche Swivel, Red	254.80	331.25	
	MAR006-Marche Swivel, Rose Qtz	254.80	331.25	
	MAR001-Marche Swivel, White	254.80	331.25	

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Total Ottomans: \$

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Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	1954.00	2540.20	
	SFA002- Allegro Sofa	496.15	645.00	
	NPLSOF-Naples Sofa, Black Vinyl	1144.80	1488.25	
	SO2-3pc. South Beach, P. Suede	1459.65	1897.55	
	TANSOF-Tangiers Sofa, Beige	908.20	1180.65	
	KEYSOF-Key Largo Sofa	646.10	839.95	
	FAIRSW-Fairfax Sofa	653.40	849.40	
	S01- South Beach Sofa, P.Suede	745.15	968.70	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	500.50	650.65	
	HOPLV-Hopi Loveseat, Grey Linen	509.60	662.50	
	TANLOV Tangiers Loveseat	728.00	946.40	
	BLVWHT Baja Loveseat White Vinyl	838.00	1089.40	
	MNCHLV- Munich Armless Loveseat	870.00	1131.00	
	NPLLOV- Naples Loveseat, Blk Vinyl	962.80	1251.65	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	572.00	743.60	
	NPLCHR-Naples Chair, Black Vinyl	799.00	1038.70	
	TANCHR-Tangiers Chair, Beige	589.25	766.05	
	CHR002-Allegro Chair	323.75	420.90	
	KEYCHR-Key Largo Chair	427.70	556.00	
	FAIRCW-Fairfax Chair	471.40	612.80	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	864.50	1123.85	
	SFAPWR-Roma Sofa, powered	1392.30	1810.00	
	NPLCHP-Naples Chair, powered	864.50	1123.85	
	NPLSOP-Naples Sofa, powered	1392.30	1810.00	
	NPLLOP-Naples Loveseat, powered	1199.40	1559.20	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	489.60	636.50	
	OCB-Key West Tub, Black	774.80	1007.25	
	MADGRY-Madden Arm Chair, Grey	580.60	754.80	
	BCW-Madrid Chair, White	477.65	620.95	
	LABREA-La Brea Swivel Chair	562.40	731.10	
	HOPCH-Hopi Chair, Grey Linen	327.60	425.90	
	MNCHCC Munich Corner Chair	594.00	772.20	
	MNCHCH Munich Armless Chair	490.00	637.00	
	OCH Madrid Chair, Black	786.00	1021.80	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	301.30	391.70	
	OCMWHT-Meeting Chair, White	343.85	447.00	
	OCMESP-Meeting Chair, Espresso	208.60	271.20	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	3138.20	4079.65	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	BNQTL7- Center Cone, White Vinyl	990.60	1287.80	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	OTS-South Beach Wedge	102.25	132.95	

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

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Total Soft Seating: \$

6.000% Tax*: \$

Amount Due: \$

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Conference Tables &
Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	464.05	603.25	
	CE1-Geo Table, Sq. Chrome	331.95	431.55	
	CF1-Geo Table, Sq. Black	314.95	409.45	
	CE2-Geo Table, Chrome	481.05	625.35	
	CB2-6' Graphite Table	518.30	673.80	
	CB3-8' Graphite Table	628.35	816.85	
	CB1-42" Round, Graphite Nebula	425.10	552.65	
	C508GR-8', Granite	785.45	1021.10	
	CT10GR-10', Granite	1179.10	1532.85	
	CT06GR-6', Granite	665.45	865.10	
	PWRUSB-Powered Table Module	103.75	134.90	
	CB8-42" Round Madison, Grey	236.60	307.60	
	MADC10-10' Madison, Grey	1313.00	1706.90	
	MADC05-5' Madison, Grey	657.80	855.15	
	MADC08-8' Madison, Grey	1313.00	1706.90	
	CONF42-42" Round, White lam	541.80	704.35	
	36ATO Atomic 36" Round, Glass	334.00	434.20	
	42ATO Atomic 42" Round, Glass	334.00	434.20	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	89.20	115.95	
	RSTDIN-Rustique w/ arms, Gunmetal	198.40	257.90	
	CS8-Berline Chair, Black	124.95	162.45	
	CS9-Berlin Chair, Red	124.95	162.45	
	XCHR-Christopher Chr, White Vinyl	143.80	186.95	
	CH002-Wendy Chair, Acrylic	162.00	210.60	
	SC10 Razor Chair	84.00	109.20	
	SC3-Brewer Chair, Onyx	198.15	257.60	
	XC6-Altura Guest Chair	370.95	482.25	
	LMCHR-Laguna Chair, Maple/Chrome	202.80	263.65	
	MALGRY-Malba Chair, Grey	156.00	202.80	
	MALGRN-Malba Chair, Green	156.00	202.80	
	CS4-Syntax Chair, Black/Chrome	283.40	368.40	
	ZENCHR-Zenith Chair-White/Chrome	228.80	297.45	
	SY1-Altura Task Chair	225.25	292.85	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	507.80	660.15	
	PROEXB-Executive Chair High Back	507.80	660.15	
	PROGB-Guest Executive Chair	354.90	461.35	
	PROMDB-Exec Mid-Back, Black	332.80	432.65	
	PROMID-Executive Chair Mid Back	322.15	418.80	

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Total Conference: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

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Café and Communal
Tables

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	233.55	303.60	
	ZTP-36" Maple Top/Black Base	259.80	337.75	
	ZTJ-30" Graphite Top/Black Base	233.55	303.60	
	ZTN-36" Graphite Top/Black Base	259.80	337.75	
	ZTG-30" Silver Textured Top	307.60	399.90	
	ZTQ-36" White Laminate Top	334.90	435.35	
	ZTB-30" Red Top/Black Base	215.90	280.65	
	ZTH-30" Steel Blue Top/Black Base	317.20	412.35	
	ZTA-30" Grey Top/Black Base	317.20	412.35	
	30WH29 -30" White Laminate	250.00	325.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	409.50	532.35	
	30GRHC-Graphite Nebula, Chrome	409.50	532.35	
	30STHC-Silver Textured, Chrome	409.50	532.35	
	30BRHC-Brushed Red Top, Chrome	409.50	532.35	
	30SBHC-Steel Blue Top, Chrome	409.50	532.35	
	30MAHC-Grey Top, Chrome	410.80	534.05	
	30WHHC-White Laminate	342.00	444.60	
Café Tables - Chrome Base 36", Hydraulic				
	36MTHC-Maple Top, Chrome	445.90	579.65	
	36GRHC-Graphite Nebula, Chrome	445.90	579.65	
	36WTHC-White Top, Chrome	445.90	579.65	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	571.65	743.15	
	G30DMW-Café w/ Grmt, Maple	571.65	743.15	
	G30DWS-Café, White Top	571.65	743.15	
	G30DWW-Café w/ Grmt, White	571.65	743.15	
	G30DWP-Café Table- Powered!	835.40	1086.00	

Don't forget
device adapters/
chargers for your
powered tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTBC-Charging Adapter, black	32.75	42.60	
	ADAPTWC-Charging Adapter, white	32.75	42.60	

42" High Tables

	VNTBNP Communal Table Black Top	698.00	907.40	
	VNTMNP Communal Table Maple Top	698.00	907.40	
	VNTWNP Communal Table White Top	698.00	907.40	
	VNTBMW Comm Table Maple Top w/ Grom	698.00	907.40	
	VNTBWW Comm Table White w/ Grom	698.00	907.40	

Powered! 42" High Tables

	VNTBLK Communal Table Black Top	824.00	1071.20	
	VNTWHT Communal Table White Top	824.00	1071.20	

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Total Café: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	269.55	350.40	
	VTP-36" Maple Top/Black Base	258.50	336.05	
	VTJ-30" Graphite Top/Black Base	269.55	350.40	
	VTN-36" Graphite Top/Black Base	279.55	363.40	
	VTG-30" Silver Textured Top	336.70	437.70	
	VTW-36" White Laminate Top	362.20	470.85	
	VTB-30" Red Top/Black Base	249.40	324.20	
	VTH-30" Steel Blue/Black Base	348.40	452.90	
	30WH42 30" White Laminate,	274.00	356.20	
	VTA-30" Grey Top/Black Base	338.00	439.40	
	RSTSQT Rustique Square Metal Bar Table	288.00	374.40	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	409.50	532.35	
	30MTHB-Maple Top, Chrome	409.50	532.35	
	30STHB-Silver Texture, Chrome	409.50	532.35	
	30BRHB-Brushed Red, Chrome	409.50	532.35	
	30SBHB-Steel Blue Top, Chrome	409.50	532.35	
	30WHHB White Laminate, Chrome	342.00	444.60	
	30MAHB-Grey Top, Chrome	410.80	534.05	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	445.90	579.65	
	36MTHB, Maple Top, Chrome	445.90	579.65	
	36WTHB-White Top, Chrome	445.90	579.65	

Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	276.35	359.25	
	BSS-Banana, Black/Chrome	276.30	359.20	
	BS001-Shark, Swivel White	228.20	296.65	
	BS002-Zoey, Swivel White	207.90	270.25	
	BS003-Zoey, Swivel Black	316.75	411.80	
	RSTSTL-Rustique Barstool, Gunmetal	180.20	234.25	
	APS08-Apex Black Vinyl	305.75	397.50	
	APS59-Apex Red Vinyl	305.75	397.50	
	APS75-Apex White Vinyl	305.75	397.50	
	APS12-Apex Blue Ultra Suede	305.75	397.50	
	XBAR-Christopher White Vinyl	245.70	319.40	
	LMBAR-Laguna, Maple/Chrome	254.80	331.25	
	BSR-Syntax, Black/Chrome	309.40	402.20	
	ZENBAR-Zenith, White/Chrome	228.80	297.45	
	BSD-Oslo, Blue	287.75	374.10	
	BSC-Oslo, White	287.75	374.10	
	ROLLBL-Lift Barstool, Black Vinyl	289.40	376.20	
	ROLLGY-Lift Barstool, Grey Vinyl	289.40	376.20	
	ROLLRD-Lift Barstool, Red Vinyl	289.40	376.20	
	ROLLWH-Lift Barstool, White Vinyl	289.40	376.20	

Bars

	BRC-Circle Martini Bar	4510.40	5863.50	
	BR1-Martini Bar	1567.00	2037.10	

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

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

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

Total Bar: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

Order with complete Payment Authorization must be received before Discount
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Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	702.00	912.60	
	JD8-Madison Executive Desk, Grey	829.40	1078.20	
	BC8-Madison Bookcase, Grey	600.60	780.80	
	TECH3B-Tech Desk w/drawers- Powered!	762.60	991.40	
	TECH-Tech Desk- Powered	617.00	802.10	
	TECH3-3-drawer File Cbnt w/Casto	203.85	265.00	

Product Display- Pedestals

	PDL36B-Ped, Locking- Powered!	728.80	947.45	
	PDL42B-Ped, Locking- Powered!	817.20	1062.35	
	PDL36W-Ped, Locking- Powered!	689.80	896.75	
	PDL42W-Ped, Locking- Powered!	817.20	1062.35	

Product Display- Shelving

	PSHCCS-Posh Shelving	542.00	704.60	
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Refrigerators

	R1R-White 14 Cubic Feet	872.70	1134.50	
	R1Q-White 4 Cubic Feet	320.30	416.40	

Lamps

	LA15-Mason Silver Floor Lamp	300.30	390.40	
	LA14-Mason Silver Table Lamp	196.55	255.50	

Mobile Tablet Stands

	TBSTDW-Mobile Tablet Stand, Black	224.05	291.25	
	TBSTND-Mobile Tablet Stand, White	220.95	287.25	

Mobile Tablet Accessories*

	TBBCHR-Tablet, brochure holder	69.55	90.40	
	TBSHLF-Tablet, charging shelf	69.55	90.40	
	TBPNTTR-Tablet, print stand	69.55	90.40	

Have a **Powered** product? Order
the Adapter to make charging
easy!

Chargers and Adapters

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	32.75	42.60	
	ADAPTW-Charging Adapter, white	32.75	42.60	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	471.40	612.80	
	WD3-Work Table	453.20	589.15	

Ordering Tablet Accessories?

Don't forget to also order the Tablet Stand!

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

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

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

Total Exec Accessories: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Friday, February 16, 2018**

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Columbia, MD 21046

Graphics and Signs

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

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	137.90	179.25	
	70010	Horz., 22" x 28"	137.90	179.25	
	70011	Vertical, 28" x 44"	210.20	273.25	
	70012	Horz., 28" x 44"	210.20	273.25	
	70025	Meterboard, 39" x 90.75"	425.30	552.90	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	17.50	22.75	
	70071	Grommets, per sq. ft. - Horizontal	17.50	22.75	
	70066	Pockets, per sq. ft. - Vertical	18.80	24.45	
	70072	Pockets, per sq. ft. - Horizontal	18.80	24.45	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	37.50	48.75	
	70021	Velcro, per ft, min. 5 ft.	2.45	3.20	
	70004	7" x 44" ID Sign	41.25	53.65	
	50094	Floor Easel	35.90	46.65	
	50095	22x28 Sign Holder	119.00	154.70	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	210.60	273.80	

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

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

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

Due to the custom nature of this product, no refunds or cancellations are available.

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

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Upload Deadline **Friday, February 16, 2018**

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

Event Code: M103040318

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phone (410) 737-9270
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mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Graphic File
Upload Instructions

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

Address: https://files.shepardes.com/folders/show?path=FTP+Files%2FDrop+Off%2F-2018%2F03_NFMT%2FEXHIBITOR+UPLOADS

Username: **sesftp**

Password: **ftpftp**

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



NFMT & Smart Building Innovations

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Columbia, MD 21046

Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program	File Extension
---------	----------------

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

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

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

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

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

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

Vector

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

Raster

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

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Order Deadline **Friday, February 16, 2018**

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

Event Code: M103040318

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 phone (410) 737-9270
 fax (410) 737-9274
 mail 7079 Oakland Mills Rd,
 Columbia, MD 21046

Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	4248.75	5523.40
69142	16' x 48"	6752.7	8778.5



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	5166.5	6716.45



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	4180.75	5435.00



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	1841.15	2393.50
69146	48" Double	2523.50	3280.55

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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

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.

Hanging Sign Shipping Labels

R
U
S
H

ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Delivery Hours: M-F, 8-4:30 PM

For:

NFMT & Smart Building Innovations

First day freight can arrive w/o a surcharge:

February 20, 2018

Last day freight can arrive w/o a surcharge:

March 9, 2018

R
U
S
H

ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Delivery Hours: M-F, 8-4:30 PM

For:

NFMT & Smart Building Innovations

First day freight can arrive w/o a surcharge:

February 20, 2018

Last day freight can arrive w/o a surcharge:

March 9, 2018



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

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

Event Code: M103040318

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mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Structural Integrity
Statement

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

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

**NFMT & Smart Building Innovations
Baltimore Convention Center
Shepard Exposition Services**

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

Exhibiting Company _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline

Tuesday, February 27, 2018

Event Code: M103040318

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Columbia, MD 21046

Need a Hanging
Sign?
Check out our
Hanging Signs
Rentals!

Hanging Signs 101

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

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

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

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

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

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

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

Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, March 09, 2018**

Have questions or need
more help?
Our knowledgeable staff
is ready to assist...give us
a call!



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Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double-time: All other hours and holidays

Step One: Tell Us About Your Sign Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		107.50	139.75	\$
69151	OT		161.25	209.65	\$
69152	DT		218.75	284.40	\$

Date of Assembly _____ Start Time _____

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

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		107.50	139.75	\$
69154	OT		161.25	209.65	\$
69155	DT		218.75	284.40	\$

Date of Disassembly _____ Start Time _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		633.75	823.90	\$

Date of Install _____ Start Time _____

*If additional crew or Labor is needed, additional charges may apply.

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

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

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

No refunds or exchanges once item has been delivered to your booth.

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

Event Code: M103040318

Connect With Us!

email baltimore@shepardes.com

phone (410) 737-9270

fax (410) 737-9274

mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision 68069 ☐ Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor
Contact _____

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision 68073 ☐ Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor
Contact _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		633.75	823.90	\$

Date of Removal _____ Start Time _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

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Black (06) ☐ Silver(15) ☐

Truss*

Code	QTY	Item	Discount	Regular	Amount
69094	12"	Silver Box Truss (Per FT)	20.60	26.80	
69094	12"	Black Box Truss (Per FT)	20.60	26.80	
69038	12"	Silver Corner Block	77.25	100.45	
69038	12"	Black Corner Block	77.25	100.45	
70067		Design Fee (Hourly)	128.75	167.40	

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

Truss Details

(Quantity & Size)

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	437.75	569.10	
69016		Half Ton Hoist/Chain Motor	386.25	502.15	
69101		1/4 Ton Hoist/Chain Motor	231.75	301.30	
69019		Rotating Motor 500 LB Limit	412.00	535.6	
69020		Rotating Motor 200 LB Limit	231.75	301.30	

Rotate Clockwise
(right)

☐

Rotate Counterclockwise
(left)

☐

Include the following items with your Truss and Motor Order:

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

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

No refunds or exchanges once item has been delivered to your booth.

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

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

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

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Overhead Rigging
Equipment

For more information, to request a
design/scaled plot, or to place
additional orders
please contact Shepard's Customer
Service Department at:

baltimore@shepardes.com

Total Rigging Equipment: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____



LABOR JURISDICTIONS MARYLAND/DC AREA

LABOR

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. 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

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from 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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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.



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Discount Deadline **Tuesday, February 27, 2018**

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

Labor Hours

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

Shepard Blue Supervised Labor **Supervisory fee is 30% of total cost or \$60, whichever is greater.

Code	Discount	Regular	+30%
68066 ST	86.00	111.80	30%
68067 OT	129.00	167.70	30%
68068 DT	175.00	227.50	30%

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: M103040318

Connect With Us! email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Shepard Blue
Supervised Labor

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

Step One:

Choose Your **Service**

Installation # _____
Dismantling # _____
Both # _____

Step Two:

How Many **People**?

Step Three:

How Many **Hours**?

Step Four:

When Should the Build be **Complete**?

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

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

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

Inbound Freight

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
Contact Arrival Date _____ Time Build Should be Complete _____
Booth Size: _____ X _____ Carpet: ☐ Ordered from Shepard ☐ Exhibitor Owned Carpet ☐ Carpet Padding

Drawings/Photos/Instructions:

Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In crate # _____

Electrical Placement

(exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit

Does Electrical go UNDER carpet? ☐ Yes ☐ No

Graphics:

☐ With Exhibit ☐ Shipped Separately

Other Services Ordered:

☐ Overhead Rigging ☐ Cleaning ☐ AV

Outbound Shipping:

of Crates _____ # of Cartons _____ # of Fiber Cases _____ # of Pallets _____

Ship To: _____

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

Method: ☐ Common ☐ Air ☐ Van ☐ Other

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

*Allow time for empty return when scheduling your pick up

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

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Labor Hours

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Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime:

Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double-time:

All other hours and holidays

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	86.00	111.80	
68061 OT	129.00	167.70	
68062 DT	175.00	227.50	

(68063/68064/68065)

Step One:

Choose your **service**

☐ Installation

☐ Dismantling

☐ Both

Step Two:

How many **people**?

