

**Schedule at a Glance &
Exhibit Space Info**

Location:

Mirage Event Center
The Mirage Casino-Hotel, west side property of hotel and casino.

EXHIBITOR INSTALLATION:

Monday, October 31, 2016 8:00 AM – 5:00 PM
All Exhibits must be fully operational by 5:00 PM Monday, October 31st. After this hour no installation work will be permitted without special permission from Event Management.

REGISTRATION HOURS:

Monday, October 31, 2016	<i>Exhibitor Registration</i>	1:00 PM – 5:00 PM
Tuesday, November 1, 2016		7:00 AM – 5:00 PM
Wednesday, November 2, 2016		7:00 AM – 2:30 PM

CONFERENCE SESSIONS:

Monday, October 31, 2016		1:00 PM – 5:00 PM * <i>registration fees apply</i>
Tuesday, November 1, 2016	<i>General Session</i>	8:00 AM – 8:50 AM 9:00 – 9:50 AM, 10:00 – 10:50 AM, 3:10 – 4:00 PM, 4:10 – 5:00 PM
Wednesday, November 2, 2016		8:00 – 8:50 AM, 9:00 – 9:50 AM, 10:00 – 10:50 AM, 2:10 – 3:00 PM

Conference sessions do not conflict with expo hours. Exhibitors welcome to attend conference sessions. Your Exhibitor badge will grant you access. Pre-Con Sessions require a separate registration & fee.

EXHIBIT HOURS:

Tuesday, November 1, 2016		11:00 AM – 3:00 PM
	<i>Networking Party</i>	2:00 PM – 3:00 PM
Wednesday, November 2, 2016		11:00 AM – 2:00 PM

EXHIBITOR DISMANTLE:

Wednesday, November 2, 2016		2:00 PM – 10:00 PM
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REMOVAL OF EXHIBITS:

All freight not called for by 8:00 PM, Wednesday, November 2nd will be shipped by a carrier selected by the official drayage contractor at exhibitor's expense.

EXPO HALL MUST BE CLEARED BY 8:00 PM WEDNESDAY, NOVEMBER 2nd!

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EXHIBIT SPACE RENTAL:

Exhibit Space Rental Includes:

- In-line space will have a standard 8' back-wall made of blue and white drapery panels and 3' blue side rails.
- 7" x 44" Company Identification Sign
- Expo hall is carpeted
- Unlimited Exhibitor Badge Registrations (for personnel that will be working your exhibit space). Your Exhibitor badge also gives you access to the conference sessions on Tuesday & Wednesday.
- Complimentary Event Guide Listing (must be submitted by deadline)
- 24 Hour Expo Hall Perimeter Security
- Post-Event Registrant Mailing List

Check Your Exhibit Space Location:

The expo 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 on-line 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 on-line floor plan:

<http://www.rocexhibitions.com/floorplans/16vgas/default.html>

OFFICIAL CONTRACTORS

EXHIBIT MANAGEMENT

ROC EXHIBITIONS, INC.

1963 University Lane
Lisle, IL 60532

P: 630-271-8210
F: 630-271-8234

ACCOUNT REPRESENTATIVES:

Laurie Vega – Accounts A&B + Numeric

P: 414-228-7701 Ext. 482

E: laurie.vega@tradepress.com

Jodi Denton – Accounts C & E-K

P: 414-228-7701 Ext. 449

E: jodi.denton@tradepress.com

Lucy Kaufmann – Accounts D, L-P

P: 414-228-7701 Ext. 477

E: lucy.kaufmann@tradepress.com

Debbie Hanamann – Accounts Q-Z

P: 414-228-7701 Ext. 305

E: debbie.hanamann@tradepress.com

EVENT OPERATIONS:

Kristen Haley – Vice President

P: 630-271-8210

E: khaley@rocexhibitions.com

Christina Luporini – Asst. Event Manager

P: 630-271-8210

E: cluporini@rocexhibitions.com

Accounting, Exhibitor Invoices & Payments

Autumn Schindlbeck

P: 630-271-8222

E: aschindlbeck@rocexhibitions.com

Exhibitor Registration,

Bernice Alcantar - (Habla español)

P: 630-271-8230

E: balcantar@rocexhibitions.com

Exhibitor Marketing Tools

Kathleen Brown

P: 630-271-8233 E: kbrown@rocexhibitions.com

Sponsorship Sales

Laura Koski

630-271-8226 E: lkoski@rocexhibitions.com



OFFICIAL CONTRACTORS

OFFICIAL CONTRACTOR:

Shepard Exposition Services
5845 Wynn Road – Suites A,B,C,D
Las Vegas, NV 89118

Phone: 702-507-5278

Fax: 702-948-0341

lasvegas@shepardes.com

Advanced order discount rates – October 11th

Air Freight
Drayage
Carpeting
Furnishings
I&D Labor
Material Handling
Graphics

MIRAGE EVENT CENTER: ****Exclusive Services****

3400 Las Vegas Blvd. South

Las Vegas, NV 89109

Phone: 866-950-7117

www.mirageexhibitorservices.com

Discount deadline – October 11

Electrical
Booth Cleaning
Catering
Audio Visual
Internet &
Telecommunications
Rigging

FLORAL:

National Plant & Floral, Inc.

1001 E. Sunset #95814

Las Vegas, NV 89193

Phone: 702-956-8011

Fax: 702-956-8021

Email: exhibitorservice@nationalplantfloral.com

HOUSING:

Mirage Event Center

3400 Las Vegas Blvd. South

Las Vegas, NV 89109

Phone: 702-791-7146

Reservations: 800-374-9000



OFFICIAL CONTRACTORS

**LEAD RETRIEVAL /
REGISTRATION:**

CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155
Phone: 708-786-5565
Fax: 708-344-4444
Online order: compusystems.com/order
Early Bird deadline – Sept. 2nd
Advance deadline – Sept. 19th

SECURITY:

SOA
3405 Cambridge St.
Las Vegas, NV 89169
Phone: 702-386-8065
Fax: 702-386-9720

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.

No later than 21 days prior to the first day of move in 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 and commercial automobile liability aggregate coverage of \$1,000,000.00 per occurrence, and naming the following as additionally insured for the dates of the event (including move in and out days): **ROC Exhibitions, Inc.; Mirage Events Center; Trade Press Media Group; NFMT Vegas Conference and Expo; and Shepard Exposition Services.**

- 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. Event aisles and public areas are not part of the Exhibitor's exhibit space.
- The EAC may not solicit business on the expo 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: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: _____ Fax: _____

E-mail: _____

Exhibitor Signature: _____ Date _____

Move Out & Dismantle Reminders

MOVE OUT: NFMTVegas will begin move out at 2:00pm Wednesday, November 2, 2016.

RETURN OF EMPTIES: Shepard personnel will return all empty containers, boxes, wooden crates, pallets, etc. at the close of the event. We anticipate it will take an additional 2-3 hours to return all empty containers to exhibitors. The best way to keep this process moving quickly is to keep aisles as clear as possible so crews can return the empty containers without unnecessary delays or accidents.

SHIPPING: All exhibitors must fill out a bill of lading if shipping materials, via a carrier, out of the convention center. A Shepard Customer Service Representative will pass out a bill of lading before the close of the event. (Any open balances with Shepard must be paid in full to receive this form). Once the bill of lading is filled out and all exhibit space materials are packed up, please return the bill of lading to the Shepard Customer Service desk.

DO NOT LEAVE BILL OF LADING IN EXHIBIT SPACE!

SHOW CARRIER: Shepard is the official show carrier. You may choose to use an alternate carrier however you are responsible for making the arrangements for pickup. Carriers must check in/sign in at the Shepard marshaling yard no later than 8:00pm Wednesday, November 2nd.* At that time, Shepard will make final arrangements for re-routing exhibitor materials remaining on the expo floor.

***PLEASE NOTE:** Carriers must check in at the marshaling yard before proceeding to the convention center docks. The marshaling yard is located at the:

Shepard Exposition Services
5845 Wynn Road, Suite A-D
Las Vegas, NV 89118

POV:

Loading by Hand:

If you unloaded your own vehicle and hand carried your materials to your exhibit space, a material handling agreement is NOT required.

Loading with Assistance:

If Shepard personnel unloaded your personal vehicle with the assistance of a **forklift** during move in, a **material handling agreement is required**. Once all of your exhibit space materials are packed and ready to be loaded, please proceed to the Shepard service desk to turn in the BOL. After the paperwork is received you may retrieve your vehicle and proceed to the loading dock where instructions on parking will be given to you by the security personnel working the POV move out. Check with Shepard for an estimate on any associated fees.

Freight Pick Up Information

(Exhibiting Co. Name & Booth Number)
Mirage - Las Vegas
3400 Las Vegas Boulevard South
Las Vegas, NV 89109

Exhibit Space 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 expo hall (including setup, dismantle and event hours). Event Management reserves the right to require proof of age prior to admission into the event.

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 exhibit spaces must comply with line-of-sight requirements. (See "Use of Space" for in-line/linear or perimeter exhibit spaces).

The bottom of the canopy should not be lower than 7 ft from the floor within 5 ft 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 space. 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:

The Mirage Event Center IS carpeted.

The floor plan is often changing due to new sales, exhibit space moves, etc. It is the exhibitor's responsibility to monitor the online floor plan. If you see that a competitor has selected a location near you or a location opens that you would be interested in relocating to, please contact your Exhibitor Account Executive.

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. Exhibitor Conduct: The distribution of any articles that interfere with the activities or obstructs access to neighboring exhibit spaces, or that impedes the aisles, is prohibited. Exhibitors must conduct their sales promotion activities only from within the confines of their exhibit space.

Exhibitor Conduct:

Booth personnel, hired staff (i.e. models, mascots), promotional feature (i.e. bars, traffic builders) along with distribution of any marketing materials must be within the confines of the exhibit space. Any booth personnel, hired staff or promotional features (i.e. bars, traffic builders) that obstructs access to neighboring exhibit spaces, or that impedes aisles, is prohibited.

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 & Expo Hall Access:

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

Exhibitors are allowed access during installation & dismantle hours. On event days, exhibitors will be allowed access to the expo hall one (1) hour prior to expo hours with the official NFMTVegas exhibitor 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 16 ft to the top of the sign. (In-line/ linear 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. Lighting should not project onto other exhibits or expo 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 Exhibits:

A multi-story exhibit is an exhibit 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 is attached. Please contact Event Management for approval for variance in height regulations.

Sound/Music:

In general, exhibitors may use sound equipment in their exhibit space as 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 an exhibit space. Exhibitors should be aware that music played in their exhibit space, 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, as 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 booth is visible and unsightly, may be required by Event Management, to add drape to mask the unsightliness at the exhibitor's own 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 expo 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, or 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 expo floor (in hotels, restaurants, parking lots and other venues) without having purchased an exhibit space at the event or having authorization from event Management. "Suitcasing and outboarding" are violations of the NFMTVegas 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 8 ft 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.

Exhibitor Rules & 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 exhibitor's 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.



UNION LABOR

Nevada is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster 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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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.

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

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 8 ft drape back wall. The drape will be a combination of blue and white. 3 ft side rails will be blue. A 7"x 44" company identification sign (company name will be listed as it appears on your space contract/invoice). The hall is carpeted.

Height:

All display fixtures and components including graphics and identification signs are allowed a maximum height of 8 ft 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 spaces apply.

