Exhibitor Installation:
Sunday, March 24 10:00am – 5:00pm
Monday, March 25 8:00am – 6:30pm

All exhibitors must be fully operational by 6:30pm Monday, March 25th. Installation work will NOT be permitted after 6:30pm without approval from Event Management.

POV/Self Unloading – see POV information for details & to request a dock pass
Sunday:  10:00am – 4:00pm
Monday:  8:00am – 5:30pm
No POV services available Tuesday.

Registration Hours:
Monday, March 25  Exhibitors and NFMT Members only 1:00pm – 5:00pm
Tuesday, March 26 7:00am – 5:00pm
Wednesday, March 27 7:00am – 5:00pm
Thursday, March 28 7:00am – 3:30pm

Conference Hours:
Monday, March 25 Pre-Conference Sessions 1:00pm – 4:00pm
(Tuesday, March 26 separate registration fees apply)
Tuesday, March 26 8:00am – 11:45am
Tuesday, March 26 Networking Party 4:00pm – 5:00pm
Wednesday, March 27 8:00am – 11:15am
Wednesday, March 27 Networking Functions 3:45pm – 5:45pm
Thursday, March 28 5:00pm – 6:00pm
Thursday, March 28 8:00am – 11:15am
Thursday, March 28 2:45pm – 4:45pm

Expo Hours:
Tuesday, March 26 12:00pm – 4:00pm
Wednesday, March 27 11:30am – 3:30 pm
Thursday, March 28 11:30am – 2:30pm
Exhibitor Dismantle:
Thursday, March 28 2:30pm – 9:00pm
POV/Self Loading 2:30pm – 8:00pm
Friday, March 29 8:00am – 10:00am

Removal of Exhibits:
Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. All freight not called for by 10:00am Friday, March 29th will be shipped by a carrier selected by the official drayage contractor at the exhibitor’s expense.

EXHIBIT SPACE RENTAL INFORMATION

Exhibit Space Rental Includes:

- In-line space will have green and black 8’ back-wall and 3’ black side rail drape
- 7”x44” Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- Complimentary Event Directory Listing (must be submitted by deadline)
- 24 Hour Exhibit Hall Perimeter Security
- Pre- and Post – Event Registrant Mailing List

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

Aisle Carpet Color:
NFMT® aisles – Tuxedo
Building Services aisles – Red/black blend
Openings pavilion aisles - Eclipse (blue and black blend)
Smart and Healthy Buildings – Eclipse (blue and black blend)

Check Your Exhibit Space Location:

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

Link to the online floor plan:
https://www.rocexhibitions.com/floorplans/19nfmt/exfx.html#floorplan
## NFMT Event Management Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Name</th>
<th>Extension</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>Exhibit Management:</strong></td>
<td>ROC Exhibitions, Inc.</td>
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<td></td>
<td>1963 University Lane</td>
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<td></td>
<td>Lisle, IL 60532</td>
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<td></td>
<td><a href="mailto:info@rocexhibitions.com">info@rocexhibitions.com</a></td>
<td></td>
<td></td>
<td>P: 630-271-8210</td>
</tr>
<tr>
<td><strong>Event Planning Questions &amp;</strong></td>
<td>Christina Luporini</td>
<td>8219</td>
<td><a href="mailto:cluporini@rocexhibitions.com">cluporini@rocexhibitions.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Rules &amp; Regulations:</strong></td>
<td>Laura Koski</td>
<td>8226</td>
<td><a href="mailto:lkoski@rocexhibitions.com">lkoski@rocexhibitions.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Accounting, Invoices, &amp; Payments:</strong></td>
<td>Autumn Schindlbeck</td>
<td>8222</td>
<td><a href="mailto:aschindlbeck@rocexhibitions.com">aschindlbeck@rocexhibitions.com</a></td>
<td>P: 630-271-8210 F: 630-271-8234</td>
</tr>
<tr>
<td></td>
<td>Brandi Kapusinski</td>
<td>8216</td>
<td><a href="mailto:brandi@rocexhibitions.com">brandi@rocexhibitions.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Education &amp; Conferences:</strong></td>
<td>Amy Brown</td>
<td>458</td>
<td><a href="mailto:amy.brown@tradepress.com">amy.brown@tradepress.com</a></td>
<td>P: 414-228-7701</td>
</tr>
<tr>
<td></td>
<td>Gina Doyle</td>
<td>459</td>
<td><a href="mailto:gina.doyle@tradepress.com">gina.doyle@tradepress.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Exhibit &amp; Sponsorship Sales:</strong></td>
<td>Laurie Vega</td>
<td>482</td>
<td><a href="mailto:Laurie.vega@tradepress.com">Laurie.vega@tradepress.com</a></td>
<td>P: 414-228-7701</td>
</tr>
<tr>
<td>Accounts based on company name</td>
<td>Nick Fetek</td>
<td>449</td>
<td><a href="mailto:nick.fetek@tradepress.com">nick.fetek@tradepress.com</a></td>
<td></td>
</tr>
<tr>
<td>A, B &amp; #:</td>
<td>Kayleigh Norton</td>
<td>477</td>
<td><a href="mailto:kayleigh.norton@tradepress.com">kayleigh.norton@tradepress.com</a></td>
<td></td>
</tr>
<tr>
<td>E – K:</td>
<td>Debbie Hanamann</td>
<td>305</td>
<td><a href="mailto:Debbie.hanamann@tradepress.com">Debbie.hanamann@tradepress.com</a></td>
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<td>C, D, L – P:</td>
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<td>Q-Z:</td>
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<tr>
<td><strong>Exhibitor Registration Questions:</strong></td>
<td>Bernice Alcantar</td>
<td>8230</td>
<td><a href="mailto:balcantar@rocexhibitions.com">balcantar@rocexhibitions.com</a></td>
<td>P: 630-271-8210</td>
</tr>
<tr>
<td></td>
<td>Brandi Kapusinski</td>
<td>8216</td>
<td><a href="mailto:brandi@rocexhibitions.com">brandi@rocexhibitions.com</a></td>
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### Official NFMT Contractors

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

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

**Decorator/General Contractor:** Shepard Exposition Services

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>7079 Oakland Mills Rd.</td>
<td>P: 410-737-9270</td>
<td>E: <a href="mailto:baltimore@shepardes.com">baltimore@shepardes.com</a></td>
</tr>
<tr>
<td>Columbia, MD 21046</td>
<td>F: 410-737-9274</td>
<td></td>
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</tbody>
</table>

**Services:**
- Flooring & Furnishings
- Installation & Dismantle
- Material Handling
- Rental Exhibits
- Signs & Graphics
- Shipping

**Deadlines:**
- 3/5/2019
- 2/22/2019
- See various dates on forms
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| Audio Visual & Computer Rental: | Audio Visual One, Ltd.  
724 Crepe Myrtle Circle  
Apopka, FL 32712  
P: 407-666-5382  
F: 407-880-0736  
E: ecross@audiovisualone.com | 3/13/2019     |
| Business Center:             | ABC Imaging  
Baltimore Convention Center  
One West Pratt St.  
Baltimore, MD 21201  
On 300 level adjacent to room 334  
P: 410-649-7194  
F: 410-649-7196  
E: bcc@abcimaging.com  
E: ekings@abcimaging.com |               |
| Exhibit Space Cleaning:      | All Convention Cleaners (ACC)  
2335 Mountain Top Road  
Winston, GA 30187  
P: 770-949-3441  
F: 771-949-3358  
E: accinc@bellsouth.net | 3/20/2019     |
| Facility:                    | Baltimore Convention Center  
One West Pratt St.  
Baltimore, MD 21201  
Exhibit Halls: D, E, Swing, F & G  
P: 410-649-7000  
F: 410-649-7005 |               |
| Florist:                     | National Plant & Floral  
1001 E. Sunset #95814  
Las Vegas, NV 89193  
P: 702-956-8011  
F: 702-956-8021  
E: exhibitorservice@nationalplantfloral.com |               |
| Food & Beverage:            | Centerplate  
Baltimore Convention Center  
One West Pratt St.  
Baltimore, MD 21201  
P: 410-649-7072  
F: 410-649-7043  
E: angela.kelly@centerplate.com | 3/8/2019  
**Note:** Product sample authorization deadline is: 3/1/2019 |
| Housing/Hotel Reservations: | Visit Baltimore Housing Services  
100 Light St.  
12th Floor  
Baltimore, MD 21202  
P: 410-837-4636  
F: 410-659-8398  
E: conventionhousing@baltimore.org | By 3/1/2019 or when block is sold out whichever comes first. |
| NFMT Show Mgmt. Contact:    | Christina Luporini  
P: 630-271-8219  
E: cluporini@rocexhibitions.com |               |
| International Shipping:     | TWI Group, Inc.  
4480 S. Pecos Road  
Las Vegas, NV 89121  
P: 702-691-9063  
E: fnatoli@twigroup.com |               |
<table>
<thead>
<tr>
<th>Service</th>
<th>Company</th>
<th>Address</th>
<th>Contact Information</th>
<th>Deadlines</th>
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<tbody>
<tr>
<td><strong>Lead Retrieval:</strong></td>
<td>CompuSystems</td>
<td>2651 Warrenville Rd. Ste 400</td>
<td>P: 866-600-5323</td>
<td>Deadlines:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Downers Grove, IL 60515</td>
<td>E: <a href="mailto:exhibitor-support@csireg.com">exhibitor-support@csireg.com</a></td>
<td>Early Bird- 1/25/2019</td>
</tr>
<tr>
<td></td>
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<td>W: compusystems.com/order</td>
<td>Advanced- 2/11/2019</td>
</tr>
<tr>
<td><strong>Security:</strong></td>
<td>CES Security</td>
<td>115 McHenry Ave.</td>
<td>P: 443-471-7000</td>
<td>Deadline:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baltimore, MD 21208</td>
<td>F: 443-471-7007</td>
<td>3/12/2019</td>
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<tr>
<td><strong>Telephone &amp; Internet:</strong></td>
<td>M.C. Dean</td>
<td>1765 Greensboro Station Pl.</td>
<td>P: 410-649-7097</td>
<td>Deadline:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tysons, VA 22102</td>
<td>F: 877-819-4023</td>
<td>3/7/2019</td>
</tr>
<tr>
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<td>E: <a href="mailto:BCC_support@mcdean.com">BCC_support@mcdean.com</a></td>
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<td>W: bcc.mcdean.com</td>
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<tr>
<td><strong>Utilities:</strong></td>
<td>Edlen</td>
<td>One West Pratt St.</td>
<td>P: 410-649-7321</td>
<td>Deadlines:</td>
</tr>
<tr>
<td><strong>Electrical &amp; Plumbing:</strong></td>
<td></td>
<td>Baltimore, MD 21201</td>
<td>F: 410-649-7327</td>
<td>Compressed Air</td>
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<tr>
<td></td>
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<td>E: <a href="mailto:baltimore@edlen.com">baltimore@edlen.com</a></td>
<td>3/5/2019</td>
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<td>Services:</td>
<td>Electrical</td>
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<td>Water &amp; Drains</td>
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<td>3/5/2019</td>
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NFMT® has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by NFMT®, you must complete and return this form. It is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors. NOTE: There may be certain vendors & services exclusive to the Baltimore Convention Center and an EAC will not be allowed to provide that service.

**Deadline for Certificate of Insurance is Friday, February 15th.** EAC’s are required to provide a certificate of insurance showing a minimum limit of $3,000,000.00 per occurrence for property damage, personal injury, workers compensation aggregate coverage of $3,000,000.00 per occurrence, and naming the following as additionally insured for the dates of the event (including move in and out days):

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

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

Exhibiting Company: ___________________________________________ Exhibit Space #: __________

EAC: Company: ___________________________________________

Services Provided by EAC: ___________________________________________

Address __________________________ City/State/ __________ Zip: __________

Contact: __________________________

Phone: __________________________ Fax: __________________________

E-mail: __________________________

Services Provided by the Contractor: __________________________

Exhibitor Signature: __________________________ Date __________

E-mail or fax to: E-Mail: turbanczyk@showmgmtservices.com Fax: (630) 271-8234
Age Restriction:
No one under 18 years of age will be allowed in the conference sessions or the exhibit hall (including setup, dismantle and show hours). Event Management reserves the right to require proof of age prior to admission into NFMT®.

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

Balloons:
No balloons of any kind will be permitted.

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

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

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

Aisle carpet colors are:
NFMT® aisles – Tuxedo
Building Services aisles – Red/black blend
Openings pavilion aisles -Eclipse (blue and black blend)
Smart and Healthy Buildings – Eclipse (blue and black blend)

Drape:
NFMT & pavilions: Back drape will be 8ft high black and green with 3ft black sides
Exhibit Space Display & Event Regulations

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

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

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

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

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

Fire Equipment & Egress Signs:
Exhibit space displays and equipment shall not impair the visibility of egress signs, fire hoses, extinguishers, and audible or visual devices.

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

Lighting:
Exhibitors should adhere to the following suggested minimum guidelines when determining exhibit space lighting:
• No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval.
• Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
• Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.
• Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
Multi-story Exhibit:
A Multi-story exhibit is a exhibit space where the display fixture includes two or more levels. In many cities, a Multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Event Management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.

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

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

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

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

Storage:
Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Exhibit spaces on the end of an aisle where the back of the exhibit space is visible and unsightly, may be required by Event Management to add drape to mask the unsightliness at the exhibitor’s expense.
Structural Integrity:
All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

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

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

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

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

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

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

Vehicles:
Rules vary depending on the facility. See convention center rules. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Please notify Event Management if you will be displaying a vehicle and confirm if a targeted move-in time will be required.
Americans with Disabilities Act:
The Center provides access for our guests with disabilities in the following ways:
- Sidewalk curb cuts provide easy access for wheelchair users to main lobby areas.
- Wheelchair ramp located in the Charles Street Lobby.
- Thresholds are level with door entrances.
- Meeting room audio enhancements.
- Exterior automatic sliding doors are located at each public lobby entrance - Pratt Street, Sharp Street, Charles Street, and the Mezzanine Level, Main Terrace.
- Emergency systems for the visually and hearing impaired.
- TDD and TDY-equipped telephones are located throughout the public areas of the facility.
- There are amplified telephone handsets located in each of the permanent public telephone banks located throughout the Center.
- Telephones in each telephone bank are installed at a height, which will accommodate persons in wheelchairs.
- Elevators are located near escalators on each level, and are equipped with Braille indicators, chimes, and raised letters, providing mobility for visually impaired guests. In addition, meeting room signs are equipped with Braille indicators.
- All restrooms are accessible to standard wheelchairs.
- The elevator phones provide information on the location of the phone and instruction on using the instruments.
- Visual line indicators (flashers) and amplified handsets are available to exhibitors and Event Management through the Center's Telecommunications Department.

Animals:
No animals, except those licensed to assist the physically challenged, are permitted inside the Center as part of any exhibit, activity or performance, without prior written approval from the Center.

Building Security:
The Center provides 24-hour internal patrols of all areas of the facility and the building perimeter.

All Center employees have Center identification badges. Event Management may refuse access to employees without showing proper Center identification.

Center employees are strictly prohibited from using Center identification badges to enter events for personal or other reasons not related to their assigned duties. All event personnel are subject to inspection of cartons, packages or containers brought into or taken out of the Center.

All event personnel must wear an identification badge issued by their employer, by Event Management, or by the designated service contractor.
Business Center:
The Center maintains exclusive in-house business center services. The Business Center is located on the 300 Level adjacent to the Pratt Street Lobby. We can place portable service desks throughout the facility in locations convenient to your show. These services are: photocopying, faxing, word processing, shipping (hand carry items only), computer access and rental, notary public and cellular phone leasing.

Catering:
Increasingly, food and beverage service has become a large factor in the success of pre-planned meetings, shows, or exhibitions. The exclusive food and beverage provider for the Center is CENTERPLATE.

Both the Center and CENTERPLATE have committed significant resources to provide the most comprehensive offering of quality food and beverage services of any facility in the country. We will act in concert to accommodate individual and specific requirements for your planned receptions; coffee services, banquets, and concession-style food in our permanent exhibit hall locations or portable "bring it to your guests" arrangements. CENTERPLATE can provide floral arrangements, specialty linens and other themed décor items for your event. Please discuss these options with your CENTERPLATE sales representative.

Our Catering Department has sales and service representatives to assist you in the planning of your catered event and will work closely with your Account Executive in order to make your event the best possible. Please refer to terms and conditions for the purchase of food and beverage in your contract with CENTERPLATE.

All food and beverage concession operations, or any service requiring such commodities, are reserved exclusively through CENTERPLATE. Permanent locations are available for specific food service requirements and are the primary source for consideration. In addition to permanent food locations, portable food areas are available. Depending on expected attendance, a labor fee may be applicable.

The following list contains examples of items, which are reserved for exclusive sale by CENTERPLATE. If a customer wants to sell any of the following items, a fee may be applied by CENTERPLATE. This list is not all inclusive but should serve as a guideline in determining your food, beverage and concession needs.

- All food and beverage items sold for consumption.
- Arcade and amusement games.
- T-shirts, balloons, postcards, souvenir plates, forks, spoons, ashtrays, trivets, models, posters, buttons, badges, small toys, records, tapes, and other audio or video recordings. If there are any questions concerning whether or not the sale of an item is reserved, please contact CENTERPLATE's Sales Department well in advance of your event.

Crate Storage:
The designated service contractor is responsible for all event crate storage. Exhibitors and exhibitor appointed contractors may arrange for storage with the designated service contractor. All crates must be stored inside trailers. Trailers may be stored in the loading dock(s) as assigned. Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste is not permitted inside the Center. Any fuel storage containers must be approved certified containers.

Damages:
Any type of damage to the Center must be reported immediately. Center representatives, Event Management and the designated service contractor will inspect leased areas of the building prior to move-in and during move-out to determine existing conditions of the spaces. The inspections will be coordinated by and conducted with appropriate Center personnel.
Balloons:
No balloons of any kind will be allowed.

The use of Velcro, stick-on decals and badges or similar items is strictly prohibited in the facility.

The use of tape on any vertical surface, including but not limited to painted walls and portable walls within the facility is strictly prohibited.

Elevators:
There are seven passenger elevators, four freight elevators, and one service elevator in the Center. The passenger elevators are conveniently located in each lobby, serving all four levels. The freight and service elevators are located on the south side of the facility and service all four levels.

Public passenger elevators may not be used to transport equipment or exhibit materials. All show freight and equipment will be transported on the freight elevators.

Event Personnel:
All event personnel, such as show and service contractor staff, exhibitor-appointed contractor staff, temporary help, exhibitors, and other workers affiliated with an event shall enter and leave the Center through the Public Safety Office entrance on Charles Street.

Exhibit Booths:
Exhibit booths must be installed so that they neither interfere with access to emergency exits nor restrict visibility of required emergency exit signs or equipment.

It is the exhibitor’s responsibility to ensure safe exhibit booth construction. Drapes, signs, banners, acoustical materials, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials. The exhibitor should have a certificate of flame retardant available for review by the Baltimore City Fire Department’s Public Assembly Officer (BCFD-PAO). The Public Assembly Officer may at his or her sole discretion perform a flame test of exhibit materials. The use of any material that cannot be made flame retardant is prohibited.

Exhibitors, service contractors, and all other event personnel shall comply with all federal and municipal fire codes, which apply to places of public assembly.

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

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

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

Exhibit booths that are multi-story, contain covered assembly areas, such as conference areas or theatres, or extend beyond 300 feet, must meet the following minimum life safety requirements. This type of booth requires a separately approved floor plan by the BCPD/PAO and documentation of load capabilities for the second level must be provided.
Exhibit Booths Con't
There should not be less than two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.

An "automatic extinguishing system" must protect single level booths greater than 300 square feet and covered with a ceiling.

A single exhibit or group of exhibits with ceilings that DO NOT require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet.

Exhibitor Cooking:
The Center has prepared these guidelines for exhibitor cooking in conjunction with the Baltimore City Fire Department's Public Assembly Officer. The guidelines cover all cooking appliances, which include any heat producing or electrical device used to warm or prepare food, such as but not limited to: stoves, barbecues, hot plates, crock pots, woks, frying vats, microwave or convection ovens.