#

#

#

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.

Send a detailed drawing and instructions to us prior to the event.

When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step Three:

How many **hours**?

#

#

#

Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details:

Step Five: Schedule

Date	Start Time	End Time
Installation Request	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name

Cell Email:

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	172.00	223.60	

Flooring Type:

☐ Carpet Rolls

☐ Carpet Squares

☐ Padding

☐ Other

Is electrical to be installed under your carpet? ☐ Yes ☐ No

(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?

Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$

NA Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Exhibitor
Supervised Labor



NFMT & Smart Building Innovations

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Event Code: M103040318

Connect With
Us!

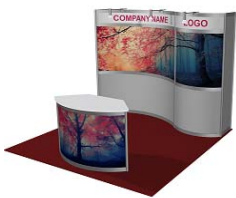
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Inline Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	2675.90	3478.65
66471		The Eddie- 10' x 20'	4357.60	5664.90
66474		The Jonathon - 10' x 10'	1866.80	2426.85
66475		The Jonathon - 10' x 20'	3267.70	4248.00

The Jonathon

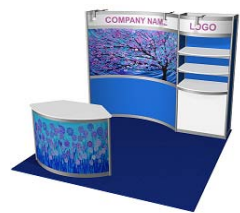


The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	2315.55	3010.20
66478		The Pierce - 10' x 20'	4396.60	5715.60
66484		The Madison - 10' x 10'	2808.00	3650.40
66485		The Madison - 10' x 20'	3328.00	4326.40

The Madison



The Grant

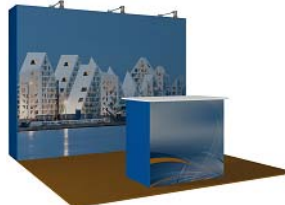


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	2964.00	3853.20
66487		The Grant- 10' x 20'	4108.00	5340.40
66492		The Harrison - 10' x 10'	2724.80	3542.25
66493		The Harrison - 10' x 20'	4004.00	5205.20

The Harrison



The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	2671.30	3472.70
66468		The Hamilton- 10' x 20'	4679.80	6083.75
66473		The Lucy - 10' x 10'	1716.00	2230.80

The Lucy



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

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Inline Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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 phone (410) 737-9270
 fax (410) 737-9274
 mail 7079 Oakland Mills Rd,
 Columbia, MD 21046

Custom Exhibit
Counters

Choose Your Counter & Customize to Fit Your Exhibit!

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

Locking Cabinets

LC1 1Meter Wide



LC2 1.5 Meters Wide



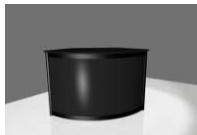
LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	645.05	838.55		
66283		LC2	5' L x 3' 6" H x 1' 9" D	782.80	1017.65		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	475.95	618.75	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	689.95	896.95		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	1496.65	1945.65		

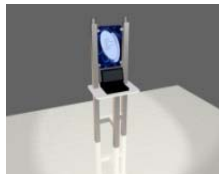
Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color
66285		CS1	3' L x 6' 3" H x 1' 9" D	870.45	1131.60	
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	507.25	659.45	

Graphic Size
 250mm x 700mm
 380mm x 580mm

Don't See what you are looking for or need a tweak to a design?
 Let one of our incredible designers create something just for you!

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Total Counter Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

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fax (410) 737-9274
mail 7079 Oakland Mills Rd,
Columbia, MD 21046

Custom Product
Display and Charging
Stations

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays **Metal Colors** Black (06) Silver (15) White (03)

Panel Colors Black (06) White (03)

Product Displays

Gondolas



GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	6" L x 1' 9" D x 5' H x 1' 9"	460.95	599.25			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	814.10	1058.35	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	770.30	1001.40	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview



Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	1' L x 1' 9" D x 3' 3" H x 1' 9"	870.10	1131.15		
66272		Square	9" L x 1' 9" D x 7' H x 1' 9"	939.40	1221.20		

Charging Units

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	455.00	591.50		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	1493.50	1941.55	Black Only	250mm x 700mm

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Custom Product Display Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Order Deadline **Friday, February 16, 2018**

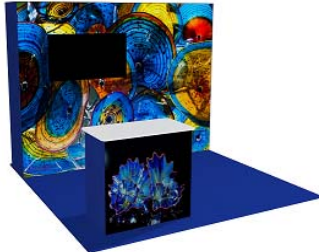
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phone (410) 737-9270
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Columbia, MD 21046

Fabex Booth Rentals

10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	2482.50	3227.25
66558		FX2M1 10' w/Monitor	4491.00	5838.30

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	3037.65	3948.95
66562		FX2M1H 10' w/Monitor	5046.15	6560.00

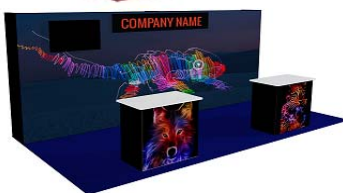
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	4303.00	5593.90
66560		FX2M2 10' x 20' w/Monitor	6311.50	8204.95
66567		FX2H2 10' x 20'	4799.55	6239.40
66563		FX2M2H 20' w/Monitor	6808.05	8850.45

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

****Please Note**** Carpet is not included, to order please refer to the Carpet Order form.

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

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Fabex Rental: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

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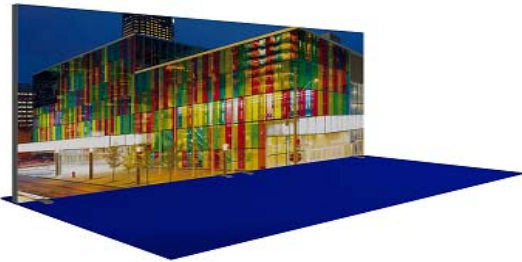
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



FX 12- 8'h x 20'



FX 13- 8' h x 30'



Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	2503.20	3254.15	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	3868.55	5029.10	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	5233.95	6804.15	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

**Don't forget to order Power for
your backlighting!**

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Total Fabex Backlit: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Fabex Backlit
Booth Rentals



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Event Code: M103040318

Connect With
Us!

email ESSRentals@shepardes.com
phone 404-720-8652
fax 404-720-8757
mail

1531 Carroll Drive, NW
Atlanta, GA 30318

Island Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

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

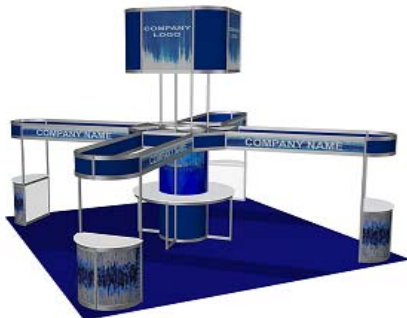
The Monroe



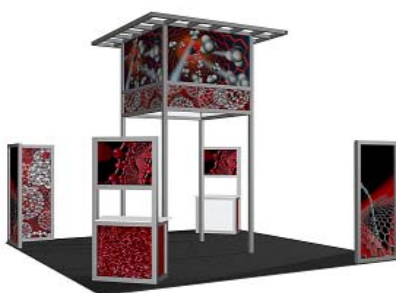
The Washington



The Tyler



The Garfield



Don't See what you are looking
for or need a tweak to a design?
Let one of our incredible
designers create a space just for
you!
Contact an ESS Representative
to get started!

Code	Qty	Item	Discount	Regular
66494		The Monroe	6812.00	8855.60
66368		The Washington	9776.00	12708.80
66495		The Tyler	7274.80	9457.25
66496		The Garfield	7124.00	9261.20

Monitors also
available!
Contact us for
details!

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

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Total Island Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

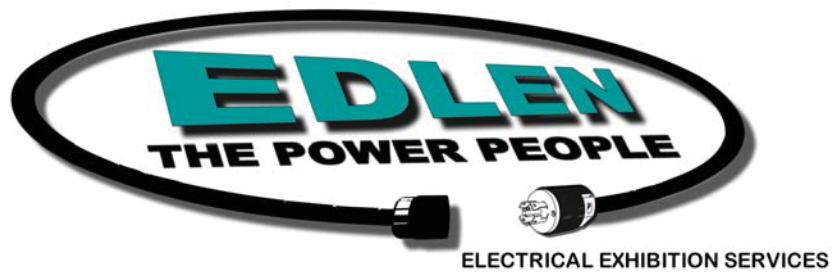
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.



Exhibitor Services Information Manual

* The information contained herein is the property of Edlen Electrical Exhibition Services, Inc.
This information cannot be re-printed or re-distributed without express written consent from Edlen Electrical.

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CORPORATE INFORMATIONAL RELEASE**



Exhibitor Services

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Exhibitor Services

Ordering 120-Volt Power

Equipment Power



Any piece of equipment that plugs into a standard wall outlet found in your home or office will require 120-volt power. This includes lights as well as most office equipment and cooking devices.



Determine the amount of power each piece of equipment requires by looking at its rating stamp. This stamp can be found on the back or bottom of most equipment, but sometimes, manufacturers choose to make it more difficult to find. For example; you may have to look at the transformer plugged into your laptop to find its rating. For objects such as refrigerators and microwaves, the rating can be found inside the door.

Example rating stamp for a HP Laser Jet 2550

110-120V AC
50/60 Hz 5.6A

This rating states the equipment runs on a voltage that can range from 110 volts to 120 volts. 5.6A indicates the equipment uses 6 amps of power. In this case you would order 1-10 amp outlet.

Example rating stamp for “Mr. Coffee” 10 cup coffee maker

1100-Watts 120V AC

This rating indicates the coffee maker requires 1100 watts of 120-volt power in order to operate. In this case, you would order a 1500-watt outlet.

Lighting Power



Determine the amount of power your exhibit lights require by totaling the wattage of each light fixture. If there are (10) 100-watt lights, order (1) 1000 watt outlet.

24-Hour Power



There are two quantity columns. The first column is used when your exhibit only requires power to be left on during show move-in hours and actual show hours. The second column is used when your equipment must be left on 24 hours a day throughout the entire event. If you need 24-hour power, please double the rate.



Exhibitor Services

Payment Information



Advance Order Price or Regular Price depends upon the date Edlen receives your electrical order with payment. In the upper right hand column of the order form you will find the advance price deadline date. Exhibitors that send their order to the appropriate Edlen office (with payment) prior to this date, receive advance order pricing. All orders received after this date are at the regular rate.

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
3010 Builders Ave., Las Vegas, NV. 89101
Ph: (702) 385-6911 Fax (702) 385-1810
lasvegas@edlen.com

Questions? Visit www.edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Electrical Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)			82.00	123.00	
501 - 1000 WATTS (10 AMPS)	1		143.00	215.00	\$143.00
1001 - 1500 WATTS (15 AMPS)			168.00	252.00	
1501 - 2000 WATTS (20 AMPS)			194.00	291.00	
208 VOLT SINGLE PHASE					
5 AMPS			170.00	255.00	
10 AMPS			254.00	381.00	
15 AMPS			291.00	437.00	
20 AMPS - 230 Volt			364.00	546.00	
30 AMPS			434.00	651.00	
60 AMPS			570.00	855.00	
100 AMPS			750.00	1125.00	
208 VOLT THREE PHASE					
5 AMPS			255.00	383.00	
10 AMPS			337.00	506.00	
15 AMPS			388.00	582.00	
20 AMPS			465.00	729.00	
30 AMPS			580.00	870.00	
60 AMPS			759.00	1139.00	
100 AMPS			999.00	1499.00	

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT 1			115.00	174.00	
120 WATT FLOOD LIGHT 2			98.00	147.00	
120 WATT DBL POLE LIGHT 2			152.00	228.00	
300 WATT FLOOD LIGHT 2			120.00	180.00	
300 WATT QUARTZ LIGHT 2			142.00	213.00	
1000 WATT QUARTZ LIGHT 3			247.00	372.00	

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' EXTENSION CORD	2	21.00	\$42.00
MULTI OUTLET STRIP		21.00	

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	1	85.00	\$85.00
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun &)		170.00	

PLACE YOUR TOTAL PAYMENT HERE \$270.00

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:

Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

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.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIVED BY:	

COMPANY NAME: Sample Company	PHONE: 702-385-6911	FAX: 702-385-1810
ADDRESS: 1234 Sample Street Address	CITY: Sample City	ST: NV ZIP: 89101
SIGNATURE: Sample Signature	PRINT NAME: Sample Signature	Country: USA
EMAIL ADDRESS: sample@email.com		
PAID BY: CK AMX VISA MC DISC DINER 4 4 4 4 3 3 3 3 2 2 2 2 1 1 1 1	EXP DATE: 1 2 1 5	
CARD HOLDER SIGN: Sample Signature	PRINT NAME: Sample Signature	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS: 4321 CC Sample Address	CITY: CC Sample City	ST: NV ZIP: 89014



Exhibitor Services

Ordering 208 Volt through 480 Volt Power

Equipment Requiring 208-Volt Power



Equipment requiring high voltage power will range from heavy machinery and medical devices to industrial cooking equipment. Most industrial equipment is rated at 208 volts, but other typical voltages include 220, 230 & 480 volt.



The ratings placed on the equipment will indicate **VOLTAGE**, **AMPERAGE** and **PHASING**. All three ratings are required to order the correct service.

Example rating stamp for Industrial Pizza Oven

208V 60A 3Ph

This rating indicates the equipment runs on 60 amps of 208-volt three-phase power.

208 VOLT THREE PHASE

5 AMPS	_____	_____	255.00	383.00	_____
10 AMPS	_____	_____	337.00	506.00	_____
15 AMPS	_____	_____	388.00	582.00	_____
20 AMPS	_____	_____	465.00	729.00	_____
30 AMPS	_____	_____	580.00	870.00	_____
60 AMPS	_____	_____	759.00	1139.00	_____
100 AMPS	_____	_____	999.00	1499.00	_____

Example rating stamp for Technical Medical Equipment

220V 20A 1Ph

This rating indicates the equipment runs on 20 amps of 220-volt single-phase power.

208 VOLT SINGLE PHASE

5 AMPS	_____	_____	170.00	255.00	_____
10 AMPS	_____	_____	254.00	381.00	_____
15 AMPS	_____	_____	291.00	437.00	_____
20 AMPS	_____	_____	364.00	546.00	_____
30 AMPS	_____	_____	434.00	651.00	_____
60 AMPS	_____	_____	570.00	855.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____



Exhibitor Services



Make sure to order a separate outlet for each piece of equipment. Each piece of equipment requires a separate outlet.

Equipment Requiring 220 to 240 Volt Power



If your equipment requires a higher voltage such as 220 or 230 volt, place your order as follows:

1. Using the 208-volt single phase or three phase sections of the order form, complete the quantity field and total cost column.
2. Write in the actual voltage requirement in the blank area next to the outlet ordered.
3. Just below the 208 volt three phase section of our order form there is an area that allows you to order a transformer to boost your power from 208-volt to approximately 220 or 230 volt. Multiply your amperage ordered by the "per amp" charged noted on the order form. Please note, there is a minimum 20-amp charge.



Always check with one of your technicians before placing your order for 220-volt or 230-volt power. You may find that your equipment can run temporarily on 208-volt power, thus eliminating the need for a transformer.

Equipment Requiring 380 to 480 Volt Power



If your equipment requires 380 volt thru 480 volt power and those services are not listed on the order form, please contact the phone number provided on our order form or call 800-553-3536 for more information. The cost of 480 volt services is available if ordered on-line. Exhibitors requiring 380 Volt power must contact the Edlen office producing the event for additional order information.

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 3010 Builders Ave., Las Vegas, NV. 89101
 Ph: (702) 385-6911 Fax (702) 385-1810
 lasvegas@edlen.com

Questions? Visit www.edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Electrical Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)			82.00	123.00	
501 - 1000 WATTS (10 AMPS)			143.00	215.00	
1001 - 1500 WATTS (15 AMPS)			168.00	252.00	
1501 - 2000 WATTS (20 AMPS)			194.00	291.00	
208 VOLT SINGLE PHASE					
5 AMPS			170.00	255.00	
10 AMPS			254.00	381.00	
15 AMPS			291.00	437.00	
20 AMPS—230 Volt	1		364.00	546.00	\$364.00
30 AMPS			434.00	651.00	
60 AMPS			570.00	855.00	
100 AMPS			750.00	1125.00	
208 VOLT THREE PHASE					
5 AMPS			255.00	383.00	
10 AMPS			337.00	506.00	
15 AMPS			388.00	582.00	
20 AMPS			465.00	729.00	
30 AMPS			580.00	870.00	
60 AMPS			759.00	1139.00	
100 AMPS			999.00	1499.00	

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min. \$66.00

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT 1			115.00	174.00	
120 WATT FLOOD LIGHT 2			98.00	147.00	
120 WATT DBL POLE LIGHT 2			152.00	228.00	
300 WATT FLOOD LIGHT 2			120.00	180.00	
300 WATT QUARTZ LIGHT 2			142.00	213.00	
1000 WATT QUARTZ LIGHT 3			247.00	372.00	

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' EXTENSION CORD			21.00		
MULTI OUTLET STRIP			21.00		

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	1		85.00		\$85.00
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun &			170.00		

PLACE YOUR TOTAL PAYMENT HERE \$515.00

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE
 to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:**Avoid Duplication !!**

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

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.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

COMPANY NAME: Sample Company		PHONE: 702-385-6911		FAX: 702-385-1810	
ADDRESS: 1234 Sample Street Address		CITY: Sample City		ST: NV	ZIP: 89101
SIGNATURE: Sample Signature		PRINT NAME: Sample Name		Country: USA	
EMAIL ADDRESS: sample@email.com					
PAID BY: CK AMX VISA MC DISC DINER		4	4	4	4
		3	3	3	3
		2	2	2	2
		1	1	1	1
		EXP DATE:		1	2
				1	5
CARD HOLDER SIGN: Sample Signature		PRINT NAME: Sample Name			
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS: Sample CC Address		CITY: Sample CC City		ST: NV	ZIP: 89014



Exhibitor Services

Ordering Lights

Floor Supported Light Fixtures



The 150 & 300 flood and quartz lights on our order form are mounted on 8' foot poles and are placed along the side rails of your booth. If you require the lights to be installed in any other location other than the side rails, material and labor charges may apply. Please contact the Edlen office producing your event to discuss any potential cost to place these lights in any other location.

Wall Mounted Light Fixtures



The 100-watt arm light needs to be mounted to the hard wall structure of your booth. These lights cannot be mounted to pop-up displays or to the pipe and drape. If you require the lights to be installed in any other location other than the back wall of your booth, material and labor charges may apply. Please contact the Edlen office producing your event to discuss any potential cost to place these lights in any other location.