10 x 30'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 4 ft height limitation only applies to the portion of the exhibit space which is within 10 ft 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

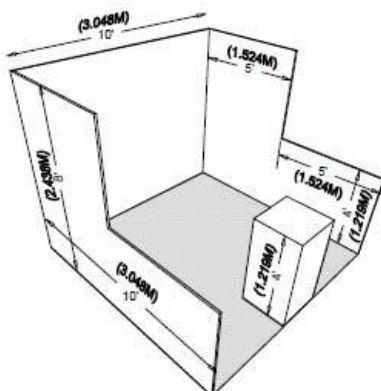


Image B

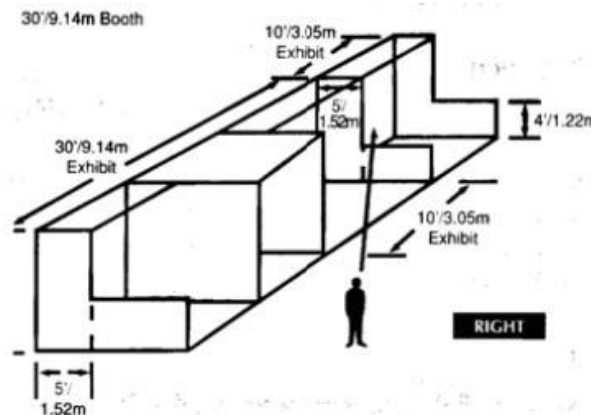


Exhibit Space Height & Display Regulations

Island Exhibit Spaces

Definition:

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

Use of Space:

An island exhibit 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 16 ft. Some venues have low ceiling areas so please check the exhibitor resource 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.

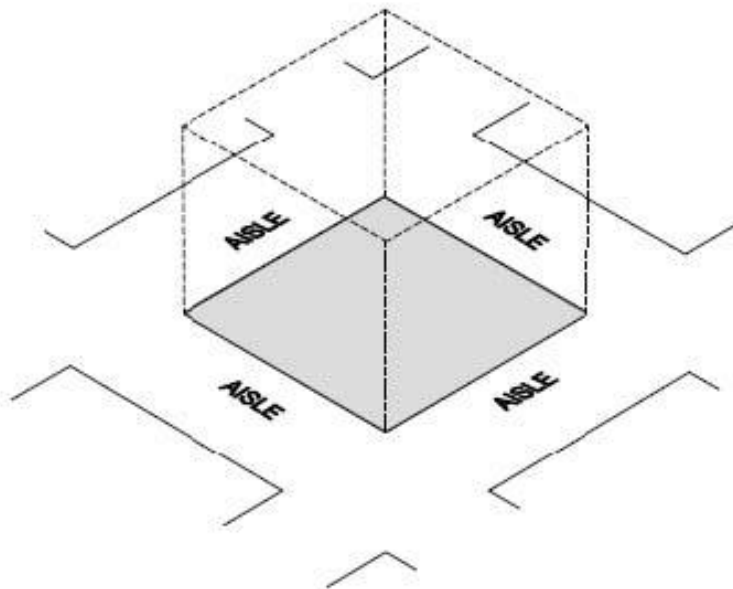


Exhibit Space Height & Display Regulations Perimeter Exhibit Spaces

Definition:

A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the expo 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 8 ft drape back wall. The drape will be a combination of blue and white drape. 3 ft side rails will be blue. A 7"x 44" company identification sign (company name will be listed as it appears on your space contract/invoice). The hall is carpeted.

Height:

All display fixtures, components including graphics and identification signs are allowed a maximum height of 12 ft 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 exhibit spaces 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 4 ft height limitation only applies to the portion of the exhibit space which is within 10 ft of an adjoining exhibit space or corner.

All exhibit spaces must adhere to display regulations:

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

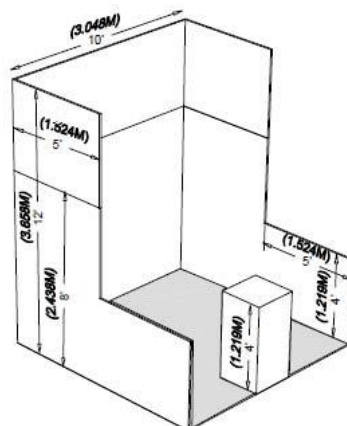


Exhibit Space Height & Display Regulations Other Exhibit Spaces

NFMTVegas does not have the following exhibit spaces in this event:

End-cap exhibit spaces

Peninsula exhibit spaces

Split Island exhibit spaces

Extended header exhibit spaces

Does Not allow cubic content



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SHOW INFORMATION

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

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 color(s): Blue, White
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, October 31, 2016	8:00 AM - 5:00 PM
Exhibit Hours:	Tuesday, November 1, 2016	11:00 AM - 3:00 PM
	Wednesday, November 2, 2016	11:00 AM - 2:00 PM
Exhibitor Move-out:	Wednesday, November 2, 2016	2:00 PM - 10:00 PM
Freight Re-route Time:	Wednesday, November 2, 2016	8:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Tuesday, October 4, 2016	
Discount price deadline for standard Shepard orders:	Tuesday, October 11, 2016	
Discount price deadline for custom Shepard rentals:	Friday, September 30, 2016	
First day for warehouse deliveries without a surcharge:	Tuesday, October 4, 2016	
Last day for warehouse deliveries without a surcharge:	Monday, October 24, 2016	
First day freight can arrive at show facility:	Monday, October 31, 2016	at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

NFMT Fall 2016

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

NFMT Fall 2016

Mirage-Las Vegas

3400 Las Vegas Boulevard South

Las Vegas, NV 89109

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



Shepard Exposition Services

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Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

ONLINE ORDERING INSTRUCTIONS

NFMT Fall 2016



November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV



Event Code: L103041116


ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

- 1. GO TO:** www.shepardes.com/intro.asp
- Click on **NFMT Fall 2016**
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
 - NEW users :** User name = Your Email Address (provided by Show Management)
Password = NFMT16
 - Previous 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, you will be prompted to review your profile information.
 - If your information is correct, click 
 - OR
 - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

(702) 507-5278

lasvegas@shepardes.com



Shepard Exposition Services

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Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

PAYMENT AUTHORIZATION

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

Please complete the information requested below 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. 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 to include 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.

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 Fall 2016
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: BOOTH #
COMPANY ADDRESS: PHONE:
CITY, ST, ZIP: FAX:
CONTACT NAME: EMAIL:

CREDIT CARD INFORMATION

Type of Card: MasterCard, VISA, American Express, Pay by Check, Pay by Wire
Credit Card #:
Expiration Date:
Billing Address:
City, ST, Zip:
Name on Card:
Authorized Signature:

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in? Yes No

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

Please submit tax exemption certificate to: lasvegas@shepardes.com



SHEPARD TERMS & CONDITIONS

NFMT Fall 2016

PAYMENT POLICY

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.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth 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.

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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.

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.

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.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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.

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.

SHEPARD'S 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."



THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

The following information must be completed and the form returned to Shepard by the deadline date.

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.

SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): _____

Material Handling *Please complete the Material Handling Authorization Form

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

** Are you tax exempt for the state this event occurs in? Yes No

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

Please submit tax exemption certificate to: lasvegas@shepardes.com

Signature Series FABEX Booth Rentals

FX2 Package:

10' Wide x 8' High Full color fabric back wall with 40" high freestanding counter
 20' Wide x 8' high Full color fabric back wall with 40" high freestanding double counter
 *Mounted monitor also available



*Optional Header can be added to 10' or 20' FX2 Packages

FX3 Package:

10' Wide x 8' High Full color fabric back wall with inset and (1) 40" high freestanding counter
 20' Wide x 8' High Full color fabric back wall with (1) 40" high freestanding single counter



Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.



Package Options and Pricing

FABEX Signature FX2 Options		
QTY	Item Description	Standard
66534	10' Backwall Package	2340.00
66536	20' Backwall Package	4056.00
66542	10' Backwall package with Header	2886.00
66544	20' Backwall Package with Header	4524.00

FABEX Signature FX3 Options		
QTY	Item Description	Standard
66538	10' Backwall Package	3432.00
66540	20' Backwall Package	5179.20

Qty	Price
66546	1500.00

** Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!

(Please note: Maximum 42" monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Total FABEX Signature Packages:	\$
8.150% Tax*:	\$
Amount Due:	\$

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

Authorized Signature: _____



(404) 720-8652

(404) 720-8757

ESSRentals@shepardes.com

EVENT CODE

L103041116

DISCOUNT DEADLINE

September 30, 2016

Signature Series FABEX Backlit Booth Rentals

Freestanding 10' or 20' Backlit backwall with full color graphics

**FX1 - 10' Wide x 8' High Freestanding
Backlit Wall with full color graphics**



(66530)

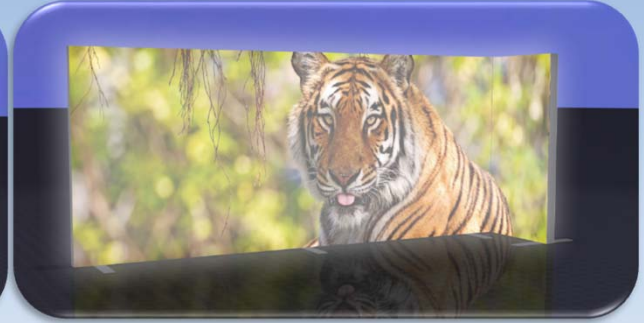
FX1 also available in:
20' Wide x 8' High (66532) 30'
Wide x 8' High (66547)

**FX1L- 10' Wide x 8' High Backlit wall with
(1) Endcap and full color graphics**



(66531)

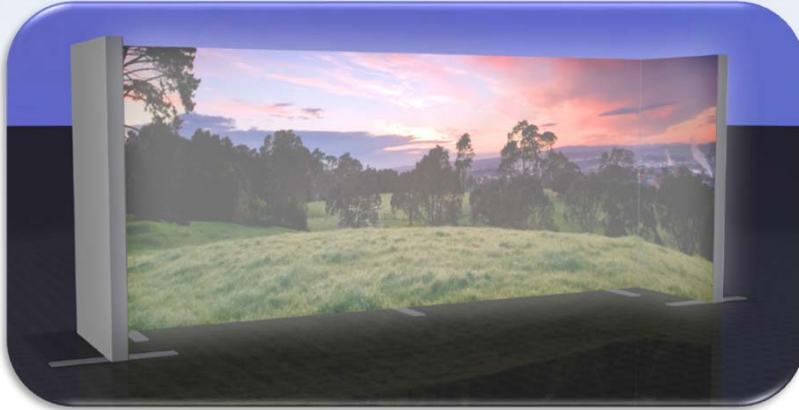
**FX1.2L - 20' Wide x 8' High Backlit wall with (1)
Endcap and full color graphics**



(66533)

**Endcap measures 1 Meter Wide x 8' High

**FX1U - 20' Wide x 8' High Backlit wall with (2)
Endcaps and full color graphics**



**Endcaps measure 1 Meter Wide x 8' High

(66549)

**FX1F - Backlit Freestanding Panel
Available in Double sided or Single sided**



(66548)

Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	2359.50
66532	FX1.2-20' Freestanding Backlit Wall	3646.50
66547	FX1.3-30' Freestanding Backlit Wall	4933.50