Please note:
- Event Management must provide CENTERPLATE and the event Account Executive with a list of all exhibitors who plan to cook and distribute food at the event at least thirty (30) days before move-in.
- The final exhibit floor plan should indicate the exhibitors referenced above, and must be received by CENTERPLATE and the event Account Executive one week before service contractor move-in begins.
- Each exhibitor who plans to cook must provide CENTERPLATE and the event Account Executive with manufacturer’s specifications for the cooking equipment, appropriate drawings or photographs of such equipment and a description of the intended method of cooking. The exhibitor must provide this information no later than thirty (30) days prior to move-in.
- The Baltimore City Fire Prevention Bureau must approve cooking and warming devices. Sterno may be used for warming trays. Cooking devices must be approved by a recognized testing laboratory (i.e., U.L., F.M.)
- Cooking and warming devices and heated products must be isolated from the public by either placing the device(s) in a minimum of 4 feet back from the front of the booth, or provide a Plexiglas shield between the cooking or warming devices(s) and heated products. A minimum of 2 feet must be maintained between cooking devices within the same booth.
- Individual cooking or warming devices shall not exceed 288 square inches of surface area.
- The table surface holding the cooking or warming device(s) must be of non-combustible material.
- Combustible materials must be kept a minimum of 2 feet from any cooking or warming device. Use of butane canister must be pre-approved by the FM.
- An approved fire extinguisher and metal lid for each device, or an approved automatic extinguishing system must be provided within each booth utilizing cooking or warming devices.
- The use or storage of any flammable or combustible liquids, compressed gas cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.
- Frying equipment must be equipped with a grease-shield.
- Deep fat fryers, wood or coal burning equipment, and bottled gas cylinders are prohibited.
- A commercial exhaust hood and temporary venting system must be provided for each commercial cooking appliance except: completely enclosed ovens; steam tables; and auxiliary cooking equipment that does not produce grease-laden vapors such as toasters, coffee makers, or egg cookers.
Fire Department Regulations:
Fire regulations are strictly enforced. The Center is regularly inspected by the Baltimore City Fire Marshall. Please read and comply with the following regulations:

- All meeting rooms and exhibit halls have a maximum occupancy that may not be exceeded. In order to fulfill our public safety obligation, the Center reserves the right to deny further entry into these spaces if, in our opinion, public safety considerations would be best served.
- All doors leading to required fire exit ways must be kept unlocked at all times when the building or floor area served by the fire exit way is occupied. The Center will not chain lock or deadbolt exhibit space for any reason during event hours.
- Decorations, furnishing and equipment shall not impair the visibility of egress signs.
- Exit signs must be visible from any location in the room.
- Aisles must be a minimum of 10 feet wide for exiting.
- Low-level lighting requests must be pre-approved by the Center and the Baltimore City Fire Department's Public Assembly Officer and will be based on the type of function and seating arrangement. Blackouts are not permitted.
- Emergency lighting capabilities must be maintained at all times.
- Tents are prohibited inside the building without prior written approval by the Center from the Baltimore City Fire Department's Public Assembly Officer.
- No combustible materials, merchandise or signs shall be attached to, hung or draped over fire resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

Hazardous Materials are prohibited. These include:

- Compressed flammable gases such as acetylene, hydrogen, propane. Flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum based materials.
- Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- Explosive material. Small arms ammunition may be allowed under certain circumstances.
- Cooking and/or warming devices in compliance with item "Cooking and Warming Devices".
- Oil cloth, tar paper, sisal paper, Spanish moss and burlap.
- As per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited. Living trees in a “balled” condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

Miscellaneous Requirements:

- Smoke or Fog Machines - Water based machines only.
- Fireworks Inside Building - ONLY approved effects and cold spark devices (requires prior approval).
- Display or use of hay, straw, wood chips, bamboo, lumber - Permissible only if treated with a fire retardant and pre-approved by Center and Fire Department.
- Aisle carpet fastening - all tripping hazards should be eliminated.

Emergency Phone Numbers:
24-Hour Building Security (Public Safety Office): 410-649-7160 / 7055 * EMT/ Medical
Emergency: 5046 from any house phone or above Public Safety numbers Baltimore City Fire, Medical and Police: 911 / Non-emergency: 311 Lost and Found: Baltimore Convention Center Public Safety Office: 410-649-7055 * * Last four digits can be dialed from any white house phone.
To report an emergency, call the Public Safety Office on extension 5046 from any house phone.
Floor Loads:
The load limits of the Exhibit Hall floors are 350 pounds per square foot. The load for the Charles Street, Otterbein, Pratt Street, Camden and Sharp Street Lobbies, the 200 level, 300 level and 400 level is 100 pounds per square foot.

The load limits for the outside terraces is 50 pounds per square foot. All of the above limits are strictly enforced.

Freight Handling and Shipment of Materials:
The Center reserves the right to limit the number of trucks loading or unloading in the exhibit hall if the freight handling operation present clear or apparent safety concerns. Such concerns include, but are not limited to: The total number of vehicles in the hall and the overload of vehicle exhaust.

The Center cannot accept or unload or store any shipment of show freight, materials, or equipment. Any advance shipments will be refused.

Drivers hauling freight that is directly shipped to the Center may be required to report to the designated service contractor's truck marshalling facility for check-in. The designated service contractor may occasionally operate driver check-in at the Center.

Equipment may only be delivered or removed through the loading dock area.

General Information:

Only Center staff is authorized to move Center plants, furniture and equipment. The Center's Visitors and Information Kiosks and ship displays are permanent and cannot be moved.

Access to the Center's roof, mechanical rooms and ancillary equipment rooms is strictly prohibited without the authorization and supervision of Center management.

"Glitter and/or confetti" are not allowed in carpeted areas of the building.

Please see the attached rate schedules for other charges such as changeovers, equipment rental, and labor costs.

Lost and Found:
All lost and found articles are turned in to the Center's Public Safety Office. Every effort is made to identify the owner and return all articles. At Center's discretion, lost and found articles whose ownership cannot be determined are catalogued and stored at the Center for a 30-day period. Articles left beyond 30 days will be disposed of as directed by Center Management.
Motorized Vehicles:
The Center has developed guidelines for exhibitors or contractors while operating motorized vehicles. These are as follows:

- Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines. Event Management will be charged for cleaning and replacement costs for permanent stains or damage to the Center.
- Only gas and electric motorized vehicles are allowed in the Center. Propane is prohibited.
- Trained and certified personnel must operate all forklifts or material handling devices. The contractor operating this equipment must immediately report to the Center’s Public Safety Department any damages caused by the operation of the equipment.
- No vehicle operator shall leave operating motor vehicles unattended.
- Forklifts and motorized carts are prohibited from any carpeted area. Only electrically operated lifts are allowed in carpeted areas. Carpet protection must be provided at all times.

Vehicle Demonstration or Exhibitions:
Vehicles may be allowed in the building for display purposes provided they meet the following requirements:

- Fueling or fuel removal is PROHIBITED.
- Vehicles are prohibited from being moved during an event without prior approval.
- Natural gas powered vehicles must have the tank purged before entering the building.
- Exhibitors demonstrating or exhibiting a mechanized or motorized part powered by either propellant or electrical system must have prior written approval of the Baltimore City Fire Department’s Public Assembly Officer. Approval must be secured through the event Account Executive not less than thirty days prior to decorator move-in.
- Exhibitors requesting demonstration of, or exhibiting a moving vehicle must provide the event Account Executive will full written details of the proposed demonstration not less than thirty days prior to decorator move-in. After review by Center management, the request will be forwarded to the Baltimore City Fire Department’s Public Assembly Officer for review and approval. The event Account Executive will provide the exhibitor with the decision of Center management and the Baltimore City Fire Department’s Public Assembly Officer.
- Gasoline powered vehicles on display must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fuel tank caps must be locked or taped shut. Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.

Smoking Policy:
Baltimore City Ordinance #227 prohibits smoking in any and all areas inside of the Center. For the convenience of our patrons, we have placed ash urns outside the main entrances of the facility. Employees and contracted staff may use the designated areas outside loading dock, outside the Public Safety office.

Special Decorations:
The Center’s lobbies are designed to accommodate show-related decorations. The Center management must approve the method and location of installations for special decorations in advance. The areas approved for use will be determined in consideration of other building tenants and Event Management needs simultaneously using the space. Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
Baltimore Convention Center Rule Regarding Moving In & Out:
Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. All show freight and equipment may only be delivered or removed through the loading dock area.

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

What is considered a POV- Privately Owned Vehicle?
Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles.

What is NOT considered a POV?
Multiple axle class 1 or 2 vehicles pulling trailers, flatbed trucks, box vans and trailers are NOT considered privately owned vehicles.

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

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

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

Optional Assistance On-site with Labor:
An optional service to load or unload your POV is available through Shepard for a cost of $41.80 each way straight time rate, and $62.70 each way overtime rate. This optional service does not apply to standard material handling.

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

- This is only a loading/unloading area. It is NOT a parking area while you assemble your exhibit space. If you run over your allotted 20 minutes, you will be charged $100.00. For every additional 30 minutes you will be charged an additional $100.00.
POV Loading and Unloading

POV Hours of Operation:

**Move In:**
Sunday, March 24 10:00 am – 4:00 pm  All POVs must be unloaded and removed by 4:30 pm
Monday, March 25 8:00 am – 5:30 pm  All POVs must be unloaded and removed by 6:00 pm

Tuesday, March 26  **NO POV or Self Unloading on Tuesday.**
All vehicles on Tuesday will be unloaded by Shepard and normal material handling charges will apply.

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

**Move Out:**

Thursday, March 28 2:30 pm – 8:00 pm  All POVs must be loaded and removed by 8:30 pm

To Participate: Deadline to request a POV dock pass: March 8th.
You must submit your request for a POV dock pass. The link to the request form can be found at  
https://www.surveymonkey.com/r/SBZC9RZ

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

x  You will need to present your pass to access the POV area.

x  The pass will need to be displayed in the window of the POV.

Location of the POV area:
The entrance to the POV area is located at the loading dock entrance off of Charles Street. There will be personnel stationed at the entrance to assist in directing POVs and checking for the proper POV dock pass.
Event Management must receive the request to display a vehicle in the exhibit space 35 days prior to the first move-in day in order to submit to the convention center by their deadline (30 days prior to the first move-in day).

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

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Fuel in the tank shall not exceed a ¼ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank caps must be locked or sealed to prevent escape of vapors.
- Battery cables must be disconnected and the connecting leads wrapped with electrical tape.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Vehicles which drip oil or other staining solutions must have drip pans or drain absorption powder under the vehicle/engine.
- Depending on the exhibit space location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Shepard Decorating is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of $209.00 will be charged. Shepard’s Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

Exhibiting Company: ___________________________ Exhibit Space #: _________

Vehicle Make, Model, Description: __________________________________________

________________________________________________________

Fuel Type or Electric: _____________________________

Contact: ______________________________________

Phone: _____________________________ Email: _____________________________

On-site contact if different than above:

Contact: _____________________________ Cell: _____________________________

Exhibitor Signature: _____________________________ Date: ____________________

E-mail or fax by February 15, 2019 to:

E-Mail: turbanczyk@rocexhibitions.com  Fax: (630) 271-8234
MOVE OUT: The NFMT® Expo will begin move out at 2:30 pm, Thursday, March 28.

RETURN OF EMPTIES: Shepard personnel will return all empty containers, boxes, wooden crates, pallets, etc. at the close of the show once the aisle carpet is removed (approximately 1 hour). We anticipate it will take an additional 2-3 hours to return all empty containers to exhibitors after the removal of aisle carpet. 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 expo. (Any open balances with Shepard Exposition Services 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. Completed bills of lading will not be accepted at the Shepard service desk until the close of the show at 2:30pm Thursday, March 28th.

DO NOT LEAVE BILL OF LADING IN BOOTH!

SHOW CARRIER: Shepard Logistic Services 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 10:00 am on Friday, March 29th.* 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:

   TA Truck Stop
   5501 O’Donnell St. Cut Off Baltimore, MD 21224

POV:

*Loading by Hand:* If you unloaded your own vehicle and hand carried your materials to the exhibit space, a bill of lading is NOT required, however, a POV dock pass is required. A POV desk will be located near the Shepard service desk where you may retrieve a pass once all of your exhibit space materials are completely packed and ready to be loaded. This pass must be in the vehicle and presented to security at the Charles Street security gate to be allowed access to the POV loading area. POV passes will NOT be available until 2:30 pm, Thursday, March 28.

*Loading with Assistance:* If Shepard personnel unloaded your personal vehicle with the assistance of a forklift during move in, a bill of lading 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 estimate on any associated fees.

**Freight Pick Up Information**

(Exhibiting Co. Name & Booth Number)

NFMT® Baltimore Convention Center

One W. Pratt St., Baltimore, MD 21201
Definition:
In-line or linear exhibit spaces are generally arranged in a straight line and have neighboring exhibitors on the left and/or right of their exhibit space leaving one side of their exhibit space exposed to the aisle.

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

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

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

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

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

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

10x30’s or larger In-line Exhibit Spaces:
When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft. height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit space or corner. [See image B below]

All exhibit spaces must adhere to display regulations:
Including ADA, demonstrations, lighting, sound, structural integrity, and storage.
Definition:
A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the exhibit floor, with no exhibitors behind them.

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

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

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

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

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

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

10x30's or larger In-line Exhibit Spaces:
When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft. height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit space or corner.

All booths must adhere to display regulations:
Including ADA, demonstrations, lighting, sound, structural integrity and storage.
Definition:
An island exhibit space is 400 square feet or larger with aisles on all four sides.

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

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

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

All exhibit spaces must adhere to display regulations:
Including ADA, demonstrations, lighting, sound, structural integrity, and storage.
Multiple Levels or Ceilings (including tents):
“Double-decker” exhibit spaces or exhibit spaces with ceilings (including tents) were previously required to be equipped with special fire safety devices. However, the Fire Safety Department at Baltimore Convention Center and major show contractors have worked together to develop codes for trade shows that offer a safe and cost-effective alternative to sprinklers. These requirements apply to all exhibits that have a ceiling or second story.

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

Explanation of Fire Code Items for Multiple Level Exhibit Spaces:
Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

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

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

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

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

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

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

Posted Certificate of Fire Retardant Materials:
A certificate verifying exhibit space construction materials are fire retardant must be posted in a conspicuous place within the exhibit.
Certified Approval:
After the exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering.

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

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

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

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

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

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

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

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

1) A certified weigh bill to verify assembled weight (not including crate).

2) Two copies of floor plans or diagrams of sign(s) or material to be hung approved by a structural engineer must be mailed to the Fire Marshall.

3) Statement of structural integrity signed by exhibitor and sign builder.
Multi-level Exhibit Spaces and Hanging Sign Requirements

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

A copy of all three items must also be sent to:
ROC Exhibitions, Inc.
Bob Posch - NFMT®
1963 University Lane
Lisle, IL 60532

**Free Form or Island Exhibit Spaces Guidelines:**
All exhibit spaces exceeding twelve feet (12’) in height, whether a tower, pylon, or second story, regardless of whether people will occupy an upper area or not, must meet the following criteria:

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

For further details regarding local Ordinances pertaining to multi-story exhibit spaces, please contact Baltimore Convention Center at 410-649-7000.
NFMT® 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
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 anyone acting for it in the management of the Exhibition.

2. ELIGIBLE EXHIBITS: Exhibits will be limited to those companies or other entities offering merchandise, products, publications, services or any interest to registrants. 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 alter, restrict, or prohibit any exhibit 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 employees, their Agents, their Officers, and their contractors, from any and all claims, actions, suits, or demands, including, but not limited to, any and all suits for damage or loss, whether by reason of personal injuries, death, property damages, or any other cause sustained by any person or persons. The Exhibitor will not be responsible for loss or damage to property, or personal injuries, or any other cause sustained by the Exhibitor or his agents, employees, or contractors. Any such claims, actions, suits, or demands against the Event Management, its employees, their Agents, their Officers, and their contractors will be the sole responsibility of the Exhibitor, his agents, or employees, and will be paid in settlement incurred in connection with such claims arising out of the acts or negligence of the 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 shall 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 sample or demonstration, or otherwise exhibit any article, product, or service, unless specifically authorized in writing by the Event Management and includes a list of the names of all display company representatives working in the exhibition area along with the proof of liability insurance satisfactory to Event Management.

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 unauthorized vendors, services and displays, the Event Management will have and shall have the right to employ contractors and independent contractors to perform the services of the Event Management.

8. SPECIAL SERVICES: Electricity, gas, water, and other utilities, as well as other special services, required by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them. The Exhibitor shall indemnify and hold harmless the Event Management from and against any claims, actions, suits, or demands arising out of or caused by the Services provided by the Service Contractor, individually or jointly, and any and all claims, actions, suits, or demands against the Service Contractor, individually or jointly, will be paid in settlement incurred in connection with such claims arising out of the acts or negligence of the Service Contractor, individually or jointly.

9. EXHIBIT SPACE REPRESENTATIVES: Exhibit space representatives shall be restricted to Exhibit Employee’s and their authorized Representatives. Exhibit space representatives shall not be allowed to enter the exhibition area for any reason. Event Management reserves the right to limit the number of exhibit space representatives at any time. All exhibit space must be staffed at all times by employees of the Exhibitor.

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. Clothes decorations must be flameproof. Wiring must comply with local, state, and federal fire codes. All wiring must remain intact and undamaged at all times. Event Management reserves the right to require any exhibit in whole or in part, or Exhibitor or his representatives upon the Event Management’s good faith determination that the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any person or persons. The Exhibitor will not be responsible for loss or damage to property, or personal injuries, or any other cause sustained by the Exhibitor or his agents, employees, or contractors. Any such claims, actions, suits, or demands against the Event Management, its employees, their Agents, their Officers, and their contractors will be the sole responsibility of the Exhibitor, his agents, or employees, and will be paid in settlement incurred in connection with such claims arising out of the acts or negligence of the Exhibitor, his agents, or employees.

12. OBSERVING EXHIBIT SPACES: 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 the approved covering. The cost of covering is to be paid by the Exhibitor.

13. SOUND LEVEL: Mechanical or electrical devices which produce sound must be operated so as not to disturb other Exhibitors. Event Management reserves the right to determine the proper level of display. All such displays must be turned off or stopped in the event of any complaints.

14. PERFORMANCE OF MUSIC: The Exhibitor acknowledges that any live or recorded performances of copyrighted music which occur in the Exhibit’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 giving of away of any prize or consideration or gift of any kind is prohibited. Event Management reserves the right to determine whether the operation of such games or lotteries, or the offering of such prizes, is against the law of the jurisdiction where the exhibition is held. Any such activity must be conducted in accordance with 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 appearance of the personnel or carved or painted likenesses of the personnel, employed or used in connection with the exhibition, is acceptable. The Event Management reserves the right to require such personnel to be dressed appropriately. Additional personnel are subject to the approval of the Event Management.

17. EXHIBITOR CONDUCT: Exhibitors wishing to conduct retail sales within their exhibit space are required to comply with the applicable state and local laws. Event Management reserves the right to determine whether the operation of such stores or other activities is against the law of the jurisdiction where the exhibition is held. Any such activity must be conducted in accordance with applicable law and on written approval from Event Management. Furthermore, any such activity shall remain within the constraints of the exhibit space only.

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

19. EMBARGO AGREEMENT: Should the exhibition be held in conjunction 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 and procedures.

20. TERMINATION OF EXHIBITION: In the event that the premises in which the Exhibition is to be conducted shall become, in the sole discretion of Event Management, unfit for occupancy, or if the Event Management shall fail to complete any of the displays necessary to the conduct of the event, then Event Management shall be relieved of all obligations hereunder and the contract (of which these Rules and Regulations are a part) shall be 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 Exhibit (or any part thereof) may be terminated by Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other losses or damages incurred by the Exhibitor as a result of the event, including, but not limited to, any actions or events which are 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 the Exhibitor’s deposits as is just and equitable, after deducting therefrom all expenses which the Exhibitor shall have incurred, and there shall be no further liability on the part of either party. For purposes of this rule “Event Management” includes the Event Management, the Event Official Contractor, their respective employees, the City of [City], the Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative; or between Event Management or the Official Contractor and a Labor Union or Labor Union Representative; or between Governmental bodies, or between a Labor Union or Labor Union Representative and a Governmental body; or any other third party which in any way is detrimental to the event. Any such liens shall include, but not by way of limitation; fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage of roadway; inclement weather; governmental restraints; or orders of civil or military authorities.

21. RESOLUTION OF DISPUTES: In the event of a dispute or agreement between: the Event Official Contractor, or Official Contractor, and between an Exhibitor, or Labor Union or Labor Union Representative; or between Governmental bodies, or between a Labor Union or Labor Union Representative and a Governmental body; or any other third party, the dispute shall be resolved by binding arbitration in accordance with the prevailing rules of arbitration of the American Arbitration Association, or such similar body as chosen by the Event Management, and any decision of such body shall be final and binding.