Track Lights can be attached or hung in your booth space in a variety of fashions. Please contact the Edlen office producing the event to discuss what options we may offer.

Ceiling Mounted Light Fixtures



The 1000-watt overhead quartz lights (par can lights) are mounted to the ceiling of the convention facility. These lights are normally used to enhance general booth lighting and to highlight signage. We recommend that you contact the Edlen office producing the event where you are exhibiting to discuss your overhead lighting requirements.



Leko lights and additional theatrical lights are normally mounted to the ceiling of the convention facility or the booth itself, depending on the booth structure. These lights can create a variety of effects. We recommend that you contact the Edlen office producing the event where you are exhibiting to discuss your overhead lighting requirements.



Track Lights can be attached or hung in your booth space in a variety of fashions. Please contact the Edlen office producing the event to discuss what options we may offer.



Exhibitor Services

General Order Information



When renting our lights, you are not required to order an electrical outlet for the lights. The rental cost of our lights includes the power for the current consumed.

Exhibitor Services

Examples of Lights

Floor and Wall Mounted Light Fixtures



100-watt Pole Light



100-watt Arm Light



Up Light



300-watt Quartz Lights



150-watt & 300-watt Double Pole Light

Exhibitor Services

Ceiling Mounted Light Fixtures



Leko Lights



1000-watt Overhead Quartz Lights
(Par Can Lights)



Exhibitor Services

Ordering Material

Extension Cords & Power Strips



Exhibitors are allowed to bring their own extension cords and power strips. However, this material must be UL approved, a minimum of 14 gauge, 3 wire and grounded.



Exhibitors also have the option to rent this material from Edlen. Edlen utilizes flat wire extension cords. Exhibitors can choose to pre-order extension cords or power strips when they place their order, or they can simply order them at show site. Exhibitors must pick up this material at the exhibitor service center at show site. Edlen does not deliver this material to the booth space.



Exhibitors requiring the distribution of power throughout their booth space, who want to pre-pay for any material charges, should contact the Edlen office producing their event for an estimate.



Power Distribution Panels



Edlen does not rent power distribution panels and exhibitors are not allowed to bring their own power distribution panels. Exhibitors must order the appropriate 120 volt or 208 volt outlet required to power up their booth equipment.



Exhibitor Services

Ordering Labor

Do you Require Labor?



The rules governing what work requires the use of electrical labor varies by facility and union jurisdiction.



Labor is typically required for:

- Distribution of power under your carpet
- Distribution of power throughout your booth structure
- All high voltage power connections (208-480 volt)
- Installation of lighting hung from ceiling or truss
- Installation of lighting mounted to your booth structure
- Connections to dimmers, disconnect switches or sound & projection equipment
- Network cable runs within booth space or overhead
- Wiring of overhead signs



If you require any of the work listed above, you will need to complete the electrical labor order form included in the exhibitor kit. If there are any questions regarding electrical labor, please contact the Edlen office producing your event. If you do not have that information, please send an email to lasvegas@edlen.com noting the event you will be exhibiting in and the correct contact information will be sent to you.

Labor Form Instructions



Complete the steps that apply on the back side of the Electrical Labor Order Form.



Step 3 informs Edlen that labor will not be required in your booth space.



Step 4 provides credit card information to guarantee payment on services provided.



Step 5 gives Edlen authorization to complete distribution of your power prior to your arrival.



Step 6 requires Edlen to wait until a company representative is on site to supervise our labor.



Step 7 allows the exhibitor to schedule labor for a variety of tasks on multiple days.



Exhibitor Services



Please provide a scaled floor plan of your booth indicating exact outlet locations, booth orientation and a main power drop location for all island booths. ****Please Note:*** Edlen cannot complete your power distribution without this information.

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



3010 Builders Ave., Las Vegas, NV. 89101
Ph: (702) 385-6911 Fax (702) 385-1810
lasvegas@edlen.com

Company:	Sample Company	Bth#	1200
Contact:	Randall Jones		
Phone:	714-222-2222	Fax:	714-222-3333
Event:	SAMPLE EVENT		
Facility	SAMPLE CONVENTION CENTER		
Dates	OCTOBER 5-8, 2009	Event #	099020LV

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____

_____ Date

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: ☒ Master Card ☐ Visa ☐ American Express ☐ Diners Club ☐ Discover

Credit Card # 5555 0000 2222 9999

Expiration Date 09/2010

Authorized Signature: Randall Jones

Print Name: Randall Jones

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation. If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: Randall Jones

Print Name: Randall Jones

Estimated date and time of booth installation: Date: October 3, 2009

Time: 8am

Step 6 Authorized to Proceed With Supervision, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day	Monday	Date	1/5	# of electricians	2	Time	8am	Work requested	Hang track lights
Day	Monday	Date	1/5	# of electricians	1	Time	2pm	Work requested	Hook up 208 volt service
Day	Tuesday	Date	1/6	# of electricians	4	Time	8am	Work requested	Hang and power up static lighting

Day	TUE	Date	10/3	# of electricians	2	Time	2PM	Work requested	Hang lights
Day		Date		# of electricians		Time		Work requested	
Day		Date		# of electricians		Time		Work requested	
Day		Date		# of electricians		Time		Work requested	
Day		Date		# of electricians		Time		Work requested	
Day		Date		# of electricians		Time		Work requested	

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

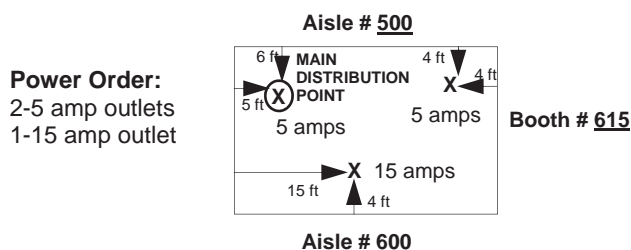
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. Wiring of overhead signs. 6. Condor (for installation of electrical signs and/or rotators). 7. Forklift (for installation of electrical headers and/or light boxes) 8. Assembly and hanging of all static lighting and truss. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

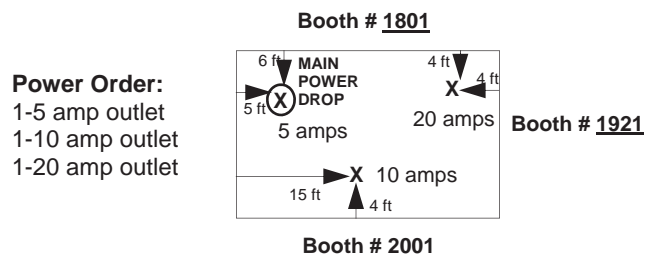
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the ceiling in the North & Central Halls of the Las Vegas Convention Center & Cashman Center. Power comes from the floor in the South Halls of the Las Vegas Convention Center & various hotels.

You must order a separate outlet for each outlet location on your floor plan. **Example:**



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED



Exhibitor Services

Ordering Compressed Air Lines

How Many Air Connections do I Need?



Determine how many pieces of equipment in your booth will require a compressed air line connection.



If you require more than (1) outlet, order the first outlet at the "first outlet" rate. Each additional outlet is at the reduced "additional" outlet rate. Inline and peninsula booths will find their outlet(s) at the rear of their booth space. For island booths, all outlet(s) ordered are dropped to one location (if services are from above) and then distributed on the floor to other locations within the booth space. Time and material charges will apply for all distribution of services, whether on the floor or overhead. Overhead distribution may result in lift cost.

What are the CFM Requirements?



Determine your CFM (cubic feet per minute) requirements. In order to make sure there is sufficient air pressure for your equipment, it is important that you speak with your technician to get this information. If your CFM requirement is 10, multiply that figure by the "per/cfm rate" on the form. Please note that if your equipment takes less than 5 cfm, there is a minimum charge equal to 5 cfm. Enter 5 on the order form.

Order Compressed Air Labor



Determine the labor cost. There is a 1 hour minimum charge for the installation and 1 hour charge for the removal of all compressed air lines. To determine if the work will be performed on straight time or overtime, please reference the move-in and tear-out days of the event, and calculate your estimate accordingly.

24-Hour Services



If 24-hour air is required please call the Edlen office noted in the exhibitor kit for a quote. If you do not know who to contact, please send an email to lasvegas@edlen.com requesting contact information, or call 800-553-3536.

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES

3010 Builders Avenue • Las Vegas, NV 89101

Ph: (702) 385-6911 • Fax: (702) 385-1810

lasvegas@edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Plumbing Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

COMPRESSED AIR: 90-100 LBS. Psi—You must order labor and your CFM (cubic feet per minute) requirements in addition to Air services.

		Advance Price	Regular Price	Total
1	Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	= \$395.00
2	Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	= \$600.00
10	CFM requirements. (There is a 5 CFM minimum)	\$7.00	\$9.00	= \$70.00

If 24 hour air is needed please call for a quote. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=
PSI required: _____ GPM Required: _____			

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

DRAINS:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional outlet within the same booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=

FILL & DRAINS

0 – 200 Gallons.	\$225.00	\$335.00	=
201 – 400 Gallons	\$450.00	\$675.00	=
Each additional 100 Gallons.	\$32.00	\$48.00	=

** Labor is required for the above services. Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

GAS: NATURAL GAS:

Each Gas Outlet in booth	\$ 510.00	\$ 750.00	=
Regulators. Call for a quote.	\$	\$	=

LABOR: Labor charged in 1 hr. increments. (Minimum charge: 1 hour)

2	Straight Time: Monday-Friday 8:00 am – 5:00 pm (except holidays)	\$74.00 per hour	= \$158.00
	Over Time: Monday-Friday 5:00 pm – 8:00 am (all day Saturday, Sunday, Holidays)	\$148.00 per hour	=

TOTAL PAYMENT:	\$1223.00
-----------------------	------------------

For discount price to apply, all orders and payment must be received by this deadline date:

COMPANY NAME: Sample Company		PHONE: 702-385-6911		FAX: 702-385-1810	
ADDRESS: 1234 Sample Street Address		CITY: Sample City		ST: NV	ZIP: 89101
SIGNATURE: Sample Signature		PRINT NAME: Sample Signature		Country: USA	
EMAIL ADDRESS: sample@email.com					
PAID BY: CK AMX VISA MC DISC DINER		4	4	4	4
		3	3	3	3
		2	2	2	2
		1	1	1	1
		EXP DATE:		1	2
				1	5
CARD HOLDER SIGN: Sample Signature		PRINT NAME: Sample Signature			
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS: 4321 CC Sample Address		CITY: CC Sample City		ST: NV	ZIP: 89014
FOR OFFICE USE ONLY		Date Received	Payment Method	Amt Received	Receipted by:



Exhibitor Services

Ordering Water Lines

How Many Water Connections do I Need?



Determine how many pieces of equipment in your booth will require a separate water line connection in your booth.



If you require more than (1) water line outlet, order the first water line at the "first outlet" rate. Each additional water line outlet is at the reduced "additional" outlet rate. Inline and peninsula booths will find their water line outlet(s) at the rear of their booth space. For island booths, all water line outlet(s) ordered are dropped to one location (if services come from above) and then are distributed on the floor to other locations within the booth space. Time and material charges will apply for all distribution of services, whether on the floor or overhead. Overhead distribution may result in lift cost.



Note the number of connections you will require and the size of each connection.

What are your PSI and GPM Requirements?



Please provide your PSI (Pounds per Square Inch) as well as GMP (Gallons Per Minute) specifications. Pressure may vary. Edlen cannot guarantee minimum or maximum pressures. If pressure is critical please arrange to have a pressure regulator valve or pump installed.

Order Water Line Labor



Determine the labor cost. There is a 1 hour minimum charge for the installation and 1 hour charge for the removal of all compressed air lines. To determine if the work will be performed on straight time or overtime, please reference the move-in and tear-out days of the event, and calculate your estimate accordingly.

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES

3010 Builders Avenue • Las Vegas, NV 89101

Ph: (702) 385-6911 • Fax: (702) 385-1810

lasvegas@edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Plumbing Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

COMPRESSED AIR: 90-100 LBS. Psi—You must order labor and your CFM (cubic feet per minute) requirements in addition to Air services.

	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
CFM requirements. (There is a 5 CFM minimum)	\$7.00	\$9.00	=

If 24 hour air is needed please call for a quote. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER:

2	Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=	\$790.00
1	Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=	\$300.00
	Number of connections required: 4 Size of connection required: 1/2"			=	
	PSI required: 90 GPM Required: 1.5				

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

DRAINS:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional outlet within the same booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=

FILL & DRAINS

0 – 200 Gallons.	\$225.00	\$335.00	=
201 – 400 Gallons	\$450.00	\$675.00	=
Each additional 100 Gallons.	\$32.00	\$48.00	=

** Labor is required for the above services. Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

GAS: NATURAL GAS:

Each Gas Outlet in booth	\$ 510.00	\$ 750.00	=
Regulators. Call for a quote.	\$	\$	=

LABOR: Labor charged in 1 hr. increments. (Minimum charge: 1 hour)

2	Straight Time: Monday-Friday 8:00 am – 5:00 pm (except holidays)	\$74.00 per hour	=	\$158.00
	Over Time: Monday-Friday 5:00 pm – 8:00 am (all day Saturday, Sunday, Holidays)	\$148.00 per hour	=	

TOTAL PAYMENT: \$1248.00

For discount price to apply, all orders and payment must be received by this deadline date:

COMPANY NAME: Sample Company		PHONE: 702-385-6911		FAX: 702-385-1810	
ADDRESS: 1234 Sample Street Address		CITY: Sample City		ST: NV	ZIP: 89101
SIGNATURE: Sample Signature		PRINT NAME: Sample Signature		Country: USA	
EMAIL ADDRESS: sample@email.com					
PAID BY: CK AMX VISA MC DISC DINER		<div> <div>4</div> <div>4</div> <div>4</div> <div>4</div> <div>3</div> <div>3</div> <div>3</div> <div>3</div> <div>2</div> <div>2</div> <div>2</div> <div>2</div> <div>1</div> <div>1</div> <div>1</div> <div>1</div> </div>		EXP DATE: 1 2 1 5	
CARD HOLDER SIGN: Sample Signature		PRINT NAME: Sample Signature			
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS: 4321 CC Sample Address		CITY: CC Sample City		ST: NV	ZIP: 89014
FOR OFFICE USE ONLY		Date Received	Payment Method	Amt Received	Received by:



Exhibitor Services

Ordering Drain Lines

How Many Drain Connections do I Need?



Determine how many pieces of equipment in your booth will require a separate drain line connection in your booth.



If you require more than (1) drain line outlet, order the first drain line at the "first outlet" rate. Each additional drain line outlet is at the reduced "additional" outlet rate. Inline and peninsula booths will find their drain line outlet(s) at the rear of their booth space. For island booths, all drain line outlet(s) ordered are dropped to one location (if services come from above) and then are distributed on the floor to other locations within the booth space. Time and material charges will apply for all distribution of services, whether on the floor or overhead. Overhead distribution may result in lift cost.



Note the number of connections you will require and the size of each connection.

Order Drain Labor



Determine the labor cost. There is a 1 hour minimum charge for the installation and 1 hour charge for the removal of all drain lines. To determine if the work will be performed on straight time or overtime, please reference the move-in and tear-out days of the event, and calculate your estimate accordingly.

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES

3010 Builders Avenue • Las Vegas, NV 89101

Ph: (702) 385-6911 • Fax: (702) 385-1810

lasvegas@edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Plumbing Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

COMPRESSED AIR: 90-100 LBS. Psi—You must order labor and your CFM (cubic feet per minute) requirements in addition to Air services.

	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
CFM requirements. (There is a 5 CFM minimum)	\$7.00	\$9.00	=

If 24 hour air is needed please call for a quote. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=
PSI required: _____ GPM Required: _____			

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

DRAINS:

2 Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=	\$790.00
1 Each additional outlet within the same booth	\$300.00	\$450.00	=	\$300.00
Number of connections required: 4 Size of connection required: 1/2"			=	

FILL & DRAINS

0 – 200 Gallons.	\$225.00	\$335.00	=
201 – 400 Gallons	\$450.00	\$675.00	=
Each additional 100 Gallons.	\$32.00	\$48.00	=

** Labor is required for the above services. Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

GAS: NATURAL GAS:

Each Gas Outlet in booth	\$ 510.00	\$ 750.00	=
Regulators. Call for a quote.	\$	\$	=

LABOR: Labor charged in 1 hr. increments. (Minimum charge: 1 hour)

2 Straight Time: Monday-Friday 8:00 am – 5:00 pm (except holidays)	\$74.00 per hour	=	\$158.00
Over Time: Monday-Friday 5:00 pm – 8:00 am (all day Saturday, Sunday, Holidays)	\$148.00 per hour	=	

TOTAL PAYMENT: \$1248.00

For discount price to apply, all orders and payment must be received by this deadline date:

COMPANY NAME: Sample Company		PHONE: 702-385-6911		FAX: 702-385-1810	
ADDRESS: 1234 Sample Street Address		CITY: Sample City		ST: NV	ZIP: 89101
SIGNATURE: Sample Signature		PRINT NAME: Sample Signature		Country: USA	
EMAIL ADDRESS: sample@email.com					
PAID BY: CK AMX VISA MC DISC DINER		<div> <div>4</div><div>4</div><div>4</div><div>4</div><div>3</div><div>3</div><div>3</div><div>3</div><div>2</div><div>2</div><div>2</div><div>2</div><div>1</div><div>1</div><div>1</div><div>1</div> </div>		EXP DATE: 1 2 1 5	
CARD HOLDER SIGN: Sample Signature		PRINT NAME: Sample Signature			
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS: 4321 CC Sample Address		CITY: CC Sample City		ST: NV	ZIP: 89014
FOR OFFICE USE ONLY		Date Received	Payment Method	Amt Received	Receipted by:



Exhibitor Services

Ordering Fill & Drain Services

How Many Gallons are Required?



Fill and Drain requirements are based upon how many gallons of water each object requires.



If there are several objects in your exhibit requiring fill and drain services please order a separate fill and drain for each object requiring water.

Order Fill & Drain Labor



Determine the labor cost. There is a 1 hour minimum charge for the installation and 1 hour charge for the removal of all fill and drain lines. To determine if the work will be performed on straight time or overtime, please reference the move-in and tear-out days of the event, and calculate your estimate accordingly.

AIR & WATER ORDER FORM

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES

3010 Builders Avenue • Las Vegas, NV 89101

Ph: (702) 385-6911 • Fax: (702) 385-1810

lasvegas@edlen.com

COMPANY:	Sample Company Name	BTH #	1001
EVENT:	Sample Plumbing Form		
FACILITY:	Sample		
DATES:	Sample	EVENT#	Sample

COMPRESSED AIR: 90-100 LBS. Psi—You must order labor and your CFM (cubic feet per minute) requirements in addition to Air services.