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2824.25
66533	FX1.2L-20' backlit Wall with Endcap	4111.25
66549	FX1U-20' Backlit Wall with Endcaps	4576.00
66548	FX1F- Freestanding Backlit Panel	929.50

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

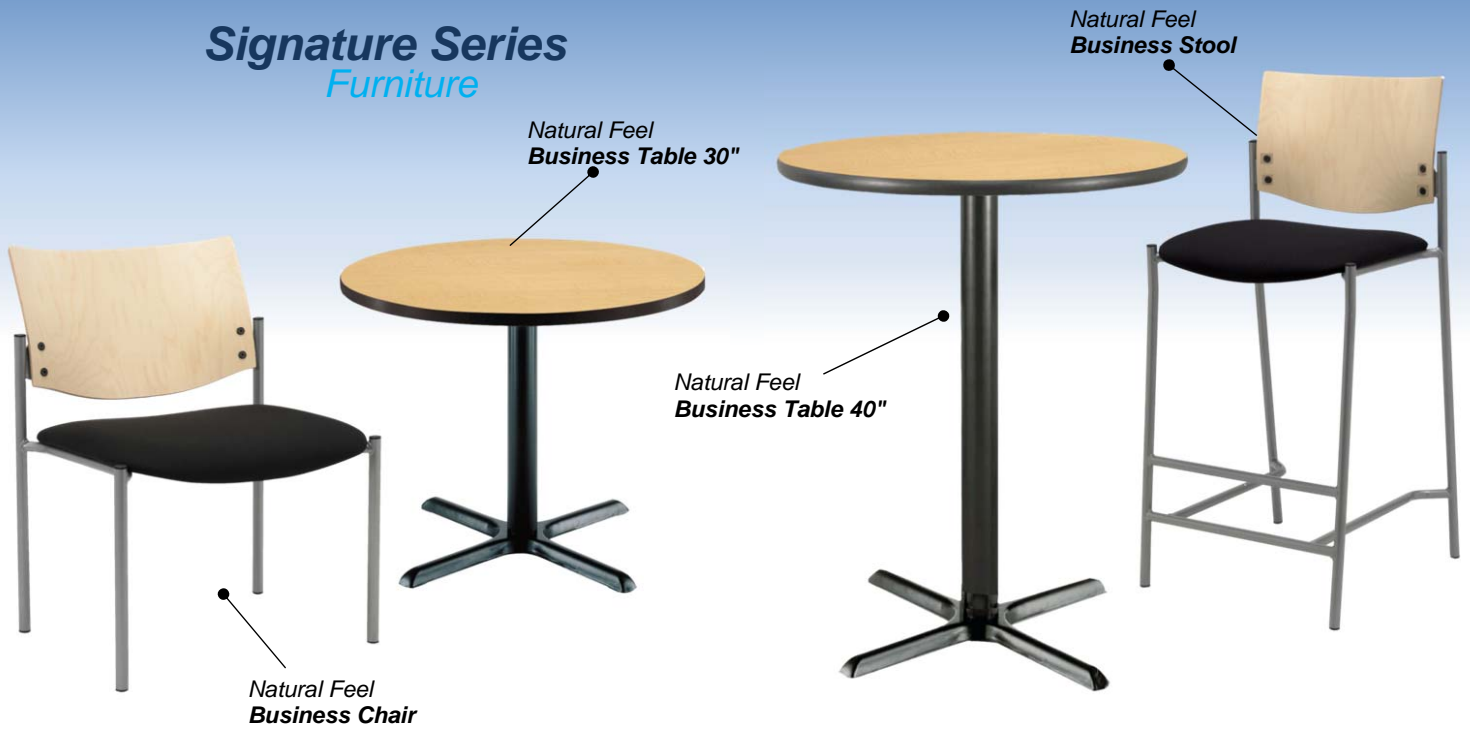
Company Name: _____
Contact Name: _____
Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table



Available Colors:

Lighting & Accessories



Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	154.00	200.20	
50705	Natural Feel Business Stool	187.45	243.70	
50706	Natural Feel Business Table 30"	314.65	409.05	
50707	Natural Feel Business Table 40"	328.05	426.45	

Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	167.40	217.60	
50710	Natural Feel Table Lamp	120.50	156.65	
50708	Natural Feel Waste Receptacle	73.65	95.75	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	261.10	
	Red - Fabric Table Cover w/ Table	261.10	
	Blue - Fabric Table Cover w/ Table	261.10	
	Black - Fabric Table Cover w/ Table	261.10	

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____

Signature Series Flooring

Elevated Hardwood Flooring



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft	Amount
(22)	Navy	10.15	
(74)	Crimson	10.15	
(73)	Graphite	10.15	
(03)	White	10.15	
(06)	Black	10.15	
(90)	Hot Pink	10.15	
(91)	Electric Blue	10.15	
(77)	Bay Blue	10.15	
(48)	Hunter	10.15	
(99)	Sun Gold	10.15	
(98)	Paprika	10.15	
(07)	Burgundy	10.15	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft	Amount
(83)	Light Maple	13.15	
(84)	Rustic Cherry	13.15	
(80)	Blackwood	13.15	
(31)	Ivory	13.15	
(85)	Barnwood	13.15	
(82)	Checkerboard	13.15	

Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft	Amount
50712	Light Oak - Elevated Hardwood Floor		Call for Quote
50711	Dark Oak - Elevated Hardwood Floor		Call for Quote

* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

Total Signature Flooring:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____



(702) 507-5278

(702) 948-0341

lasvegas@shepardes.com

EVENT CODE
L103041116

DISCOUNT DEADLINE
October 11, 2016

Booth Cleaning

**Carpet is delivered clean, but may become dirty during setup.
Booth cleaning is suggested at least once prior to show opening.**

**Orders based on 100 Sq Ft Minimum
All cancelations must be received 48 hours prior to show opening**

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

Booth Vacuuming



Vacuum Once				
Sq Ft	Item	Discount	Amount	
47050	0-399 sq ft	0.48	0.60	
47051	400-900 sq ft	0.45	0.60	
47052	900+ sq ft	0.40	0.50	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.58	0.75	
47046	400-900 sq ft	0.55	0.70	
47047	900+ sq ft	0.50	0.65	

*Touch Up Service Date: _____

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	0.96	1.25	
47056	400-900 sq ft	0.85	1.10	
47057	900+ sq ft	0.75	1.00	

Porter Service



Booth Porter Services				
Sq Ft	Item	Discount	Amount	
47030	Porter Service Once	0.40	0.50	
47031	Daily Porter Service	0.80	1.05	

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

Mopping/Shampooing



Mopping				
Sq Ft	Item	Discount	Amount	
47042	Once Before Initial Opening per sq ft	0.60	0.80	
47022	Daily per sq. ft.	1.10	1.45	

Shampooing				
Sq Ft	Item	Discount	Amount	
47003	Once Before Initial Opening per sq ft	0.65	0.85	

Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	82.00	123.00	
Hrs per day	Item	ST	OT	
47044	Daily service	82.00	123.00	

Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____

Please note: booth cleaning and porter service are non-taxable for this show.

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Cleaning:	\$	_____
8.150% Tax*:	\$	_____
Amount Due:	\$	_____

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

BOOTH CARPETING

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

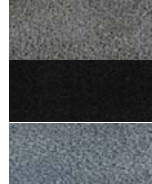
Discount Deadline: October 11, 2016

*Carpet lends the booth a warm, inviting atmosphere.
 Select the carpet that will enhance your exhibit and draw customers in. Remember
 to provide your guests extra comfort with the upgrade of padding.*

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

- | | |
|--|--|
| Red (01) <input type="checkbox"/> | Charcoal (17) <input type="checkbox"/> |
| Silver Cloud (18) <input type="checkbox"/> | Black (06) <input type="checkbox"/> |
| Deep Navy (22) <input type="checkbox"/> | Cobalt (21) <input type="checkbox"/> |



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	4.90	6.35	
46003	Rental 1000+/sq ft	4.15	5.40	

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

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	10.95	14.25	

Minimum 100 sq. ft. is required. No refunds on cancellations.
 Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

PADDING & VISQUEEN

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	

EXPO CARPET - 13 OZ.

Choose Color:

- | | |
|--------------------------------------|--|
| Red (01) <input type="checkbox"/> | Black (06) <input type="checkbox"/> |
| Blue (05) <input type="checkbox"/> | Teal (13) <input type="checkbox"/> |
| Tuxedo (50) <input type="checkbox"/> | Burgundy (07) <input type="checkbox"/> |



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 EXPO CARPET

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	

Rental includes installation and removal of carpet and visqueen protective covering.

*Minimum 100 square feet

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.

Total Carpeting	\$
8.15% Tax*:	\$
Amount Due:	\$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

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EXPO FURNISHINGS

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

SKIRTED TABLES

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

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

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

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	42.30	55.00	
50084			6'L X 6"H	53.85	70.00	
50086			8'L X 6"H	68.20	88.65	
50083			4'L X 12"H	88.65	115.25	
50085			6'L x 12"H	106.50	138.45	
50087			8'L x 12"H	118.60	154.20	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	20.30	26.40	
50078		6'L X 6"H	28.55	37.10	
50080		8'L X 6"H	36.95	48.05	
50077		4'L X 12"H	39.40	51.20	
50079		6'L x 12"H	56.30	73.20	
50081		8'L x 12"H	68.85	89.50	

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	60.70	78.90	
50021		Arm Chair	82.75	107.60	
50024		Stool w/back	87.15	113.30	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	18.20	23.65	
50094		Floor Easel	35.90	46.65	
50245		Literature Rack	137.90	179.25	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	172.10	223.75	
50092		Coat Rack	61.10	79.45	
50093		Garment Rack	172.10	223.75	



Code	Qty.	Item	Discount	Regular	Amount
50427		Lens Barrier Stanchion	77.75	101.10	
50095		Sign Holder, 22x28	119.00	154.70	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	13.70	17.80	
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Please select sateen color from below:

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

Total Expo Furnishings:	\$
8.150% Tax*:	\$
Amount Due:	\$



SPECIALTY FURNISHINGS & ACCESSORIES

Shepard Exposition Services

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NFMT Fall 2016

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Discount Deadline: October 11, 2016

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	65.05	84.55	
51090	Director's Stool	116.40	151.30	
51089	Ped. Table, 42"	171.05	222.35	
50032	Ped. Table, 30"	171.05	222.35	
50030	Rnd Side Table	20.35	26.45	
50031	Sq. Side Table	20.35	26.45	

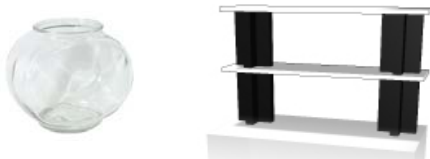
SHOWCASES



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

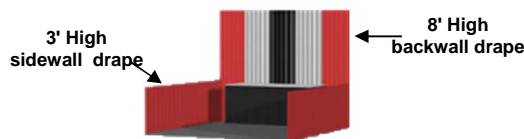
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	37.95	49.35	
50088	8' Upright	22.80	29.65	
50349	6'-10' Crossbar	15.15	19.70	
50348	7'-12' Crossbar	0.00	0.00	
50296	4' x 12" Display Riser *	79.40	103.20	
50297	6' x 12" Display Riser *	98.85	128.50	

* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	15.75	20.50	
50074	3' High	12.45	16.20	