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. The Exhibitor agrees to indemnify and hold harmless Event Management from all liabilities of the 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 space during the exhibition is contrary to the code of ethics. The Event Management reserves the right to remove any articles which interfere with the proper display or function of other exhibits. The Event Management reserves the right to require any exhibit in whole or in part, or Exhibitor or his representatives upon the Event Management’s good faith determination that the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any person or persons. The Exhibitor will not be responsible for loss or damage to property, or personal injuries, or any other cause sustained by the Exhibitor or his agents, employees, or contractors. Any such claims, actions, suits, or demands against the Event Management, its employees, their Agents, their Officers, and their contractors will be the sole responsibility of the Exhibitor, his agents, or employees, and will be paid in settlement incurred in connection with such claims arising out of the acts or negligence of the Exhibitor, his agents, or employees.

23. PHOTOGRAPHY: Before, after, and during event hours, no photography or videotaping will be permitted anywhere except by Event Management or the official event photographer. Only those images which are directly related to the event should be made. Any deterioration of intellectual property is strictly prohibited. Event Management reserves the right to accept or process exhibit space applications for subsequent exhibition. Photographing the exhibition shall require written permission in writing by the Exhibitor’s Representative. 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 choice and remove the exhibit space. Event Management reserves the right to require any exhibit or display to make such disposition of this property as it may deem desirable without any liability to the Exhibitor or any of his representatives.

24. 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.

25. DAMAGES: Losses resulting from fire or other causes, or any event outside the reasonable control of the Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other losses or damages incurred by the Exhibitor as a result of the event, including, but not limited to, any actions or events which are not reasonably within the control of Event Management.
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8’ High backwall drape, 3’ High sidewall drape
Show drape colors: Lime Green, Black
7” x 44” Cardstock Identification Sign
Aisle carpet colors: NFMT - Tuxedo
Building Services - Red/Black blend
Openings Pavilion - Eclipse (blue/black blend)
Smart & Healthy Buildings - Eclipse (blue/black blend)

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Sunday, March 24, 2019 10:00 AM to 5:00 PM
Monday, March 25, 2019 8:00 AM to 6:30 PM

Exhibit Hours:
Tuesday, March 26, 2019 12:00 PM to 4:00 PM
Wednesday, March 27, 2019 11:30 AM to 3:30 PM
Thursday, March 28, 2019 11:30 AM to 2:30 PM

Exhibitor Move-out:
Thursday, March 28, 2019 2:30 PM to 9:00 PM
Friday, March 29, 2019 8:00 AM to 10:00 AM

Freight Reroute Begins*
Friday, March 29, 2019 10:00 AM

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
NFMT
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Direct Shipments Address
NFMT
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Friday, February 22, 2019
First day for warehouse deliveries without a surcharge: Tuesday, February 26, 2019
Discount price deadline for standard Shepard orders: Tuesday, March 5, 2019
Last day for warehouse deliveries without a surcharge: Friday, March 15, 2019
Last day for warehouse deliveries*:
Friday, March 22, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Sunday, March 24, 2019 at 8:00 AM

See Material Handling Rate sheet for all MH related fees!
NFMT

Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019
Discount Deadline Tuesday, March 05, 2019

Ancillary Vendor Information

Electrical & Plumbing  Edlen  www.Edlen.com  (410) 649-7321
Internet  M.C. Dean  http://bcc.mcdean.com  (410) 649-7097
Audio Visual  Audio Visual One  ecross@audiovisualone.com  (407) 666-5382
Lead Retrieval  CompuLEAD  https://compusystems.com/order  (866) 600-5323
Floral  National Plant Floral  exhibitorservice@nationalplantfloral.com  (702) 956-8011
Catering  Centerplate  angela.kelly@centerplate.com  (410) 649-7072
Booth Cleaning  All Convention Cleaners  accinc@bellsouth.net  (770) 949-3441
Booth Security  CES Securities  eventcoordinator@cessecurity.com  (443) 471-7000

Exhibitor Move Out
Thursday, March 28, 2019  2:30 PM to 9:00 PM
Friday, March 29, 2019  8:00 AM to 10:00 AM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by Friday, March 29, 2019  10:00 AM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, March 29, 2019  10:00 AM

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

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

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by

**Exhibitor Move Out**

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<th>Thursday, March 28, 2019</th>
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<td>Friday, March 29, 2019</td>
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Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

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

GO TO  www.shepardes.com/intro.asp
CLICK ON  NFMT
LOG IN from the Show Information page by clicking at the top right corner of the page.
ENTER your email address and password then click

NEW users:  User name = Your Email Address (provided by Event Management)
            Password = NFMT19

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

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

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

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

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

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

Confirm your order, click and complete the payment process.

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

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

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(410) 737-9270
baltimore@shepardes.com
EXHIBITING COMPANY INFORMATION

Company Name: ____________________________  Booth # _______
Street Address: ____________________________  Phone: ________________
City, St, Zip: ________________________________  Fax: ________________
Contact Name: ______________________________  Email: ________________

CREDIT CARD INFORMATION  (Required for all forms of payment)

Pay by Check ☐  Pay by Wire ☐

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

Credit Card #: ____________________________
Expiration Date: ____________________________
Billing Address: ______________________________
City, St, Zip: ________________________________

Name on Card: ____________________________  (Please Print)
Card: ____________________________

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

WIRE TRANSFER

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

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

Name of show that you are attending  NFMT
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

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibit is deemed to be accepted these terms and conditions when any of the following conditions are met: Exhibitor materials are delivered to the Shepard warehouse or to a contract or show site or exhibition site on which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard. Definitions and Shepard Responsibilities: The term "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, liens, 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 force reserved by 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 delinquent act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show at 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 or Shepard Management. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR’s form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid within 30 days of the close of the Show, then these unpaid balances shall bear interest committee the rate of 1-1/2% per month (18% per annum). Exhibitor shall be responsible for all charges incurred by Shepard while endeavoring to collect any overdue balances due to the exhibitor.

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

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

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

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

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

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

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

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

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

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked in writing.

Cancelling or Event Postponement: In the event the exhibition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exhibition as well as non-refundable costs incurred by Shepard. Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR’s materials are insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR’s booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Damage 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 vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

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

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or their 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 disappearances of exhibitor’s materials before same have been picked up for loading after the show. All materials will be left unattended at the time of the loading using document(s) submitted by the exhibitor notations of exceptions to conditions of materials or piece counts will be made by authorized Shepard personnel. Shepard assumes no responsibility for loss, damage, theft, or disappearances 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" labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
### NFMT

Baltimore Convention Center - Baltimore, Maryland  
March 26 - 28, 2019

**Discount Deadline**  
Tuesday, February 26, 2019

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

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

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

<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Sign**

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

- [ ] Booth Cleaning  
- [ ] Material Handling  
- [ ] Carpet  
- [ ] Rental Furniture  
- [ ] Exhibit Display Rentals  
- [ ] Overhead Rigging/Labor  
- [ ] Installation/Dismantling Labor  
- [ ] Logistics/Transportation  
- [ ] Other (please specify): __________

**Step 3:** Provide Third Party Contact Information

<table>
<thead>
<tr>
<th>3rd Party Name</th>
<th>3rd Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Party Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Expiration Date:</th>
<th>Billing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Month) (Year)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Sign**

Card Holder Signature

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

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

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

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

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Above Booth #

<table>
<thead>
<tr>
<th>Grids</th>
<th>grids</th>
<th>grids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Left Booth #

<table>
<thead>
<tr>
<th>Grids</th>
<th>grids</th>
<th>grids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Right Booth #

<table>
<thead>
<tr>
<th>Grids</th>
<th>grids</th>
<th>grids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below Booth #

<table>
<thead>
<tr>
<th>Grids</th>
<th>grids</th>
<th>grids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact 888.568.8858 logistics@shepardes.com
**SHIPPING VERSUS MATERIAL HANDLING**

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

![Diagram of shipping process]

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

![Diagram of material handling process]

**ONE EASY WAY TO KEEP YOUR CHARGES LOWER?**
Consolidate, Consolidate, Consolidate!

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

**Material Handling Process:**
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

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

Exhibiting Company Name

Contact Name

Phone #

State

Zip

Email Address

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

Company

Street Address

City

State

Zip

- Is there a loading dock?
- Do we need a lift gate on our truck?
- Is your building in a residential area?
- Do we need to go inside your office to pick up your items?
- Any thing else we should know about your building

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

Date

Hours of Operation

**Step 4: Tell us Where this is going:**

- Advance Warehouse
- Direct to showsite

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

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

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

- Standard Ground
- 2nd day Air
- Next Day Air
- Other (Truckload, Specialized)

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

- YES!
- No, I will arrange another carrier

**Company**

Booth #

Street Address

City

State

Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**Direct Shipping Labels**

ADVANCE WAREHOUSE

TO: ____________________________
(Exhibiting Company Name)
Booth #: ________________________
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM
For: NFMT
First day freight can arrive w/o a surcharge: February 26, 2019
Last day freight can arrive w/o a surcharge: March 15, 2019

ADVANCE WAREHOUSE

TO: ____________________________
(Exhibiting Company Name)
Booth #: ________________________
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM
For: NFMT
First day freight can arrive w/o a surcharge: February 26, 2019
Last day freight can arrive w/o a surcharge: March 15, 2019

DIRECT TO SHOW

TO: ____________________________
(Exhibiting Company Name)
Booth #: ________________________
c/o Shepard Exposition Services
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201
For: NFMT
MUST NOT BE DELIVERED PRIOR TO:
March 24, 2019 @ 8:00 AM

DIRECT TO SHOW

TO: ____________________________
(Exhibiting Company Name)
Booth #: ________________________
c/o Shepard Exposition Services
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201
For: NFMT
MUST NOT BE DELIVERED PRIOR TO:
March 24, 2019 @ 8:00 AM
Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name ____________________________ Booth # __________

Contact Name ____________________________ Phone # ____________________________

Email Address ____________________________

Step 2: Tell us Where your items are going:

Company ____________________________

Street Address ____________________________ City ____________________________ State ____________________________ Zip ____________________________

Step 3 How many Pieces are in your shipment?

_______ # of Crate _________ # of Skids _________ # of Cases _________ # of Cartons _________ Approx Total Weight

Step 4: How many Labels do you need? ____________________________

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

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

Step 6: What type of Service do you need? (how fast does it need to get there?)

_____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier doesn’t show up, what do we do with your items?

_____ Reroute via the show carrier (Shepard Logistics)

_____ Return to warehouse ($400.00 minimum charge)

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

**$ Saving Tip!** Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

**Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling**
Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

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

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

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

### Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$116.35</td>
<td>$151.25</td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Direct to Showsite Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$111.15</td>
<td>$166.75</td>
</tr>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Shipment</th>
<th>Total</th>
<th>Special Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>$58.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Email this form and machine diagrams to baltimore@shepardes.com by Tuesday, March 05, 2019

If you have questions regarding machines, please contact us!

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

Exhibiting Company Name

Contact Name

Email Address

Phone #

**Step 2: How many machines are you shipping?**

Crated ______ Uncrated* _______

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

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

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

**Step 4: What are the dimensions of each machine?**

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

**Step 5: How is your machine being shipped?**

Flatbed ______ Closed Trailer ______ Container ______

**Step 6: Do you need special equipment to unload?**

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

**Step 7: Do you require a forklift in your booth space to unskid, assemble, or spot machinery?**

Yes _______ No _______

**Step 8: Where are the pick points located on your machine?**

Top _______ Bottom _______

**Step 9: What is the weight per square foot of each machine?**

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

**Step 10: Please attach any photos or diagrams you have of your machines.**
All other freight will be billed at regular Material Handling Rates.

For all Machine shipments, Shepard will do the following:

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

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

Important Things to Know!

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

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

For all Machine shipments, Shepard will do the following:

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Weight</th>
<th>Item Description</th>
<th>ST Time Rate</th>
<th>Sp Handling Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>35233</td>
<td>2,501 - 5,000 LBS</td>
<td>$37.70</td>
<td>$48.98</td>
<td></td>
</tr>
<tr>
<td>35235</td>
<td>5,001 - 10,000 LBS</td>
<td>$33.30</td>
<td>$44.55</td>
<td></td>
</tr>
<tr>
<td>35237</td>
<td>10,001 - 20,000 LBS</td>
<td>$32.55</td>
<td>$42.35</td>
<td></td>
</tr>
<tr>
<td>35238</td>
<td>20,001 - 30,000 LBS</td>
<td>$30.58</td>
<td>$40.10</td>
<td></td>
</tr>
<tr>
<td>352410</td>
<td>30,001 + LBS</td>
<td>$29.75</td>
<td>$38.65</td>
<td></td>
</tr>
</tbody>
</table>

Overtime: 30% fee for each overtime application based on ST rate
Double Time: 50% fee for each double time application based on ST rate

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

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

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

Have questions or need special equipment? Contact Us! We love to help!
**NFMT**

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019

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

**Labor Hours**
- ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
- OT - Overtime: Monday-Friday, after 4:30 PM; all day Saturday & Sunday
- DT - Double-time: All other hours and holidays

**GROUND RIGGING FORKLIFT RENTAL**

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

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

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

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

**Forklift Rental - Up To 5,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$248.20</td>
<td>$322.75</td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$304.35</td>
<td>$395.75</td>
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</tr>
<tr>
<td>35067</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$364.45</td>
<td>$473.75</td>
<td></td>
</tr>
</tbody>
</table>

**Forklift Rental - Up To 10,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$496.40</td>
<td>$645.25</td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$608.70</td>
<td>$791.25</td>
<td></td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$728.90</td>
<td>$947.50</td>
<td></td>
</tr>
</tbody>
</table>

Rate structure includes forklift and (1) operator only.

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

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

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

**Rigging Supervisor Rates (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>ST per man hour</td>
<td>$112.50</td>
<td>$146.25</td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>OT per man hour</td>
<td>$168.75</td>
<td>$219.40</td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>DT per man hour</td>
<td>$225.00</td>
<td>$292.50</td>
<td></td>
</tr>
</tbody>
</table>

**Riggers and Material Handlers (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>ST per man hour</td>
<td>$90.00</td>
<td>$117.00</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT per man hour</td>
<td>$135.00</td>
<td>$175.50</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT per man hour</td>
<td>$180.00</td>
<td>$234.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

Company Name: ___________________________  Booth #: ___________________________
What is material handling (also referred to as drayage)?

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipment?

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
SPECIAL HANDLING DEFINITIONS  
Shipment received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

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

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

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

OVERTIME/DouBLE TIME  
Shipment 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  
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 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.

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

OFF-TARGET DELIVERIES  
For targeted shows (exhibitors who 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  
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  
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  
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 subject to material handling charges.

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

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

All vehicles must be escorted in and out of building by Shepard personnel.
Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

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

Step 2: Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the Exhibitor.
All vehicles must be removed no later than Friday, March 29, 2019 10:00 AM
Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations
- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Keys must be given to Shepard Exposition Services to be held onsite.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Roundtrip</th>
</tr>
</thead>
<tbody>
<tr>
<td>35106</td>
<td></td>
<td>Motorized Unit/Vehicle Spotting</td>
<td>$ 209.00</td>
</tr>
</tbody>
</table>

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Total Bar: $
NA Tax*: $
Amount Due: $

Company Name: ___________________________ Booth# ___________________________
Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: Card Holder Signature
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th># of Trips</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td>Dock to Booth ST</td>
<td></td>
<td>41.80</td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td>Booth to Dock ST</td>
<td></td>
<td>41.80</td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td>Dock to Booth OT</td>
<td></td>
<td>62.70</td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td>Booth to Dock OT</td>
<td></td>
<td>62.70</td>
<td></td>
</tr>
</tbody>
</table>

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

ST - Straight time:  Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime:      Monday-Friday, after 4:30 PM; all day Saturday & Sunday
DT - Double-time:   All other hours and holidays

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

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

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

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

Company Name: ____________________________

Contact Name: ____________________________

Contact Email Address: ____________________

Card Holder Signature: ____________________

Please Sign

Total Estimate: $ _______________________

NA Tax*: $ _______________________

Amount Due: $ _______________________

Event Code: M103040319

Connect With Us!

e-mail: baltimore@shepardes.com

phone: (410) 737-9270
fax: (410) 737-9274

7079 Oakland Mills Rd,
Columbia, MD 21046
**Onsite Storage** is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

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

Exhibiting Company Name ___________________________  Booth # ___________________________

Onsite Contact ___________________________  Onsite Cell Phone # ___________________________

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

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound or $50.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

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

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

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum) (35166)

<table>
<thead>
<tr>
<th></th>
<th>Per Day</th>
<th>35166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>Labor ST</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>Labor OT</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>Labor DT</td>
<td>$180.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum). (35068)

<table>
<thead>
<tr>
<th></th>
<th>Sq Ft</th>
<th>35068</th>
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</thead>
<tbody>
<tr>
<td>Per Sq Ft</td>
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<td></td>
</tr>
<tr>
<td>Labor ST</td>
<td>$90.00</td>
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<tr>
<td>Labor OT</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>Labor DT</td>
<td>$180.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Rental items found and in use in your booth are subject to “Standard” pricing.
Step One: Tell Us Who You Are:

- How many pieces?
  - Piece 1
  - Piece 2
  - Piece 3
  - Piece 4
  - Piece 5
  - Piece 6
  - Piece 7
  - Piece 8
  - Piece 9
  - Piece 10
  - Piece 11
  - Piece 12

Step Three: How Long Are We Storing Your Items?

From Date: ___________________________ To: ___________________________

Fees will continue until storage is picked up.

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

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

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

Pricing:

- Warehouse storage rates are billed $10.00 per cwt per month ($100.00 a month minimum charge) 35006
- Each shipment returned to the warehouse for storage will be billed $20.00 per cwt ($400.00 minimum) 35005
- Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

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

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

Please Print
Printed Name

Please Sign
Card Holder Signature

Event Code: M103040319

Discount Deadline: Tuesday, March 05, 2019

Warehouse Storage

NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Estimated Warehouse Storage: $________

NA

Tax*: $________

Amount Due: $________
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Show Site Address
Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201

Marshaling Yard Address
Travel Port
5501 Odonnell St Cut Off Rd
Baltimore, MD 21224
Baltimore Travel Center #216
I-95, Exit 57
Latitude: 39.27750015
Longitude: -76.54879761

The marshaling yard will only be open for exhibitor move-out, and will open two (2) hours prior to when move-out begins.

All drivers MUST be checked in by 10:00 AM Friday, March 29, 2019
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Make Exhibiting Easier with Signature Series Packages!
Signature Series Packages offer one stop shopping for all of your trade show needs.

Choose your package

100 Series
- 10x10 Expo Carpet 50255
- (1) 6’x42” Skirted Counter 50047
- (2) Padded Stools 50024
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

200 Series
- 10x10 Expo Carpet 50255
- 30” High Pedestal Table 50032
- (2) Padded Arm Chairs 50021
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

300 Series
- 10x10 Expo Carpet 50255
- (1) LC3 Locking Cabinet 66284
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

400 Series*
- 10x10 Expo Carpet 50255
- 10x10 Pierce Booth 66477
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010
- *Must be ordered 30 days before move in

Choose your colors

Carpet Colors
- (01) Red
- (05) Blue
- (06) Black
- (07) Burgundy
- (13) Teal
- (50) Tuxedo

Skirt Colors
- Red (01)
- White (03)
- Black (06)
- Grey (10)
- Green (02)
- Blue (05)
- Burgundy (07)
- Teal (13)

Upgrade Yourself!

Discount Regular
105.35 136.95 GO GOLD!! Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).
304.90 398.35 GO PLATINUM!! Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

*Some restrictions may apply - 200 LBS. Material Handling is based on Regular LTL freight and does NOT include small packages (such as FedEx, UPS, DHL), late to warehouse surcharges, special handling, marshaling yard or other applicable fees. No substitutions on any options.

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

Customer Information

Company Name: Booth #
Contact Name: Contact Email Address

Please Sign

Signature

Event Code: M103040319
Connect With Us!
email: baltimore@sheppardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Make Exhibiting Easier with Signature Series Packages!
Signature Series Packages offer one stop shopping for all of your trade show needs.