	Advance Price	Regular Price	Total
Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
CFM requirements. (There is a 5 CFM minimum)	\$7.00	\$9.00	=

If 24 hour air is needed please call for a quote. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

WATER:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional connection within 5 ft. of the main location in booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=
PSI required: _____ GPM Required: _____			

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

DRAINS:

Service charge for 1st outlet at rear of booth	\$395.00	\$595.00	=
Each additional outlet within the same booth	\$300.00	\$450.00	=
Number of connections required: _____ Size of connection required: _____			=

FILL & DRAINS

0 – 200 Gallons.	\$225.00	\$335.00	=
1 201 – 400 Gallons	\$450.00	\$675.00	= \$450.00
2 Each additional 100 Gallons.	\$32.00	\$48.00	= \$64.00

** Labor is required for the above services. Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

GAS: NATURAL GAS:

Each Gas Outlet in booth	\$ 510.00	\$ 750.00	=
Regulators. Call for a quote.	\$	\$	=

LABOR: Labor charged in 1 hr. increments. (Minimum charge: 1 hour)

2 Straight Time: Monday-Friday 8:00 am – 5:00 pm (except holidays)	\$74.00 per hour	= \$158.00
Over Time: Monday-Friday 5:00 pm – 8:00 am (all day Saturday, Sunday, Holidays)	\$148.00 per hour	=

TOTAL PAYMENT: \$672.00

For discount price to apply, all orders and payment must be received by this deadline date:

COMPANY NAME: Sample Company		PHONE: 702-385-6911		FAX: 702-385-1810	
ADDRESS: 1234 Sample Street Address		CITY: Sample City		ST: NV	ZIP: 89101
SIGNATURE: Sample Signature		PRINT NAME: Sample Signature		Country: USA	
EMAIL ADDRESS: sample@email.com					
PAID BY: CK AMX VISA MC DISC DINER		<div> <div>4</div><div>4</div><div>4</div><div>4</div><div>3</div><div>3</div><div>3</div><div>3</div><div>2</div><div>2</div><div>2</div><div>2</div><div>1</div><div>1</div><div>1</div><div>1</div> </div>		EXP DATE: 1 2 1 5	
CARD HOLDER SIGN: Sample Signature		PRINT NAME: Sample Signature			
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS: 4321 CC Sample Address		CITY: CC Sample City		ST: NV	ZIP: 89014
FOR OFFICE USE ONLY		Date Received	Payment Method	Amt Received	Receipted by:



Exhibitor Services

Ordering Natural Gas or Miscellaneous Services

Does the Facility provide for Natural Gas?



Natural Gas is not available at many convention facilities. Please contact the Edlen office producing your event for more information regarding natural gas.

Regulators/Compressed Nitrogen Cylinders



Please contact the Edlen office producing your event for any miscellaneous requirements, such as gas cylinders, etc.



Exhibitor Services

International Exhibitors

The standard electrical system in use at most convention facilities in the U.S. is 120/208 volt three phase with a neutral and 480-volt three-phase. Most countries outside the U.S. use a different voltage and plug configuration from the US. To use anything that requires electricity that is made for use outside the U.S., you must take both the voltage and the plug configuration into account. 208-volt three phase connections are not intended to be used with ANY international power needs and should never be ordered without calling the phone number provided on our order form or calling 1-800-553-3536 for more information.

Equipment Power



Most 220-volt equipment will operate at 208-volts. Almost all 230 and 240-volt equipment and some sensitive 220-volt equipment will not operate properly at 208 volts and will require a transformer to boost the voltage to approximately 230-volts.



Determine the amount of power each piece of equipment requires by looking at its rating stamp. This stamp can be found on the back or bottom of most equipment, but sometimes, manufacturers choose to make it more difficult to find. For example; you may have to look at the transformer plugged into your laptop to find its rating. For objects such as refrigerators and microwaves, the rating can be found inside the door.



The ratings placed on the equipment will indicate **VOLTAGE**, **AMPERAGE** and **PHASING**. All three ratings are required in order to order the correct service.

Example rating stamp for small European Electronic Equipment

100-240V~ 1.6A 50-60Hz*

This rating indicates the equipment runs on 1.6 amps with a range of 100 to 240-volt single-phase a.c. (~) power. This can be powered by ordering either a 5A 208 volt single phase connection or ordering a 500W 120V outlet and using an adapter to the standard US outlet.

208 VOLT SINGLE PHASE

5 AMPS	_____	_____	170.00	255.00	_____
10 AMPS	_____	_____	254.00	381.00	_____
15 AMPS	_____	_____	291.00	437.00	_____
20 AMPS	_____	_____	364.00	546.00	_____
30 AMPS	_____	_____	434.00	651.00	_____
60 AMPS	_____	_____	570.00	855.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____



Exhibitor Services

Example rating stamp for European Coffee Maker

1200W 220-240 Volts 50Hz*

This rating indicates the equipment runs on 1200 watts with a range of 220 to 240-volt single-phase power. To convert 1200 watts to amps, divide 1200 (the wattage) by 200 (the voltage) = 6 amps 208 volt single phase.

208 VOLT SINGLE PHASE

5 AMPS	_____	_____	170.00	255.00	_____
10 AMPS	_____	_____	254.00	381.00	_____
15 AMPS	_____	_____	291.00	437.00	_____
20 AMPS	_____	_____	364.00	546.00	_____
30 AMPS	_____	_____	434.00	651.00	_____
60 AMPS	_____	_____	570.00	855.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____

Example rating stamp for small European Machinery

240V 15A 50Hz*

This rating indicates the equipment runs on 20 amps of 240-volt single-phase power. Because the voltage is over 220-volts, you will need to order a transformer to boost the voltage to approximately 230-volts.

208 VOLT SINGLE PHASE

5 AMPS	_____	_____	170.00	255.00	_____
10 AMPS	_____	_____	254.00	381.00	_____
15 AMPS	_____	_____	291.00	437.00	_____
20 AMPS	_____	_____	364.00	546.00	_____
30 AMPS	_____	_____	434.00	651.00	_____
60 AMPS	_____	_____	570.00	855.00	_____
100 AMPS	_____	_____	750.00	1125.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min. _____

Example rating stamp for large European Machinery

26A 220-240V 3PH 50Hz*

This rating indicates the equipment runs on 30 amps with a range of 220/380 to 240/415 volt three-phase power. 208-volt three-phase will NOT work for this application. If your equipment requires 380-volt thru 480-volt power, please contact the phone number provided on our order form or call 800-553-3536 for more information. Exhibitor's requiring 380 Volt power must contact the Edlen office producing the event for additional order information.



Exhibitor Services

***Note regarding 50Hz. Most equipment for use outside the U.S. is designed for use at 50Hz or 50 hertz. The U.S. electrical system is 60Hz and almost all 50Hz equipment operates at 60Hz. Please check with an engineer who is familiar with the equipment to determine if your 50Hz equipment will operate at 60Hz.**

Lighting Power

There are two items to look at on your lighting that determine what to order so it can be used in the US.



The first item to look at is the voltage of the bulbs. 220-volt bulbs are made for use outside the U.S. and will operate fine on a 208-volt single-phase connection from Edlen. 120-volt bulbs are made for use in the US and will operate fine on a 120-volt outlet from Edlen. To order a 208-volt connection for your 220-volt lighting, add the wattage of all your bulbs together and divide the total by 200. The answer is the total amperage you will need to order. Order the amperage you need under 208-volt single-phase. No more than 15 amps (3000 watts) can be drawn on a multi outlet strip. If you need more than 15 amps for lighting, order the appropriate number of 15 amp connections that you need based on your total lighting amperage.



The second item to look at is the type of electrical plug on the end of your lighting fixtures. The standard outlet we provide for 208-volt power under 20 amps is a NEMA 6-20R. This is NOT the standard U.S. 120-volt outlet that can be converted to with a common travel adapter. We can provide an adapter to a standard European Schucko outlet or strip only. Please bring any power strips and extension cords you will need and an adapter to either a standard European Schucko outlet or a NEMA 6-20R. You may also contact the Edlen office producing the show where you are exhibiting to order a European adapter or strip. Any distribution under carpet or concealed wiring must be performed by Edlen electricians using Edlen's equipment and cords.



Standard US
120V Outlet



NEMA 6-20R
208V Outlet



European Adapter



European Strip



Exhibitor Services

Cost Saving Tips



Remember to place your order prior to the deadline date in order to receive the advance order rates.



For those exhibitors with equipment requiring cord caps or high voltage connections, have your equipment “pre-wired” to match Edlen’s distribution system.

<i>Equipment Power Requirement</i>	<i>Edlen Plug Configuration</i>
5 amps -15 amps of 120 volt power	NEMA 5-15P 2 pole 3 wire grounded
20 amps 120 volt power	NEMA 5-20P 2 pole 3 wire grounded
5 amps - 30 amps 208-volt single or three phase	NEMA L21-30P
60 -100 amps 208-volt single or three phase	60-150 Amp Inline Camlock (male)



When determining your electrical requirements do not rely on your past orders. Make sure to look at all the rating plates on your equipment or speak to one of your technicians so that you do not order more power than is necessary. Or simply contact any Edlen office for assistance in determining your power needs.



Expedite your move-in by allowing Edlen to distribute your power on the floor prior to your arrival at show site. You can do this by authorizing Edlen to proceed without supervision. Simply complete our labor order form and send a scaled floor plan that indicates booth orientation, exact outlet locations and one main power location from which to distribute your power.



When you request an electrician to work in your booth and your supervision is required or requested, please make sure a representative is available to supervise the electrician. If no supervision is available and the electrician returns to the labor desk, there is a minimum 1/2-hour labor charge per electrician requested.



Exhibitors can plug their own 120-volt equipment into the outlets they order. Labor is not required to do this.



Exhibitors who require network cables run on the floor along with their electric, should send their cables ***properly marked with company name, contact & booth number*** to Edlen’s office at the address on the show’s order form. This will allow our electricians to lay the cable at the same time we are laying the electrical.



Installation labor is billed in 1 hour increments. Dismantle labor is charged in 1/2 hour increments or 1/2 the total installation time.



Exhibitor Services



Many convention centers require the electrical contractor to turn off the power each night starting 30 minutes after the close of show. The electrical is then turned back on in the morning no later than 30 minutes prior to the opening of the show. Please order 24-hour power if you require your power to remain on after the show closes.

Power Usage Guide

Item Image	Item Description	Power Use
	Blender	375 Watts
	Cash Register	100-200 Watts
	Coffee Pot (12 Cup)	1200 Watts
	Coffee Pot (4 Cup)	650 Watts
	Coffee Pot (Industrial)	2000 Watts
	Copier	20 amps



Exhibitor Services



Copier (desk top)

10 amps



Crock Pot Cooker

1000-1500 Watts



Desk Top Computer

2-7 amps



Electric Burner –
Double Burner

2000 Watts



Electric Burner – Single Burner

1000 Watts



Electric Drill

400 Watts



Electric Frying Pan

1250-1850 Watts



Electric Oven/Grill

1500 Watts



Exhibitor Services



Fax Machine

5-10 amps



Food Processor

230 Watts



Freezer (Upright)

600 Watts



Fryer

1800 Watts



Griddle

1250-1500 Watts



Hairdryer

1500 Watts



Heat Lamp (single bulb)

250 Watts



Exhibitor Services



Home Theater Receiver

250 Watts



Hot Plate

1200 Watts



Inkjet Printer

100 watts



Iron

1100 Watts



Juicer (Large)

1500 Watts



Juicer (Small)

350 Watts



Laptop Computer

1.2 – 2.5 amps



Laser Printer

5-7 amps



Exhibitor Services



Lead Retrieval

1 amp



Microwave Oven

1000-2000 Watts



Monitor

.5-2 amps



Plasma Screen up to 50"

375-500 Watts



Popcorn Machine

20 Amps



Portable Heater

1500-2000 Watts



Refrigerator 21 cu ft

850 Watts



Exhibitor Services



Refrigerator (up to 19 cu ft)

500 Watts



Scanner

1500 Watts



Steamers

1500 Watts



Stereo System

100 Watts



Toaster

1000 Watts



Toaster Oven

1500 Watts



TV Large

500 Watts



TV Small

200 Watts



Exhibitor Services



Vacuum Cleaner

1450 Watts



VCR

45 Watts



Video Game Consoles

200 Watts



Water Cooler

200 Watts



Water Cooler with Hot Water

600 Watts

Exhibitor Services

Equipment Glossary



BOOTH STRINGER

Electrical cabling placed at the rear of inline booths providing outlet boxes every 10 feet.



CLAMP-ON-FIXTURE

Electrical fixture with C-clamp device for attaching to display.



CUBE TAP/THREE WAY BAR

Adaptor that plugs into a standard wall outlet or extension cord that provides three places to plug in.



DIMMER

A device to control light intensity. Also known as a rheostat.



Exhibitor Services



DISCONNECT SWITCH

Device to permit easy and rapid termination of electrical service.



DISTRIBUTION PANEL

Portable power panel that contains "breakers" that allow you to turn power on an off. This is similar to the breaker panel in your home.



DOG HOUSE/LENNY BOX

An outlet box that can provide up to (3) 20 amp outlets.



DUPLEX OUTLET

An outlet that provides two places to plug in.



Exhibitor Services



FLAT WIRE CABLE & EXTENSION CORDS

Flat electrical cable capable of feeding from 5amp of 120volt power up to 100 amps of 208 volt three phase power. This cable helps to eliminate bumps in your carpet as well as tripping hazards.

FLOOR PORT

Utility box, recessed in the floor, containing electrical, telephone, and/or plumbing connections.

LIGHT BOX

Enclosure with lighting and translucent face of plastic glass.

LOW VOLTAGE

Term applied to currents of 24 volts or less. Must be transformed from normal 120-volt input. Typically used in low voltage lighting.



LEKO LIGHT

Light fixtures that are normally hung from truss or the convention ceiling. These lights provide focused lighting to highlight specific booth product or signage.



PAR CAN/QUARTZ LIGHT

500 to 1000 watt light fixtures that are normally hung from truss or the convention ceiling. These lights provide general lighting for your booth space or to highlight booth signage.

Exhibitor Services



POWER STRIP vs. SURGE PROTECTOR

Both devices are designed to provide multiple places to plug in, however a power strip does not protect your equipment from power surges as a surge protector does.



QUAD BOX

An outlet that provides four places to plug in.



TRANSFORMER

A transformers is used to change the input voltage up or down to produce a desired output voltage. A transformer can also be used to isolate sensitive equipment by creating an isolated neutral.



TWIST LOCK

Type of electrical plugs which are connected by twisting together as opposed to standard male and female plugs.



Exhibitor Services



WHIP/TAIL

Cord and plug that is attached to any device. Many times electrical contractors will have to wire a "tail" on to the exhibitors equipment if the plug attached does not match the outlet provided. This is true for most 208 volt or higher services.

Show Name: _____

Booth #: _____

Company Name: _____

10' X 10'

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

⊕ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

10' X 20'

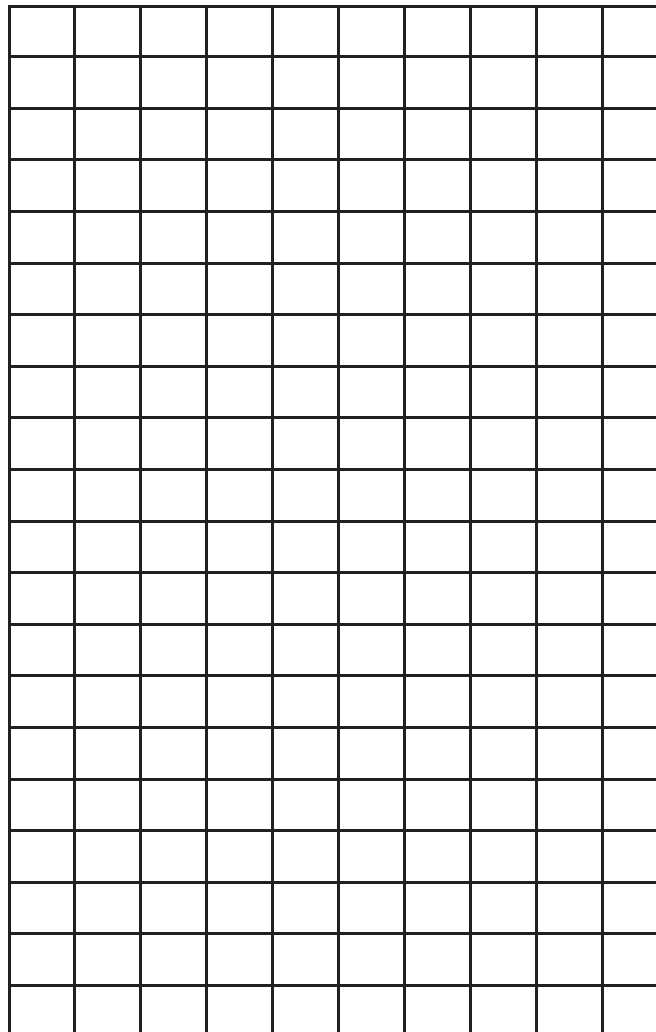
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

10' X 30'

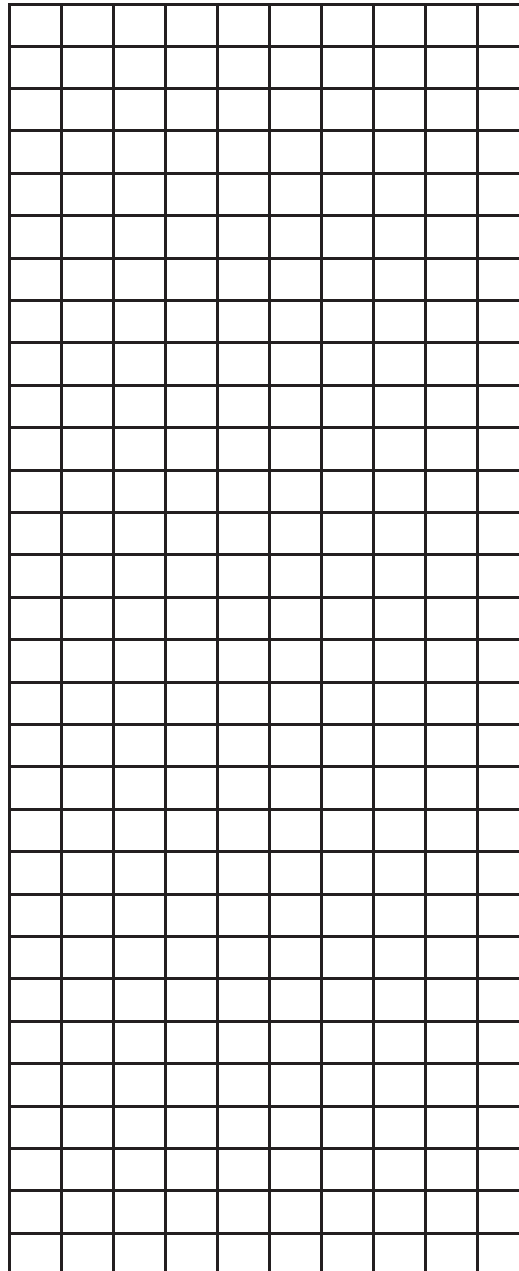
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

