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
7” x 44” Cardstock Identification Sign

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

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
Tuesday, March 26, 2019 8:00 AM to 10:00 AM

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 2:00 PM

Exhibitor Move-out:
Thursday, March 28, 2019 2:00 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
[Exhibiting Co. Name & Booth Number]
NFMT
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Friday, February 22, 2019
Exhibitor appointed contractor notification deadline: Tuesday, February 26, 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!
Exhibitor Move Out

Thursday, March 28, 2019  2:00 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.
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
Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION  (Required for all forms of payment)

Pay by Check ☐  Pay by Wire ☐

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

Credit Card #: ____________________________
Expiration Date: ____________________________
Billing Address: ____________________________
City, St, Zip: ____________________________
Name on Card: ____________________________  Card: ____________________________
Card Holder Signature: ____________________________

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

WIRE TRANSFER

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

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

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: ____________________________
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
NFMT
Terms & Conditions

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

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to have 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 exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

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

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

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

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

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

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

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

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

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If carpet and color choices 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 be completed before your order will be processed.

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

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

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or 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 should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR’s booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the “conclusion” of the show shall be construed as the end of the day on which exhibitor 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 damage to property.

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

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" 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>
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<tbody>
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<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

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

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

Please Sign

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

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

- [ ] MasterCard
- [ ] VISA
- [ ] American Express

Credit Card #: ____________________________

Expiration Date: ________________________

Month   Year   Security Code

Billing Address: _________________________

City, ST, Zip: __________________________

Name on Card: __________________________

(Please Print)

Please Sign

Card Holder Signature

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

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

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

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

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

Company Name: _______________________________ Booth #: _______________________________

Contact Name: _______________________________ Contact Email Address: ____________________________

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

Above Booth #

Left Booth #

Below Booth #

Right Booth #
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

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

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

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Contact Name

Phone #

State

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

Sunday, March 24, 2019

Step 5: Tell us What we are shipping:

Qty Crates L W H Weight Qty Carpet (color) L W H Weight

☐ Cartons (cardboard)

☐ Cases/trunks

☐ Skids/pallets

☐ Other

☐ Total

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

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

Service level may be changed to meet delivery date.

Order must be received within 24 hours of requested pick up date

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

☐ YES!  ☐ No, I will arrange another carrier

Company

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.

<table>
<thead>
<tr>
<th>Label Type</th>
<th>Shipping Address</th>
<th>Booth Number</th>
<th>Delivery Hours</th>
<th>First Day</th>
<th>Last Day</th>
<th>Exhibiting Company Name</th>
<th>Conventions Center Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance Warehouse</strong></td>
<td>c/o Shepard Exposition Services</td>
<td></td>
<td>M-F, 8-4:30 PM</td>
<td>February 26, 2019</td>
<td>March 15, 2019</td>
<td>(Exhibiting Company Name)</td>
<td>7079 Oakland Mills Rd, Columbia, MD 21046</td>
<td>c/o Shepard Exposition Services, 7079 Oakland Mills Rd, Columbia, MD 21046</td>
</tr>
<tr>
<td><strong>Direct To Show</strong></td>
<td>c/o Shepard Exposition Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Exhibiting Company Name)</td>
<td>Baltimore Convention Center, 1 West Pratt Street, Baltimore, MD 21201</td>
<td>Baltimore Convention Center, 1 West Pratt Street, Baltimore, MD 21201</td>
</tr>
</tbody>
</table>
Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER

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

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

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

Ground 2nd Day Overnight

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

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

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

$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!
Advance Warehouse Tips
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 (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Weight Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$116.35</td>
<td>$151.25</td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
</tr>
<tr>
<td>$111.15</td>
<td>$166.75</td>
<td>$144.50</td>
</tr>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
</tr>
</tbody>
</table>

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

Important! All Material Handling fees will be automatically billed 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.co by Saturday, January 00, 1900

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.**
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.

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

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.
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>
<td></td>
</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>

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.

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 # ____________________________

Contact Name  Contact Email Address

Please Sign
Card Holder Signature
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 fork lift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged? Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

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

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

What are Light Weight shipments?

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

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

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

Crate's 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  Rate as shown on Material Handling Rate Form, approx 30%
Shipsments 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 Shipment - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
• Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
• Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
• Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
• No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
• Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

DISPOSAL FEE  Fee: $.75 Per Lb  Labor Rate $90.00  Per Hour (OT/DT may apply)
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUbble TIME  Surcharge: Overtime: 30%  Double Time: 50%
Shipsments 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/DDOUBLE TIME  Surcharge: Overtime: 30%  Double Time: 50%
Advanced shipsments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE
Surcharge: 25%  Minimum: $50.00  35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

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

OFF-TARGET DELIVERIES
Surcharge: 15%  Minimum: $50.00  35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD  Surcharge: $30 per Shipment  35250
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one-time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS  Surcharge: $25.00 per forklift load  35282
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE  Surcharge: $25.00 per piece, Minimum $50.00  35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

ENVELOPE DELIVERIES  Surcharge: $10.50 per envelope  35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING  Fee: $ 200.00 per round trip  35106
All vehicles must be escorted in and out of building by Shepard personnel.
**Step One:** Tell us who you are:

**Accessible Storage** Use this type when you need to pull items out of storage during the show. Do not use this service for "Empty" storage.

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

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

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

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

**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).

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$90.00</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$135.00</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

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

Total Onsite Storage: $

Total NA Tax*: $

Amount Due: $

Company Name: ____________________________  Booth #: __________

Contact Name

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

### Pricing:

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

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

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

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

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

### Step One: Tell Us Who You Are:

Exhibiting Company

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

Onsite Contact

<table>
<thead>
<tr>
<th>Onsite Contact</th>
<th>Onsite Cell Phone #</th>
</tr>
</thead>
</table>

Email Address

### Step Two: Tell Us What You Are Storing:

What are the dimensions of each piece?