Choose your package

100 Series
- 10x10 Expo Carpet 50255
- (1) 6’x42” Skirted Counter 50047
- (2) Padded Stools 50024
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

200 Series
- 10x10 Expo Carpet 50255
- 30” High Pedestal Table 50032
- (2) Padded Arm Chairs 50021
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

300 Series
- 10x10 Expo Carpet 50255
- (1) LC3 Locking Cabinet 66284
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010

400 Series*
- 10x10 Expo Carpet 50255
- 10x10 Pierce Booth 66477
- (1) Wastebasket 50091
- One time vacuuming for 100 sq. ft. 47001
- 200 lbs. of Material Handling* 35030/35010
- *Must be ordered 30 days before move in

Choose your colors

Carpet Colors
- (01) Red
- (05) Blue
- (06) Black
- (07) Burgundy
- (13) Teal
- (50) Tuxedo

Skirt Colors
- Red (01)
- White (03)
- Black (06)
- Grey (10)
- Green (02)
- Blue (05)
- Burgundy (07)
- Teal (13)

Upgrade Yourself!

Discount Regular
105.35 136.95 GO GOLD!! Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).
304.90 398.35 GO PLATINUM!! Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

*Some restrictions may apply - 200 LBS. Material Handling is based on Regular LTL freight and does NOT include small packages (such as FedEx, UPS, DHL), late to warehouse surcharges, special handling, marshaling yard or other applicable fees. No substitutions on any options.

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

Customer Information

Company Name: Booth #
Contact Name: Contact Email Address

Please Sign

Signature
Quick and Easy Luxury!

Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

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

NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Friday, February 22, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

Premium Plush Carpet 50 oz

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td></td>
<td>Premium</td>
<td>$10.60</td>
<td></td>
</tr>
</tbody>
</table>

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

Premium Vinyl Flooring

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium</td>
<td>$13.75</td>
<td></td>
</tr>
</tbody>
</table>

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

Elevated Hardwood

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td></td>
<td>Light Oak</td>
<td>Call for Quote!</td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td></td>
<td>Dark Oak</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.000% Tax*: $  
Amount Due: $

Total Signature Flooring: $

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

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

Company Name: ____________________________________________________________  Booth # __________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign: ___________________________  Card Holder Signature: ___________________________
Order in just 3 Easy Steps!

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

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

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

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

![Color Options](image1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$5.10</td>
<td>$6.65</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$4.35</td>
<td>$5.65</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$11.45</td>
<td>$14.90</td>
<td></td>
</tr>
</tbody>
</table>

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

### Padding & Visqueen

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$0.75</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$1.70</td>
<td>$2.20</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.30</td>
<td>$0.40</td>
<td></td>
</tr>
</tbody>
</table>

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

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

![Color Options](image2)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>$161.45</td>
<td>$209.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>$306.70</td>
<td>$398.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>$460.05</td>
<td>$598.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>$613.40</td>
<td>$797.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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<td>$209.90</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>$398.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>$460.05</td>
<td>$598.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>$613.40</td>
<td>$797.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft*</td>
<td>$3.10</td>
<td>$4.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>$2.80</td>
<td>$3.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>$2.55</td>
<td>$3.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

### Signature Indicates You Read and Accept the Payment Policy and Terms & Conditions.

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

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

### Company Name: _____________________________________________ Booth #: __________________________

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td></td>
<td>0 - 399 sq ft*</td>
<td>$3.10</td>
<td>$4.05</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$2.80</td>
<td>$3.65</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$2.55</td>
<td>$3.30</td>
<td></td>
</tr>
</tbody>
</table>

**Total Carpet and Padding:** $  
6.000% Tax*: $  
Amount Due: $  

**Discount Deadline:** Tuesday, March 05, 2019

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

Choose drape color (place color code next to order):
Red (01) White (03) Blue (05) Burgundy (07)
Green (02) Gold (04) Black (06) Grey (10) Teal (13)

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

Modernize your look!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.
Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: Booth #

Contact Name  Contact Email Address

Please Sign  Card Holder Signature

Event Code: M103040319
Connect With Us!
email  baltimore@shepardes.com
phone  (410) 737-9270
fax  (410) 737-9274
mail  7079 Oakland Mills Rd, Columbia, MD 21046
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$342.80</td>
<td>$445.65</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot;R</td>
<td>$328.80</td>
<td>$427.45</td>
<td></td>
</tr>
</tbody>
</table>

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

Regular Pedestal
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42&quot;H X 36&quot;R</td>
<td>$178.75</td>
<td>$232.40</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot;R</td>
<td>$178.75</td>
<td>$232.40</td>
<td></td>
</tr>
</tbody>
</table>

Side Tables
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot;W</td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $

6.000% Tax*: $

Amount Due: $

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

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

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

Company Name: ___________________________  Booth# __________

Contact Name: ___________________________  Contact Email Address: ___________________________
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

**Natural Feel**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$195.90</td>
<td>$254.65</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$160.95</td>
<td>$209.25</td>
<td></td>
</tr>
</tbody>
</table>

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

**Regular Seating**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Padded Stool</td>
<td>$91.05</td>
<td>$118.35</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Side Chair</td>
<td>$63.45</td>
<td>$82.50</td>
<td></td>
</tr>
<tr>
<td>50703</td>
<td></td>
<td>Arm Chair</td>
<td>$86.45</td>
<td>$112.40</td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Seating**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$121.65</td>
<td>$158.15</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$68.00</td>
<td>$88.40</td>
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</tr>
</tbody>
</table>

**Soft Seating**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Arm Chair</td>
<td>$86.45</td>
<td>$112.40</td>
<td></td>
</tr>
</tbody>
</table>

Total Chairs: $6,000
Tax*: $150
Amount Due: $

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

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

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

Company Name: ___________________________ Booth# ________

Contact Name: ___________________________ Contact Email Address: ___________________________
Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$144.10</td>
<td>$187.35</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$37.50</td>
<td>$48.75</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$124.35</td>
<td>$161.65</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$179.85</td>
<td>$233.80</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$63.85</td>
<td>$83.00</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$179.85</td>
<td>$233.80</td>
<td></td>
</tr>
</tbody>
</table>

Grids

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2'x8' w/legs, each</td>
<td>$162.05</td>
<td>$210.65</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2'x8' w/o legs, each</td>
<td>$124.45</td>
<td>$157.90</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$11.15</td>
<td>$14.50</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Hooks (12)</td>
<td>$36.05</td>
<td>$46.85</td>
<td></td>
</tr>
</tbody>
</table>

Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4' x 8' Horz.</td>
<td>$219.50</td>
<td>$285.35</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$219.50</td>
<td>$285.35</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name  Contact Email Address

Please Sign

Total Display Furnishings: $ ______
6.000%  Tax*: $ ______
Amount Due: $ ______
Showcases and Risers
Event Code: M103040319

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

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

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

Showcases

Stacking Shelves

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

Skirting of Exhibitor Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<td>14.30</td>
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<td>Order per linear foot</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

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

Company Name: ___________________________________________ Booth# __________

Contact Name ___________________________ Contact Email Address ___________________________

Please Sign
Card Holder Signature

Total Showcase & Risers: $________
Tax*: $________
Amount Due: $________

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NFMT

Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

NFMT Connect With

Card Holder Signature
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Drapes and Bars
Drape is per linear foot, 10' minimum order

Skirting of Exhibitor Equipment

Accessories

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

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

Total Drape and Accessories: $6,000%
Tax*: $Amount Due: $
FEATURING:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

TRADE SHOW FURNISHINGS 2019
Product Guide
Power Up In Style.

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

Powered Seating

- **ROMA CHRPWR Chair, Powered** (white vinyl) 37" L 31" D 33" H
- **ROMA SFAPWR Sofa, Powered** (white vinyl) 78" L 31" D 33" H
- **CUBPOW WIRELESS CHARGING TABLE, POWERED** (white, ac plug-in) 20" L 20" D 18" H
- **HEDGE HDG4FT Boxwood Hedge, 4’** 46" L 9" D 47" H
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

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

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

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

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

Sydney Powered Cocktail Tables
48” L 26” D 18” H
(brushed steel)
E) C1WP (white)
F) C1YP (black)
Powered Banquettes.

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

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

- **BNQT7 Center Cone**
  w/Electrical Charging Outlet
  (white vinyl)
  38"RND 51"H

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

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

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

Denotes Powered Products

POWERED DETAIL
Detail of Electrical Charging Outlet
Powered Pedestals

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

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

Powered Tech Desk

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

Please Note: Mobile devices must be compatible with Qi wireless charging pad.
Soft Seating
Create Engaging Booth Environments

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

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

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

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

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

**HOPI**
(gray linen)
HOPCH, Chair
21" L 25" D 34" H
HOPLV, Loveseat
48" L 25" D 34" H

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

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

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

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

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

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

**NAPLES**

A) NPLCHR Chair
   (black vinyl)
   36"L 30.5"D 33.25"H
   NPLCHP (Powered)

B) NPLSOF Sofa
   (black vinyl)
   87"L 28"D 33.25"H
   NPLSOP (Powered)

C) NPLLOV Loveseat
   (black vinyl)
   62"L 30.5"D 33.25"H
   NPLLOP (Powered)

**BAJA**

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

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

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

**FAIRFAX**

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

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

**Available in Power:***
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H

Denotes Powered Products

POWERED DETAIL

10 | Trade Show Furnishings
ALLEGRO
A) CHR002 Chair (blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa (blue fabric)
73"L 34.5"D 30"H

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

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

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

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

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

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

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

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

- **Madrid Chair**
  - A) BCW (white vinyl)
  - 30"L 30"D 31"H
  - B) OCH (black vinyl)
  - 30"L 30"D 31"H
- **Fairfax Chair**
  - C) FAIRCW (white vinyl, brushed metal)
  - 27"L 26"D 30"H

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

- **Hopi Chair**
  - E) HOPCH (gray linen)
  - 21"L 25"D 34"H

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

**Meeting Chair**
- A) MARCBK (black vinyl)
- B) MARCBR (brown fabric)
- C) MARCWH (white vinyl)

**Meeting & Stage Chairs**

- **Marina Chair**
  - A) MARCBK (black vinyl)
  - 17.5"L 19.5"D 35"H

- **Meeting Chair**
  - D) OCMESP (espresso vinyl)
  - E) OCMTAU (taupe fabric)
  - F) OCMWHT (white vinyl)
Group Seating

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

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

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

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

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

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

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

Marche Swivel

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

Beverly Bench
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

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

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H

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

Q) REGBEN
Regis Bench
(brushed metal)
47"L 15.5"D 16"H
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

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

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

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

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

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

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

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

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

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

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

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

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

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

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

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

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

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

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

HDG7FT Boxwood Hedge, 7'
  36.5"L 12"D 64"H

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

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

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

- **Hydraulic Chrome Base**
  - 30" RND 29"H
  - K) 30GRHC (graphite nebula)
  - L) 30MTHC (maple)
  - M) 30BRHC (red)
  - N) 30BEHC (blue)
  - O) 30WDBC (wood)

- **36" RND 29"H**
  - P) 36WTHC (white)
  - Q) 36GRHC (white)
  - R) 36MTHC (graphite nebula)
  - S) 36RTHC (maple)

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

- S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22.5"D 32"H
- T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H

Trade Show Furnishings | 21
Bar Tables

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

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

C) RSTSQ
Rustique Square Metal Bar Table
(gunmetal)
23.75”L 23.75”D 41.25”H

D) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H

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

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

HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
Customize and Create

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

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

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
I) 30GRHB (graphite nebula)
J) 30MTHB (maple)
K) 30STHB (silver textured)
L) 30BRHB (red)
M) 30BEHB (blue)
N) 30WDHB (wood)

Style & Design

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

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

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

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

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

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

I) BSC Oslo Barstool (white)
17"L 20"D 45"H
J) XBAR Christopher Barstool (white vinyl, chrome)
19"L 15"D 41"H
K) BS001 Shark Barstool (white, chrome)
22"L 19"D 34.44"H
L) BSR Syntax Barstool (black, white)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool (white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool (gunmetal)
13"L 13"D 30"H

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

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

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

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
129”L 48”D 29”H
Styles & Shapes

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

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

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

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

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

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

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

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.
Executive Seating

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

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

Task Stool
TASKST (black fabric)
27.5" L 27.5" D 32.75"-40.25" H
Adjustable height

Pro Executive Mid Back Chair
24" L 22" D 40" H
A) PROMID (white vinyl)
B) PROMIDB (black vinyl)
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

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

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

Ventura Communal Bar Tables (silver frame) 72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid) VNTBMW (grommets)
White Top
C) VNTBWW (grommets) VNTWNP (solid)
Black Top
E) VNTBNP (solid)

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

Ventura Communal Café Tables (silver frame) 72.25”L 26.25”D 30”H
Maple Top
C) VNTCMN (solid) VNTCMW (grommets)
White Top
D) VNTCWW (grommets) VNTCWN (solid)
Black Top
E) VNTCBN (solid)

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

Denotes AC and USB charging outlets.

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

Ventura Communal Bar Tables (silver frame) 72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid) VNTBMW (grommets)
White Top
C) VNTBWW (grommets) VNTWNP (solid)
Black Top
E) VNTBNP (solid)
Office Essentials

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

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

LIGHTING & PRODUCT DISPLAY

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

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

SHELVING
C) PSHCCS Posh Shelving (chrome, acrylic) 36”L 18”D 72”H
D) BC8 Madison Bookcase (gray acajou) 36”L 12”D 72”H
Midtown Powered Counter

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

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

Midtown Powered Counter
60”L 12”D 42”H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

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

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

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

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

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

A. B. C. D.

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

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

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

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

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

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

C. D.
Cocktail Tables

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Occasional End Tables

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Total Exec Tables Furnishings: $________  Tax*: $________  Amount Due: $________
## Styles and Shapes

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## Beverly Bench

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<td>BVLYGR Bev Bench Grey Fabric</td>
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<td>BVLYLN Bev Bench Linen Fabric</td>
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<td>BVLYOB Bev Bench Ocean Fabric</td>
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<td>BVLYRD Bev Bench Red Fabric</td>
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<td>BVLYWH Bev Bench White Vinyl</td>
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## Vibes

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<td>VIB03-Vibe Cube, Pink</td>
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<td>VIB04-Vibe Cube, Red</td>
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<td>VIB05-Vibe Cube, Yellow</td>
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<td>VIB10-Vibe Cube, Black Wtrproof</td>
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## Marche Swivel

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<td>MAR003-Marche Swivel, Linen</td>
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<td>MAR007-Marche Swivel, Plum</td>
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<td>MAR004-Marche Swivel, Raspberry</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

---

**Event Code:** M103040319

**NFMT**

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

**Discount Deadline:** Tuesday, March 05, 2019

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

**Company Name:**

**Contact Name:**

**Contact Email Address:**

**Please Sign**

---

**Amount Due:** $________

**Ottomans:** $________

**6.000% Tax:** $________

**Total Amount:** $________
**NFMT**

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019

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

---

### Sofas and Sectionals

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### Accent Chairs

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### Lovesets

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### Meeting Chairs

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### Modular System

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### Club Chairs

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### Powered Seating

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---

**Total Soft Seating: $**

**6.000% Tax**: $ 

**Amount Due**: $
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019
Discount Deadline Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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<td>TASKST-Task Stool</td>
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<td>PROMID-Executive Chair Mid Back</td>
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Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ____________________________  Booth# ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign  Card/ Header Signature
Café Tables

<table>
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<td>$317.25</td>
<td>$761.25</td>
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<td>ZTN-36&quot; Graphite Top/Black Base</td>
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Café Tables - Chrome Base 30", Hydraulic

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<td>30STHC-Silver Textured, Chrome</td>
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G30 and Ventura Communal Tables

### 30" High Tables

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<td>$997.10</td>
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<tr>
<td>VNTCWN-White Top, Silver Frame</td>
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<tr>
<td>VNTCWH-White Top-Powered!</td>
<td>$871.00</td>
<td>$1,132.30</td>
<td>$4,558.50</td>
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### 42" High Tables

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### Powered! 42" High Tables

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</table>

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Company Name: 
Booth# 

Discount Deadline Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

6.000% Tax*: $ 
Total Cafe: $ 
Amount Due: $
Bar Tables - All Black Base

<table>
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<th>Qty.</th>
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<tbody>
<tr>
<td></td>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$281.70</td>
<td>$366.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$270.15</td>
<td>$351.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$281.70</td>
<td>$366.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$292.15</td>
<td>$379.80</td>
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</tr>
<tr>
<td></td>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$351.85</td>
<td>$457.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36&quot; White Laminate Top</td>
<td>$378.50</td>
<td>$492.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$260.60</td>
<td>$338.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30&quot; White Laminate,</td>
<td>$286.35</td>
<td>$372.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$353.20</td>
<td>$459.15</td>
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<tr>
<td></td>
<td>RSTSQT Rustique Square Metal Bar Table</td>
<td>$300.95</td>
<td>$391.25</td>
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<tr>
<td></td>
<td>30BEBB-Blue Top/Black Base</td>
<td>$377.00</td>
<td>$490.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDBB-Wood Top/Black Base</td>
<td>$377.00</td>
<td>$490.10</td>
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</table>

Bar Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$357.40</td>
<td>$464.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$429.30</td>
<td>$558.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHB-Wood Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
</tr>
</tbody>
</table>

Bar Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$465.95</td>
<td>$605.75</td>
<td></td>
</tr>
<tr>
<td>36MTHB, Maple Top, Chrome</td>
<td>$465.95</td>
<td>$605.75</td>
<td></td>
</tr>
<tr>
<td>36WTHB-White Top, Chrome</td>
<td>$465.95</td>
<td>$605.75</td>
<td></td>
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</table>

Barstools

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$288.80</td>
<td>$375.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
<td>$288.75</td>
<td>$375.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$238.45</td>
<td>$310.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$217.25</td>
<td>$282.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$331.00</td>
<td>$430.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$188.30</td>
<td>$244.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$319.50</td>
<td>$415.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$319.50</td>
<td>$415.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS75-Apex White Vinyl</td>
<td>$319.50</td>
<td>$415.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
<td>$319.50</td>
<td>$415.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XBAR-Christopher White Vinyl</td>
<td>$256.75</td>
<td>$333.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$266.25</td>
<td>$346.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$239.10</td>
<td>$310.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSC-Oslo, White</td>
<td>$300.70</td>
<td>$390.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$302.40</td>
<td>$393.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLYG-Lift Barstool, Grey Vinyl</td>
<td>$302.40</td>
<td>$393.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$302.40</td>
<td>$393.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$302.40</td>
<td>$393.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLDBRD-Blade, Red</td>
<td>$195.00</td>
<td>$253.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLDBSB-Blade, Sky Blue</td>
<td>$195.00</td>
<td>$253.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LUBSCL- Frosted, Acrylic</td>
<td>$390.00</td>
<td>$507.00</td>
<td></td>
</tr>
</tbody>
</table>

Bars and Counters

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$2,223.00</td>
<td>$2,889.90</td>
<td></td>
</tr>
<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$2,080.00</td>
<td>$2,720.90</td>
<td></td>
</tr>
<tr>
<td>MTCLPI- Midtown Counter, Lighted</td>
<td>$2,223.00</td>
<td>$2,889.90</td>
<td></td>
</tr>
<tr>
<td>MTCPUL- Midtown Counter, Unlighted</td>
<td>$2,093.00</td>
<td>$2,720.90</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ____________________________  Booth#: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign: ____________________________

Event Code: M103040319

NFMT Connect With Us!

baltimore@shepardes.com

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

Card Holder Signature: ____________________________

Total Bar: $ ____________

6.000% Tax*: $ ____________

Amount Due: $ ____________
### Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$733.60</td>
<td>$953.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$866.70</td>
<td>$1,126.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$627.65</td>
<td>$815.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$796.90</td>
<td>$1,035.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$644.75</td>
<td>$838.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$213.00</td>
<td>$276.90</td>
<td></td>
</tr>
</tbody>
</table>

### Work & Multi-Use Tables

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$492.60</td>
<td>$640.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$473.60</td>
<td>$615.70</td>
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</tr>
</tbody>
</table>

### Product Display- Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$761.60</td>
<td>$990.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$853.95</td>
<td>$1,110.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$720.85</td>
<td>$937.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$853.95</td>
<td>$1,110.15</td>
<td></td>
</tr>
</tbody>
</table>

### Lamps

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$313.80</td>
<td>$407.95</td>
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</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$205.40</td>
<td>$267.00</td>
<td></td>
</tr>
</tbody>
</table>

### Hedge Walls

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$663.00</td>
<td>$861.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,079.00</td>
<td>$1,402.70</td>
<td></td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to “Regular” pricing.