20' X 20'

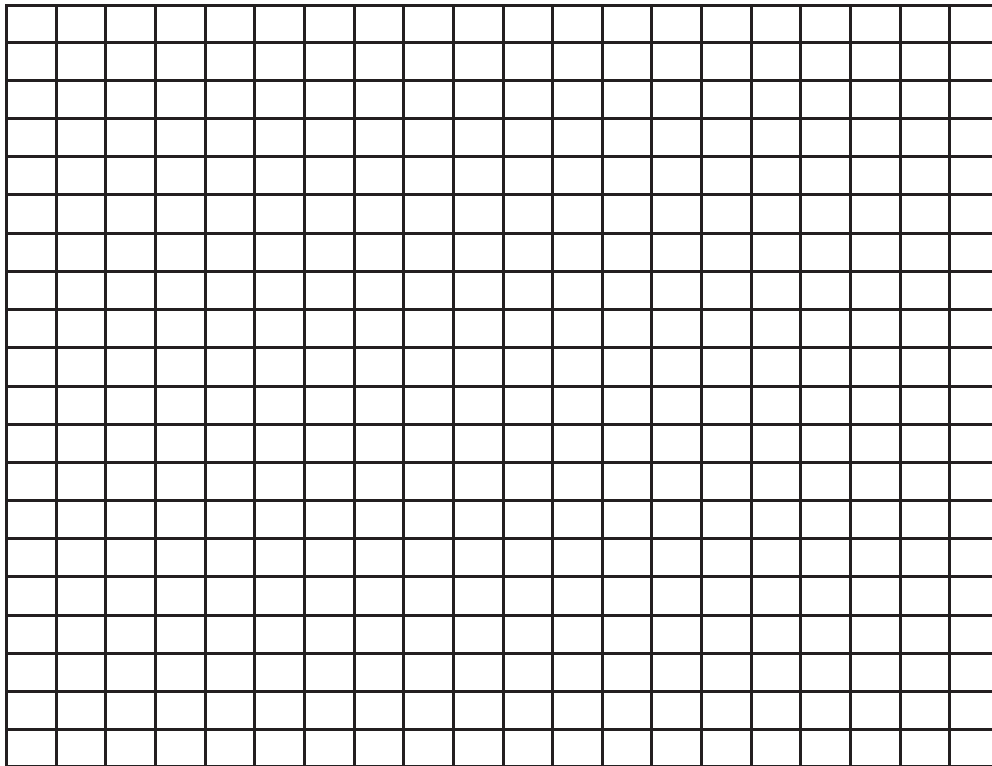
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

20' X 30'

Circle the correct booth type and fill-in the proper orientation around your booth area.

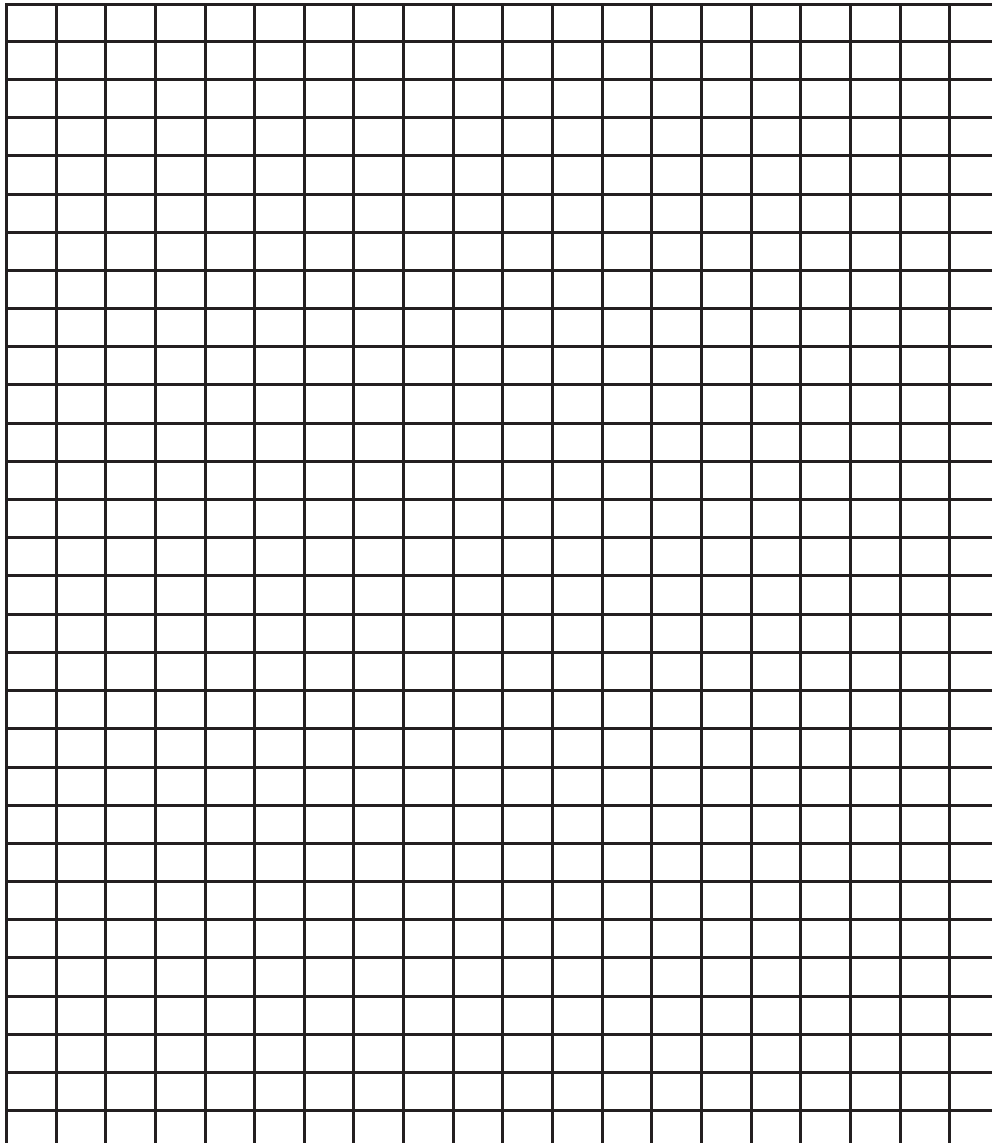
Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

20' X 40'

Circle the correct booth type and fill-in the proper orientation around your booth area.

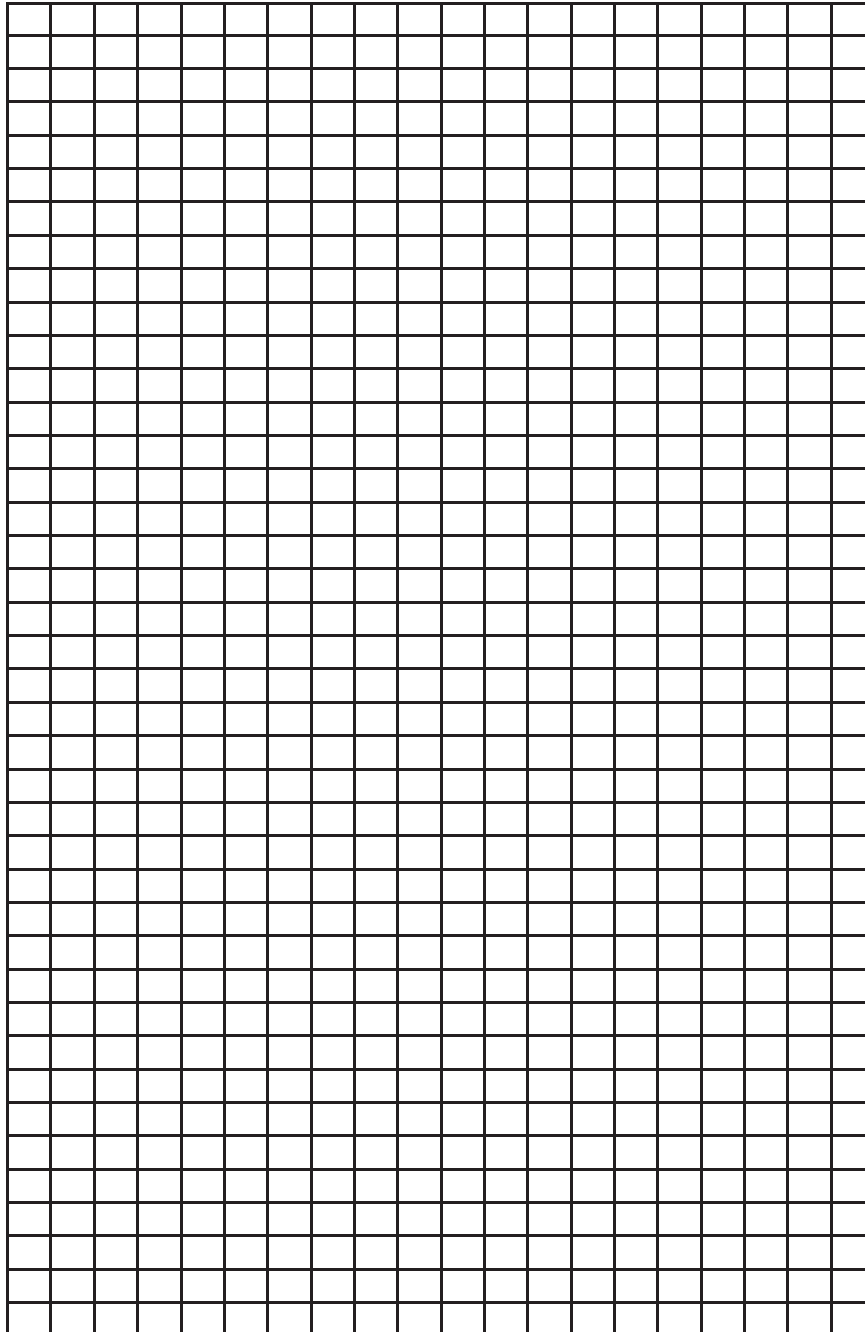
Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Booth #:

30' X 30'

Circle the correct booth type and fill-in the proper orientation around your booth area.

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Booth #:

30' X 40'

Circle the correct booth type and fill-in the proper orientation around your booth area.

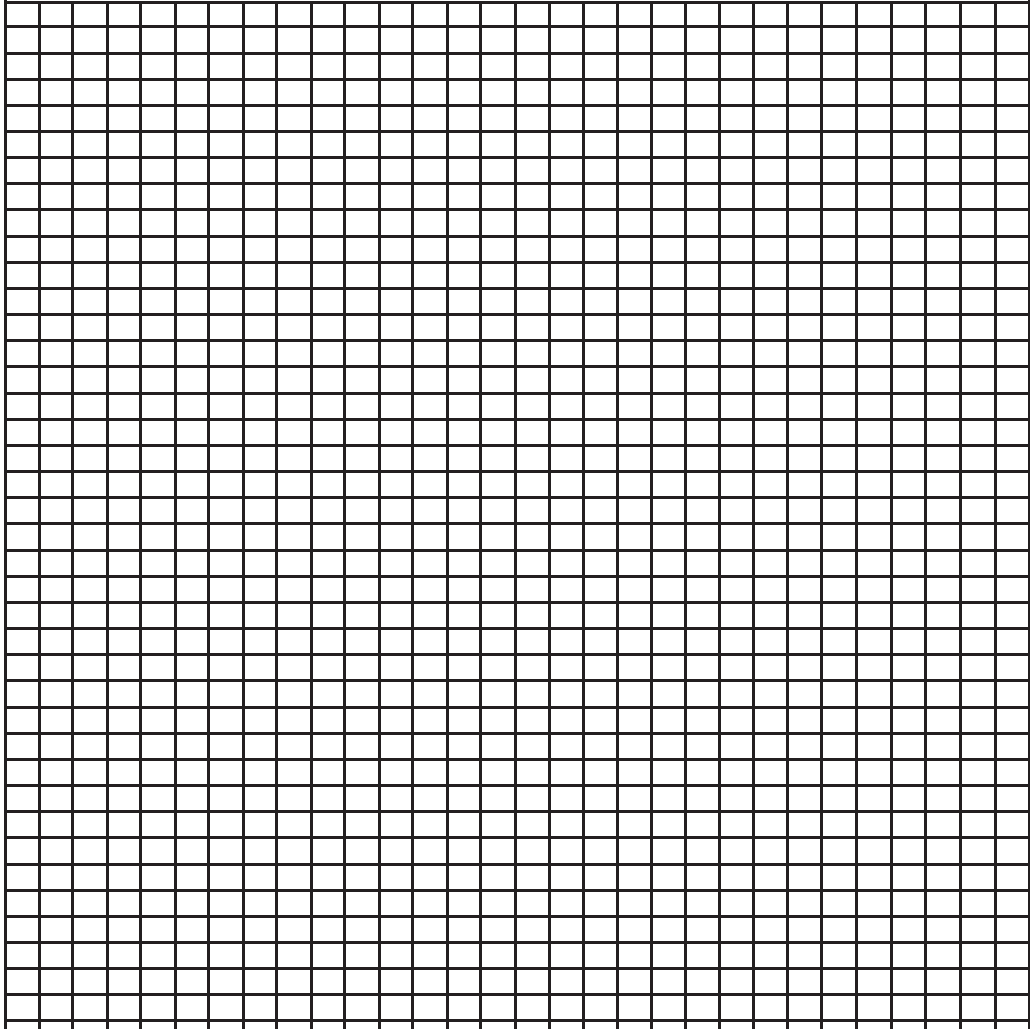
Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Booth #:

30' X 50'

Circle the correct booth type and fill-in the proper orientation around your booth area.

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

40' X 40'

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

40' X 50'

Circle the correct booth type and fill-in the proper orientation around your booth area.

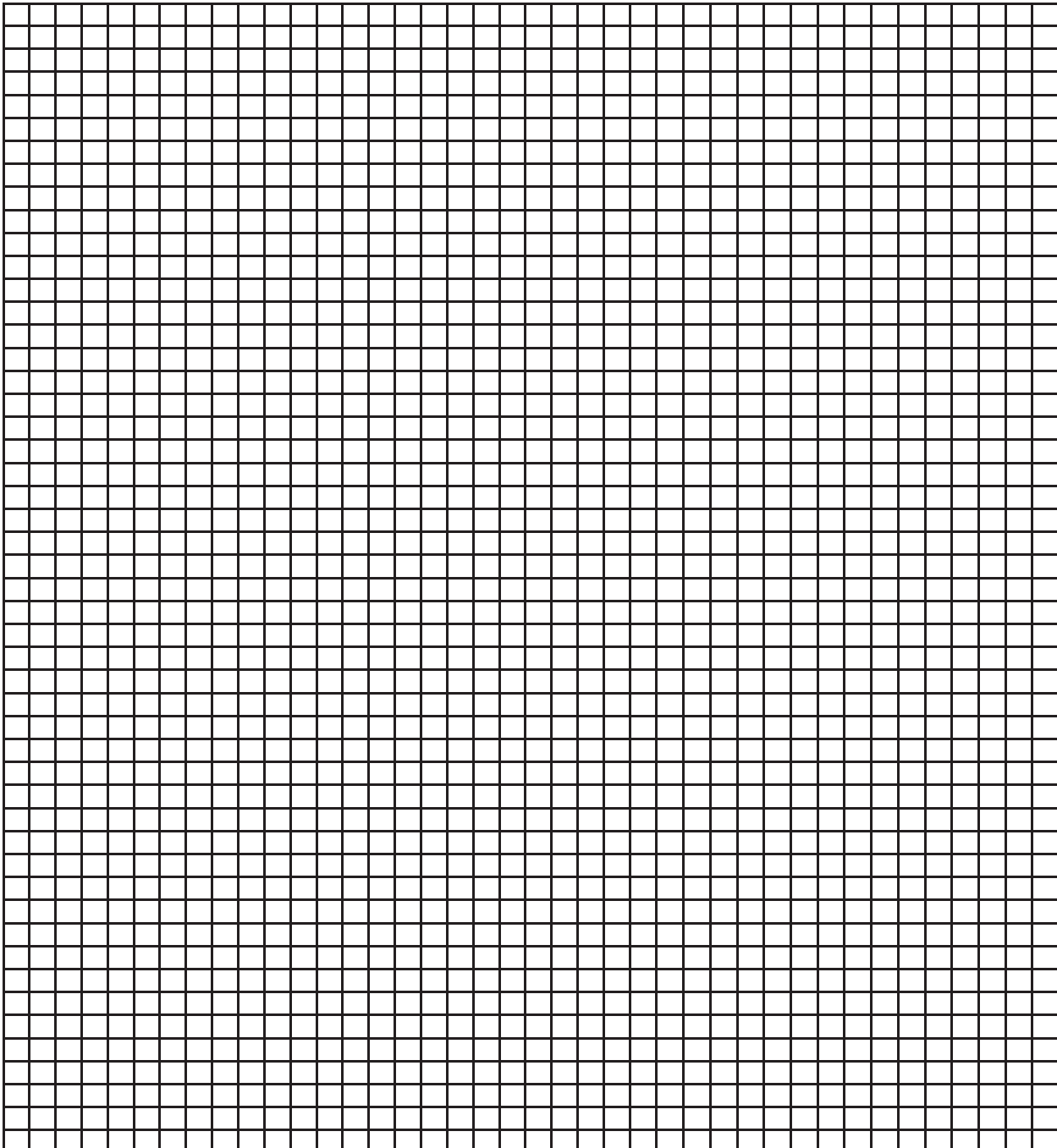
Inline Booth Peninsula Booth Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

Show Name: _____

Booth #: _____

Company Name: _____

40' X 60'

Circle the correct booth type and fill-in the proper orientation around your booth area.