Choose Color: Minimum 10 linear feet rental required

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

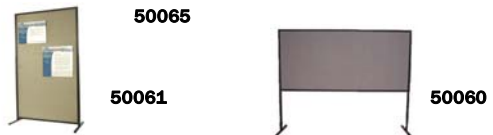
GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
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	

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

VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	210.05	273.05	
50061	4' x 8' Vert.	210.05	273.05	

Total Specialty Furnishings/Accessories: \$
 8.150% Tax*: \$
 Amount Due: \$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

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SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



 NPLSOF
| NPLSOP



TANSOF



KEYSOF



 SFA003
| SFAPWR



HS008



SO2

LOVESEATS



KEYLOV



 NPLLOV
| NPLLOP

SOFAS & SECTIONALS

FAIRSW | Fairfax Sofa
White Vinyl, Brushed Metal
62" L 27" D 30" H

HEA08 | Heathrow Sofa
Black Vinyl
48" L 24" D 28" H

SFA002 | Allegro Sofa
Blue Fabric
73" L 34.5" D 30" H

SO1 | South Beach Sofa
Platinum Suede
69" L 29" D 33" H

NPLSOF | Naples Sofa
Black Vinyl
87" L 30" D 28" H

TANSOF | Tangiers Sofa
Beige Textured
78" L 37" D 36" H

KEYSOF | Key Largo Sofa
Black Fabric
79" L 35" D 34" H

SFA003 | Roma Sofa
White Vinyl
78" L 31" D 33" H

**HS008 | Heathrow
3 pc. Sectional**
Black Vinyl
72" L 48" D 28" H

**SO2 | South Beach
3 pc. Sectional**
Platinum Suede
152" L 40" D 33" H

LOVESEATS

**KEYLOV | Key Largo
Loveseat**
Black Fabric
57" L 35" D 34" H

NPLLOV | Naples Loveseat
Black Vinyl
62" L 30" D 28" H



CLUB CHAIRS



FAIRCW



CHR003
CHRPWR



CHR002



NPLCHR
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

MEETING CHAIRS



OCMESP



OCMTAU



OCMWHY

CLUB CHAIRS

FAIRCW | Fairfax Chair
White Vinyl, Brushed Metal
30"L 27"D 30"H

CHR003 | Roma Chair
White Vinyl
37"L 31"D 33"H

CHR002 | Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR | Naples Chair
Black Vinyl
36"L 30"D 28"H

KEYCHR | Key Largo Chair
Black Fabric
35"L 35"D 34"H

TANCHR | Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB | Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 | Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 | Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

ACCENT CHAIRS

MADGRY | Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

SWAN | Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCH | Madrid Chair
Black Vinyl
30"L 30"D 31"H

BCW | Madrid Chair
White Vinyl
30"L 30"D 31"H

LABREA | La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

CCE | Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

MEETING CHAIRS

OCMESP | Meeting Chair
Espresso Vinyl
25.5"L 23.5"D 34"H

OCMTAU | Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OCMWHY | Meeting Chair
White Vinyl
25.5"L 23.5"D 34"H



OTTOMANS



BN075



BNO08



OTS



SAL



END01B



END01W



END02B



END02W



CUBL20



OSC



OTH



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04

OTTOMANS

BNO08 | Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 | Bench Ottoman
White Vinyl
60"L 20"D 18"H

OTS | South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

SAL | Sally Stool
White
12" Round 17"H

END01B | Endless Curved Ottoman
Black
60.5"L 37.5"D 15"H

END01W | Endless Curved Ottoman
White
60.5"L 37.5"D 15"H

END02B | Endless Square Ottoman
Black
34"L 34"D 15"H

END02W | Endless Square Ottoman
White
34"L 34"D 15"H

CUBL20 | Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H
A/C power only


OSC | Milano Cube
White Vinyl
17"L 17"D 18"H

OTH | Milano Cube
Black Vinyl
17"L 17"D 18"H

Vibe Cube Ottomans Waterproof
18"L 18"D 18"H
VIB05 | Yellow Vinyl
VIB06 | Gold/Bronze Vinyl
VIB07 | Beige Vinyl
VIB08 | Orange Vinyl
VIB01 | Green Vinyl
VIB02 | Blue Vinyl
VIB03 | Pink Vinyl
VIB04 | Red Vinyl



COCKTAIL TABLES

 Also available with powered tops. See page 1 for details.



COLI



C1E



REGBEN



C1K



C1F



C1C



 C1W
C1WP



 C1Y
C1YP

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

COCKTAIL TABLES

COLI | Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E | Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

REGBEN | Regis Bench/ Table
Brushed Metal
47"L 15.5"D 16"H

C1K | Inspiration Cocktail Table
Glass, Brushed Steel
48"L 28"D 18"H

C1F | Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C | Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W | Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y | Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

SIDE & END TABLES

TMBTBL | Timber Table
Wood
16" Round 17"H

NEMSAC | Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL | E Table
Wood
21"L 15.5"D 27.5"H

AURA | Aura Round Table
White Metal
15" Round 22"H

EOLI | Oliver End Table
Walnut Finish
22" Round 22"H

E1E | Silverado End Table
Glass, Chrome
24" Round 22"H

REGOTT | Regis End Table
Brushed Metal
16"L 15.5"D 16.5"H

E1K | Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

CUBTBL | Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only

E1F | Geo End Table
Glass, Black
26"L 26"D 20"H

E1C | Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W | Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y | Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CDYTB | Candy Table
White/Black Top
18"L 18"D 18"H





Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	745.15	968.70	
	HEA08-Heathrow Sofa, Black Vinyl	908.20	1180.65	
	HS008-Heathrow 3 pc. Sectional	2382.40	3097.10	
	SFA002- Allegro Sofa	496.15	645.00	
	NPLSOF-Naples Sofa, Black Vinyl	1144.80	1488.25	
	NPLSOP-Naples Sofa, powered	1392.30	1810.00	
	SO2-3pc. South Beach, P. Suede	1459.65	1897.55	
	TANSOF-Tangiers Sofa, Beige	908.20	1180.65	
	SFA003-Roma Sofa, White	583.00	757.90	
	SFAPWR-Roma Sofa, powered	1392.30	1810.00	
	KEYSOF-Key Largo Sofa	646.10	839.95	
	FAIRSW-Fairfax Sofa	653.40	849.40	
Club Chairs				
	HC008-Heathrow Corner, Black Vinyl	762.60	991.40	
	HCH08-Heathrow Chair, Black Vinyl	908.20	1180.65	
	NPLCHR-Naples Chair, Black Vinyl	799.00	1038.70	
	NPLCHP-Naples Chair, powered	864.50	1123.85	
	TANCHR-Tangiers Chair, Beige	589.25	766.05	
	CHR002-Allegro Chair	323.75	420.90	
	CHR003-Roma Chair, White	380.20	494.25	
	CHRPWR-Roma Chair, powered	864.50	1123.85	
	KEYCHR-Key Largo Chair	427.70	556.00	
	FAIRCW-Fairfax Chair	471.40	612.80	

Qty.	Item	Discount	Regular	Amount
Group & Accent Chairs				
	CCE-ICE, Transparent/Chrome	220.45	286.60	
	OCH-Madrid Black Leather	786.00	1021.80	
	BCW-Madrid Chair, White	477.65	620.95	
	LABREA-La Brea Swivel Chair	562.40	731.10	
	OCB-Key West Tub, Black	774.80	1007.25	
	SCD-Fusion, Green/White	100.35	130.45	
	SCC-Fusion, Clear/White	100.35	130.45	
	SCE-Fusion, Red/White	100.35	130.45	
	SCF-Fusion Chair, Black/White	128.70	167.30	
	MADGRY-Madden Arm Chair, Grey	580.60	754.80	
	SWAN-Swanson Swivel, White Vinyl	489.60	636.50	
Loveseats				
	NPLLOV-Naples, Black Vinyl	962.80	1251.65	
	NPLLOP-Naples Loveseat, powered	1199.40	1559.20	
	KEYLOV-Key Largo Loveseat	500.50	650.65	
Meeting Chairs				
	OCMESP-Meeting Chair, Espresso	208.60	271.20	
	OCMTAU-Meeting Chair, Taupe	301.30	391.70	
	OCMWHM-Meeting Chair, White	343.85	447.00	

Ottomans

	OTS-South Beach Wedge	258.50	336.05	
	BNO08-Bench, Black Leather	562.40	731.10	
	BN075-Bench, White Leather	562.40	731.10	
	END02B-Square, Black Leather	489.60	636.50	
	END02W-Square, White Leather	489.60	636.50	
	VIB02-Vibe Cube, Blue	102.25	132.95	
	VIB04-Vibe Cube, Red	99.25	129.05	
	VIB05-Vibe Cube, Yellow	96.35	125.25	
	VIB07-Vibe Cube, Champaigne	96.30	125.20	

	OSC-Cube, White Leather	121.65	158.15	
	OTH-Cube, Black Leather	135.45	176.10	
	VIB03-Vibe Cube, Pink	99.25	129.05	
	VIB06-Vibe Cube, Gold/Bronze	99.25	129.05	
	CUBL20-Edge Lighted Cube	216.30	281.20	
	VIB08-Vibe Cube, Orange	146.25	190.15	
	SAL Sally Stool	97.50	126.75	
	VIB01-Vibe Cube, Green	96.30	125.20	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	314.95	409.45	
	C1K-Inspiration	314.40	408.70	
	C1F-Geo Rect., Glass/Black	287.90	374.25	
	C1C-Geo Rect., Glass/Chrome	296.35	385.25	
	COLI - Oliver Cocktail Table	188.25	244.75	
	C1W-Sydney, White	295.20	383.75	
	C1Y-Sydney, Black	295.20	383.75	
	C1YP-Sydney Black, powered	489.60	636.50	
	C1WP-Sydney White, powered	489.60	636.50	
	G30CMS-Table, Maple	378.55	492.10	
	G30CMW-Table w/ Grmt, Maple	378.55	492.10	
	G30CWS-Table, White	378.55	492.10	
	G30CWW-Table w/ Grmt, White	378.55	492.10	
	REGBEN-Regis Bench Table	391.30	508.70	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	296.35	385.25	
	E1K-Inspiration	308.60	401.20	
	E1F-Geo, Glass/Black	296.25	385.15	
	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	
	CDYTB-Candy Table	224.05	291.25	
	AURA End Table	198.40	257.90	
	ETBL-E Table, Wood	243.90	317.05	
	NEMSAC Mosaic Tables, Set of 3	398.60	518.20	
	TMBTBL Timber Table, Wood	234.80	305.25	
	REGOTT-Regis End Table	289.40	376.20	

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.150% Tax:	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

GROUP SEATING



RSTDIN

DUET



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN | Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET | Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 | Berlin Chair
Black, White
18"L 22"D 32"H

CS9 | Berlin Chair
Red, White
18"L 22"D 32"H

XCHR | Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC1 | New York Chair
Black, Maple
18"L 17"D 34"H

CH002 | Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SC10 | Razor Armless Chair
White
15.38"L 15.5"D 30.5"H

SCF | Fusion Chair
Black, White
19"L 21"D 32"H

SCC | Fusion Chair
Clear, White
19"L 21"D 32"H

SCE | Fusion Chair
Red, White
19"L 21"D 32"H

SCD | Fusion Chair
Green, White
19"L 21"D 32"H

SC4 | Jetson Chair
Black, White
19"L 18"D 31"H

SC3 | Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 | Luxor Guest Chair
Black Vinyl
27"L 28"D 40"H

XC6 | Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 | Iso Mesh Chair
Black
26"L 24"D 38"H



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 Manhattan, Geo, Merlin and Work Tables.