**Event Code:** M103040319  
**Connect With Us!**
- **email:** baltimore@shepardes.com  
- **phone:** (410) 737-9270  
- **fax:** (410) 737-9274  
- **mail:** 7079 Oakland Mills Rd, Columbia, MD 21046
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Friday, February 22, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$144.10</td>
<td>$187.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$144.10</td>
<td>$187.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$219.65</td>
<td>$285.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$219.65</td>
<td>$285.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$444.45</td>
<td>$577.80</td>
<td></td>
</tr>
</tbody>
</table>

Vinyl Banners with Digital Printing

<table>
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<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$18.30</td>
<td>$23.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$18.30</td>
<td>$23.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$19.65</td>
<td>$25.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$19.65</td>
<td>$25.55</td>
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</tr>
</tbody>
</table>

Accessories

<table>
<thead>
<tr>
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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$39.20</td>
<td>$50.95</td>
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<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$2.55</td>
<td>$3.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$43.10</td>
<td>$56.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$37.50</td>
<td>$48.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$124.35</td>
<td>$161.65</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$220.10</td>
<td>$286.15</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Card Holder Signature: ______________________

Booth: ____________________________

Total Graphics: $__________

6.000% Tax*: $__________

Amount Due: $__________
All graphic files for ordered products should be uploaded to our FTP site.

**Address:** https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/03_NFMT/Exhibitor%20Uploads

**Username:** sesftp

**Password:** ftpftp

1. Name your files in this format: Company Name_Booth#_Panel Letter  
   *example: Shepard_1905_A*

2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or 
   You may click the Upload Files button and select the files you need to upload.

3. When upload is complete, email the name of your files to: baltimore@shepardes.com  
   As the subject line use: "Show Name" FTP Upload

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**
ACCEPTABLE FILE FORMATS
Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

<table>
<thead>
<tr>
<th>Program</th>
<th>File Extension</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat</td>
<td>.pdf</td>
<td>Create using a high-quality output.*</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>.ai, .eps</td>
<td>Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>.indd, .idml</td>
<td>Fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>.tiff, .psd, .eps</td>
<td>Raster artwork. File should be in CMYK color space.</td>
</tr>
</tbody>
</table>

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

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

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

ARTWORK GUIDELINES

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

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

ARTWORK FILE TYPES & RESOLUTION
Artwork can be created in several ways. Here are some things to consider.

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

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

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019
Order Deadline: Friday, February 22, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Attention Getting ● High Visibility ● Great Branding
Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
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</thead>
<tbody>
<tr>
<td>69140</td>
<td>10' x 48&quot;</td>
<td>$4,439.95</td>
<td>$5,771.95</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
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TRIANGULAR DESIGN

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<td>69144</td>
<td>10' x 48&quot;</td>
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SQUARE DESIGN

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<tbody>
<tr>
<td>69143</td>
<td>10' x 48&quot;</td>
<td>$5,399.00</td>
<td>$7,018.70</td>
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WAVE DESIGN

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<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69145</td>
<td>48&quot; Single</td>
<td>$1,924.00</td>
<td>$2,501.20</td>
</tr>
<tr>
<td>69146</td>
<td>48&quot; Double</td>
<td>$2,637.05</td>
<td>$3,428.15</td>
</tr>
</tbody>
</table>

All Rentals Include:
- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Basic harness
- Weighs under 75 pounds
- Rigging not included

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

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

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

Total Hanging Sign Rental: $__________
6.000% Tax*: $__________
Amount Due: $__________

Company Name: ____________________________________________ Booth #: ______________

Contact Name: ____________________________ Contact Email Address: ____________________________

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

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

ADVANCE WAREHOUSE
HANGING SIGN

TO: (EXHIBITING CO. NAME)

Booth #: c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM

For: NFMT
First day freight can arrive w/o a surcharge:
February 26, 2019
Last day freight can arrive w/o a surcharge:
March 15, 2019

ADVANCE WAREHOUSE
HANGING SIGN

TO: (EXHIBITING CO. NAME)

Booth #: c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046
Delivery Hours: M-F, 8-4:30 PM

For: NFMT
First day freight can arrive w/o a surcharge:
February 26, 2019
Last day freight can arrive w/o a surcharge:
March 15, 2019
This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

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

NFMT
Baltimore Convention Center
Shepard Exposition Services

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

Exhibiting Company ____________________________________________________________

Authorized Signature ____________________________ Date _________________________

Authorized Name (printed) ________________________________

Email _______________________________________________________________

Display House/Builder (if applicable) __________________________________________

Authorized Signature ____________________________ Date _________________________

Authorized Name (printed) ________________________________

Email _______________________________________________________________
Things to Know!

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

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

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

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

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

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

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

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

**Hanging Sign Checklist**

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, March 15, 2019**
Step One: Tell Us About Your Sign

Type: 
- Cloth
- Wood
- Truss
- Metal
- Other

Height

Width

Length

Weight

Step Two: Order Assembly and Disassembly Labor

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

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

Please indicate who will be supervising ASSEMBLY:
- Shepard Supervision 68069
- Exhibitor Supervised

Exhibitor Contact

How many laborers will you require?

Step Three: Order Overhead Rigging Crew

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

Please indicate who will be supervising DISASSEMBLY:
- Shepard Supervision 68073
- Exhibitor Supervised

Exhibitor Contact

How many laborers will you require?

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

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

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

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

Company Name: 
Booth #

Contact Name: 
Contact Email Address: 

**Event Code: M103040319**

**Connect With Us!**

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

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

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019

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

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

Truss Details
(Quantity & Size)

Include the following items with your Truss and Motor Order:

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

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

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

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

Company Name: 
Booth # 

Contact Name: 
Contact Email Address: 

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:
baltimore@shepardes.com
**Company Name**

**Booth #**

The items below are supplies for Hanging Sign installation and overhead rigging. These items will be billed to you upon usage.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69022</td>
<td></td>
<td>CABLE SLINGS 1 FT</td>
<td>$5.25</td>
<td>$7.90</td>
</tr>
<tr>
<td>69023</td>
<td></td>
<td>CABLE SLINGS 2 FT</td>
<td>$6.80</td>
<td>$10.20</td>
</tr>
<tr>
<td>69024</td>
<td></td>
<td>CABLE SLINGS 4 FT</td>
<td>$9.20</td>
<td>$13.80</td>
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<tr>
<td>69025</td>
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<td>CABLE SLINGS 5 FT</td>
<td>$9.40</td>
<td>$14.10</td>
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<tr>
<td>69026</td>
<td></td>
<td>CABLE SLINGS 6 FT</td>
<td>$10.20</td>
<td>$15.30</td>
</tr>
<tr>
<td>69027</td>
<td></td>
<td>CABLE SLINGS 8 FT</td>
<td>$13.60</td>
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<td>69028</td>
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<td>CABLE SLINGS 10 FT</td>
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<td>69029</td>
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<td>CABLE SLINGS 12 FT</td>
<td>$19.35</td>
<td>$29.05</td>
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<td>69030</td>
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<td>CABLE SLINGS 14 FT</td>
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<td>CABLE SLINGS 30 FT</td>
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<td>69033</td>
<td></td>
<td>CHAIN 3/8” X 3FT</td>
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<td>$18.85</td>
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<tr>
<td>69054</td>
<td></td>
<td>SHACKLES 1/2”</td>
<td>$6.80</td>
<td>$10.20</td>
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<td>STAC CHAIN</td>
<td>$16.70</td>
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<tr>
<td>69064</td>
<td></td>
<td>TURNBUCKLES 5/16”</td>
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<td>69122</td>
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<td>CLAMPS-BEAM</td>
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<td>69116</td>
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<td>SHUNTS</td>
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<td>69117</td>
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<td>RATCHET STRAP 1”</td>
<td>$15.70</td>
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<tr>
<td>69118</td>
<td></td>
<td>RATCHET STRAP 2”</td>
<td>$20.90</td>
<td>$31.35</td>
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<tr>
<td>68020</td>
<td></td>
<td>CONDUIT CONNECTOR</td>
<td>$2.10</td>
<td>$3.15</td>
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<table>
<thead>
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<tr>
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<td>TELESCOPE per foot</td>
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<td>WIRE 14 GAUGE per ft</td>
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<td>BOLT FORGED EYE</td>
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<td>$16.45</td>
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<td>69068</td>
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<td>BOLT UNISTRUT EYE</td>
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<td>69069</td>
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<td>BOLT EYE</td>
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<td>$11.80</td>
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<td>69072</td>
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<td>$18.85</td>
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<td></td>
<td>BLACK PIPE 2” per foot</td>
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<td>1/8” Cable per foot</td>
<td>$3.15</td>
<td>$4.75</td>
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<td>68013</td>
<td></td>
<td>3/16” Cable per foot</td>
<td>$4.20</td>
<td>$6.30</td>
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<tr>
<td>69074</td>
<td></td>
<td>MONOFILAMENT per foot</td>
<td>$0.50</td>
<td>$0.75</td>
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<tr>
<td>69045</td>
<td></td>
<td>NYLON SLING-8FT</td>
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<td>$31.35</td>
</tr>
<tr>
<td>69124</td>
<td></td>
<td>SUPER TELE (12’-20’)</td>
<td>$52.25</td>
<td>$78.40</td>
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<tr>
<td>69147</td>
<td></td>
<td>VERLOX-20’</td>
<td>$31.35</td>
<td>$47.05</td>
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<tr>
<td>69040</td>
<td></td>
<td>NYLON SPANSETS-3FT</td>
<td>$8.90</td>
<td>$13.35</td>
</tr>
<tr>
<td>69041</td>
<td></td>
<td>NYLON SPANSETS-4FT</td>
<td>$11.50</td>
<td>$17.25</td>
</tr>
<tr>
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<td></td>
<td>NYLON SPANSETS-6FT</td>
<td>$15.70</td>
<td>$23.55</td>
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<tr>
<td>69135</td>
<td></td>
<td>PICK POINTS, PER</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

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

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

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

Total Hanging Sign Supplies: $6,000.00
Tax*: $180.00
Amount Due: $5,820.00

Event Code: M103040319

Connect With Us!
email  baltimore@shepardes.com
phone  (410) 737-9270
fax    (410) 737-9274
mail   7079 Oakland Mills Rd, Columbia, MD 21046
LABOR
Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

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.
Shepard Blue
Supervised Labor

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

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, after 4:30 PM, all day Saturday & Sunday
DT - Double-time: All other hours and holidays

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>Regular</th>
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</thead>
<tbody>
<tr>
<td>68066</td>
<td>$117.00</td>
<td>$152.10</td>
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<tr>
<td>68067</td>
<td>$175.50</td>
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</tr>
<tr>
<td>68068</td>
<td>$234.00</td>
<td>$304.20</td>
</tr>
</tbody>
</table>

**Spend a Little, Save a Lot**
Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

**Step One:** Choose Your Service

**Step Two:** How Many People?

**Step Three:** How Many Hours?

**Step Four:** When Should the Build be Complete?

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

Inbound Freight

Carrier Name
Tracking or Pro #
Estimated Weight

# of Pieces
Advance Warehouse or Direct to Show site?
Estimated Arrival Date

**Set Up Information:**

Company Contact Name: Email
Cell Phone #

Contact Arrival Date
Time Build Should be Complete

Booth Size: X
Carpet: Ordered from Shepard
Exhibitor Owned Carpet
Carpet Padding

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

Electrical Placement
Emailed to Shepard
Drawing Attached
Drawing with Exhibit

Does Electrical go UNDER carpet?
Yes
No

Graphics:
With Exhibit
Shipped Separately

Other Services Ordered:
Overhead Rigging
Cleaning
AV

Outbound Shipping:
# of Crates
# of Cartons
# of Fiber Cases
# of Pallets

Ship To:

Phone #

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

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

Estimated SES Blue Labor: $ NA
Tax*: $ Amount Due: $

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Company Name: Booth #

---

**NFMT**

Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

Choose Your Service

How Many People?

How Many Hours?

When Should the Build be Complete?

Tell Us About Your Exhibit!

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

Inbound Freight
Carrier Name
Tracking or Pro #
Estimated Weight

# of Pieces
Advance Warehouse or Direct to Show site?
Estimated Arrival Date

Company Contact Name: Email
Cell Phone #

Contact Arrival Date
Time Build Should be Complete

Booth Size: X
Carpet: Ordered from Shepard
Exhibitor Owned Carpet
Carpet Padding

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

Electrical Placement
Emailed to Shepard
Drawing Attached
Drawing with Exhibit

Does Electrical go UNDER carpet?
Yes
No

Graphics:
With Exhibit
Shipped Separately

Other Services Ordered:
Overhead Rigging
Cleaning
AV

Outbound Shipping:
# of Crates
# of Cartons
# of Fiber Cases
# of Pallets

Ship To:

Phone #

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

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

Estimated SES Blue Labor: $ NA
Tax*: $ Amount Due: $

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Company Name: Booth #

---

**Please Sign**
Exhibitor Supervised Labor

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, after 4:30 PM; all day Saturday & Sunday
DT - Double-time: All other hours and holidays

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

Step Two: How many people?
# # #

Step Three: How many hours?
# # #

Step Four: Any other details?
Details:

Step Five: Schedule
Installation Request
Dismantle Request

Step Six: Onsite Contact Info
Name
Cell
Email:

Request times are not guaranteed and are based on availability.

Exhibitor Owned Carpet Installation/Removal
Use if you are shipping carpet to the event and require Shepard to install it for you.
To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Helpful Hints!
- Send your booth to the Advance Warehouse so it will be onsite when you arrive.
- Send a detailed drawing and instructions to us prior to the event.
- When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Company Name: ________________________
Booth #: ________________________

Contact Name: ________________________
Contact Email Address: ________________________

Please Sign

Card Holder Signature

Event Code: M103040319
Connect With Us!
email: baltimore@shepards.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th></th>
<th>Discount</th>
<th>Regular</th>
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<td>$117.00</td>
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<td>$135.00</td>
<td>$175.50</td>
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<tr>
<td>68062</td>
<td>DT</td>
<td>$180.00</td>
<td>$234.00</td>
<td></td>
</tr>
</tbody>
</table>

OT - Overtime: Monday-Friday, after 4:30 PM; all day Saturday & Sunday
DT - Double-time: All other hours and holidays

Flooring Type:
- Carpet Rolls
- Carpet Squares
- Padding
- Other

Is electrical to be installed under your carpet? [ ] Yes [ ] No
(Please forward Shepard a diagram of your electrical layout.)

Labor Estimate: $____________________
Tax*: $____________________
Amount Due: $____________________

Discount Deadline: Tuesday, March 05, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Card Holder Signature
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Order Deadline: Friday, February 22, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Turnkey Rental Designs Make Exhibiting Easier!
Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
<td>66470</td>
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<td>The Eddie - 10' x 10'</td>
<td>$2,796.30</td>
<td>$3,635.20</td>
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<tr>
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<td>The Eddie - 10' x 20'</td>
<td>$4,553.70</td>
<td>$5,919.80</td>
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<tr>
<td>66474</td>
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<td>The Jonathon - 10' x 10'</td>
<td>$1,950.80</td>
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<td>66475</td>
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<td>The Jonathon - 10' x 20'</td>
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The Jonathon

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<tbody>
<tr>
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<td>The Pierce - 10' x 10'</td>
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<td>$3,145.70</td>
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<tr>
<td>66478</td>
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<td>The Pierce - 10' x 20'</td>
<td>$4,594.45</td>
<td>$5,972.80</td>
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<tr>
<td>66484</td>
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<td>The Madison - 10' x 10'</td>
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<td>$3,814.65</td>
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<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
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<td>$4,521.10</td>
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The Grant

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The Hamilton

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<td>The Lucy - 10' x 10'</td>
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The Pierce

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<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
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<td></td>
<td>The Pierce - 10' x 10'</td>
<td>$2,419.75</td>
<td>$3,145.70</td>
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<td>$3,814.65</td>
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<td>66485</td>
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<td>The Madison - 10' x 20'</td>
<td>$3,477.75</td>
<td>$4,521.10</td>
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The Madison

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<tbody>
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<td>The Pierce - 10' x 10'</td>
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<td></td>
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<td>$4,521.10</td>
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</table>

The Harrison

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<th>Item</th>
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<tbody>
<tr>
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<td></td>
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<td>$3,814.65</td>
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<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$3,477.75</td>
<td>$4,521.10</td>
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The Lucy

<table>
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<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
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<tr>
<td>66476</td>
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<td>The Pierce - 10' x 10'</td>
<td>$2,419.75</td>
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<td>The Madison - 10' x 10'</td>
<td>$2,934.35</td>
<td>$3,814.65</td>
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<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$3,477.75</td>
<td>$4,521.10</td>
</tr>
</tbody>
</table>

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Total Inline Rentals: $6,000.00
Tax*: $0.00
Amount Due: $6,000.00

Company Name: __________________________________________________________________________
Booth #: _________________________________________________________________________________

Contact Name: __________________________________________________________________________
Contact Email Address: ____________________________________________________________________

Please Sign: [Signature]
Card Holder Signature: ____________________________________________________________________

Event Code: M103040319
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

NFMT Connect With Us!
Phone (410) 737-9270
Fax (410) 737-9274
Mail 7079 Oakland Mills Rd, Columbia, MD 21046

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Total Inline Rentals: $6,000.00
Tax*: $0.00
Amount Due: $6,000.00

Company Name: __________________________________________________________________________
Booth #: _________________________________________________________________________________

Contact Name: __________________________________________________________________________
Contact Email Address: ____________________________________________________________________

Please Sign: [Signature]
Card Holder Signature: ____________________________________________________________________

Event Code: M103040319
Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

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Inline Booth Rentals
Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products

**Metal Colors**
- Black (06)
- Silver (15)

**Panel Colors**
- Black (06)
- White (03)

**Locking Cabinets**

<table>
<thead>
<tr>
<th>Code</th>
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<th>Panel Color</th>
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<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$674.10</td>
<td>$876.35</td>
<td>Black</td>
<td>Black</td>
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<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$818.05</td>
<td>$1,063.45</td>
<td>Black</td>
<td>Black</td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$497.35</td>
<td>$646.55</td>
<td>Silver</td>
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**Reception Counters**

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<th>Metal Color</th>
<th>Panel Color</th>
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<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4' 9&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot; D</td>
<td>$721.00</td>
<td>$937.30</td>
<td>Black</td>
<td>Black</td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; D</td>
<td>$1,564.00</td>
<td>$2,033.20</td>
<td>Black</td>
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**Computer Stands-Silver Metal Only (graphic included)**

<table>
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<th>Regular</th>
<th>Panel Color</th>
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<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$909.60</td>
<td>$1,182.50</td>
<td>Black</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$530.10</td>
<td>$689.15</td>
<td>Black</td>
</tr>
</tbody>
</table>

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Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign
Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays
- Metal Colors: Black (06), Silver (15)
- Panel Colors: Black (06), White (03)

### Product Displays

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
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<tbody>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
<td>3' 6&quot; L x 1' 9&quot; D x 5' H</td>
<td>$481.70</td>
<td>$626.20</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5' 4&quot; L x 8&quot; H x 1' 3&quot; D</td>
<td>$850.75</td>
<td>$1,106.00</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
<td>4' 3&quot; L x 7&quot; H x 1' 3&quot; D</td>
<td>$804.95</td>
<td>$1,046.45</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
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### Showcases

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<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
<td>4' 6&quot; L x 1' 9&quot; D x 3' 3&quot; H</td>
<td>$909.25</td>
<td>$1,182.05</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1' 9&quot; L x 1' 9&quot; D x 7&quot; H</td>
<td>$981.65</td>
<td>$1,276.15</td>
<td>NA</td>
<td>NA</td>
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### Charging Units

**SCS3**

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<th>Graphic Size</th>
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<tr>
<td>66166</td>
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<td>SCS3</td>
<td>20&quot; L x 2&quot; H x 20&quot; D</td>
<td>$475.50</td>
<td>$618.15</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>66430</td>
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<td>PCS</td>
<td>3&quot; L x 6&quot; 3&quot; H x 1&quot; 9&quot; D</td>
<td>$1,560.70</td>
<td>$2,028.90</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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**10x10 Fabric Booth Rental Display**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<tr>
<td>66557</td>
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<td>FX21 10' x 10'</td>
<td>$2,594.20</td>
<td>$3,372.45</td>
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<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10' w/Monitor</td>
<td>$4,693.10</td>
<td>$6,101.05</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Monitor -66620

**10x20 Fabric Booth Rental Display**

<table>
<thead>
<tr>
<th>Code</th>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
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<tbody>
<tr>
<td>66559</td>
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<td>FX22 10' x 20'</td>
<td>$4,496.65</td>
<td>$5,845.65</td>
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<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10' x 20' w/Monitor</td>
<td>$6,595.50</td>
<td>$8,574.15</td>
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<tr>
<td>66567</td>
<td></td>
<td>FX2H2 10' x 20'</td>
<td>$5,015.55</td>
<td>$6,520.20</td>
</tr>
<tr>
<td>66563</td>
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<td>FX2M2H 20' w/Monitor</td>
<td>$7,114.40</td>
<td>$9,248.70</td>
</tr>
</tbody>
</table>

Side panel colors are white or black
Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor 66620

**Please Note** Carpet is not included, to order please refer to the Carpet Order form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any customizations at 404-720-8652.