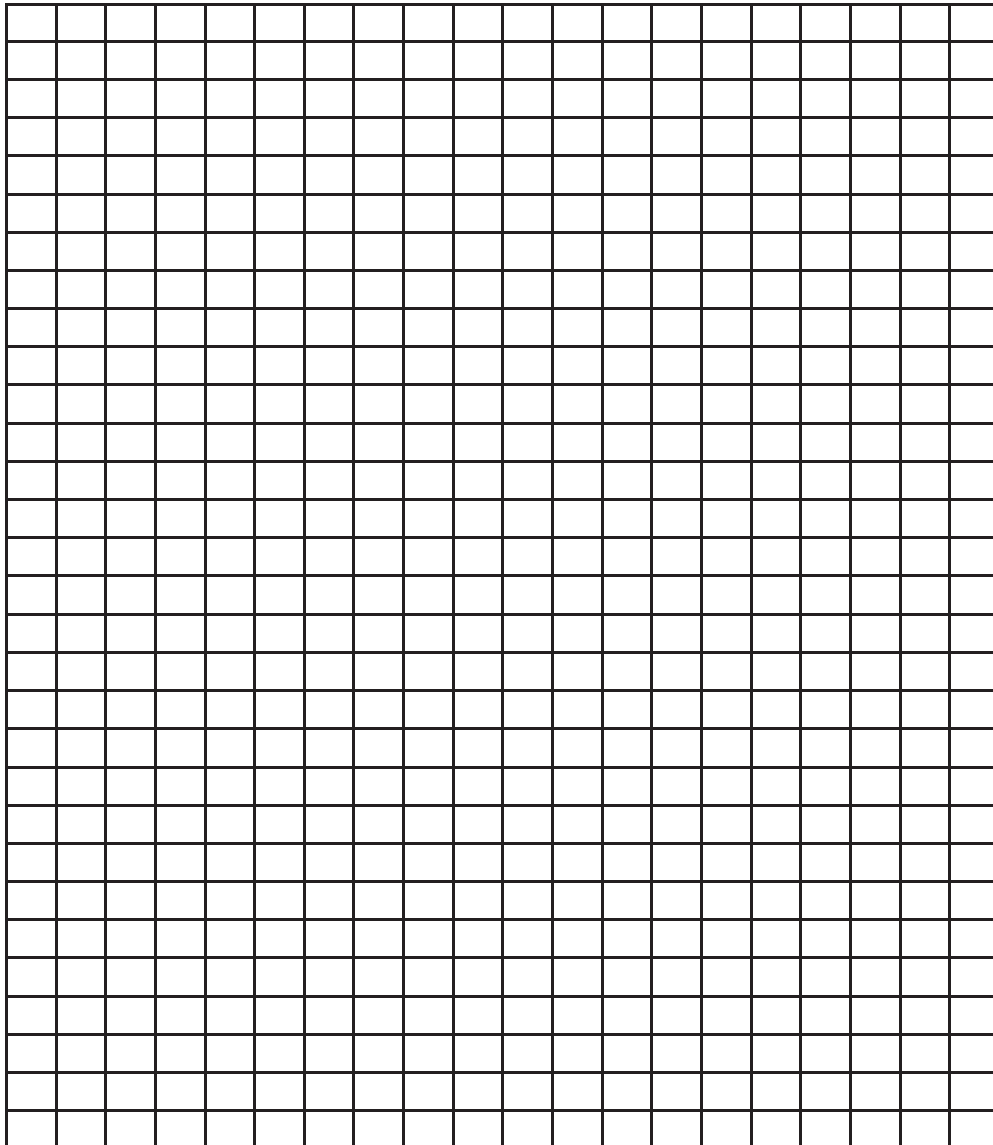
Inline Booth Peninsula Booth Island Booth

1 Square = 2 Foot

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location

● = 2000 watt/ 20 amp

★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp

◆ = 500 watt/ 5amp

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 02/27/18

E ☐ M ☐

EDLEN

The Power People



ELECTRICAL EXHIBITION SERVICES

1 West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

COMPANY:

BTH #

EVENT: NFMT 2018

FACILITY: BALTIMORE CONVENTION CENTER

DATES: March 20-22, 2018

EVENT # 038006BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

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

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening 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.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208/480-08-2015

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

120 VOLT Exhibit Halls A-G & Ballrooms	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			95.00	125.00	
1000 WATTS (10 AMPS)			120.00	150.00	
1500 WATTS (15 AMPS)			140.00	200.00	
2000 WATTS (20 AMPS)			170.00	220.00	
120 VOLT OTHER AREAS					
500 WATTS (5 AMPS)			99.00	150.00	
1000 WATTS (10 AMPS)			125.00	200.00	
1500 WATTS (15 AMPS)			145.00	230.00	
2000 WATTS (20 AMPS)			175.00	275.00	
208 VOLT SINGLE PHASE					
30 AMPS			355.00	490.00	
60 AMPS			550.00	700.00	
100 AMPS			900.00	1200.00	
200 AMPS			2000.00	2300.00	
208 VOLT THREE PHASE					
60 AMPS			725.00	950.00	
100 AMPS			1250.00	1580.00	
200 AMPS			2300.00	2900.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: _____

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

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		90.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		135.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		250.00	

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

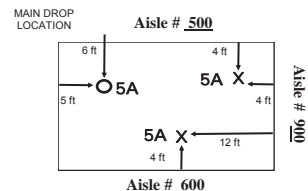
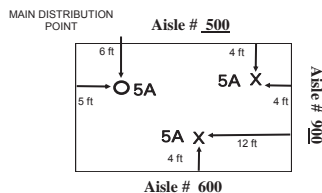
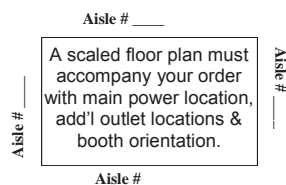
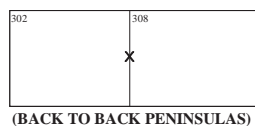
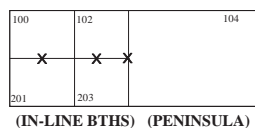
The "Method of Payment Form" must be completed and returned with this order form.

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 the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's 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 - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. 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.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. 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.
13. 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.
14. 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.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire 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.
16. 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.
17. 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.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. 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.
20. 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.
21. 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.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



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

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/27/18



ELECTRICAL EXHIBITION SERVICES
1 West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	NFMT 2018		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 20-22, 2018	EVENT #	038006BA

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

* \$50 processing fee MUST be included with 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.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

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.

☐ VISA ☐ MASTER CARD ☐ AMX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #															
CREDIT CARD NUMBER:										EXP DATE:					
CARD HOLDER SIGN:										PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO					
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE															
ADDRESS:						CITY:			ST:		ZIP:				

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



ELECTRICAL EXHIBITION SERVICES
1 West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	NFMT 2018		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 20-22, 2018	EVENT #	038006BA

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.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Electrical distribution under carpet | 6. Overhead power distribution |
| 2. Data/network cable under carpet | 7. Overhead coaxial (network) cable distribution |
| 3. Connection of all 208V or higher services | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs | 9. Hardwiring of any electrical apparatus |
| 5. Installation of lighting requiring tools for installation | |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
 - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
 - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth _____ Estimated time _____
- Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____
- Show Site Contact with authority to make additions or changes to your order:
Contact Name _____
Contact Company _____
Contact Cell # _____
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



ELECTRICAL EXHIBITION SERVICES
1 West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

COMPANY:		BTH #	
EVENT:	NFMT 2018		
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DATES:	March 20-22, 2018	EVENT #	038006BA

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

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

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

ELECTRICAL LABOR/LIFT RATES & RULES

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

LABOR RATES

Straight time 90.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime 135.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 250.00 per hour

Lift charges will apply to for 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 ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

Advance Payment Deadline Date: 02/27/18



COMPANY:		BTH #	
EVENT:	NFMT 2018		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 20-22, 2018	EVENT # 038006BA	

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle #

PLUMBING ORDER FORM

Advance Payment Deadline Date: 02/27/18

E ☐ M ☐



COMPANY:		BTH #	
EVENT:	NFMT 2018		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 20-22, 2018	EVENT #	038006BA

ELECTRICAL EXHIBITION SERVICES
 1 West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

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

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

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

SERVICE CONNECTIONS

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

AIR LINE RESPONSIBILITIES

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

WATER PRESSURE

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

WASTE WATER

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

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
Air Outlet	225.00	315.00	
Additional Connections within 20' of Outlet	184.00	276.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/cfm	9.00/cfm	

Remember to order CFM with air services. Connection size see # 9 on back of form.

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

Water Outlet	300.00	435.00	
Additional Connections within 20' of Outlet	184.00	276.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

Drain Outlet	130.00	275.00	
Additional Connections within 20' of Outlet	184.00	276.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	145.00	185.00	
51 – 200 Gallons	195.00	275.00	
201 – 500 Gallons	310.00	435.00	
Each additional 100 Gallons up to 1,000 Gallons	50.00	70.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	90.00	
OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	135.00	
LIFT (Only required if outlets are dropped from overhead)	250.00	

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

TOTAL PAYMENT	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
The "Method of Payment" form must be completed and returned with this order form	

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
21. Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our website at www.edlen.com
or call the number on the front of this form

INTERNET-TELECOM SERVICE AGREEMENT

SHOW NAME:	SHOW DATES: _____ / _____ / _____ TO _____ / _____ / _____	MOVE IN DATE: _____ / _____ / _____
EXHIBITOR NAME:	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME	BILLING ADDRESS:	
CONTACT:	EMAIL ADDRESS:	PHONE:

** Advance rates are applied to orders received WITH PAYMENT 15 days prior to the first show move-in date

SERVICES	QTY	ADVANCE*	STANDART	TOTAL
Internet - Network Services (10/100 Base T) - Shared				
1. Basic Shared Internet Service (up to 2 Mbps + 1 Private IP address)		\$995	\$1,325	
2. Additional Private IP Address per Device		\$135	\$165	
3. Wireless Internet Access per First Device (Up to 2Mb)		\$835	\$895	
4. Wireless Internet Access per Each Additional Device (Up to 2Mb)		\$135	\$165	
5. Wireless Internet Buyout	Call (410) 649-7097 for quote			
Internet - Network Services (10/100 Base T) - Dedicated				
1. Dedicated 3 Mbps + 5 IP addresses/No addl IP's available		\$3,395	\$4,225	
2. Dedicated 6 Mbps Line + 13 public IP addresses/No addl IP's available		\$6,595	\$8,295	
3. Dedicated 10 Mbps Line + 29 public IP addresses/No addl IP's available		\$8,945	\$10,995	
4. Dedicated 15 Mbps Line + 29 public IP addresses/No addl IP's available		\$12,550	\$15,650	
6. Dedicated over 15 Mbps line + 29 public IP addresses	Call (410) 649-7097 for quote			
Other Internet - Network Services				
1. Switch Rental - unmanaged <input type="checkbox"/> 8 Port <input type="checkbox"/> 16 Port <input type="checkbox"/> 24 Port		\$220	\$260	
2. Patch Cable (25-50' Cat 5)		\$45	\$60	
3. VLAN/Point-to-Point Connection		\$500	\$500	
4. Cable TV - Comcast (per connection)		\$315	\$470	
5. Technical Support (per hour with min 1 hour charge)		\$80	\$80	
Telephone Services				
1. Single Analog Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$315	\$415	
2. Polycom Conference Phone		\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards&Modem Services)		\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$395	\$475	
5. Long Distance Capability? <input type="checkbox"/> Yes <input type="checkbox"/> No (indicate Qty of lines with LD)		\$0.28 per minute		
6. Telephone Handsets Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		free of charge		
7. Voice Mail (per line)		\$20	\$20	
8. Call Forwarding (per line)		\$5	\$5	
9. Call Waiting (per line)		\$10	\$10	
10. ISDN BRI Line		\$645	\$795	
<ul style="list-style-type: none">Credit-card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com3.5% fee will be applied for all credit card payment processingChecks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353 2232, Attention: Martin HusbandsFor online orders please use bcc.mcdean.comFor service and order inquiries please call at 410-649-7097		SUBTOTAL		
		6% TAX		
		3.5% FEE (applied to subtotal)		
		GRAND TOTAL		

All credit card charges will appear under the name "Openband". Payment in full is required prior to the event.

CREDIT CARD NUMBER:	EXP DATE: _____ / _____ / _____	SECURITY CODE:
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTING OF TERMS AND CONDITIONS:	DATE: _____ / _____ / _____

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

<http://www.bccenter.org/downloads/files/MCDeanTerms.pdf>

Audio Visual & Computer Supplier

NFMT 2018

March 19 - 22, 2018 ~ Baltimore Convention Center



Audio Visual One, Ltd.

Video Equipment	Qty	SHOW RATE	TOTAL	CUSTOMER INFORMATION	
20" LCD Monitor		\$250.00		Company Name:	
32" LCD Monitor		\$400.00			
40" LCD Monitor		\$475.00		Address:	
42" Plasma Display		\$500.00			
50" Plasma Display		\$750.00		City:	
60" Plasma Display		\$1,200.00		State:	Zip:
*Hardware - Floor stand		\$50.00		Ordered By:	
Shelf for Floor stand		\$20.00		Phone #:	
*Hardware - Wall Mount		\$75.00		Email:	
*Hardware - Table stand		\$25.00			
VGA, HDMI, or USB (Circle Hook-up Option)		\$10.00			
Plasma Display & LCD labor install fee		\$90.00			

Audio Equipment	Qty	SHOW RATE	TOTAL	ON-SITE INFORMATION	
70 Watt Sound System with 2 Speakers		\$75.00		Exhibitor Booth #:	
UHF Wireless Lavalier Microphone		\$100.00		Rep. Contact Name:	
UHF Wireless Hand-held Microphone		\$100.00		Cell Phone Number:	
UHF Wireless Headset Microphone		\$100.00		Delivery DATE / TIME:	
4 -Channel Mixer		\$40.00		Dismantle DATE/TIME:	

Video Projection Equipment	Qty	SHOW RATE	TOTAL	Ordering Information
Sanyo LCD 2200 Lumen Projector		\$250.00		Discount Deadline: March 9, 2018
Sanyo LCD 3300 Lumen Projector		\$285.00		Orders received after deadline submission add 20% late fee.
Sanyo LCD 5000 Lumen Projector		\$335.00		
6' Tripod Screen		\$45.00		
8' Tripod Screen		\$45.00		

Laptops & Accessories	Qty	SHOW RATE	TOTAL	Ordering Information
Laptop Duo Core, 2Gig, DVD-rom		\$250.00		Equipment charges are for the length of the tradeshow.
Mouse & Keyboard (Wireless)		\$20.00		Delivery Fee add \$95.00 as listed on order form.
Blu Ray DVD Player		\$65.00		Late fee and Onsite fee add 20% based on sub-total of equipment.
HP LaserJet 4000N Printer		\$100.00		Union Facilities add 20% union fee based on sub-total of equipment.

Video Walls / LED Displays / Mac Computers	Qty	SHOW RATE	TOTAL	Cancellations
Laptop Duo Core, 2Gig, DVD-rom		\$250.00		Cancellation of order must be processed 72-hours prior to Delivery Date.
Mouse & Keyboard (Wireless)		\$20.00		Orders received after 72-hour deadline will be processed at full rate.
Blu Ray DVD Player		\$65.00		One hundred percent of rental fees apply for any equipment delivered on show-site.
HP LaserJet 4000N Printer		\$100.00		

Conference & Meeting Room Equipment	Qty	SHOW RATE	TOTAL	Equipment Guarantee
Video Walls / LED Displays / Mac Computers			Call for Quote	AV1's equipment guarantee is as follows:
Conference & Meeting Room Equipment			Call for Quote	AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.
Computer Labs / Cyber Cafes			Call for Quote	

Special Instructions:	Subtotal Equipment	Tax	Delivery Fee	20% Late Fee	Total Order
		N/A	\$ 95.00		

Method of Payment	AUDIO VISUAL ONE, Ltd.
Card Number: _____ Exp Date ____ / ____ CID # ____	Please Submit order to:
Cardholder's Name (as appears on card): _____	Erica Cross-Show Services Coordinator
Cardholders Signature: _____	724 Crepe Myrtle Circle
	Apopka, Florida 32712
	407.666.5382 ph. - 407.880.0736 fx.
	ecross@audiovisualone.com
	All orders will be processed within 48-hours or receipt.
	Please call to confirm that your order is being processed.

CLEANING SERVICE



ALL CONVENTION CLEANERS, INC.

2335 Mountain Top Rd.

Winston, GA 30187

P: 770-949-3441 F: 770-949-3358

accinc@bellsouth.net

ORDER DEADLINE DATE

March 14, 2018

Any orders received after the deadline date will have a 10% increase.

BUILDING OPERATING MANAGEMENT'S

NFMT

March 20 - 22 2018 • Baltimore

SMART BUILDING INNOVATIONS

BOOTH VACUUMING

- Our basic price includes vacuuming (Minimum of 100 sq. ft.) and emptying of wastebaskets in your exhibit area

- Choose the basic cleaning service you prefer

VACUUM BOOTH DAILY (3 Days)

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth
 _____ x **\$0.80** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

VACUUM BOOTH FIRST DAY ONLY

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth
 _____ x **\$0.30** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

SHAMPOOING

- Shampooing to be performed before initial opening of show.

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth
 _____ x **\$0.35** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

TILE MOPPING

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth
 _____ x **\$0.35** = \$ _____
 Total Sq. Ft. Daily Price Per Sq. Ft. Daily Rate x Number of Show Days = \$ _____ Total Cost

EXHIBIT CLEANING

- Special booth cleaning other than during show hours, @ \$25.00 per hour. (1 hour minimum, per day)
Please Provide Instructions.

_____ x **\$25.00** = _____
 No. of Hrs. Per Hr. Total Cost

PORTER SERVICE (Does not include Carpet Vacuuming)

- * NOTE: Rates are determined by the total square footage of your booth regardless of area to be cleaned. Prices are based on single level booths. If vacuuming or porter service is required on the upper level of the booth, the square footage must be added.

PORTER SERVICE RATES

Booth Size	One Day	Duration of Show
0-500 sq. ft.	\$50.00	\$150.00
501-1500 sq. ft.	\$60.00	\$180.00
1501-2500 sq. ft.	\$70.00	\$210.00
2501-3500 sq. ft.	\$80.00	\$240.00
3501 and larger	Determine by adding 3500 sq. ft. plus the difference between 3500 sq. ft. and the total size of the booth.	

- Periodic Porter Service (empty wastebaskets and check floor area at two hour intervals during show hours)

FULL TIME PORTER

- * A full time Porter can be ordered for your booth at the service desk. The price will be determined on show site.

SPECIAL CLEANING REQUESTS

- * Please indicate on the lines below any special cleaning requests or instructions that you may have. We would be happy to call and provide pricing.

QUICK TIPS FOR EASY EXHIBITING

- * To eliminate any misunderstanding regarding your invoice please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night the service was to have been performed.

- * General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

TOTAL COST ENTER AMOUNT

Total Cost For All Services

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ (STREET) _____ (P.O. BOX) _____ (CITY) _____ (STATE) _____ (ZIP) _____

ORDERED BY _____ (Please Print) _____ SIGNATURE _____

PHONE # () _____ EXT. _____ EMAIL _____

Make checks payable to All Convention Cleaners.