CONFERENCE TABLES

CC5 | 42" Round Table
 Mahogany
 42" Round 29"H

CONF42 | 42" Round Table
 White Laminate
 42" Round 29"H

CB1 | 42" Round Table
 Graphite Nebula
 42" Round 29"H

CE1 | Geo Table, Rounded Square
 Glass, Chrome
 42"L 42"D 29"H

CF1 | Geo Table, Rounded Square
 Glass, Black
 42"L 42"D 29"H

CE2 | Geo Table, Rectangular
 Glass, Chrome
 60"L 36"D 29"H

CF2 | Geo Table, Rectangular
 Glass, Black
 60"L 36"D 29"H

CG1 | Manhattan Table
 Glass, Black
 42" Round 29"H

OCT6W | Nova Oval Table
 White, Silver Powder Coated Legs
 71"L 36"D 29"H

CB2 | 6' Conference Table
 Graphite Nebula
 72"L 42"D 29"H

CB3 | 8' Conference Table
 Graphite Nebula
 96"L 48"D 29"H

CC6 | 6' Table
 Mahogany
 72"L 36"D 29.5"H

CT06GR | 6' Table
 Granite
 72"L 36"D 29"H

CC7 | 8' Table
 Mahogany
 96"L 48"D 29.5"H

CC8 | 10' Table
 Mahogany
 120"L 48"D 29.5"H

C508GR | 8' Table
 Granite
 96"L 44"D 29"H

CT10GR | 10' Table
 Granite
 120"L 46"D 29"H

MERLIN | Merlin Multi Use Table
 Gray Laminate, Black
 46"L 29"D 30"H

WD3 | Work Table
 White Laminate, White
 48"L 24"D 30"H



EXECUTIVE CHAIRS



PROEXE



PROEXB



PROGB



PROMID



XC2



XC1



XC5



XC4

G30 COMMUNAL TABLES



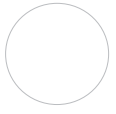
(ADAPTW)
G30 Powered Tables come with 2 white Charging Adapters

TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE

(G30 Powered Tables)



G30BWP



G30DWP



G30CWP

(Solid Top Tables Or With Grommet Holes)



G30BMS
G30BMW



G30BWS
G30BWW



G30DMS
G30DMW



G30DWS
G30DWW



G30CMS
G30CMW



G30CWS
G30CWW

EXECUTIVE CHAIRS

PROEXE | Pro Executive High Back Chair
White Classic Vinyl
25"L 24"D 48"H Adjustable

PROEXB | Pro Executive High Back Chair
Black Vinyl
25"L 24"D 48"H Adjustable

PROGB | Pro Executive Guest Chair
Black Vinyl
24"L 22"D 36"H

PROMID | Pro Executive Mid Back Chair
White Classic Vinyl
24"L 22"D 40"H Adjustable

XC2 | Luxor Mid Back Executive Chair
Black Vinyl
27"L 28"D 41"H Adjustable

XC1 | Luxor High Back Executive Chair
Black Vinyl
27"L 28"D 47"H Adjustable

XC5 | Altura Mid Back Executive Chair
Black Crepe
25"L 25"D 37"H Adjustable

XC4 | Altura High Back Executive Chair
Black Crepe
25"L 25"D 43"H Adjustable

G30 COMMUNAL TABLES

G30 POWERED TABLES
White Top
G30BWP | Bar Table
72"L 26"D 42"H
G30DWP | Café Table
72"L 26"D 30"H
G30CWP | Cocktail Table
72"L 26"D 18"H

Bar Table
G30BMS | Solid Top
G30BMW | Grommet Holes
Maple Top
72"L 26"D 42"H

Café Table
G30DMS | Solid Top
G30DMW | Grommet Holes
Maple Top
72"L 26"D 30"

Cocktail Table
G30CMS | Solid Top
G30CMW | Grommet Holes
Maple Top
72"L 26"D 18"H

Bar Table
G30BWS | Solid Top
G30BWW | Grommet Holes
White Top
72"L 26"D 42"H

Café Table
G30DWS | Solid Top
G30DWW | Grommet Holes
White Top
72"L 26"D 30"H

Cocktail Table
G30CWS | Solid Top
G30CWW | Grommet Holes
White Top
72"L 26"D 18"H



Denotes AC and USB charging outlets

CAFÉ TABLES



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTJ | Graphite Nebula Top

ZTB | Brushed Red Top

ZTK | Maple Top

30MHSC | Mahogany Top

ZTG | Silver Textured Top

ZTC | Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTN | Graphite Nebula Top

ZTQ | White Laminated Top

ZTP | Maple Top

Hydraulic Chrome Base

30" Round 29"H

30MTHC | Maple Top

30GRHC | Graphite Nebula

Top

30MHHC | Mahogany Top

30STHC | Silver Textured

30BRHC | Brushed Red Top

30BBHC | Brushed Blue Top

30ORHC | Orange Top

30SBHC | Liquid Steel Blue

Top

Hydraulic Chrome Base

36" Round 29"H

36MTHC | Maple Top

36GRHC | Graphite Nebula

Top

36WTHC | White Laminated

Top





Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
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 Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	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	
	CG1-Manhattan Table, Black	342.10	444.75	
	CE2-Geo Table, Chrome	481.05	625.35	
	CB2-6' Graphite Table	518.30	673.80	
	CB3-8' Graphite Table	628.35	816.85	
	CD2-6' Grey Nebula Table	460.80	599.05	
	CD3-8' Grey Nebula Table	558.60	726.20	
	CC6-6' Mahogany Table	481.05	625.35	
	CC7-8' Mahogany Table	592.75	770.60	
	CC8-10' Mahogany Table	943.35	1226.35	
	CB1-42" Round, Graphite Nebula	425.10	552.65	
	CC5-42" Round, Mahogany Table	522.75	679.60	
	OCT6W-Nova, Oval White	390.40	507.50	
	CT06GR Conference Table 6' Granite	233.80	303.95	
	C508GR Conference Table 8' Granite	284.30	369.60	
	CT10GR Conference Table 10' Granite	426.45	554.40	
	PWRUSB-Powered Table Module	103.75	134.90	
Executive Seating				
	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	
	PROMID-Executive Chair Mid Back	322.15	418.80	
	XC1-Luxor Executive, High-back	481.05	625.35	

Qty.	Item	Discount	Regular	Amount
Group & Guest Seating				
	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	
	SC1-New York Chair	211.70	275.20	
	CH002-Whendy Chair, Acrylic	162.00	210.60	
	SC10 Razor Chair	84.00	109.20	
	SCF Fusion Chair, Black White	128.70	167.30	
	SCC Fusion Chair, Clear White	100.35	130.45	
	SCE Fusion Chair, Red White	100.35	130.45	
	SCD Fusion Chair, Green White	100.35	130.45	
	SC4-Jetson Chair	211.70	275.20	
	SC3-Brewer Chair, Onyx	198.15	257.60	
	XC3-Luxor Guest Chair	416.70	541.70	
	XC6-Altura Guest Chair	370.95	482.25	
	CO4-Iso Mesh Chair	341.95	444.55	
Utility Chairs				
	SY1-Altura Task Chair	225.25	292.85	
	DF1-Altura Drafting Stool	338.80	440.45	
Executive Seating				
	XC2-Luxor Executive Chair	405.90	527.65	
	XC4-Altura Executive, High-back	443.70	576.80	
	XC5-Altura Executive Chair	408.20	530.65	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	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	
	ZTE-36" Brandy Top/Black Base	289.00	375.70	
	ZTQ-36" White Laminate Top	334.90	435.35	
	ZTB-30" Red Top/Black Base	215.90	280.65	
	ZTC-30" Blue Top/Black Base	215.90	280.65	

Qty.	Item	Discount	Regular	Amount
Café Tables - Chrome Base 30", Hydraulic				
	30MTHC-Maple Top, Chrome	409.50	532.35	
	30GRHC-Graphite Nebula, Chrome	409.50	532.35	
	30MHHC-Mahogany Top, Chrome	409.50	532.35	
	30STHC-Silver Textured, Chrome	409.50	532.35	
	30BRHC-Brushed Red Top, Chrome	409.50	532.35	
	30BBHC-Brushed Blue Top, Chrome	409.50	532.35	
	30ORHC-Orange Top, Chrome	409.50	532.35	
	30SBHC-Steel Blue Top, Chrome	409.50	532.35	
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	

COMMUNAL TABLES

Café Tables				
	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	
Cocktail Tables				
	G30CWP-Cocktail Table, powered	598.80	778.45	

Bar Tables				
	G30BWS-Bar Table, White	710.70	923.90	
	G30BWW-Bar w/ Grmt, White	710.70	923.90	
	G30BMS-Bar Table, Maple	710.70	923.90	
	G30BMW-Bar w/ Grmt, Maple	710.70	923.90	
	G30BWP-Bar Table, powered	1072.00	1393.60	

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.150% Tax:	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

30" Round 42"H

- VTJ | Graphite Nebula Top
- VTK | Maple Top
- 30MHSB | Mahogany Top
- VTG | Silver Textured Top
- VTB | Brushed Red Top
- VTC | Brushed Blue Top

Standard Black Base

36" Round 42"H

- VTW | White Laminate Top
- VTN | Graphite Nebula Top
- VTP | Maple Top

Hydraulic Chrome Base

30" Round 45"H

- 30GRHB | Graphite Nebula Top
- 30MTHB | Maple Top
- 30MHHB | Mahogany Top
- 30STHB | Silver Textured Top
- 30BRHB | Brushed Red Top
- 30BBHB | Brushed Blue Top
- 30ORHB | Orange Top
- 30SBHB | Liquid Steel Blue Top

Hydraulic Chrome Base

36" Round 45"H

- 36GRHB | Graphite Nebula Top
- 36MTHB | Maple Top
- 36WTHB | White Laminate Top



BARSTOOLS



AP508



AP559



AP575



AP512



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL

BARSTOOLS

Apex Barstools

21"L 21"D 33"H

AP508 | Black Vinyl

AP559 | Red Vinyl

AP575 | White Vinyl

AP512 | Blue Ultra Suede

RSTSTL | Rustique Barstool

Gunmetal

13"L 13"D 30"H

XBAR | Christopher Barstool

White Vinyl, Chrome

19"L 15"D 41"H

ROLLGY | Lift Barstool

Gray Vinyl

15" Round 23-33.5"H

ROLLRD | Lift Barstool

Red Vinyl

15" Round 23-33.5"H

ROLLWH | Lift Barstool

White Vinyl

15" Round 23-33.5"H

ROLLBL | Lift Barstool

Black Vinyl

15" Round 23-33.5"H

BS001 | Shark Barstool

White, Chrome

22"L 19"D 34-44"H

BS002 | Zoey Barstool

White, Chrome

15"L 16"D 26-30.5"H

BS003 | Zoey Barstool

Black, Chrome

15"L 16"D 26-30.5"H

BSN | Jetson Barstool

Black

18"L 19"D 29"H

BCE | Ice Barstool

Transparent, Chrome

16"L 14"D 33"H

BSS | Banana Barstool

Black, Chrome

21"L 22"D 30"H

BST | Banana Barstool

White, Chrome

21"L 22"D 30"H

BSD | Oslo Barstool

Blue

17"L 20"D 30"H

BSC | Oslo Barstool

White

17"L 20"D 30"H

BSL | Gin Barstool

Maple, Chrome

16"L 16"D 29"H



WORK/MULTI USE TABLES




MERLIN



WD3

PEDESTALS & PRODUCT DISPLAY

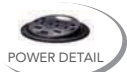
 Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter