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Total Fabex Rental: 
6,000% Tax*: 
Amount Due: 

Company Name: 
Booth # 

Contact Name: Contact Email Address

[Signature]

**Event Code:** M103040319

**Connect With Us!**

email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046
Freestanding 8' high Backlit Backwalls with Full Color Graphics

**FX 11- 8'h x 10'**

**FX 12- 8'h x 20'**

**FX 13- 8' h x 30'**

**Step 1: Choose Your Booth Size**

**Step 2: Send Us Your Full Color Graphics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
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<tbody>
<tr>
<td>66564</td>
<td>FX11 10’ x 10’ Backlit</td>
<td>$2,615.85</td>
<td>$3,400.60</td>
<td>3042mm x 2436mm</td>
</tr>
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<td>66565</td>
<td>FX12 10’ x 20’ Backlit</td>
<td>$4,042.65</td>
<td>$5,255.45</td>
<td>6088mm x 2436mm</td>
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<tr>
<td>66566</td>
<td>FX13 10’ x 30’ Backlit</td>
<td>$5,469.50</td>
<td>$7,110.35</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Company Name: 

BOOTH

Contact Name

Contact Email Address

Order Deadline Friday, February 22, 2019

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.
Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @
http://www.shepardes.com/shep-gallery.html

Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create a space just for you!
Contact an ESS Representative to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<td>The Washington</td>
<td>$10,215.90</td>
<td>$13,280.65</td>
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<tr>
<td>66495</td>
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<td>The Tyler</td>
<td>$7,602.15</td>
<td>$9,882.80</td>
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<tr>
<td>66496</td>
<td></td>
<td>The Garfield</td>
<td>$7,444.60</td>
<td>$9,678.00</td>
</tr>
</tbody>
</table>

Monitors also available! Contact us for details!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Total Island Rentals: $
6.000% Tax*: $
Amount Due: $

Company Name: ____________________________  Booth # ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign: ____________________________
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** – Another 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 exhibit 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 order this service from the general contractor.

**ID Signs** – Typically a 7” x 44” card stock 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** – An exhibit that includes the emptying of wastebaskets within the moth 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.
COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1  Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2  Complete Utility Order Forms as Required
A. Electrical Order
B. Plumbing Order

Step 3  Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.
A. What electrical work in your booth space needs to be performed by Edlen Electricians.
B. How power is delivered to your booth in the facility (from the floor or ceiling).
C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4  Complete Additional Labor Forms as Required
Forms include the following:
A. Electrical Distribution
   This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
B. Plumbing Distribution
   This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5  Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.
Advance Payment Deadline Date: 03/05/19

<table>
<thead>
<tr>
<th>EXHIBITOR:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>NFM&amp;T 2019</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>BALTIMORE CONVENTION CENTER</td>
</tr>
<tr>
<td>DATES:</td>
<td>March 26—28, 2019</td>
</tr>
</tbody>
</table>

**FINANCIALLY RESPONSIBLE COMPANY**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>FAX:</td>
</tr>
<tr>
<td>CITY:</td>
<td>ST:</td>
</tr>
<tr>
<td>COUNTRY:</td>
<td>CELL #:</td>
</tr>
<tr>
<td>EMAIL:</td>
<td></td>
</tr>
</tbody>
</table>

**METHOD OF PAYMENT**

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - Wells Fargo ABA# 121000248 Acct: 4122636046
  - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
  - Phone: 800.289.3557
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION** *
  - Bank transfer to Wells Fargo
    - Wire Transfer: ABA#: 121000248 Acct: 4122636046
    - International Wire Transfer: Swift Code: WFBIUS6S Acct: 4122636046
  - * $50 processing fee MUST be included with transfer.

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

  - VISA □ MASTERCARD □ AMEX □ DISCOVER

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

- **CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**
  - ADDRESS: |
  - CITY: |
  - ST: |
  - ZIP: |

<table>
<thead>
<tr>
<th>SERVICE TOTALS</th>
<th>TOTAL DUE</th>
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<tbody>
<tr>
<td>1. BANK WIRE TRANSFER PROCESSING FEE</td>
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</tr>
<tr>
<td>2. ELECTRICAL ORDER</td>
<td></td>
</tr>
<tr>
<td>3. ESTIMATED LABOR</td>
<td></td>
</tr>
<tr>
<td>4. LIGHTING ORDER</td>
<td></td>
</tr>
<tr>
<td>5. PLUMBING ORDER</td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORIZATION**

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.
**Advance Payment Deadline Date:** 03/05/19

**EVENT:** NFM&T 2019

**FACILITY:** BALTIMORE CONVENTION CENTER

**DATES:** March 26—28, 2019

**ELECTRICAL EXHIBITION SERVICES**
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

### ORDER INSTRUCTIONS

#### INLINE AND PENINSULA DELIVERY

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

#### ISLAND BOOTH DELIVERY

- **ONE LOCATION**
  - Island booths that only need power delivered to one location incur (1) hour labor charge for installation and (1/2) hour removal charge. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

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

#### 208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

#### 24 HOUR SERVICES

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

### CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

### TERMS & CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

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

Step 1  Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2  Complete the Appropriate Form
There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3  Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS
1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY
Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1’6” floor space. Please call if you have any concerns.
**ELECTRICAL DISTRIBUTION UNDER CARPET**

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” section. Edlen will make every attempt to complete the work prior to your arrival, but it cannot be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date: ___________________________ Time: ___________________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring: ____________________________________________________________
   B. Estimated date and time flooring installation will begin. Date: ___________________ Time: __________

4. Show site supervisor:
   Name ____________________________________________ Cell # ____________________________
   Email ______________________________________________ Company ____________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

### LABOR RATES AND HOURS

<table>
<thead>
<tr>
<th>Labor Minimums</th>
<th>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays.</td>
</tr>
</tbody>
</table>

### DISTRIBUTION LABOR ESTIMATE

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<thead>
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<th>RATE</th>
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</thead>
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### LIFT RENTAL

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### ESTIMATED TOTAL

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM**

**AUTHORIZED**

<table>
<thead>
<tr>
<th>PRINT NAME:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

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Advance Payment Deadline Date: 03/05/19

EXHIBITOR: BTH #
EVENT: NFM&T 2019
FACILITY: BALTIMORE CONVENTION CENTER
DATES: March 26—28, 2019
EVENT # 039017BA
**BOOTH LABOR REQUIREMENTS**

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen’s service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no “exhibitor supervision” is available, a minimum 1/2 hour labor charge per electrician applies.

**Hardwiring of any Device or Apparatus** (Any electrical device that does not come with a plug attached)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

**Connection of High Voltage Services** (208V - 480V)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

**Installation of Booth Lighting**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

**LABOR RATES AND HOURS**

<table>
<thead>
<tr>
<th>Labor Minimums</th>
<th>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays.</td>
</tr>
</tbody>
</table>

**BOOTH LABOR ESTIMATE**

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$135.00</td>
<td></td>
</tr>
</tbody>
</table>

**LIFT RENTAL**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>
Advance Payment Deadline Date: 03/05/19

**EXHIBITOR:**

**EVENT:** NFM&T 2019

**FACILITY:** BALTIMORE CONVENTION CENTER

**DATES:** March 26—28, 2019  EVENT # 039017BA

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

**POWER ORIGI NATES FROM THE FLOOR IN THIS VENUE**

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

### OUTLET LEGEND

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

### INDICATE BOOTH TYPE

- Island _______
- Inline _______
- Peninsula _______

### INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _________

### GRID_F.V1.BA.08.17_PG 7
### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

#### IMPORTANT NOTES

**ADDITIONAL CONNECTIONS**

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise, you must order another outlet.

**AIR LINE RESPONSIBILITIES**

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

**WATER PRESSURE**

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**LABOR NOTES**

**OUTLET DELIVERY**

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

**OUTLET DISTRIBUTION**

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

**OUTLET CONNECTIONS**

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

**TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

#### UTILITY SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>ADVANCE</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPRESSED AIR: 90-100 LBS. PSI</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Outlet (call for a quote for 24-hour Air)</td>
<td>225.00</td>
<td>315.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>184.00</td>
<td>276.00</td>
<td></td>
</tr>
<tr>
<td><strong>CFM REQUIREMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions &amp; Regulations.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFM Total CFM x ADVANCE Rate</td>
<td>7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFM Total CFM x REGULAR Rate</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WATER LINES</strong> (Edlen is not responsible for sediment or the color or taste of water.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Outlet</td>
<td>300.00</td>
<td>435.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>184.00</td>
<td>276.00</td>
<td></td>
</tr>
<tr>
<td><strong>DRAIN LINES</strong> (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drain Outlet</td>
<td>130.00</td>
<td>275.00</td>
<td></td>
</tr>
<tr>
<td>Additional Connections within 20’ of Outlet</td>
<td>184.00</td>
<td>276.00</td>
<td></td>
</tr>
<tr>
<td><strong>FILL &amp; DRAIN LABOR</strong> (Edlen is not responsible for sediment or the color of water)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – 50 Gallons</td>
<td>145.00</td>
<td>185.00</td>
<td></td>
</tr>
<tr>
<td>51 – 200 Gallons</td>
<td>195.00</td>
<td>275.00</td>
<td></td>
</tr>
<tr>
<td>201 – 500 Gallons</td>
<td>310.00</td>
<td>435.00</td>
<td></td>
</tr>
<tr>
<td>Each additional 100 Gallons up to 1,000 Gallons</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
</tr>
</tbody>
</table>

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.
PLUMBING DISTRIBUTION

EXHIBITOR: BTH #
EVENT: NFM&T 2019
FACILITY: BALTIMORE CONVENTION CENTER
DATES: March 26—28, 2019
EVENT # 039017BA

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Distribution of Air, Water & Drain lines under carpet
- Installation of lines delivered from overhead

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. There is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:
1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _________________________________ Estimated time: __________________

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
1. Describe flooring: ___________________________________________________________________________________

E. What time do you estimate needing the physical connection to your equipment? Date: ________________ Time: ________________

F. Show site supervisor: _______________________________________________Company: __________________________________
   Cell #: _______________________________ Email: ____________________________________________________________

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the “Labor Estimate” Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE

<table>
<thead>
<tr>
<th>MAN HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$135.00</td>
<td></td>
</tr>
</tbody>
</table>

ESTIMATED TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>ST</th>
<th>OT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
<td>Monday - Friday 4:30 PM - 8:00 AM &amp; all day Saturday, Sunday and Holidays.</td>
</tr>
</tbody>
</table>

AUTHORIZATION

PRINT NAME: ____________________________
DATE: ________________________________

Advance Payment Deadline Date: 03/05/19
PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDICATE BOOTH TYPE</th>
<th>INDICATE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>Example: 1 Square = 1 Foot</td>
<td>X  = Main Distribution Point</td>
</tr>
<tr>
<td>Inline</td>
<td>_____ Square = _____ Ft</td>
<td>W  = Water</td>
</tr>
<tr>
<td>Peninsula</td>
<td>Total Square Footage = _______</td>
<td>A  = Air</td>
</tr>
</tbody>
</table>

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.
PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.

2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.

3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.

4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.

5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor’s booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.

8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.

10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.

11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.

13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.

14. Natural Gas “when available” is not regulated by Edlen and is at the facility pressure. Call for price quote when available.

15. Gas & Cylinders “when available” 1025 - 1030 BTU per cubic foot at 7’ water column pressure. Credit will not be provided on unused cylinders.

16. All equipment using water must have inlet and outlet properly tagged.

17. All equipment must comply with state and local codes.

18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

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

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.
For further information please visit our web site at www.edlen.com or call the number on the Plumbing Order form
CLEANING SERVICE

All Convention Cleaners, Inc.
2335 Mountain Top Road
Winston, GA 30187
P: 770-949-3441  F: 770-949-3358
accinc@bellsouth.net

Any orders received after the deadline date will have a 10% increase.

 Booth Vacuuming
- Our basic price includes vacuuming (Minimum of 100 sq. ft.) and emptying of wastebaskets in your exhibit area.
- Choose the basic cleaning service you prefer.

Vacuum Booth Daily (3 Days)
 Booth Size:

\[
\text{Total Square Ft. of Booth} = \text{Booth Size} \times \text{Price per Sq. Ft.} = \$0.95
\]

Vacuum Booth First Day Only
 Booth Size:

\[
\text{Total Square Ft. of Booth} = \text{Booth Size} \times \text{Price per Sq. Ft.} = \$0.35
\]

Shampooing
- Shampooing to be performed before initial opening of show.

Shampoo Booth Size:

\[
\text{Total Square Ft. of Booth} = \text{Booth Size} \times \text{Price per Sq. Ft.} = \$0.40
\]

Tile Mopping
 Booth Size:

\[
\text{Total Square Ft. of Booth} = \text{Booth Size} \times \text{Daily Rate} \times \text{Number of Show Days} = \$0.40
\]

Exhibit Cleaning
- Special booth cleaning other than during show hours, @ $25.00 per hour. (1 hour minimum, per day)
- Please provide instructions.

\[
\text{Total Cost} = \text{No. of Hrs.} \times \text{Per Hr.} = \$25.00
\]

Porter Service (Does not include Carpet Vacuuming)
- Note: Rates are determined by the total square footage of your booth regardless of area to be cleaned. Prices are based on single level booths. If vacuuming or porter service is required on the upper level of the booth, the square footage must be added.

Porter Service Rates

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>One Day</th>
<th>Duration of Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500 sq. ft.</td>
<td>$50.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>501-1500 sq. ft.</td>
<td>$60.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>1501-2500 sq. ft.</td>
<td>$70.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>2501-3500 sq. ft.</td>
<td>$80.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>3501 and larger</td>
<td>Determine by adding 3500 sq. ft. plus the difference between 3500 sq. ft. and the total size of the booth.</td>
<td></td>
</tr>
</tbody>
</table>

- Periodic Porter Service (empty wastebaskets and check floor area at two hour intervals during show hours)

Full Time Porter
- A full time Porter can be ordered for your booth at the service desk. The price will be determined on show site.

Special Cleaning Requests
- Please indicate on the lines below any special cleaning requests or instructions that you may have. We would be happy to call and provide pricing.

Quick Tips for Easy Exhibiting
- To eliminate any misunderstanding regarding your invoice please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night the service was to have been performed.

- General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

Total Cost Enter Amount

| Total Cost For All Services |

Company Name ___________________________________________ Booth # __________________________

Address ________________________________________________

Ordered By (Please Print) __________________________________

Signature ______________________________________________

Phone # ( ) _______ Ext. _______ Email ______________________

Make checks payable to All Convention Cleaners.

We also accept VISA AMERICAN EXPRESS MASTERCARD

[ ] VISA [ ] MASTERCARD [ ] AMERICAN EXPRESS [ ] DISCOVER

Please mark the appropriate box of the card being used.

Credit Card Account No. ___________________________ Expiration ___________________________

Cardholder’s Name ___________________________ Date ____________________________
# INTERNET-TELECOM SERVICE AGREEMENT

**EVENT NAME:**

**EVENT DATES:**

**MOVE IN DATE:**

**ONSITE CONTACT/CELL #:**

**BOOTH/ROOM:**

**COMPANY BILLING NAME**

**BILLING ADDRESS:**

**CONTACT:**

**PHONE:**

**EMAIL ADDRESS:**

* Advance rates are applied to orders received WITH PAYMENT 15 days prior to the first show move-in date

## SERVICES

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>QTY</th>
<th>ADVANCE*</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internet - Network Services (10/100 Base T) - Shared</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Basic Shared Internet Service (up to 2 Mpbs + 1 Private IP address)</td>
<td></td>
<td>$995</td>
<td>$1,325</td>
<td></td>
</tr>
<tr>
<td>2. Additional Private IP Address per Device</td>
<td></td>
<td>$135</td>
<td>$165</td>
<td></td>
</tr>
<tr>
<td>3. Wireless Internet Access per First Device (Up to 5 Mb)</td>
<td></td>
<td>$835</td>
<td>$895</td>
<td></td>
</tr>
<tr>
<td>4. Wireless Internet Access per Each Additional Device (Up to 5 Mb)</td>
<td></td>
<td>$135</td>
<td>$165</td>
<td></td>
</tr>
<tr>
<td>5. Wireless Internet Buyout</td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internet - Network Services (10/100 Base T) - Dedicated</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dedicated 3 Mbps + 5 public IP addresses/No addl IP's available</td>
<td></td>
<td>$3,395</td>
<td>$4,225</td>
<td></td>
</tr>
<tr>
<td>2. Dedicated 6 Mbps Line + 13 public IP addresses/No addl IP's available</td>
<td></td>
<td>$6,595</td>
<td>$8,295</td>
<td></td>
</tr>
<tr>
<td>3. Dedicated 10 Mbps Line + 29 public IP addresses/No addl IP's available</td>
<td></td>
<td>$8,945</td>
<td>$10,995</td>
<td></td>
</tr>
<tr>
<td>4. Dedicated 15 Mbps Line + 29 public IP addresses/No addl IP's available</td>
<td></td>
<td>$12,550</td>
<td>$15,650</td>
<td></td>
</tr>
<tr>
<td>6. Dedicated over 15 Mbps line + 29 public IP addresses</td>
<td>Call (410) 649-7097 for quote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Internet - Network Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Switch Rental - unmanaged 8 Port</td>
<td>$220</td>
<td>$260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Patch Cable (25-50' Cat 5)</td>
<td>$45</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. VLAN/Point-to-Point Connection</td>
<td>$500</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Cable TV - Comcast (per connection)</td>
<td>$315</td>
<td>$470</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Technical Support (per hour with min 1 hour charge)</td>
<td>$80</td>
<td>$80</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Single Analog Line with Unlimited Local Services (PBX service dial &quot;2&quot; for outside line)</td>
<td></td>
<td>$315</td>
<td>$415</td>
<td></td>
</tr>
<tr>
<td>2. Polycom Conference Phone</td>
<td>$110</td>
<td>$160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Dedicated Analog Line (best for Credit Cards&amp;Modem Services)</td>
<td>$325</td>
<td>$425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial &quot;2&quot; for outside line</td>
<td>$395</td>
<td>$475</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Long Distance Capability?</td>
<td>Yes</td>
<td>No</td>
<td>(indicate Qty of lines with LD) $0.28 per minute</td>
<td></td>
</tr>
<tr>
<td>6. Telephone Handsets Required?</td>
<td>Yes</td>
<td>No</td>
<td>free of charge</td>
<td></td>
</tr>
<tr>
<td>7. Voice Mail (per line)</td>
<td>$20</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Call Forwarding (per line)</td>
<td>$5</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Call Waiting (per line)</td>
<td>$10</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. ISDN BRI Line</td>
<td>$645</td>
<td>$795</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Credit card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com
- 3.5% fee will be applied for all credit card payment processing
- Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353 2232, Attention: Martin Husbands
- For online orders please use bcc.mcdean.com
- For service and order inquiries please call at 410-649-7097

---

**CREDIT CARD:**

**CREDIT CARD NUMBER:**

**EXP DATE:**

**SECURITY CODE:**

**CREDIT CARD HOLDER NAME:**

**CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:**

**DATE:**

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.