We also accept **VISA AMERICAN EXPRESS MASTERCARD**



Please mark the appropriate box of the card being used.

Credit Card Account No. _____

Cardholder's Name _____ Expiration Date _____

EXHIBITOR CATERING MENU

2018



GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting attendees in your booth.

- Centerplate is pleased to be the exclusive caterer in the Baltimore Convention Center to provide all of your food, beverage and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER.**
- If your company manufactures, produces or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon Centerplate's approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**

- To availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received less than five business days out from your event, may incur a 20% late fee for expedited services or charges that may arise to ensure your event.

- Cancellations prior to five business days in advance of the scheduled event date will receive a refund. Cancellation of services within three business days of the event date will be subject to payment in full.

- Each booth service order is subject to a \$60 delivery fee.

- No unconsumed food or beverage may be returned for a credit, except for estimated beverages served from a Centerplate bar.

- A 22% service charge will apply to all food and beverage charges. 6 % state sales taxes will apply to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% will apply to alcoholic beverages.
- Our catering services are provided on high quality disposable ware and are drop-off services (*unless otherwise noted*). We will be glad to coordinate specialty equipment*, linens*, flowers and amenities to optimize services in your booth (*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).
- Client is responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provide contracted service(s).
- Client responsible to contact Edlen at 410.649.7321 for electrical services.
- Trash cans, garbage removal, tables and other equipment are to be arranged through your show's general contractor.
CENTERPLATE CANNOT SUPPLY THESE ITEMS FOR YOUR BOOTH.
- All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, MasterCard, Discover and American Express in full pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.
- It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.



NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Coffee

Three gallon units (approximately 36 cups)

\$180

Lavazza® Espresso Bar*

Includes espresso machine, 100 espresso pods, gallons of milk, three seasonal flavored syrups, whipped cream, condiments and supplies

\$1700

(Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

Freshly Brewed

Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$180

Restock: above items, excluding barista

*Advance order notice of two weeks is required

\$1450

Freshly Brewed Baltimore's Zeke Coffee

Three gallon units (approximately 36 cups)

\$210

Starbucks® Gourmet Coffee Bar

Includes ten gallons regular and three gallons of decaffeinated Starbucks house blend coffees, three gallons of hot water with Tazo flavored tea bags, three seasonal flavored syrups and whipped cream (approximately 175 servings)

\$1120

Freshly Brewed Baltimore's Zeke Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$210

Morning Coffee Package

Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea

\$360

Additional Starbucks Coffees or Tazo Tea

Three gallon units per selection (approximately 36 cups)

\$210

Keurig K-Cup Coffee Service

Includes machine rental and fifty assorted K-Cups

\$275

(select either Coffee/Tea Package or Coffee Only Package)

Lavazza® Nitro Coffee Bar*

Includes cold brew nitro dispenser, 10 gallons of regular coffee (approx. 150 8 oz servings), condiments and supplies (Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

\$1150

*Advance order notice of two weeks is required

Additional K-Cups & Supplies

\$225

Keurig Starbucks K-Cup Coffee Service

Includes machine rental and fifty assorted K-Cups

\$375

(select either SB Coffee/Tea Package or SB Coffee Only Package)

Additional Starbucks K-Cups & Supplies

\$325



2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Iced Tea

Three gallon units (approximately 36 cups)

\$135

Individual Bottled Juices

Twelve juices to include orange, apple and cranberry

\$48

Freshly Brewed Southern Sweet Tea

Three gallon units (approximately 36 cups)

\$135

Individual Bottled Naked Smoothies

Six pack may include Berry Blast, Mighty Mango, Strawberry or Protein

\$36

Housemade Classic Lemonade

Three gallon units (approximately 36 cups)

\$135

Red Bull® Energy Drink

Six pack of regular or sugar-free

\$36

Housemade Specialty Lemonade

Three gallon per flavor selection (approximately 48 8oz servings);
Strawberry, Watermelon, Thai-Basil, Cranberry-Lime or Arnold Palmer

\$150

Individual Bottled Sports Drink

Six pack per selection: Orange, Lemon, Red or Blue

\$48

Assorted Canned Soda

Twelve assorted regular and diet Coco-cola products

\$45

Individual Bottled Water

Twelve pack

\$45

Individual Bottled Sparkling Water

Twelve pack

\$48

Infused Mineral Water (per order)

Three gallon per flavor selection (approximately 48 8oz servings);
Flavors: lemon-lime, melon, cucumber-mint, strawberry-basil or peach-thyme

\$75



2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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A LA CARTE

FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Assorted Freshly Baked Muffins
(two dozen)

\$90

Crème Brûlée Muffins

two dozen buttery brioche muffins
filled with a rich custard

\$110

Assorted Bagels

two dozen may include plain, sesame,
cinnamon raisin and everything

\$80

Assorted Danish

two dozen may include apple, blueberry,
custard and cherry

\$100

Assorted Croissants

two dozen may include butter, almond
topped, chocolate filled and cherry filled

\$130

European Breakfast Pastry Tray

two dozen may include strawberry cheese
pockets, caramel pecan twists, rum buns,
mini bundt cakes and filled croissants

\$110

Chef's Morning Bakery Display

three dozen may include muffins, bagels,
danish and croissants

\$135

Assorted Homestyle Cookies

two dozen may include chocolate chip, sugar,
oatmeal raisin, peanut butter or seasonal selections

\$90

Logo'd Large Sugar Cookies

\$94

Assorted Brownies & Blondies

two dozen may include double fudge, Oreo
and rocky road brownies and toffee blondies

\$90

Assorted Dessert Squares

two dozen may include lemon berry bar,
rocky road brownies, toffee blondies and
seasonal selections

\$100

Rice Krispy® Treats

two dozen plain, chocolate dipped and decorated

\$84

Cupcakes

one dozen per selection:

- Vanilla Cake with vanilla bean frosting
- Devils Food Cake with whipped chocolate buttercream
- Red Velvet Cake with cream cheese frosting
- Carrot Walnut Cake with cream cheese frosting
- Chef's Special Seasonal

\$75

Italian Biscotti

two dozen plain and chocolate dipped

\$76

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



A LA CARTE

FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Assorted Granola Bars
(one dozen)

\$48

**Assorted Kellogg's
NutriGrain® Bars**
(one dozen)

\$48

Individual Yoplait® Yogurts
(one dozen)

\$48

Fresh Fruit Display ^{GF}
(serves 25)

\$175

Bowl of Whole Fresh Fruit ^{GF}
(serves 25)

\$87.50

Individual Bagged Snacks
(one dozen)

\$48

Individual Bagged Fishers Popcorn **\$84**
Choice of 1 flavor per selection (one dozen, 2oz. bags):
Caramel, Butter, White Cheddar or Old Bay

Make Your Own Trail Mix

Housemade granola, dry roasted peanuts, banana chips, M&M's®, cheddar goldfish, mini pretzels and dried fruit (serves 50)

\$500

Housemade Kettle Chips ^{GF}
(bowl serves 25)

\$94

Housemade Potato Chips & Dips ^{GF}
with buttermilk herb and caramelized onion dips (serves 25)

\$150

Tortilla Chips ^{GF}
With salsa and guacamole (serves 25)

\$175

Classic Chex Mix
(bowl serves 25)

\$120

Bar Pub Mix
(bowl serves 25)

\$120

Pretzel Twists
(bowl serves 25)

\$90

Mixed Nuts ^{GF}
(five pounds)

\$160

^{GF} = Gluten Free

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



EXHIBITOR FAVORITES

BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer

PARKING FOR PRETZELS

\$550

Includes 75 jumbo salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, nacho cheese sauce and napkins
Power requirements: 110volt/15amps/single phase

Additional Jumbo Pretzels (each)

\$6

“NUT-THING” TO IT

Includes 200 four ounce bags, machine, bags, attendant for four hours and napkins

\$1750

Flavor options: cinnamon sugar roasted almonds, cinnamon sugar roasted pecans, glazed almonds and pecans or glazed cashews

Power requirements: 208volt/30amps/single phase



FRESH FROM THE OVEN

\$1000

Includes one case of cookie dough, oven rental, oven mitt, spatula, tray, attendant for four hours, biodegradable disposable plates and napkins
Each case includes 240, two ounce cookies

Flavor options: chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selection
Power requirements: 110volt/20amps/single phase

Additional Case of Cookie Dough

\$750

POP TO IT

\$675

Includes approximately 600 freshly popped two ounce servings, machine rental, choice of seasonings, attendant for four hours, popcorn scoop, popcorn bags and napkins

Seasonings (sea salt, along with two choices from the following): Old Bay®, Maple Sugar, White Cheddar Powder, Ranch Powder, Vinegar Powder, Truffle Salt, Chipotle-Cinnamon or Spicy Cajun
Power requirements: 110volt/20amps/single phase

Additional Case of Unpopped Popcorn

\$220

Each case includes 300, four ounce servings, bags and napkins

PRE-POPPED POPCORN

\$165

7 lb (approx. 50 servings) per selection: Butter,

Cheese, Caramel Corn or Glazed with almonds and pecans

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“CHILL OUT”

Ice Cream Novelties

\$3.75

Good Humor® selections may include ice cream sandwiches, strawberry shortcake bars, chocolate éclair bars and king cones (minimum order of 100 pieces)

Premium Ice Cream Novelties

\$5.50

Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with Chloe's® all-natural and gluten-free smoothie pops (minimum order of 100 pieces)

Ice Cream Freezer Daily Rental

\$75

Power requirements: 110volt/20amps/single phase

New Wave Ice Cream Shop

\$1850

Includes rich liquid nitrogen seasonal ice cream made to order, along with two premade Baltimore Taharka® Bros. favorites, mini ice cream cones or petite disposable bowls with spoons; culinary attendant and server for four hours Serves approximately 200 three ounce servings

Taharka Selections: vanilla bourbon, cookie dough, strawberry cheesecake, chocolate fudge brownie, salty caramel, honey graham, key lime pie or seasonal selection
Minimum of 6 ft space required



FISHERS POPCORN BAR

\$700

Selection includes 2 flavors: Caramel, Caramel with peanuts, Cinnamon Caramel, Old Bay Flavored, Old Bay-Caramel Flavored, Butter Flavored, Kettle Corn, White Cheddar Flavored or Cheddar-Caramel Flavored
Serves approximately 800 2oz servings

CINEMA SNACK BAR GF

\$750

Includes 25 bags of White Cheddar Popcorn, Red Swedish Fish®, M&M'S®, Sour Patch Kids®, Milk Duds® and Sweet Tarts®
four ounce disposable cups and napkins
Serves approximately 50

C&C DISPLAY

\$1000

Includes chocolate dipped Oreo cookies, pretzel rods and whole strawberries, double fudge brownies and chocolate chip cookies, freshly brewed regular and decaffeinated coffees, condiments, biodegradable plates and cups and napkins
Serves approximately 50



GF = Gluten Free

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

BREAK SERVICE

BREAK ITEMS

Prices listed are per guest. Minimum of 25 guests.

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Energizing Break

\$12

Baby Carrots with assorted hummus
Hearty Trail Mix
Seasonal Popcorn

GF Walking Chili Break

\$15

Housemade chili con carne, individual bags of corn chips, cheddar cheese, sour cream, jalapeños and hot sauce

Oriole Break

\$12

Individual bags of Butter Flavored Popcorn
Jumbo Hot Pretzels with hot cheese sauce
Mini Hot Dog Sliders with ketchup and yellow mustard

Maryland Snack Break

\$14

Chesapeake Snack Mix
Maryland's Fisher's Popcorn (caramel and white cheddar flavors)
Housemade Old Bay Potato Chips
Baltimore's Kinderhook Chocolate Chip Cookies

Egg-cellent Break

\$10

Selection of deviled eggs; 1 of each per person
AM: Lump Crab; Bacon-Benedict; and Lox & Bagel Topped
PM: California Roll; Buffalo Chicken; and Carbonara Style

Baltimore Fiesta Break

\$10

GF Housemade Tortilla Chips with individual crab & corn salsa
Berger Cookies
Goetze's Caramel Creams®

Give Me "S'more" Break

\$12

Premade assorted smores; assorted s'mores desserts shooters, creamy marshmallow dip with chocolate covered pretzels and graham crackers

Stick To It Break

\$14

Shrimp and Pineapple Satay Skewers
Antipasto Skewers – Italian meats, fresh mozzarella and vegetables
Sweet Skewers – whole strawberries and glazed chocolate donut holes

GF = Gluten Free

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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LUNCH

PLATTER OF SANDWICHES

\$250

25 sandwiches on Chef's selection of breads; garnished with pickles; accompanied by appropriate condiments, disposable ware and napkins
Please select from the following:

- Turkey & Swiss with lignonberry aioli
- Roast Beef & Smoked Cheddar with horseradish cream
- Ham and Havarti
- Grilled Vegetables with roasted garlic hummus

PLATTER OF PETITE SANDWICHES

\$450

90 sandwiches on petite rolls; accompanied by appropriate condiments, disposable ware and napkins
Please select three from the following:

- Chunky Chicken Salad
- Apple Cider Braised Turkey
- Ham with honey mustard
- Roast Beef with horseradish cream
- Classic Tuna Salad
- Watercress Egg Salad
- Fresh Cucumbers with dill cream cheese spread



BOXED LUNCHES

Traditional Sandwich Boxed Lunch \$28

with chips, whole fruit and a cookie
Please select from the following:

- Turkey and Swiss
- Roast Beef and Smoked Cheddar
- Ham and Havarti
- Grilled Vegetables with garlic hummus

Gourmet Wrap Boxed Lunch \$30

with chips, side salad and a cookie
Please select from the following:

- Grilled Chicken Caesar Wrap
- Roast Pit Beef Wrap with BBQ caramelized onions
- Italian Cold Cut Wrap
- Caprese Wrap heirloom tomatoes, fresh mozzarella and basil pesto

Premium Sandwich Boxed Lunch \$32

with chips, side salad and brownie
Please select from the following:

- Apple Cider Brined Turkey Breast with asiago cheese, baby spinach and herb aioli on ciabatta
- Roast Beef with smoked gouda, over roasted tomatoes and horseradish cream on onion roll
- Italian Hero with basil pesto on focaccia bread
- Vegetarian Bánh Mì with fresh cucumbers, pickled onions, lettuce and spicy edamame hummus on grain roll

RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece.

Minimum of 100 pieces per selection

Grilled Chicken Salad

in mini curry cones

\$5

Duck Confit Canape

with whipped lingonberry goat cheese and micro greens

\$6

Pork Belly Bao

Asian glazed pork belly on Chinese steamed bun

\$7

Southern Beef Satay ^{GF}

tender beef tenderloin glazed with a Worcestershire-butter reduction

\$6

Tomato Bruschetta Basket

petit savory dough basket filled with seasoned tomatoes, herbs and toasted parmesan

\$6

Vegan Mushroom Ravioli

topped with pesto and balsamic glaze

\$5

Individual Vegetable Crudites ^{GF}

Roasted Red Pepper Hummus or Spinach Dip

\$6

Individual Crab Salad Shooter ^{GF}

\$7

Thai Chili Shrimp Skewer ^{GF}

glazed and accented with lime zest

\$7

Seared Saku Ahi Tuna ^{GF}

on fresh cucumber round; topped with sriracha aioli and ponzu-lemongrass reduction

\$7

HOT HORS D'OEUVRE

Prices listed are per piece.

Minimum of 100 pieces per selection

Buffalo Chicken Spring Roll

Bleu Cheese Dip

\$4.50

Thai Chicken Skewer

Coconut-Curry Dipping Sauce

\$5

Maple BBQ Glazed Bacon on a Stick

\$5

Philly Cheesesteak Spring Roll

Spicy Aioli

\$4.50

Steak & Potato Skewer

*tenderloin wrapped *tator tot*; Garlic Herb Dip*

\$5

Pan-Fried Edamame Pot Stickers

Spicy Soy Dipping Sauce

\$4.50

Crisp Artichoke Beignets

Chipotle Aioli

\$4.50

Mac & Cheese Bites

Warm Tomato Jam

\$4

Mushroom Risotto Crisp

\$5

Shrimp & Pineapple Satay

\$5

Petit Maryland-Style Crab Cakes

Classic Cocktail Sauce

\$7

^{GF} = Gluten Free

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

RECEPTION DISPLAYS

Display serves approximately 25 guests.

Artisan Cheese Display

\$225

Garnished with dried fruit, nuts and grapes

served with Sliced Baguettes and Assorted Crackers

Sliced Seasonal Fruit and Berries ^{GF}

\$200

Fresh Market Vegetable Crudité ^{GF}

\$200

with Roasted Red Pepper Hummus and Spinach Dip

Antipasto Display

\$300

Italian meats and cheeses, marinated vegetables, assorted olives, artichoke hearts and focaccia bread

Bruschetta and Flat Bread Station

\$250

Served with Roasted Garlic Hummus, Green Olive Tapenade and Tomato-Basil Concassé

Jumbo Shrimp Display ^{GF} (100 pieces)

\$535

with Lemon Wedges and Old Bay Cocktail Sauce

Chips and Dips Station

\$400

COLD OPTION:

• Tomato-Basil Concassé, Edamame Hummus and Crab & Shrimp Dip with Herbed Crostini, Wonton Chips, Flatbreads and Old Bay Potato Chips

HOT OPTION:

• Green Chili-Tomato Queso, Maryland-Style Crab Fondue and Buffalo Chicken-Bleu Cheese Dip with Housemade Kettle Chips, Brïoche "Chips", Tortilla Chips and Corn Chips



^{GF} = Gluten Free

BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval. Beverages charged upon consumption.

Premium Brand Cocktails (by the cocktail)	\$8
Deluxe Brand Cocktails (by the cocktail)	\$7.50
Premium Wines (by the glass)	\$7.50
Deluxe Wines (by the glass)	\$7
Domestic Beer (by the bottle) Budweiser, Bud Light and Miller Lite	\$6.50
Imported/Microbrew Beer (by the bottle) Heineken, Corona Extra, Amstel Light, Seasonal Leinenkugel, Samuel Adams and Baltimore's Heavy Seas	\$7.00
Assorted Canned Soda Regular and diet Coco-cola products	\$3.75
Individual Bottled Water	\$3.75
Individual Bottled Sparkling Water	\$4
Individual Bottled Juices	\$4

INDIVIDUAL PRICED ITEMS

Draft Beer (by the keg)	\$550
Domestic Beer Budweiser, Bud Light and Miller Lite	
Imported/Microbrew Beer Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas	\$650
Beer (by the case; 24 twelve ounce bottles):	
American Premium Beer Budweiser, Bud Light and Miller Lite	\$156
Imported/Microbrew Beer Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas	\$168
House Wine (by the bottle)	\$35
Cocktail Punch (by the gallon) (minimum order of 3 gallons per selection) Pre-Mixed Champagne Mimosa Punch, Bloody Mary's, Red Sangria, White Sangria or Seasonal Selection	\$100
Major Mojitos (minimum order of 50 drinks) Classic Mojito, Orange and Purple Basil made with classic Bacardi	\$8
Baltimore Orange Crushes (minimum order of 50 drinks; plus \$50 orange press rental) Made to order with fresh squeezed orange juice	\$8



A certified Centerplate Bartender is required to dispense all alcoholic beverages in the Convention Center. Alcohol cannot be brought into or removed from the premises.