ADAPT_B



ADAPT_W



POWER DETAIL



POWER DETAIL



36" - PDL36B
42" - PDL42B



36" - PDL36W
42" - PDL42W



PDL

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



ET1



ET2



BC6

UTILITY CHAIRS



SY1



DF1

WORK/MULTI USE TABLES

MERLIN | Merlin Multi Use Table

Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table

White Laminate, White
48"L 24"D 30"H

PEDESTALS & PRODUCT DISPLAYS

Powered Locking Pedestal
Black

PDL36B | 24"L 24"D 36"H
PDL42B | 24"L 24"D 42"H

Powered Locking Pedestal
White

PDL36W | 24"L 24"D 36"H
PDL42W | 24"L 24"D 42"H

PDL | Locking Pedestal
Black
24"L 24"D 42"H

ET1 | Etagere
Pewter, Metal Glass
30"L 16"D 70"H

ET2 | Etagere
Black, Metal Glass
30"L 16"D 70"H

BC6 | Bookcase
Mahogany
36"L 13"D 71"H


UTILITY CHAIRS

SY1 | Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 | Altura Drafting Stool
Black Crepe
25"L 26"D 34"H



DESKS & CREDENZAS

 Denotes AC and USB charging outlets



Powered Tech Desk includes one black charging adapter



 **TECH3B**



 **TECH**



TECH3



JD6



CR6

FILES & FRIDGES



VF4



VF2



L26



R1R



R1Q

DESKS & CREDENZAS

TECH3B | Tech Desk, Powered w/3 Drawer File Cabinet

Black Metal, Laminate
60"L 30"D 30"H

TECH | Tech Desk, Powered

Black Metal, Laminate
60"L 30"D 30"H

TECH3 | 3 Drawer File Cabinet on Castors

Black Metal, Laminate
16"L 20"D 28"H

JD6 | Executive Desk

Mahogany
60"L 30"D 29"H

CR6 | Credenza

Mahogany
72"L 24"D 29"

FILES & FRIDGES

VF4 | Vertical File, 4 Drawer

Light Gray
27"L 19"D 52"H

VF2 | Vertical File, 2 Drawer

Light Gray
27"L 19"D 28"H

L26 | Lateral File

Mahogany
36"L 20"D 29"H

R1R | Refrigerator, Large

White
14.0 cubic feet
28"L 28"D 64"H

R1Q | Refrigerator, Small

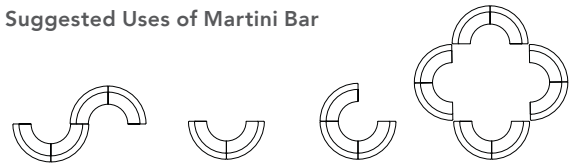
White
4.0 cubic feet
20"L 22"D 33"H



BARS



Suggested Uses of Martini Bar



BARS

BRC | Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 | Martini Bar
Gray Metal, Frosted Glass
Top
67"L 22"D 45"H



MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR

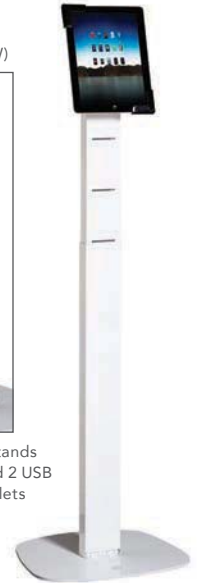


TBSTND

(BACK VIEW)



Mobile Table Stands
Includes 3 AC and 2 USB
Charging Outlets



TBSTDW

LAMPS



LA15



LA14

LIGHTED PRODUCTS

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



CUBL20



CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR | Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF | Charging Shelf
Black
14.85"L 7.17"D 1"H

**TBPNTR | Wireless Printer
Holder**
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

**TBSTND | Mobile
Tablet Stand**
Black
14"L 13"D 44.5"H

**TBSTDW | Mobile
Tablet Stand**
White
14"L 13"D 44.5"H

LAMPS

LA15 | Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 | Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

**CUBL20 | Edge
LED Cube Ottoman**
White Plastic
20"L 20"D 20"H
A/C power only

**CUBTBL | Edge LED
Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only





Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Bar Tables - All Black Base				
	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	
	VTE-36" Brandy Top/Black Base	311.70	405.20	
	VTW-36" White Laminate Top	362.20	470.85	
	VTB-30" Red Top/Black Base	249.40	324.20	
	VTC-30" Blue Top/Black Base	269.55	350.40	
Bars				
	BRC-Circle Martini Bar	4510.40	5863.50	
	BR1-Martini Bar	1567.00	2037.10	
Barstools				
	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	

Qty.	Item	Discount	Regular	Amount
Bar Tables - Chrome Base 30", Hydraulic				
	30GRHB-Graphite Nebula, Chrome	409.50	532.35	
	30MTHB-Maple Top, Chrome	409.50	532.35	
	30MHHB-Mahogany Top, Chrome	409.50	532.35	
	30STHB-Silver Texture, Chrome	409.50	532.35	
	30BRHB-Brushed Red, Chrome	409.50	532.35	
	30BBHB-Brushed Blue, Chrome	409.50	532.35	
	30ORHB-Orange Top, Chrome	409.50	532.35	
	30SBHB-Steel Blue Top, Chrome	409.50	532.35	
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				
	BSD-Oslo, Blue	287.75	374.10	
	BSC-Oslo, White	287.75	374.10	
	BSL-Gin, Maple	218.65	284.25	
	BSN-Jetson, Black	310.75	404.00	
	BCE-Ice, Transparent /Chrome	245.05	318.55	
	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	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Desks, Credenzas, Lateral Files, Files				
	BC6-Bookcase, Mahogany	412.80	536.65	
	JD6-Executive Desk, Mahogany	567.70	738.00	
	L26-Lateral File, Mahogany	458.55	596.10	
	CR6-Credenza, Mahogany	582.30	757.00	
	VF4-Vertical File, 4-drawer	273.60	355.70	
	VF2-Vertical File, 2-drawer	200.65	260.85	
	TECH3B-Tech Desk w/drawers, Pwr	762.60	991.40	
	TECH-Tech Desk, Powered	617.00	802.10	
	TECH3-3-drawer File Cbnt w/Castors	203.85	265.00	
Product Display- Pedestals				
	PDL-42"H Pedestal, Locking	530.10	689.15	
	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	
Charging Items				
	ADAPTB-Charging Adapter, black	32.75	42.60	
	ADAPTW-Charging Adapter, white	32.75	42.60	

Qty.	Item	Discount	Regular	Amount
Product Display- Etageres				
	ET2-Etagere, Black	384.70	500.10	
	ET1-Etagere, Pewter	384.70	500.10	
Lamps				
	LA15-Mason Silver Floor Lamp	300.30	390.40	
	LA14-Mason Silver Table Lamp	196.55	255.50	
Refrigerators				
	R1R-White 14 Cubic Feet	872.70	1134.50	
	R1Q-White 4 Cubic Feet	320.30	416.40	
Work & Multi-Use Tables				
	MERLIN-Multi Use Table	471.40	612.80	
	WD3-Work Table	453.20	589.15	
Mobile Tablet Stands*				
	TBSTDW-Mobile Tablet Stand, Black	224.05	291.25	
	TBSTND-Mobile Tablet Stand, White	220.95	287.25	
	TBCHR-Tablet, brochure holder	69.55	90.40	
	TBSHLF-Tablet, charging shelf	69.55	90.40	
	TBPNTN-Tablet, print stand	69.55	90.40	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	8.150% Tax: \$ _____
Authorized Signature: _____		Amount Due: \$ _____

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

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Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: September 30, 2016

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals**
- *Onsite Logistics Management**
- *Freight Management**
- *Graphic Development/Printing**
- *Installation/Dismantle**
- *Custom Furniture Rental**

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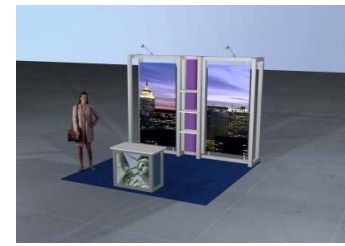
The Eddie



The Jonathon



The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2675.90	3478.65
	10' x 20'	4357.60	5664.90
Subtotal			

(66470, 66471)

Qty.	Description	Discount	Regular
	10' x 10'	1866.80	2426.85
	10' x 20'	3267.70	4248.00
Subtotal			

(66474, 66475)

Qty.	Description	Discount	Regular
	10' x 10'	2315.55	3010.20
	10' x 20'	4396.60	5715.60
Subtotal			

(66477, 66478)

The Madison



The Grant



The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	2808.00	3650.40
	10' x 20'	3328.00	4326.40
Subtotal			

(66484, 66485)

Qty.	Description	Discount	Regular
	10' x 10'	2964.00	3853.20
	10' x 20'	4108.00	5340.40
Subtotal			

(66486, 66487)

Qty.	Description	Discount	Regular
	10' x 10'	2724.80	3542.25
	10' x 20'	4004.00	5205.20
Subtotal			

(66492, 66493)

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****Please Note**** Carpet is not included. To order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal	\$
Contact Name: _____	Phone #: _____	8.150% Tax*:	\$
Authorized Signature: _____		Amount Due:	\$

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INLINE BOOTH RENTALS

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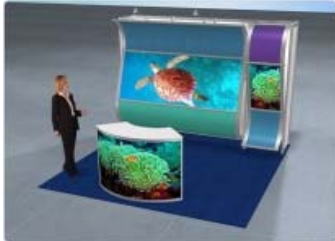
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	2906.80	3778.85
	10' x 20'	4396.00	5714.80
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	2756.00	3582.80
	10' x 20'	3796.00	4934.80
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	2886.00	3751.80
	10' x 20'	4576.00	5948.80
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1716.00	2230.80
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	2995.20	3893.75
Subtotal			

(66481)

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Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.150% Tax*	\$
Amount Due:	\$

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ISLAND BOOTH RENTALS

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: September 30, 2016

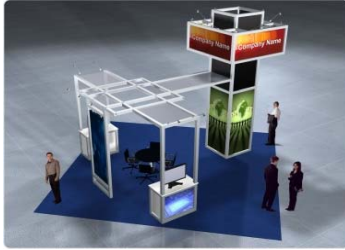
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
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- *Freight Management
- *Graphic Development/Printing
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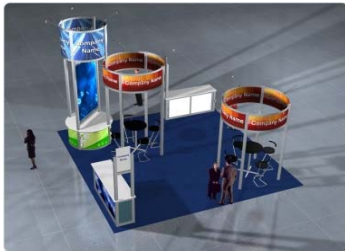
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	6812.00	8855.60
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	10140.00	13182.00
Subtotal			

(66498)