Effective January 1, 2019 - December 31, 2019
# Audio Visual & Computer Supplier

**NFMT 2019**

March 26 - 28, 2019 ~ Baltimore Convention Center

---

## Video Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20” LCD Monitor</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>32” LCD Monitor</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>40” LCD Monitor</td>
<td>$475.00</td>
<td></td>
</tr>
<tr>
<td>42” Plasma Display</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>50” Plasma Display</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>60” Plasma Display</td>
<td>$1,200.00</td>
<td></td>
</tr>
</tbody>
</table>

*Hardware - Floor stand: $50.00
Shelf for Floor stand: $20.00
*Hardware - Wall Mount: $75.00
*Hardware - Table stand: $25.00

**VGA, HDMI, or USB (Circle Hook-up Option):** $10.00

Plasma Display & LCD labor install fee: $90.00

---

## Audio Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 Watt Sound System with 2 Speakers</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Lavaliere Microphone</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Hand-held Microphone</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Headset Microphone</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>4 - Channel Mixer</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## Video Projection Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanyo LCD 2200 Lumen Projector</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Sanyo LCD 3300 Lumen Projector</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td>Sanyo LCD 5000 Lumen Projector</td>
<td>$335.00</td>
<td></td>
</tr>
<tr>
<td>6’ Tripod Screen</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>8’ Tripod Screen</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## Laptops & Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Duo Core, 2Gig, DVD-rom</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Mouse &amp; Keyboard (Wireless)</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Blu Ray DVD Player</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>HP LaserJet 4000N Printer</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## Video Walls / LED Displays / Mac Computers

Call for Quote

---

## Conference & Meeting Room Equipment

Call for Quote

---

## Computer Labs / Cyber Cafes

Call for Quote

---

## Equipment Guarantee

AV1's equipment guarantee is as follows:

AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

---

## Ordering Information

Discount Deadline: March 13, 2019

Orders received after deadline submission add 20% late fee.

### Ordering Information

Equipment charges are for the length of the tradeshow.

Delivery Fee add $95.00 as listed on order form.

Late fee and Onsite fee add 20% based on sub-total of equipment.

Union Facilities add 20% union fee based on sub-total of equipment.

### Cancellations

Cancellation of order must be processed 72-hours prior to Delivery Date.

Orders received after 72-hour deadline will be processed at full rate.

One hundred percent of rental fees apply for any equipment delivered on show-site.

### Equipment Guarantee

AV1’s equipment guarantee is as follows:

AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

---

## Method of Payment

Card Number:

Exp Date / __ / __

Cardholder's Name (as appears on card):

Cardholder's Signature:

---

## Audio Visual One, Ltd.

Please Submit order to:

Erica Cross-Show Services Coordinator

724 Crepe Myrtle Circle

Apopka, Florida 32712


ecross@audiovisualone.com

All orders will be processed within 48-hours or receipt.

Please call to confirm that your order is being processed.
EXHIBITOR ORDER FORM

Return to:
CES Security, Inc.
115 McHenry Avenue
Baltimore, MD 21208

Phone: 443-471-7000   Fax: 443-471-7007
Email: eventcoordinator@cessecurity.com

FULL PAYMENT IS REQUIRED WITH RECEIPT OF ORDER

PLEASE NOTE:
- Any additions after the Advance Order Date will be charged at a higher rate
- 6% Maryland State sales tax for any services performed in the State of Maryland
- 6% DC Sales & Use Tax for any services performed in the District of Columbia

PLEASE ARRANGE FOR # ____________________ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
<th>DATE</th>
<th>HOURS</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

CES Security, Inc (CES) is not an insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client’s property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, its agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: ______________________

HOURS ________ X RATE ________ = SUBTOTAL ____________________

SUBTOTAL ______________ + 6% SALES TAX__________________ = TOTAL AMOUNT DUE ______________________

ON-SITE CONTACT PERSON: ________________________________  ON-SITE CONTACT #: ______________________

COMPANY NAME: __________________________________________

ADDRESS:

City: ___________________________  State: _____________  Zip: __________

Phone: _________________________  Fax: _______________  Email: ________________

BOOTH NUMBER: _______________  EXHIBIT HALL: ___________  DATE: ____________

AUTHORIZED BY: _______________  **SIGNATURE:** _______________

NAME ON CARD: ___________________  BILLING ADDRESS OF CARD: __________________________

City: ___________________________  State: ___________________  Zip: __________________

CARD TYPE (CIRCLE ONE): VISA  MASTERCARD  AMOUNT: _________________________

CARD NUMBER: ___________________  EXPIRATION: ___________  CVV CODE: _____________

Effective 10/1/18
GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting attendees in your booth.

• Centerplate is pleased to be the exclusive caterer in the Baltimore Convention Center to provide all of your food, beverage and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER.**

• If your company manufactures, produces or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest’s enjoyment in your booth on the trade show floor upon Centerplate’s approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**

• To availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received less than five business days out from your event, may incur a 20% late fee for expedited services or charges that may arise to ensure your event.

• Cancellations prior to five business days in advance of the scheduled event date will receive a refund. Cancellation of services within three business days of the event date will be subject to payment in full.

• Each booth service order is subject to a $60 delivery fee.

• No unconsumed food or beverage may be returned for a credit, except for estimated beverages served from a Centerplate bar.

• A 22% service charge will apply to all food and beverage charges. 6 % state sales taxes will apply to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% will apply to alcoholic beverages.

• Our catering services are provided on high quality disposable ware and are drop-off services (**unless otherwise noted**). We will be glad to coordinate specialty equipment*, linens*, flowers and amenities to optimize services in your booth (**charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).**

• Client is responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provide contracted service(s).

• Client responsible to contact Edlen at 410.649.7321 for electrical services.

• Trash cans, garbage removal, tables and other equipment are to be arranged through your show’s general contractor. **CENTERPLATE CANNOT SUPPLY THESE ITEMS FOR YOUR BOOTH.**

• All services must be paid in full prior to the show’s start. We accept company checks, wire transfers, Visa, MasterCard, Discover and American Express in full pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.

• It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.
NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

**Freshly Brewed Coffee** $195
Three gallon units (approx. 36 cups)

**Freshly Brewed Decaffeinated Coffee** $195
Three gallon units (approx. 36 cups)

**Freshly Brewed Baltimore’s Zeke Coffee** $210
Three gallon units (approx. 36 cups)

**Freshly Brewed Baltimore’s Zeke Decaffeinated Coffee** $210
Three gallon units (approx. 36 cups)

**Morning Coffee Package** $360
Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea

**Keurig K-Cup Coffee Kit** $115
Includes 24 K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups
(select either Green Mountain Regular Coffee or Decaffeinated Coffee)

**Keurig Starbucks K-Cup Coffee Kit** $165
Includes 24 Starbucks K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups
(select either Pike Place Regular Coffee or Decaffeinated Coffee)

**Lavazza® Espresso Bar** $1700
Includes espresso machine, 100 espresso pods, gallons of milk, three seasonal flavored syrups, whipped cream, condiments and supplies
(Includes Barista for 4 hours; $60 per hour additional above the first four hours)

**Restock:** above items, excluding barista $1450
*Advance order notice of two weeks is required

**Starbucks® Gourmet Coffee Bar** $1120
Includes ten gallons regular and three gallons of decaffeinated Starbucks house blend coffees, three gallons of hot water with Tazo flavored tea bags, three seasonal flavored syrups and whipped cream
(approximately 175 servings)

**Additional Starbucks Coffees or Tazo Tea** $210
Three gallon units per selection (approx. 36 cups)

**Lavazza® Nitro Coffee Bar** $1150
Includes cold brew nitro dispenser, 10 gallons of regular coffee (approx. 150 8 oz servings), condiments and supplies
(Includes Barista for 4 hours; $60 per hour additional above the first four hours)
*Advance order notice of two weeks is required

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER
A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

**Freshly Brewed Iced Tea**
$1.35
Three gallon units (approximately 36 cups)

**Freshly Brewed Southern Sweet Tea**
$1.35
Three gallon units (approximately 36 cups)

**Housemade Classic Lemonade**
$1.35
Three gallon units (approximately 36 cups)

**Housemade Specialty Lemonade**
$1.50
Three gallon per flavor selection (approximately 48 8oz servings);
Strawberry, Watermelon, Thai-Basil, Cranberry-Lime or Arnold Palmer

**Assorted Canned Soda**
$4.50
Twelve assorted regular and diet Coca-cola products

**Individual Bottled Water**
$4.50
Twelve pack

**Individual Bottled Sparkling Water**
$4.80
Twelve pack

**Infused Mineral Water (per order)**
$10.50
Three gallon per flavor selection (approximately 48 8oz servings);
Flavors: lemon-lime, melon, cucumber-mint, strawberry-basil or peach-thyme

**Individual Bottled Juices**
$4.80
Twelve juices to include orange, apple and cranberry

**Individual Bottled Naked Smoothies**
$3.60
Six pack may include Berry Blast, Mighty Mango, Strawberry or Protein

**Red Bull® Energy Drink**
$3.60
Six pack of regular or sugar-free

**Individual Bottled Sports Drink**
$4.80
Six pack per selection: Orange, Lemon, Red or Blue
## A LA CARTE

**FROM THE BAKERY**

All services include the appropriate condiments, disposable plates, cutlery and napkins.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Freshly Baked Muffins (two dozen)</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>Crème Brûlée Muffins</td>
<td>$110</td>
<td>two dozen buttery brioche muffins filled with a rich custard</td>
</tr>
<tr>
<td>Assorted Bagels</td>
<td>$90</td>
<td>two dozen may include plain, sesame, cinnamon raisin and everything</td>
</tr>
<tr>
<td>Assorted Danish</td>
<td>$100</td>
<td>two dozen may include apple, blueberry, custard and cherry</td>
</tr>
<tr>
<td>Assorted Croissants</td>
<td>$130</td>
<td>two dozen may include butter, almond topped, chocolate filled and cherry filled</td>
</tr>
<tr>
<td>European Breakfast Pastry Tray</td>
<td>$110</td>
<td>two dozen may include strawberry cheese pockets, caramel pecan twists, rum buns, mini bundt cakes and filled croissants</td>
</tr>
<tr>
<td>Chef’s Morning Bakery Display</td>
<td>$135</td>
<td>three dozen may include muffins, bagels, danish and croissants</td>
</tr>
<tr>
<td>Assorted Homestyle Cookies</td>
<td>$90</td>
<td>two dozen may include chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selections</td>
</tr>
<tr>
<td>Logo’d Large Sugar Cookies</td>
<td>$94</td>
<td></td>
</tr>
<tr>
<td>Assorted Brownies &amp; Blondies</td>
<td>$90</td>
<td>two dozen may include double fudge, Oreo and rocky road brownies and toffee blondies</td>
</tr>
<tr>
<td>Assorted Dessert Squares</td>
<td>$100</td>
<td>two dozen may include lemon berry bar, rocky road brownies, toffee blondies and seasonal selections</td>
</tr>
<tr>
<td>Rice Krispy® Treats</td>
<td>$84</td>
<td>two dozen plain, chocolate dipped and decorated</td>
</tr>
<tr>
<td>Cupcakes</td>
<td>$75</td>
<td>one dozen per selection:</td>
</tr>
<tr>
<td>· Vanilla Cake with vanilla bean frosting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Devils Food Cake with whipped chocolate buttercream</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Red Velvet Cake with cream cheese frosting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Carrot Walnut Cake with cream cheese frosting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Chef’s Special Seasonal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian Biscotti</td>
<td>$76</td>
<td>two dozen plain and chocolate dipped</td>
</tr>
</tbody>
</table>

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2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
**A LA CARTE**

**FROM THE PANTRY**

All services include the appropriate condiments, disposable plates, cutlery and napkins.

- **Assorted Granola Bars** $48
  (one dozen)

- **Assorted Kellogg’s NutriGrain® Bars** $48
  (one dozen)

- **Chobani® Greek Yogurts** $54
  (one dozen)

- **Fresh Fruit Display GF** $175
  (serves 25)

- **Bowl of Whole Fresh Fruit GF** $87.50
  (serves 25)

- **Individual Bagged Snacks** $48
  (one dozen)

- **Individual Bagged Fishers Popcorn** $84
  Choice of 1 flavor per selection (one dozen, 2oz. bags):
  Caramel, Butter, White Cheddar or Old Bay

- **Make Your Own Trail Mix** $500
  Housemade granola, dry roasted peanuts, banana chips, M&M’s®, cheddar goldfish, mini pretzels and dried fruit (serves 50)

- **Housemade Kettle Chips GF** $94
  (bowl serves 25)

- **Housemade Potato Chips & Dips GF** $150
  with buttermilk herb and caramelized onion dips
  (serves 25)

- **Tortilla Chips GF** $175
  With salsa and guacamole (serves 25)

- **Classic Chex Mix** $120
  (bowl serves 25)

- **Bar Pub Mix** $120
  (bowl serves 25)

- **Pretzel Twists** $90
  (bowl serves 25)

- **Mixed Nuts GF** $160
  (five pounds)

**GF = Gluten Free**

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
# EXHIBITOR FAVORITES

## BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer.

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARKING FOR PRETZELS</strong></td>
<td>$550</td>
</tr>
<tr>
<td>Includes 75 jumbo salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, nacho cheese sauce and napkins. Power requirements: 110volt/15amps/single phase.</td>
<td></td>
</tr>
<tr>
<td>Additional Jumbo Pretzels (each)</td>
<td>$6</td>
</tr>
<tr>
<td><strong>“NUT-THING” TO IT</strong></td>
<td>$17.50</td>
</tr>
<tr>
<td>Includes 200 four ounce bags, machine, bags, attendant for four hours and napkins. Flavor options: cinnamon sugar roasted almonds, cinnamon sugar roasted pecans, glazed almonds and pecans or glazed cashews. Power requirements: 208volt/30amps/single phase.</td>
<td></td>
</tr>
<tr>
<td>Additional Case of Cookie Dough</td>
<td>$750</td>
</tr>
<tr>
<td><strong>FRESH FROM THE OVEN</strong></td>
<td>$1000</td>
</tr>
<tr>
<td>Includes one case of cookie dough, oven rental, oven mitt, spatula, tray, attendant for four hours, biodegradable disposable plates and napkins. Each case includes 240, two ounce cookies. Flavor options: chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selection. Power requirements: 110volt/20amps/single phase.</td>
<td></td>
</tr>
<tr>
<td><strong>POP TO IT</strong></td>
<td>$700</td>
</tr>
<tr>
<td>Includes 2 cases of unpopped popcorn (approximately 500 freshly popped two ounce servings), machine rental, choice of seasonings, attendant for four hours, popcorn scoop, popcorn bags and napkins. Seasonings (sea salt, along with two choices from the following): Old Bay®, Maple Sugar, White Cheddar Powder, Ranch Powder, Vinegar Powder, Truffle Salt, Chipotle-Cinnamon or Spicy Cajun. Power requirements: 110volt/20amps/single phase.</td>
<td></td>
</tr>
<tr>
<td>Additional Case of Unpopped Popcorn</td>
<td>$175</td>
</tr>
<tr>
<td>Each case includes 300, four ounce servings, bags and napkins.</td>
<td></td>
</tr>
<tr>
<td><strong>PRE-POPPED POPCORN</strong></td>
<td>$165</td>
</tr>
<tr>
<td>7 lb (approx. 50 servings) per selection: Butter, Cheese, Caramel Corn or Glazed with almonds and pecans.</td>
<td></td>
</tr>
</tbody>
</table>

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
“CHILL OUT”

Ice Cream Novelties $3.75
Good Humor® selections may include ice cream sandwiches, strawberry shortcake bars, chocolate éclair bars and king cones (minimum order of 100 pieces)

Premium Ice Cream Novelties $5.50
Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with Chloe's® all-natural & gluten-free smoothie pops (minimum order of 100 pieces)

Ice Cream Freezer Daily Rental $75
Power requirements: 110volt/20amps/single phase

New Wave Ice Cream Shop $1850
Includes rich liquid nitrogen seasonal ice cream made to order, along with two premade Baltimore Taharka® Bros. favorites, mini ice cream cones or petite disposable bowls with spoons; culinary attendant and server for four hours Serves approximately 200 three ounce servings
Taharka Selections: vanilla bourbon, cookie dough, strawberry cheesecake, chocolate fudge brownie, salty caramel, honey graham, key lime pie or seasonal selection
Minimum of 6 ft space required

FISHERS POPCORN BAR $700
Selection includes 2 flavors: Caramel, Caramel with peanuts, Cinnamon Caramel, Old Bay Flavored, Old Bay-Caramel Flavored, Butter Flavored, Kettle Corn, White Cheddar Flavored or Cheddar-Caramel Flavored
Serves approximately 800 2oz servings

CINEMA SNACK BAR GF $750
Includes 25 bags of White Cheddar Popcorn, Red Swedish Fish®, M&M’S®, Sour Patch Kids®, Milk Duds® and Sweet Tarts® four ounce disposable cups and napkins
Serves approximately 50

C&G DISPLAY $1000
Includes chocolate dipped Oreo cookies, pretzel rods and whole strawberries, double fudge brownies and chocolate chip cookies, freshly brewed regular and decaffeinated coffees, condiments, biodegradable plates and cups and napkins
Serves approximately 50

GF = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER
A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
**BREAK SERVICE**

**BREAK ITEMS**

Prices listed are per guest. Minimum of 25 guests. 
All services include the appropriate condiments, disposable plates, cutlery and napkins.

<table>
<thead>
<tr>
<th>Break Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Energizing Break</strong></td>
<td>$12</td>
</tr>
<tr>
<td>Baby Carrots with assorted hummus</td>
<td></td>
</tr>
<tr>
<td>Hearty Trail Mix</td>
<td></td>
</tr>
<tr>
<td>Seasonal Popcorn</td>
<td></td>
</tr>
<tr>
<td><strong>GF Walking Chili Break</strong></td>
<td>$15</td>
</tr>
<tr>
<td>Housemade chili con carne, individual bags of corn chips, cheddar cheese, sour cream, jalapeños and hot sauce</td>
<td></td>
</tr>
<tr>
<td><strong>Oriole Break</strong></td>
<td>$12</td>
</tr>
<tr>
<td>Individual bags of Butter Flavored Popcorn</td>
<td></td>
</tr>
<tr>
<td>Jumbo Hot Pretzels with hot cheese sauce</td>
<td></td>
</tr>
<tr>
<td>Mini Hot Dog Sliders with ketchup and yellow mustard</td>
<td></td>
</tr>
<tr>
<td><strong>Maryland Snack Break</strong></td>
<td>$14</td>
</tr>
<tr>
<td>Chesapeake Snack Mix</td>
<td></td>
</tr>
<tr>
<td>Maryland’s Fisher’s Popcorn</td>
<td></td>
</tr>
<tr>
<td>(caramel and white cheddar flavors)</td>
<td></td>
</tr>
<tr>
<td>Housemade Old Bay Potato Chips</td>
<td></td>
</tr>
<tr>
<td>Baltimore’s Kinderhook Chocolate Chip Cookies</td>
<td></td>
</tr>
<tr>
<td><strong>GF Egg-cellent Break</strong></td>
<td>$10</td>
</tr>
<tr>
<td>Selection of deviled eggs; 1 of each per person</td>
<td></td>
</tr>
<tr>
<td>AM Variety: Lump Crab; Bacon-Benedict; and Lox &amp; Bagel</td>
<td></td>
</tr>
<tr>
<td>PM Variety: California Roll; Buffalo Chicken; and Carbonara-Style</td>
<td></td>
</tr>
<tr>
<td><strong>Baltimore Fiesta Break</strong></td>
<td>$10</td>
</tr>
<tr>
<td>Housemade Corn Tortilla Chips</td>
<td></td>
</tr>
<tr>
<td>Individual Crab &amp; Corn Salsa</td>
<td></td>
</tr>
<tr>
<td>Berger Cookies</td>
<td></td>
</tr>
<tr>
<td>Goetze’s Caramel Creams®</td>
<td></td>
</tr>
<tr>
<td><strong>Give Me “S’more” Break</strong></td>
<td>$12</td>
</tr>
<tr>
<td>Premade assorted smores; assorted s’mores desserts shooters, creamy marshmallow dip with chocolate covered pretzels and graham crackers</td>
<td></td>
</tr>
<tr>
<td><strong>Stick To It Break</strong></td>
<td>$14</td>
</tr>
<tr>
<td>Shrimp and Pineapple Satay Skewers</td>
<td></td>
</tr>
<tr>
<td>Antipasto Skewers – Italian meats, fresh mozzarella and vegetables</td>
<td></td>
</tr>
<tr>
<td>Sweet Skewers – whole strawberries and glazed chocolate donut holes</td>
<td></td>
</tr>
</tbody>
</table>

*GF = Gluten Free*

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2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
LUNCH

PLATTER OF SANDWICHES $250
25 sandwiches on Chef’s selection of breads; garnished with pickles; accompanied by appropriate condiments, disposable ware and napkins
Please select from the following:
- Turkey & Swiss with herb aioli
- Roast Beef & Cheddar
- Ham and Havarti
- Grilled Vegetables with red pepper hummus