BEVERAGES

WATER SERVICES

Water Cooler Rental

(by the day)

Power requirements: 110volt/20amps/single phase

\$100

Five Gallon Bottle of Spring Water

(by the bottle)

Includes disposable cups

\$38.50

Cubed Ice (10 lbs)

\$20

PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for your booth

Additional hours above the requested minimum will be charged at \$45 each

\$150

Bartender for your booth

Additional hours above the requested minimum will be charged at \$50 each

(A bartender is required to dispense and serve any alcoholic beverage within the Baltimore Convention Center)

\$175

Chef (Server) for your booth

Additional hours above the requested minimum will be charged at \$60 each

\$200

Labor charges are subject to sales tax.

2018 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

CENTERPLATE BOOTH CATERING ORDER FORM 2018

Company:

Billing Address:

Show Name:

Booth Name:

Booth #:

On-Site Contact:

Contact's Cell Phone:

Notes:

Phone:

Fax:

E-Mail:

Selection	Quantity	Item Price	Day/Date(s)	Start Time	End Time

IMPORTED INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted, including logo'd bottled water and candies. Prices are subject to change without notification. 100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards. Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 22% service charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth. For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com

CENTERPLATE BOOTH CATERING ORDER FORM – PAGE 2

2018

Booth Name:

Booth #:

Selection	Quantity	Item Price	Day/Date(s)	Start Time	End Time

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CREDIT CARD CHARGE AUTHORIZATION ²⁰¹⁸

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

Company Name:			
On-site Contact:			
Company Address - City, State & Zip:			
Phone Number:		Fax Number:	
Event /Booth Name:			
Date(s):			
Method of Payment (circle one):		AMEX	VISA MASTER CARD
Credit Card Number:		Expiration:	

Authorized for additional on-sight services to be charged to card: YES _____ NO _____
Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name (please print name): _____

Cardholder's Signature (required for purchase): _____





Centerplate

SAMPLING OVERVIEW

SAMPLING

Centerplate has exclusive rights within the Baltimore Convention Center to provide, control and retain all food and beverages services throughout the facilities for events including concessions, the sale of alcohol, as well as non-alcoholic beverages, and to provide, control and retain any revenues therefore. The exclusive rights may be waived in the case of trade-exhibit show or convention that are of a food and/or beverage nature and are not open to the general public.

Therefore, it is our policy that any Trade Show Exhibitor who is providing any food or beverage item be required to notify Centerplate, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense beverages that they normally produce in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling alcohol.)

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Centerplate Catering Sales Office, a minimum of three (3) weeks prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Centerplate and the Baltimore Convention Center from any liability related to the food and/or beverage must be provided by the customer, prior to arrival at the center. Accordingly, the exhibiting company agrees to indemnify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only; no cash sales are permitted within the Baltimore Convention Center.

Again, following the sampling guidelines that have been listed below (see sampling form below), exhibitors are allowed to bring in samples of products related to their primary business and distribute them for sampling (excluding alcoholic beverages – see separate guidelines). Centerplate and the Baltimore Convention Center do not assume any liability that may result from such consumption of these food and beverage products.

All items being sampled must follow the samplings sizes: **Non-Alcoholic Beverage: 4 oz. Food: 2 oz**
Maryland law prohibits anyone other than the alcohol license holder to distribute, give away or bring into the licensed establishment (Baltimore Convention Center) any alcoholic beverages. All alcoholic beverages must be purchased from the alcoholic beverage license holder (see separate guidelines).

Show Management is responsible for regulating sample F&B guidelines to their exhibitors.

SHIPPING & STORAGE

If storage is required, exhibitors must make arrangements with Centerplate a minimum of 30 days prior to the event date to ensure space availability

Shipping

- **Dates:** no product will be received 30 days prior to the event
- **Hours:** 6:00am – 2:00pm Monday – Friday
- **Delivery Address:**
Attn: Centerplate – Diana Davis
Loading Dock #15 or 16
1 W. Pratt Street
Baltimore, MD 21201
- Product must have your company name on the package if it is being shipped by another vendor

- ☺ **Storage**
 - Centerplate can provide storage (dry, cold or freezer space) for products prior and during the show. All items will incur a minimum storage fee of \$75 per day, depending on the weight and size of the product, as well as, type of storage required (please call your Catering Sales Representative for an estimate).
- ☺ Centerplate will not resume responsibility for any product or items left in storage after the event date.

FEES

- ☺ **Staffing Needs** (*no outside staffing agency may provide staffing*)
 - TIPS certified Bartenders: fee of \$175.00[≡] per bartender will apply for the first four (4) hours of service. A \$55.00 per hour per bartender overtime charge will apply for each hour thereafter.
 - Banquet Staff: fee of \$150.00[≡] per server/attendant will apply for the first four (4) hours of service. A \$45.00 per hour per server/attendant overtime charge will apply for each hour thereafter.
- ☺ Orders made within seventy-two (72) business hours of the event or on-site orders are subject to a 10% surcharge
- ☺ A delivery fee of \$60.00 is applicable for all deliveries or re-orders.
- ☺ For orders with a food and beverage sub-total of less than \$200 (excludes labor, rentals, service charge and tax), a small service fee will be applied (in addition to the delivery fee).
- ☺ A minimum kitchen labor fee of \$175.00 is applicable for every food prep
- ☺ Labor fees and equipment rentals are subject to a 6% Maryland sales tax
- ☺ All orders are subject to 22% Service Charge and 6% Sales Tax (unless otherwise noted).

PAYMENT POLICY

Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check. **PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.**

CANCELLATION

Cancellations made within seventy-two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

DON'T FORGET

If you are sampling in your booth or on the show floor, you are responsible for providing:

- ☺ Electricity. If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321
- ☺ All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- ☺ Please call for rental equipment or to purchase supplies (see attached sheet below)
- ☺ It will take Centerplate approximately 60 minutes to refresh additional onsite services
- ☺ The Exhibitor must provide own table(s) for all services. Please contact your show decorator.

CONTACT

We look forward to assisting you. Please contact your Centerplate Catering Coordinator, Angela Kelly, at 410.649.7072 with any questions or concerns you may have.



Centerplate

SAMPLING FORM

FOOD/NON-ALCOHOLIC BEVERAGES

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center.

Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Centerplate, three (3) weeks prior to the function.

GUIDELINES:

- A. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
- B. SAMPLING SIZES:
 - 1. **Non-Alcoholic Beverage** limited to maximum of 4 oz.
 - 2. **Food Items** limited to 2 oz
- B. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Food/Beverage Servicing by Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
- C. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- D. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e, coffee, popcorn, sodas, ice cream, candy etc.) **MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.**
- E. A Certificate of Liability Insurance*, naming Centerplate and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:
 - ☑ Comprehensive General Liability: Not less than \$1,000,000
 - ☑ Workers' Compensation: As required by law.
 - ☑ Excess Liability: \$5,000,000.

*A hard copy of this certificate must be mailed to Centerplate (must be received prior to event)

*Certificate should include name of company being insured and event/show name
- F. Fees determined by Centerplate are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

Name of the Event/Show: _____

Date of Event/Show: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip _____

E-mail Address: _____

Contact Phone: _____

Name of Booth: _____ Booth No: _____

On-Site Contact _____ Title _____

On-Site Phone: _____

On-site Contact Information: _____

Product(s) you wish to dispense (including descriptor): _____

Portion Size: _____ Distribution Method: _____

Method of refrigeration and/or heat holding at the booth: _____

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature _____ Date: _____

Centerplate General Manager Signature: _____

Please call Angela Kelly at 410.649.7072 with any inquires or questions.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

CONTAINERS:

☐ WHITE ☐ BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

☐ EMAIL CONFIRMATION COPY ☐ EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

LEAD RETRIEVAL

by 

CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

LEADNET
Lead Retrieval App

ROVER
Lead Retrieval Scanner



Official Lead Retrieval Provider for:

BUILDING OPERATING MANAGEMENT'S
NFMT[®]2018

MARCH 20-22, 2018 | BALTIMORE, MD

SMART  **BUILDING**
INNOVATIONS

www.cteusa.com/ctelead





Lead Retrieval App by CTE



CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

Order Online at:
www.cteusa.com/LG/nfmtb2
or use the order form on the following pages

LeadNet® App Highlighted Features



Use Your Own Device

Live data collection using your own smartphone, tablet or laptop.



Add Custom Notes

Add notes to any lead as you collect them or go back and add notes later.



Instant Access to Leads

Send your lead file right from the app. No waiting until after the event.



Multiple File Formats

Save and send the lead file in multiple file formats.



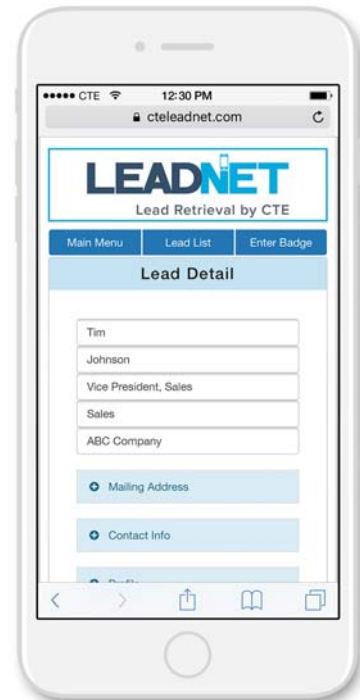
No Download Required

Simply use any device that allows access to a web browser. No need to download an app.



20 Standard or Custom Follow-up Codes

Use follow-up codes to help quickly qualify and organize your leads.



To watch a quick demo video:

Click or copy the link below to your web browser:

www.cteusa.com/ctelead/leadnet-demo

www.cteusa.com/ctelead



ROVER

Lead Retrieval Scanner by CTE



CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

Order Online at:
www.cteusa.com/LG/nfmtb2
or use the order form on the following pages

Rover Scanner Highlighted Features



One Button Operation

Simple one button operation to scan a new badge and easy touchscreen display.



Add Custom Notes

Add notes to any lead as you collect them or go back and add notes later.



Long-lasting Battery Life

Long-lasting battery life of 3-5 days. No need to charge the Rover during the event.



Quick Access to Lead File

Lead files are emailed and made available to download within 1-2 hours after the event ends.



20 Standard or Custom Follow-up Codes

Use follow-up codes to help quickly qualify and organize your leads.



Printer (Optional)

Add a receipt style printer to print a copy of each lead you've scanned.



For more information:

Click or copy the link below to your web browser:

www.cteusa.com/ctelead/rover-wireless

www.cteusa.com/ctelead



CTE LEAD RETRIEVAL ORDER FORM FOR:

NFMT 2018

Baltimore Convention Center

Baltimore, MD

03/20/2018 - 03/22/2018

Fax order to: 847-957-4500

Mail order to: CTE Inc.

1460 Renaissance Drive Suite 209

Park Ridge, IL 60068

Questions? Call 847-957-4500

Place order in advance to guarantee order

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Receipt Email:		
Lead Data Email:		

Rental Terms and Conditions

****NO REFUNDS AFTER 03/02/2018****

A charge of \$2,500 will be made for any Rover, and \$800 for any iPad lost or damaged. \$50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund. Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a \$100 fee.

Unreturned units will be billed at \$100 per day until the replacement fee is accrued.

Order Online at <http://www.cteusa.com/LG/NFMTB2>

CTE LeadNet Web Application

Lead Management Web Application for use on your iPad or any web capable device.

****NOTE:** Internet or cellular data plan connection required.

****NOTE:** Up to 3 logins (unique e-mail addresses) per license.

Price Per Unit Before 03/02/2018: \$285.00 After 03/02/2018: \$310.00

Qty: _____

Rover System

A hand-held portable system with scanner and LCD display. No electrical needed.

Price Per Unit Before 03/02/2018: \$300.00 After 03/02/2018: \$325.00

Qty: _____

Add-On Wired Printer for Rover Scanning Unit

****NOTE:** This Printer REQUIRES 110V Electrical Outlet

Price: \$75.00

Qty: _____

Custom Follow Up Codes

Price: \$60.00

Qty: _____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.

Card Number:	Exp. Date:
Cardholder Signature:	
American Express: [] VISA: [] MasterCard: [] Check Payable to: CTE Lead Retrieval: []	

NFMT 2018

Fax or mail order to: CTE

1460 Renaissance Drive Suite 209, Park Ridge, IL 60068

Fax: 847-957-4500 Phone: 847-957-4500

View package descriptions and pictures at www.cteusa.com/rover

To order on line go to (<http://www.cteusa.com/LG/NFMTB2>)

PACKAGE DESCRIPTION and INFORMATION

Your show management has chosen to offer Lead Management Services for this event. This will allow you, as an exhibitor, immediate access to valuable data on your potential customers. The Lead Management System provides access to demographic information as provided by the attendee (and approved by show management).

CTE

LeadNet: Use your own iPad, mobile phone or laptop to collect leads. Purchase a license for the CTE LeadNet Web Application* to utilize your device to capture your leads in real time. Up to 3 logins are provided per license. Logins are based on e-mail address and require a unique e-mail address for each user. E-mail your leads file at any time from the built in menu for instant access and faster follow ups.

*Internet connection or cellular data plan required.



Rover: A handheld portable data collection system with LCD display. No electrical needed. Unit will be downloaded and the data will be emailed in Excel format at the end of show (The data will also be available in other formats on a web site which will be on the return receipt). The exhibitor simply scans the attendee 2D Barcode and the Rover reads and stores all of your sales leads and displays them on the LCD screen.

*No electrical needed.



Pick up your equipment at the LEAD RETRIEVAL BOOTH and bring it back at the end of the show. Our staff will instruct and show you how to use the equipment.

Create a custom response. Designate up to 20 standard single item responses (E.G. "Send Literature", "Call", etc.) Indicate appropriate follow-up with the attendee. See custom code response sheet.

NFMT 2018

20 Standard Scan Codes Are Provided With All Lead Retrieval Packages

CTE will provide you with a standard scan code sheet onsite when you obtain your lead retrieval package.

How do we use it?

When a prospect enters your booth, first you scan the prospect's badge. Then, using the tap screen you may access the 20 standard qualifiers. You may select however many of the 20 standard codes that apply as qualifiers for your prospect.

How is the information captured?

The scan codes will be captured in electronic format and may be printed in you order the Add on Printer.

The 20 standard codes are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase in 30 Days
16. Purchase in 3 Months
17. Purchase in 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

You may also have 20 codes customized for your company's use. Each customized code can be 24 characters in length. There is a \$60.00 fee for the creation of each customized code sheet of 20 codes. To order customized codes, please complete the Scan Customization Sheet on next page.

NFMT 2018

CTE Scan Customization Order Form

For the creation of custom lead codes, complete this form and submit it with your Lead Retrieval Order Form.

You may have up to 20 customized codes.

Each code can be up to 24 characters in length.

Single response items only, no multiple choice or fill in the blank.

The fee per customized code sheet is \$60.00 USD

Exhibitor Name:	
Exhibitor Contact:	
Phone Number:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

BUILDING OPERATING MANAGEMENT'S
NFMT[®]2018
National Facilities Management & Technology March 20-22, 2018 • Baltimore

SMART BUILDING
INNOVATIONS

March 20-22, 2018
Baltimore Convention Center – Baltimore, MD
Photography Booth Order Form

Photography charge includes up to 4 views; additional views are @ \$25/each

10' booth _____ \$150
20' booth _____ \$200
30' booth _____ \$250

All images are delivered electronically within 10 days of conclusion of event. Client has full reprint rights.

Front view: _____ Side view: _____ With people: _____ Without people: _____ With staff: _____

W/O staff: _____ With customers: _____ Without customers: _____ Other (please specify: _____

Exhibitor Information

Payment is due in full before images are delivered. Clients will be billed by PayPal.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized By (please print): _____

Email address for file delivery: _____

Date: _____ Signature: _____

Booth #: _____ On-site Contact Name/Phone: _____

Desired date/time (30-60 minutes prior to show floor opening is optimal for empty booth/staff in booth photos):

Please return completed form to: Laurie DeWitt purelightimagesphoto@gmail.com

Pure Light Images Photo 6104 Bertram Avenue Baltimore, MD 21214 410-937-9957

www.purelightimagesphoto.com

**NFMT & SMART BUILDING INNOVATIONS
BALTIMORE CONVENTION CENTER
MARCH 20-22, 2018**



**EXHIBITOR ORDER
FORM**

RETURN BY 3/6/18
*For Advance Order Rate,
Order and Payment must be received by
the date listed above.

Return to:
CES Security, Inc.
115 McHenry Avenue
Baltimore, MD 21208

Phone: 443-471-7000 **Fax:** 443-471-7007
Email: eventcoordinator@cessecurity.com

FULL PAYMENT IS REQUIRED WITH RECEIPT OF ORDER

BOOTH/DISPLAY PERSONNEL RATES:

***Advance Order Rate (4-hour minimum)**

\$29.00 per hour – Payment by Check
\$31.00 per hour – Payment by Credit Card**

Rate (4-hour minimum)

\$33.00 per hour – Payment by Check
\$35.00 per hour – Payment by Credit Card**

PLEASE NOTE:

-Any additions after the Advance Order Date will be charged at a higher rate
-6% Maryland State sales tax for any services performed in the State of Maryland
-5.75% DC Sales & Use Tax for any services performed in the District of Columbia

**The only credit cards accepted are Visa & Master Card

PLEASE ARRANGE FOR # _____ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

DATE	HOURS	DATE	HOURS
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____

CES Security, Inc (CES) is not an Insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client's property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, its agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: _____

HOURS _____ X RATE _____ = SUBTOTAL _____

SUBTOTAL _____ + **6% SALES TAX** _____ = TOTAL AMOUNT DUE _____

ON-SITE CONTACT PERSON: _____ ON-SITE CONTACT # _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

BOOTH NUMBER: _____ EXHIBIT HALL: _____ DATE: _____

AUTHORIZED BY: _____ **SIGNATURE:** _____

- ☐ Security Personnel to remain in Booth until Exhibitor arrives.
☐ Security Personnel to work scheduled times only.

NAME ON CARD: _____ BILLING ADDRESS OF CARD: _____

CITY: _____ STATE: _____ ZIP: _____

CARD TYPE (CIRCLE ONE): **VISA** **MASTERCARD** AMOUNT: _____

CARD NUMBER: _____ EXPIRATION _____ CVV CODE _____