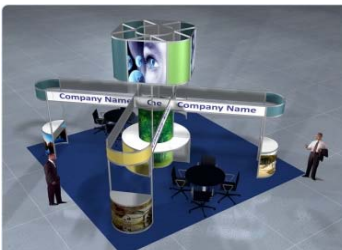
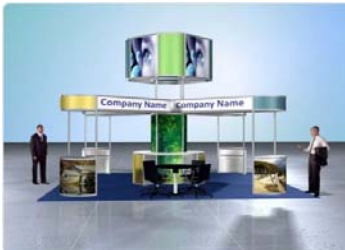
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	9526.40	12384.30
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	9776.00	12708.80
Subtotal			

(66368)

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Company Name: _____	Booth #: _____		Subtotal	\$
Contact Name: _____	Phone #: _____		8.150% Tax*:	\$
Authorized Signature: _____			Amount Due:	\$

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ISLAND BOOTH RENTALS

NFMT Fall 2016

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- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

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The Adams



Qty.	Description	Discount	Regular
	20' x 20'	9880.00	12844.00
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	7274.80	9457.25
Subtotal			

(66495)

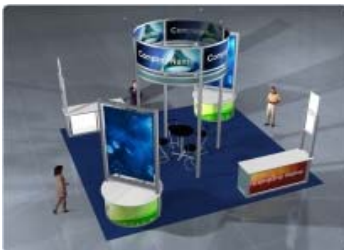
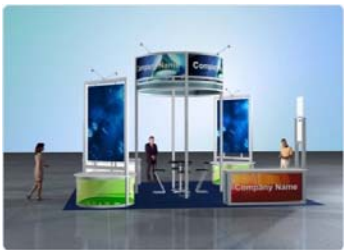
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	7124.00	9261.20
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	10608.00	13790.40
Subtotal			

(66499)

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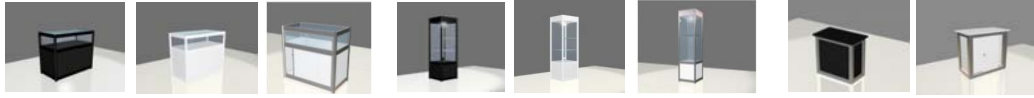


EXHIBIT RENTAL ACCESSORIES

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November 1 - 2, 2016
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SHOWCASES AND LOCKING CABINETS



Quarterview Showcase
 4' 6" W x 1' 9" D x 3' 3" H

Square Showcase
 1' 9" W x 1' 9" D x 7' H

LC3
 3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	870.10	1131.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	939.40	1221.20	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



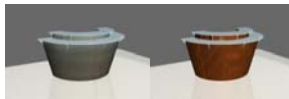
LC1 - 1 meter wide
 3' 6" W x 1' 9" D x 3' 6" H



LC2 - 1.5 meters wide
 5' W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	645.05	838.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	782.80	1017.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	475.95	618.75	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
 7' 9" W x 3' 5" D x 3' 9" H



RC2
 4' 9" W x 2' 3" D x 3' 3" H



RC3*
 5' 3" W x 3' 3" D x 3' 6" H



CS1*
 CS1 - 3' W x 1' 9" D x 6' 3" H
CS2*
 CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1867.00	2427.10	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	689.95	896.95	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1496.65	1945.65	
66285		CS1*	870.45	1131.60	
66286		CS2*	507.25	659.45	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	460.95	599.25	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	814.10	1058.35	
66279		GL2*	770.30	1001.40	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1493.50	1941.55	



Gondola
 3' 6" W x 1' 9" D x 5' H



GL1*
 GL1 - 5' 4" W x 1' 3" D x 8' H
GL2*
 GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	8.150% Tax*: \$ _____
Authorized Signature: _____		Amount Due: \$ _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

SIGN ORDER FORM

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
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	
Accessories					
70017		Blank Foamcore, 4' x 8'	37.50	48.75	
70021		Velcro, per ft, min. 5 ft.	2.45	3.20	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
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	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	41.25	53.65	

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.150% Tax*	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

HANGING 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	5948.25
69142	16' x 48"	6752.70	9453.80

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	5166.50	7233.10



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4180.75	5853.05



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1841.15	2577.60
69146	10' x 48" Double	2523.50	3532.90

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Friday, September 30, 2016

**Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: L103041116

NFMT Fall 2016
November 1 - 2, 2016
Mirage-Las Vegas, Las Vegas, NV

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	8.150% Tax*: \$	
Authorized Signature: _____		Amount Due: \$	

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



HANGING SIGNS 101

NFMT Fall 2016

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
 - *Overhead Truss
 - * Attachment and removal of light fixtures for truss or signs
 - * Assembly of hanging sign frame and graphics
 - * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- 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 Advanace Warehouse by:** **Monday, October 24, 2016**



UNION LABOR

Nevada is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster 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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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.



LABOR ORDER FORM

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D. Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: **October 11, 2016**

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
 Date of installation: _____ Requested start time: _____ Est. Hours _____
 Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	82.00	106.60	30% **	
68067		OT	123.00	159.90	30% **	
68068		DT	164.00	213.20	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

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

I will need Exhibitor Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	82.00	106.60	
68061		OT	123.00	159.90	
68062		DT	164.00	213.20	

Dismantle: 68063/68064/68065

- Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
 - Requested times are not guaranteed and are based on availability.
 - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
 - **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

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

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Code	SQ FT	Description	Discount	Regular	Amount
Exhibitor-Owned Carpet Installation/Dismantling					
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	164.00	213.20	

Requested install date/time: _____

Flooring type(s):
 Carpet Padding Other _____

What is your booth size (ft.)?

_____ X _____ = _____ SQ FT

Subtotal \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment: _____
 Is shipment? Crated Uncrated
 Tracking/Pro #: _____
 Estimated arrival date: _____
 Shipment to arrive at: Warehouse Show site

Outbound Freight Information

Carrier Company Name: _____
 Deliver Shipment To: _____
 Address: _____
 City, ST, Zip: _____
 Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier:
 Send shipment back to Shepard warehouse: (\$400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
 Forklift required? Yes No
 Carpet is? owned rented from Shepard
 Carpet padding? Yes No
 Drawings are? Faxed to Shepard Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

- Electrical Furniture A/V Equipment
 - Booth Cleaning Telephone/Internet
- Electrical Information:**
- Electrical should go under the carpet (diagram is attached)
 - Electrical drawings are attached
 - Electrical drawings are with exhibit in crate number
 - Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____ Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.



GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

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Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	232.50	302.25	
35039		Overtime Hourly Rental	283.75	369.00	
35067		Double-time Hourly Rental	335.00	435.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	465.00	604.50	
35049		Overtime Hourly Rental	567.50	737.75	
35069		Double-time Hourly Rental	670.00	871.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	697.50	906.75	
35066		Overtime Hourly Rental	851.25	1106.75	
35070		Double-time Hourly Rental	1005.00	1306.50	

CRANE RENTAL AVAILABLE UPON REQUEST

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

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	102.50	133.25	
35086		Overtime Hourly Rate	153.75	199.90	
35099		Double-time Hourly Rate	205.00	266.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	82.00	106.60	
35100		Overtime Hourly Rate	123.00	159.90	
35101		Double-time Hourly Rate	164.00	213.20	

PLEASE NOTE:

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.

PLEASE NOTE:

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.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Shepard Logistics Phone: 888-568-8858
 Shepard Logistics Fax: 404-596-5620
 Shepard Logistics Email: logistics@shepardes.com

NFMT Fall 2016
November 1 - 2, 2016
Mirage-Las Vegas, Las Vegas, NV
 Event Code: L103041116

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____
 Hours of Operation: _____
 Company _____
 Address _____

 (City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped		Est. Weight
Number of Pieces		
_____	Crates	_____
_____	Cartons (cardboard)	_____
_____	Cases/Trunks (fiber) (color)	_____
_____	Skids/Pallets	_____
_____	Carpet (color)	_____
_____	TV/Monitor	_____
_____	Other	_____
_____	Total Pieces	Total Wt.

SHIP TO

I will be shipping to the **WAREHOUSE**
 (Company Name, Booth #)
 NFMT Fall 2016
 c/o Shepard Exposition Services
 5845 Wynn Road, Suites A,B,C,D
 Las Vegas, NV 89118

Warehouse Deadline October 24, 2016
Date

I will be shipping to **SHOW SITE**
 c/o Shepard Exposition Services
 (Company Name, Booth#)
 NFMT Fall 2016
 Mirage-Las Vegas
 3400 Las Vegas Boulevard South
 Las Vegas, NV 89109

Delivery date: October 31, 2016

Size of largest piece: L _____ W _____ H _____
 Loading Dock Yes No Lift Gate _____
 Residential _____ Inside Pick up _____ Inside Delivery _____
 Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

 Contact Name: _____
 Phone: _____
 Deliver By Date: _____
 Number of labels: _____
 Special Instructions: _____

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Logistics/Material Handling ONLY Authorize ALL charges

Credit Card #: _____
 Expiration Date: _____ Security Code: _____
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: _____
 Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.



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 LABELS

NFMT Fall 2016

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118
	Delivery Hours: M-F, 8-4:30 PM
For: NFMT Fall 2016	
First day freight can arrive w/o a surcharge: October 4, 2016	
Last day freight can arrive w/o a surcharge: October 24, 2016	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118
	Delivery Hours: M-F, 8-4:30 PM
For: NFMT Fall 2016	
First day freight can arrive w/o a surcharge: October 4, 2016	
Last day freight can arrive w/o a surcharge: October 24, 2016	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Mirage-Las Vegas 3400 Las Vegas Boulevard South Las Vegas, NV 89109
	For: NFMT Fall 2016
MUST NOT BE DELIVERED PRIOR TO: October 31, 2016 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Mirage-Las Vegas 3400 Las Vegas Boulevard South Las Vegas, NV 89109
	For: NFMT Fall 2016
MUST NOT BE DELIVERED PRIOR TO: October 31, 2016 @ 8:00 AM	



HANGING SIGN SHIPPING LABELS

NFMT Fall 2016

HANGING SIGN SHIPPING ADDRESS LABELS

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.

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118
	For: NFMT Fall 2016 First day freight can arrive w/o a surcharge: October 4, 2016 Last day freight can arrive w/o a surcharge: October 24, 2016

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118
	For: NFMT Fall 2016 First day freight can arrive w/o a surcharge: October 4, 2016 Last day freight can arrive w/o a surcharge: October 24, 2016



MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site
 We plan to ship on (date): _____
 Our materials should arrive on (date): _____
 Carrier Name: _____ Pro #: _____
 Origin of Shipment (city, state): _____
 Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
 Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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											
Weight	Description			Price	Total	Weight	Description			Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse					
	\$108.55	\$162.75	\$141.00				\$113.75	\$148.00			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
Pieces Small Packages (FedEx/UPS/DHL under 30 lbs.)						Overtime					
	\$57.00	\$74.00	\$114.00			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			Double Time					
	35048	35268	35045			Double Time: 50% fee for each double time application based on ST rate					

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

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.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



STORAGE AUTHORIZATION FORM

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ 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.

SHOWSITE STORAGE

Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

Return to Warehouse Service Fee: At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

Storage per Month Service Fee: Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: _____ Delivery Date: _____

Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



MATERIAL HANDLING INFORMATION

Shepard Exposition Services

NFMT Fall 2016

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

DISPOSAL FEE

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% 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.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization 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.

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

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.

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.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

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.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

NFMT Fall 2016

MATERIAL HANDLING Q&A

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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

Crates, cartons, skids, fibercases, 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.