PLATTER OF PETITE SANDWICHES $360
60 sandwiches on petite rolls; accompanied by appropriate condiments, disposable ware and napkins
Please select three from the following:
- Chunky Chicken Salad
- Apple Cider Brined Turkey Breast
- Ham with honey mustard
- Roast Beef with horseradish cream
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers with dill cream cheese spread

BOXED LUNCHES

Traditional Sandwich Boxed Lunch $28
with chips, whole fruit and a cookie
Please select from the following:
- Turkey and Swiss
- Roast Beef and Cheddar
- Ham and Swiss
- Fresh Vegetables with garlic hummus

Gourmet Wrap Boxed Lunch $30
with chips, side salad and a cookie
Please select from the following:
- Grilled Chicken Caesar Wrap
- Baltimore Pit Beef Wrap with BBQ caramelized onions
- Italian Cold Cut Wrap
- Caprese Wrap with tomatoes, fresh mozzarella, arugula and basil pesto

Premium Sandwich Boxed Lunch $32
with chips, side salad and brownie
Please select from the following:
- Apple Cider Brined Turkey Breast with Havarti cheese, baby spinach and herb aioli on brioche roll
- Roast Beef with smoked gouda, over roasted tomatoes and chipotle aioli on onion roll
- Italian Hero with basil pesto on focaccia bread
- Vegetarian Bánh Mì with grilled eggplant, fresh cucumbers, pickled onions, lettuce and spicy edamame hummus on grain roll

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER
A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
# RECEPTION

## COLD HORS D’ŒUVRE

Prices listed are per piece. Minimum of 100 pieces per selection.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grilled Chicken Salad</td>
<td>$5</td>
</tr>
<tr>
<td>Duck Confit Canape</td>
<td>$6</td>
</tr>
<tr>
<td>Pork Belly Bao</td>
<td>$7</td>
</tr>
<tr>
<td>Tomato Bruschetta Basket</td>
<td>$6</td>
</tr>
<tr>
<td>Vegan Mushroom Ravioli</td>
<td>$5</td>
</tr>
<tr>
<td>Individual Vegetable Crudites GF</td>
<td>$6</td>
</tr>
<tr>
<td>Mini Crab &amp; Shrimp Roll</td>
<td>$7</td>
</tr>
<tr>
<td>Thai Chili Shrimp Skewer GF</td>
<td>$7</td>
</tr>
<tr>
<td>Seared Saku Ahi Tuna GF</td>
<td>$7</td>
</tr>
</tbody>
</table>

## HOT HORS D’ŒUVRE

Prices listed are per piece. Minimum of 100 pieces per selection.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo Chicken Spring Roll</td>
<td>$4.50</td>
</tr>
<tr>
<td>Thai Chicken Skewer</td>
<td>$5</td>
</tr>
<tr>
<td>Baltimore Pit Beef Sliders</td>
<td>$5</td>
</tr>
<tr>
<td>Maple BBQ Glazed Bacon on a Stick</td>
<td>$5</td>
</tr>
<tr>
<td>Cuban Pork Spring Roll</td>
<td>$5</td>
</tr>
<tr>
<td>Pan-Fried Edamame Pot Stickers</td>
<td>$4.50</td>
</tr>
<tr>
<td>Crisp Artichoke Beignets</td>
<td>$4.50</td>
</tr>
<tr>
<td>Mac &amp; Cheese Bites</td>
<td>$4</td>
</tr>
<tr>
<td>Shrimp &amp; Pineapple Satay</td>
<td>$5</td>
</tr>
<tr>
<td>Petit Maryland-Style Crab Cakes</td>
<td>$7</td>
</tr>
</tbody>
</table>

GF = Gluten Free

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2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
RECEPTION

RECEPTION DISPLAYS

Display serves approximately 25 guests.

**Artisan Cheese Display**  $225
Garnished with dried fruit, nuts and grapes
served with Sliced Baguettes and Assorted Crackers

**Sliced Seasonal Fruit and Berries GF**  $200

**Fresh Market Vegetable Crudité GF**  $200
with Roasted Red Pepper Hummus and Spinach Dip

**Antipasto Display**  $300
Italian meats and cheeses, marinated vegetables,
assorted olives, artichoke hearts and focaccia bread

**Bruschetta and Flat Bread Station**  $250
Served with Roasted Garlic Hummus,
Green Olive Tapenade and Tomato-Basil Concassé

**Jumbo Shrimp Display GF (100 pieces)**  $535
with Lemon Wedges and Old Bay Cocktail Sauce

**Chips and Dips Station**  $400
COLD OPTION:
- Tomato-Basil Concassé, Edamame Hummus, and Crab & Shrimp Dip
  with Herbed Crostini, Wonton Chips, Pita Chips and Old Bay Potato Chips

HOT OPTION:
- Green Chili-Tomato Queso, Maryland-Style Crab Fondue and
  Buffalo Chicken-Bleu Cheese Dip
  with Old Bay Potato Chips, Corn Tortilla Chips and Crackers

GF = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER
A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management’s approval. Beverages charged upon consumption.

**Premium Brand Cocktails** $8.50
(by the cocktail)

**Deluxe Brand Cocktails** $8
(by the cocktail)

**Premium Wines** $8
(by the glass; minimum order of 5 per wine selection)

**Deluxe Wines** $7
(by the glass; minimum order of 9 per wine selection)

**Domestic Beer** $7
(by the bottle) Budweiser, Bud Light and Miller Lite

**Imported/Microbrew Beer** $7.50
(by the bottle) Heineken, Corona Extra, Amstel Light, Seasonal Leinenkugel, Samuel Adams and Baltimore’s Heavy Seas

**Assorted Canned Soda** $3.75
Regular and diet Coco-cola products

**Individual Bottled Water** $3.75

**Individual Bottled Sparkling Water** $4

**Individual Bottled Juices** $4

INDIVIDUAL PRICED ITEMS

**Draft Beer** (by the keg)
Domestic Beer
Budweiser, Bud Light and Miller Lite $550

**Imported/Microbrew Beer** $650
Heineken, Amstel Light, Samuel Adams and Baltimore’s Heavy Seas

**Beer** (by the case; 24 twelve ounce bottles)
American Premium Beer $168
Budweiser, Bud Light and Miller Lite

**Imported/Microbrew Beer** $180
Heineken, Amstel Light, Samuel Adams and Baltimore’s Heavy Seas

**House Wine** (by the bottle) $35

**Cocktail Punch** (by the gallon) $100
(minimum order of 3 gallons per selection)
Pre-Mixed Champagne Mimosa Punch, Bloody Mary’s, Red Sangria, White Sangria or Seasonal Selection

**Major Mojitos** $8
(minimum order of 50 drinks)
Classic Mojito, Orange and Purple Basil made with classic Bacardi

**Baltimore Orange Crushes** $8
(minimum order of 50 drinks; plus $50 orange press rental)
Made to order with fresh squeezed orange juice

A certified Centerplate Bartender is required to dispense all alcoholic beverages in the Convention Center. Alcohol cannot be brought into or removed from the premises.

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
BEVERAGES

WATER SERVICES

**Water Cooler Rental**  $100
(by the day)
Power requirements: 110 volt/20amps/single phase

**Five Gallon Bottle of Spring Water**  $38.50
(by the bottle)
Includes disposable cups

**Cubed Ice** (10 lbs)  $20

PERSONNEL

Based upon a minimum requirement of 4 hours

**Booth Attendant** (Server) for your booth  $150
Additional hours above the requested minimum will be charged at $45 each

**Bartender** for your booth  $225
Additional hours above the requested minimum will be charged at $60 each
(A bartender is required to dispense and serve any alcoholic beverage within the Baltimore Convention Center)

**Chef** (Server) for your booth  $200
Additional hours above the requested minimum will be charged at $60 each

Labor charges are subject to sales tax.

---

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER
A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.
# CENTERPLATE BOOTH CATERING ORDER FORM 2018

## Company: __________________________ Show Name: __________________________

## Billing Address: __________________________ Booth Name: __________________________

## Booth #: __________________________

## On-Site Contact: __________________________ Contact’s Cell Phone: __________________________

## Phone: __________________________

## Fax: __________________________

## E-Mail: __________________________

## Selection | Quantity | Item Price | Day/Date(s) | Start Time | End Time
---|---|---|---|---|---

## IMPORTED INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted, including logo’d bottled water and candies.

Prices are subject to change without notification. 100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards.

Each order is subject to a $60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 22% service charge. Orders received within 7 days of the show will incur a late order fee of 20%.

Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth.

For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com
Booth Name: ___________________________ Booth #: ___________________________

<table>
<thead>
<tr>
<th>Selection</th>
<th>Quantity</th>
<th>Item Price</th>
<th>Day/Date(s)</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
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For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com
CREDIT CARD CHARGE AUTHORIZATION 2018

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

<table>
<thead>
<tr>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site Contact:</td>
</tr>
<tr>
<td>Company Address - City, State &amp; Zip:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Fax Number:</td>
</tr>
<tr>
<td>Event /Booth Name:</td>
</tr>
<tr>
<td>Date(s):</td>
</tr>
<tr>
<td>Method of Payment (circle one): AMEX VISA MASTER CARD</td>
</tr>
<tr>
<td>Credit Card Number:</td>
</tr>
<tr>
<td>Expiration:</td>
</tr>
</tbody>
</table>

Authorized for additional on-site services to be charged to card: YES ________ NO ________

Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder’s Name (please print name): ________________________________

Cardholder’s Signature (required for purchase): ________________________________

Centerplate
Making It Better To Be There Since 1929.
Centerplate has exclusive rights within the Baltimore Convention Center to provide, control and retain all food and beverages services throughout the facilities for events including concessions, the sale of alcohol, as well as non-alcoholic beverages, and to provide, control and retain any revenues therefore. The exclusive rights may be waived in the case of trade-exhibit shows or conventions that are of a food and/or beverage nature or germane to the show/convention and are not open to the general public.

Therefore, it is our policy that any Trade Show Exhibitor, who is providing any food or beverage item, be required to notify Centerplate, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense non-alcoholic beverages that they normally manufacture for resale in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling alcohol.)

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Centerplate Catering Sales Office, a minimum of three (3) weeks prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Centerplate and the Baltimore Convention Center from any liability related to the food and/or beverage must provided by the customer, prior to arrival at the center. Accordingly, the exhibiting company agrees to indemnify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only and may not be used to circumvent catering services. No cash sales are permitted within the Baltimore Convention Center.

Again, following the sampling guidelines that have been listed below (see sampling form below), approved exhibitors are allowed to bring in samples of products related to their primary business and distribute them for sampling (excluding alcoholic beverages – see separate guidelines). Centerplate and the Baltimore Convention Center do not assume any liability that may result from such consumption of these food and beverage products.

All items being sampled must follow the samplings sizes: **Non-Alcoholic Beverage**: 4 oz. and **Food**: 2 oz

Maryland law prohibits anyone other than the alcohol license holder (Centerplate) to distribute, give away or bring into the licensed establishment (Baltimore Convention Center) any alcoholic beverages. All alcoholic beverages must be purchased from Centerplate (see separate guidelines).

Show Management is responsible for regulating sample F&B guidelines to their exhibitors.

**SHIPPING & STORAGE**

If storage is required, exhibitors must make arrangements with Centerplate a minimum of 30 days prior to the contracted event date to ensure space availability

**Shipping**

- **Dates**: no product will be received 30 days prior to the event
- **Hours**: 6:00am – 2:00pm Monday – Friday
- **Delivery Address**:  
  Attn: Centerplate – Purchasing Office  
  Loading Dock #15 or 16  
  1 W. Pratt Street  
  Baltimore, MD 21201
- **Product must have your company name on the package if it is being shipped by another vendor**
- **Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped “keep frozen”).**
Storage
- Centerplate can provide storage (dry, cold or freezer space) for products prior and during the show. All items will incur a minimum storage fee of $75 per day, depending on the weight and size of the product, as well as type of storage required (please call your Catering Sales Representative for an estimate).
- Centerplate will not resume responsibility for any product or items left in storage after the event date.

FEES
- **Staffing Needs (no outside staffing agency may provide staffing)**
  - TIPS certified Bartenders: fee of $225.00 per bartender will apply for the first four (4) hours of service. A $60.00 per hour per bartender overtime charge will apply for each hour thereafter.
  - Banquet Staff: fee of $150.00 per server/attendant will apply for the first four (4) hours of service. A $45.00 per hour per server/attendant overtime charge will apply for each hour thereafter.
- Orders made within seventy-two (72) business hours of the event or on-site orders are subject to a 10% surcharge.
- A delivery fee of $60.00 is applicable for each delivery or re-orders to your booth.
- For orders with a food and beverage sub-total of less than $200 (excludes labor, rentals, service charge and tax), a small service fee will be applied (in addition to the delivery fee).
- A minimum kitchen labor fee of $175.00 is applicable for every food prep
- Labor fees and equipment rentals are subject to a 6% Maryland sales tax
- All orders are subject to 22% Service Charge and 6% Sales Tax (unless otherwise noted).

PAYMENT POLICY
Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check. PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.

CANCELLATION
Cancellations made within seventy-two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

DON’T FORGET
If you are sampling in your booth or on the show floor, you are responsible for providing:
- **Electricity.** If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321
- All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- Please call for rental equipment or to purchase supplies.
- It will take Centerplate approximately 60 minutes to refresh additional onsite services
- The Exhibitor must provide own table(s) for all services. Please contact your show decorator.

CONTACT
We look forward to assisting you. Please contact your Centerplate Catering Coordinator, Angela Kelly, at 410.649.7072 with any questions or concerns you may have.
SAMPLING FORM

FOOD/NON-ALCOHOLIC BEVERAGES

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION
Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Centerplate, three (3) weeks prior to the function.

GUIDELINES:
A. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
B. SAMPLING SIZES:
   1. Non-Alcoholic Beverage limited to maximum of 4 oz.
   2. Food Items limited to 2 oz
B. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Food/Beverage Servicing by Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
C. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
D. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e, coffee, bottled water, sodas, popcorn, cookies, candy etc.) MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.
E. A Certificate of Liability Insurance*, naming Centerplate and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:
   - Comprehensive General Liability: Not less than $1,000,000
   - Workers’ Compensation: As required by law.
   - Excess Liability: $5,000,000.
   *A hard copy of this certificate must be mailed to Centerplate (must be received prior to event)
   *Certificate should include name of company being insured and event/show name
F. Fees determined by Centerplate are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

Name of the Event/Show: ____________________________________________________________

Date of Event/Show: ____________________________

Company Name: _________________________________________________________________

Address: _______________________________________________________________________

City: ____________________________ State ________ Zip ___________

E-mail Address: _________________________________________________________________
Contact Phone: ________________________________

Name of Booth: ________________________________  Booth No: ________________

On-Site Contact ________________________________  Title ________________________

On-Site Phone: ________________________________

On-site Contact Information: ________________________________

Product(s) you wish to dispense (including descriptor): ________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Portion Size: ________________  Distribution Method: ________________________________

Method of refrigeration and/or heat holding at the booth: ________________________________

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature ________________________________  Date: ________________________________

Centerplate General Manager Signature: ________________________________

Please call Angela Kelly at 410.649.7072 with any inquires or questions.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com
The Easy Way to Collect Leads and Boost ROI

**CompuLEAD® App and Tablet**
Develop high-quality sales leads and close more sales.
- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available

**atEvent—Global Lead Retrieval Solution**
A global lead retrieval solution you can use at all your events.
- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards

<table>
<thead>
<tr>
<th>Quick Comparison</th>
<th>CompuLEAD</th>
<th>atEvent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan badges to collect lead data</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Qualify and survey leads</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>View/edit leads from the device</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Add notes to a lead</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Real-time access to leads online</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Use on multiple devices</td>
<td>✔</td>
<td>--</td>
</tr>
<tr>
<td>Send marketing materials to leads</td>
<td>✔</td>
<td>--</td>
</tr>
<tr>
<td>Transfer activations among devices</td>
<td>✔</td>
<td>--</td>
</tr>
<tr>
<td>Wireless printer option</td>
<td>✔</td>
<td>--</td>
</tr>
<tr>
<td>Auto Transfer leads into your CRM</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>Scan business cards</td>
<td>--</td>
<td>✔</td>
</tr>
<tr>
<td>GDPR ready</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

“This is best lead retrieval app I have ever used! It’s so simple. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year.”

– T. Jacobson

**International Exhibitors**
Have a limited data plan?
You can use the CompuLEAD App in ‘Airplane Mode’ and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)
Introducing Showcase XD
An easy-to-use iPad catalog app designed to enhance your trade show booth product displays! Showcase XD is a better way to engage attendees at booth of any size and includes the following game-changing features:

Skip the Printer
Save money. No more printing and shipping brochures that land in the trash

Automated follow up:
Sends the attendee a summary of their experience and links to products they were interested in

Powerful Insight:
• Scan a badge or enter the attendee’s email
• Tracks the attendee’s interests
• Data can also be imported to CRM, ASM or email marketing platforms

Packed with Benefits:
• Easy to use and setup
• Pays for itself in printing and shipping costs
• Badge Scanning capability
• Personalization

• iPad and stand rentals available
• Core features work without WiFi
• Powerful insight and analytics
• Can be used for multiple shows

Order Online: compusystems.com/order

Questions?
Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565
Email: exhibitor-support@csireg.com
<table>
<thead>
<tr>
<th>Product</th>
<th>Early Bird (1/25/19)</th>
<th>Advanced (2/11/19)</th>
<th>Standard</th>
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<tr>
<td><strong>CompuLEAD App</strong></td>
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<tr>
<td>CompuLEAD App - 3 apps (173A) * Custom qualifiers and surveys</td>
<td>$465.00</td>
<td>$505.00</td>
<td>$555.00</td>
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<tr>
<td>CompuLEAD App Package - 3 apps (115) * Custom qualifiers and surveys * 15 pieces of literature (15 PDFs, up to 5 MB each) * 5 links to video</td>
<td>$585.00</td>
<td>$620.00</td>
<td>$670.00</td>
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<td><strong>CompuLEAD App Add-ons</strong></td>
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<td>Wireless Printer for App (287A)</td>
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<td>Delivery, Setup &amp; Training (108 - App) (08 - Tablet)</td>
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<td>CompuLEAD Tablet Package (114) * Custom qualifiers and surveys * Wireless printer * Delivery, setup and in-booth training * 15 pieces of literature (15 PDFs, up to 5 MB each) * 5 links to video</td>
<td>$785.00</td>
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<tr>
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### CUSTOM DESIGNED ARRANGEMENTS

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<thead>
<tr>
<th>DESCRIPTION / COLOR</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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<tr>
<td>SPRING FLORAL ARRANGEMENT</td>
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<tr>
<td>WIDTH:</td>
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<tr>
<td>TROPICAL PLANT AND BLOOMING FOLIAGE</td>
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</tr>
<tr>
<td>MUM PLANTS: Yellow ____ White ____ Lavender ____</td>
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<tr>
<td>AZALEAS: Pink ______ Red ______</td>
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<tr>
<td>BROMELIAD</td>
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<tr>
<td>SMALL Ivy _____ Pothos _____</td>
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<tr>
<td>LARGE BOSTON FERN</td>
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<tr>
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<td>5 FOOT TROPICAL PLANT</td>
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### CUSTOM TROPICAL PLANTS

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<tr>
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<tr>
<td>6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING</td>
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<td>6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING</td>
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<tr>
<td>8 FOOT - 16 FOOT TROPICAL PLANT</td>
<td>Price on Request</td>
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</table>

### CONTAINERS:

- WHITE
- BLACK

### 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: _______________

Have National Plant & Floral’s Designer call our booth on the following Date/Time: _______________

### PAYMENT:

- VISA
- MASTERCARD
- AMEX
- CHECK

### COMPANY NAME:

### BOOTH CONTACT:

### PHONE#: (_______)

### EMAIL:

### CREDIT CARD #:  __________________________________________________

### EXP DATE:  ____________________ SECURITY CODE:  __________________

### CARDHOLDER NAME:

### AUTHORIZED SIGNATURE:

### CREDIT CARD BILLING ADDRESS:

### CITY:  _____________________________________________________________

### STATE: __________ ZIP CODE #: ________________________________

### SUB-TOTAL

### DELIVERY, PICK UP & MAINTENANCE 10%

### GRAND TOTAL

---

Please Remit to:

1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

Booth #: __________________________