MATERIAL HANDLING CHARGES

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.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

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 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.)

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, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

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.

LIABILITY INSURANCE

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 SHIPMENTS

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).

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ υποτιμη αποσπονη υπηρεσιων αποφορτισμου
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



SPECIAL MACHINERY MATERIAL HANDLING

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES					
35992		2,501 - 5,000 LBS	34.00	44.20	
35993		5,001 - 10,000 LBS	30.90	40.15	
35994		10,001 - 20,000 LBS	29.35	38.15	
35995		20,001 - 30,000 LBS	27.80	36.15	
35996		30,001 + LBS	26.80	34.85	

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

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

Subtotal \$

N/A Tax*: \$

Amount Due: \$

**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.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. 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.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

* All tax rates are subject to change.

Vehicle Display Information

Vehicles on Premise

Any exhibitor bringing a vehicle to display for the event will need to inform Event Management as a permit will be needed before any vehicle can be allowed on the expo floor.

Company: _____ **Exhibit Space #** _____

Type of Vehicle: _____

*****If you are bringing a vehicle, I will need to receive a copy of your exhibit space layout showing placement of the vehicle within your space. You will need to write the vehicle display guidelines on the floor plan (i.e.: Battery will be disconnected, etc...)** Email exhibit space layout to: turbanczyk@rocexhibitions.com***

I will also need to know the day and approximate time the vehicle will be delivered to your exhibit space.

Below is a listing of the guidelines. Automobiles or other fuel powered vehicles of any nature must adhere to the following guidelines:

- Fuel in the tank shall not exceed $\frac{1}{4}$ of the tank capacity or 5 gallons, whichever is less
- Vehicles shall not be fueled or refueled within the building
- At least one battery cable shall be removed from the battery used to start the vehicle engine and the disconnected battery cable shall be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fuel tank openings shall be sealed to prevent the escape of vapor.
- Ignition keys removed
- Propane tanks to be removed.
- Visqueen or other protective covering approved by the Mirage Event Center placed underneath vehicle.
- A Minimum 42-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle. Where multiple vehicles are displayed, a minimum 42" aisle shall be provided between vehicles. Vehicles shall not obstruct the clear width required for any portion of the means of egress.
- Vehicles shall not exhibit any leaks of fluids.
- Displayed vehicle may only be moved during expo hours as allowed by the permit conditions established during the plan review.

Submit floor plans to:

Theresa Urbanczyk
ROC Exhibitions
1963 University Lane
Lisle, IL 60532
630-271-8231

turbanczyk@rocexhibitions.com

*****Deadline for submission – Friday August 5th*****

After deadline date, exhibitors will be responsible for permit fees and floor plan submissions, and any floor plan submission costs.



Shepard Exposition Services

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Customer Service Email: lasvegas@shepardes.com

MOBILE SPOTTING FEE

NFMT Fall 2016

November 1 - 2, 2016

Mirage-Las Vegas, Las Vegas, NV

Event Code: L103041116

Discount Deadline: October 11, 2016

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

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

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35108)	\$150.00	

Subtotal	
8.15% Tax	
Amount Due	

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



CARTLOAD MATERIAL HANDLING SERVICE

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

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Event Code: L103041116

CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	40.00	
35151		Dock to Booth - ST	40.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	60.00	
35153		Dock to Booth - OT	60.00	

Subtotal	\$
N/A Tax	\$
Amount Due	\$

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 - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

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 in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

NFMT Fall 2016
November 1 - 2, 2016
Mirage-Las Vegas, Las Vegas, NV
Event Code: L103041116

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.
***Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

Crate Skid Cases Carton Total Weight

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER: _____

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

Type of Service:

Ground Overnight 2nd Day

In the event your designated carrier fails to pickup:

Reroute via show carrier
 Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

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.

National Plant & Floral, LLC.

LAS VEGAS, NV

NFMTVegas 2016
November 1 - 2, 2016
Mirage Event Center - Halls A & B
Las Vegas, NV

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: <input type="checkbox"/> WHITE <input type="checkbox"/> 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

CompuSystems Lead Retrieval

The smart way to collect leads

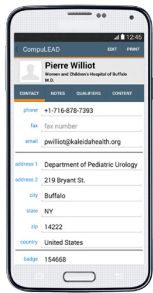


App works with all iPhone, iPad and Android devices with this year's and the previous year's operating system.

CompuLEAD Smart *Lead Retrieval App*

Download the app and activate it via a unique activation code on your own smart device

- Transfer activations between your staff's devices
- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- Send your own marketing materials to your leads from the app
- Get personal in-booth training (additional charges apply)
- Wireless printer (additional charges apply)



Mobile Badge Scanner

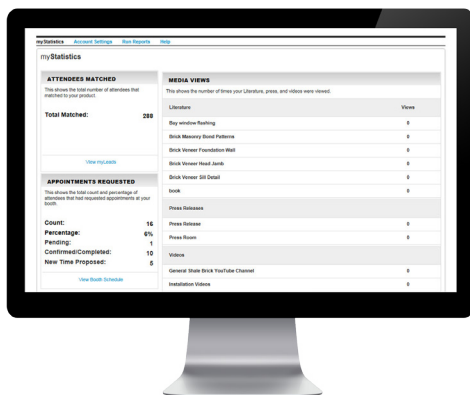


Optional Wireless Printer

CompuLEAD Smart *Mobile Badge Scanner*

A rental device equipped with the CompuLEAD Smart app

- Custom qualifiers and survey questions
- Edit lead information and add notes
- Scan badges on and off the show floor even when cellular/Wi-Fi connection is lost
- In-booth delivery, setup and training (additional charges apply)
- Wireless printer (additional charges apply)



Follow-up

Included FREE with your CompuLEAD order is myLeads, CompuSystems premier post show follow up service. myLeads allows you to view all of your leads and provides a powerful suite of post-show follow-up services.

- Download leads directly to your own CRM or database
- Print leads and mailing labels
- Send broadcast emails to your leads
- Run reports to help measure ROI



Order online
compusystems.com/order

Please note that if you're using your own lead capturing equipment, the QR code on the badge only contains limited information. To receive full lead information post-show call 708.786.5565 for information and pricing.



NFMT Vegas

November 1–2, 2016 • Mirage Event Center • Las Vegas, NV

	09/02/16 EARLY BIRD	09/19/16 ADVANCE	STANDARD	QTY	TOTAL
Individual Items					
CompuLEAD Smart App 3 User Activation (173A)	\$455	\$495	\$545	___	\$ _____
CompuLEAD Smart Mobile Badge Scanner (174A)	\$455	\$495	\$545	___	\$ _____
CompuLEAD Smart App Unlimited User Activations (178A)	\$735	\$775	\$830	___	\$ _____
Packages					
CompuLEAD Smart App 3 User Activation (115)	\$575	\$615	\$660	___	\$ _____
<ul style="list-style-type: none"> • Custom qualifiers and surveys • 15 pieces of literature (15 PDFs, 5 MB each) • 5 links to videos 					
CompuLEAD Smart Mobile Badge Scanner (114)	\$615	\$675	\$750	___	\$ _____
<ul style="list-style-type: none"> • Custom qualifiers and surveys • Wireless printer* • Delivery, setup and in-booth training 	<ul style="list-style-type: none"> • 15 pieces of literature (15 PDFs, 5 MB each) • 5 Links to videos 				
CompuLEAD Smart App Unlimited User Activations (116)	\$840	\$880	\$930	___	\$ _____
<ul style="list-style-type: none"> • Custom qualifiers and surveys • 15 pieces of literature (15 PDFs, 5 MB each) • 5 links to videos 					
Add-ons					
Wireless Printer* for Smart App (287A) - only pairs to 1 device/app at a time	+\$85	+\$95	+\$105	___	\$ _____
Wireless Printer* for Mobile Badge Scanner (187A) - only pairs to 1 device/app at a time	+\$85	+\$95	+\$105	___	\$ _____
Setup and In-Booth Training for Smart App (108)	+\$105	+\$120	+\$140	<input type="checkbox"/>	\$ _____
Delivery, Setup and In-Booth Training for Mobile Badge Scanner (08)	+\$105	+\$120	+\$140	<input type="checkbox"/>	\$ _____
Payment					
Contact Name/Title	Company Name	Booth # (Required)			
Address					
City	State	Zip Code	Country		
Phone	Onsite Cell	Fax			
Email	Alternate Email (to receive leads post-show)				
<p>Credit card deposit required for all rentals. Order will appear as LEAD RETRIEVAL on credit card statement. By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed below.</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AmEx</p>					
Card Number	Expiration Date				
Cardholder Name	Cardholder Signature				
<p>Subtotal \$ _____</p> <p>Processing Fee \$ 15.00</p> <p>TOTAL \$ _____</p> <p>All applicable taxes will be added. All prices in U.S. dollars</p> <p>All orders subject to a \$100 cancellation fee. No refunds after 10/03/16. No refunds on the CompuLEAD Smart App. *Printer can only be paired to 1 device/app at a time.</p> <p>Order compusystems.com/order Fax: +1 708.344.4444</p> <p>For assistance Inside the U.S. (Toll-free): 866.600.LEAD (5323) Outside the U.S.: +1 708.786.5565 Exhibitor-support@compusystems.com</p>					



TERMS AND CONDITIONS. By completing this Lead Retrieval Order you agree to be held liable for the safekeeping and return of the CompuLEAD unit and its accessories. If the unit or Bluetooth printer is not returned, returned damaged or stolen, a replacement fee of \$500 per item will be charged to the credit card used when placing the order. If the power cord is not returned, a \$100 replacement fee will be charged. If the Portable Android Charger w/ Cord is not returned, a \$50 replacement fee will be charged. If the unit is not returned within one hour after the show floor closes, a \$100 late fee will be charged. CompuSystems is not liable in the event of any hardware or software malfunction, service interruption or loss of saved leads.





Mirage Exhibitor Services Welcomes

NFMT Vegas'16

Order Online!

Take advantage of discounted pricing until
October 11, 2016.

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and live assistance from one of our Exhibitor Services Supervisors is just one click away!

Mirage Exhibitor Services

On behalf of the entire team here at The Mirage, I'd like to welcome you to our world class resort, located at the heart of the Las Vegas Strip. Along with some of the most exciting entertainment, dining, and nightlife options, our experienced convention staff is dedicated to producing the most successful meetings and events. Our brand new state of the art website has been designed with you, our customer in mind, providing convenience in booking services for your event.

Listed below is a synopsis of services:

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

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

Technical Services: Mirage Exhibition Services is globally recognized as a leader in the meeting and event planning and production field providing many of the industry's most prestigious awards. With our planning an incentive meeting, conference, corporate mission, social reception, or award gala, the staff has years of professional expertise to offer an unbeatable combination of the practical and the spectacular.

We at The Mirage hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding services or pricing orders, please contact our Exhibitor Services Department toll free at 888.890.7417, or you can click the "Call Us" button at any time while you are in the site.

Sincerely,
Vito Iacono
Director of Convention Services

Log in to place new orders, modify existing orders and manage your account.

Email Address:

Password:

[Forgot Password](#)

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Registration allows you to place orders online easily and securely. [Click here to Register Now.](#)

System offers easy ordering of:

- Electrical
- Booth Cleaning
- Food And Beverage
- Internet and Telecommunications
- Audio Visual
- Rigging & Technical Services

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