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Crate or Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Crate or Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 8</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Piece 9</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Piece 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step Three: How Long Are We Storing Your Items?

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

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

- [ ] Ship to another destination via Shepard Logistics*
- [ ] Transport to another Shepard event*:
- [ ] Pick-up is arranged with another carrier:

*Additional fees will apply

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

Estimated Warehouse Storage: $**
NA Tax*: $**
Amount Due: $**
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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66320</td>
<td>737.75</td>
<td>959.10</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>66323</td>
<td>581.00</td>
<td>755.30</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>66326</td>
<td>712.15</td>
<td>925.80</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66329</td>
<td>2442.25</td>
<td>3174.95</td>
<td></td>
</tr>
</tbody>
</table>

Choose your colors

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

Skirt Colors
- White (03)
- Blue (05)
- Grey (10)

Upgrade Yourself!

- GO GOLD!! Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).

<table>
<thead>
<tr>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>105.35</td>
<td>136.95</td>
</tr>
<tr>
<td>304.90</td>
<td>396.35</td>
</tr>
</tbody>
</table>

- 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.

Signature Series Package: $6,000
6.000% Tax*: $360
Amount Due: $
Quick and Easy Luxury!

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

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

**Premium Plush Carpet 50 oz**

<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**

| Light Maple (83) | Vineyard Brown (61) | Laurel Brown (62) | Mountain Grey (63) | Snow (89) | Checkerboard (82) | Roanoma Etone (64) |

**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>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium</td>
<td>$13.75</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>½”</td>
<td>Padding for Vinyl</td>
<td>$5.15</td>
</tr>
</tbody>
</table>

Total Signature Flooring: $

6.000% Tax*: $

Amount Due: $

Company Name: ___________________________  Booth # ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$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>

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>1/2&quot;</td>
<td>1/2&quot; Padding</td>
<td>$0.75</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td>1&quot;</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>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>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>

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.

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

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.

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

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.

Total Carpet and Padding: $  
6.000% 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

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

Regular Skirted Tables

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

Unskirted Regular Tables
Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers
Modernize your look!

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
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<tbody>
<tr>
<td>50042</td>
<td></td>
<td>4’L X 30”H X 24” W</td>
<td>$105.20</td>
<td>$136.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td>6’L X 30”H X 24”W</td>
<td>$126.80</td>
<td>$164.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td>8’L X 30”H X 24”W</td>
<td>$162.45</td>
<td>$211.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td>4’L X 42”H X 24”W</td>
<td>$126.80</td>
<td>$164.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td>6’L x 42”H x 24”W</td>
<td>$162.45</td>
<td>$211.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td>8’L x 42”H x 24”W</td>
<td>$190.95</td>
<td>$248.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td>4th Side 30”</td>
<td>$63.45</td>
<td>$82.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td>4th Side 42”</td>
<td>$63.45</td>
<td>$82.50</td>
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<td></td>
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</table>

Unskirted Regular Tables

<table>
<thead>
<tr>
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<th>Size</th>
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<th>Regular</th>
<th>Total</th>
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<tbody>
<tr>
<td>50040</td>
<td></td>
<td>4’L X 30”H X 24” W</td>
<td>$72.95</td>
<td>$94.85</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td></td>
<td>6’L X 30”H X 24”W</td>
<td>$85.40</td>
<td>$111.00</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td></td>
<td>8’L X 30”H X 24”W</td>
<td>$102.60</td>
<td>$133.40</td>
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</tr>
<tr>
<td>50041</td>
<td></td>
<td>4’L X 42”H X 24”W</td>
<td>$85.40</td>
<td>$111.00</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td></td>
<td>6’L x 42”H x 24”W</td>
<td>$102.60</td>
<td>$133.40</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td></td>
<td>8’L x 42”H x 24”W</td>
<td>$114.45</td>
<td>$148.80</td>
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</table>

Stretch Fabric Table Covers

<table>
<thead>
<tr>
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<th>Regular</th>
<th>Total</th>
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<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/ Table</td>
<td>$272.85</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/ Table</td>
<td>$272.85</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/ Table</td>
<td>$272.85</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/ Table</td>
<td>$272.85</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance
Includes 6’x30” table

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

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

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

Company Name: ___________________________ Booth # ___________________________
Contact Name ___________________________ Contact Email Address ___________________________
Please Sign
Card Holder Signature
**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>
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</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>

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.

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Event Code: M103040319  
email  
phone  
fax  
mail  

7079 Oakland Mills Rd, Columbia, MD 21046

**Specialty Tables**

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.

<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></td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$178.75</td>
<td>$232.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$178.75</td>
<td>$232.40</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 #: ________________________________**

**Please Sign**

[Handwritten 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.

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

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

Regular Seating

Specialty Seating

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.
Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ___________________________ Booth# ___________

Contact Name ___________________________ Contact Email Address ___________________________

Please Sign

Card Holder Signature

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

NFMT Connect With Us!

$68.00 $88.40 51086 Director Chair
$86.45 $112.40 50021 Arm Chair
$121.65 $158.15 51090 Director Stool
$63.45 $82.50 50024 Padded Stool
$195.90 $254.65 50705 Natural Feel Stool
$160.95 $209.25 50704 Natural Feel Chair
$209.25
$82.50
$112.40
$158.15
$209.25
$254.65
$82.50
$112.40
$158.15
$209.25
$254.65

Total Chairs: $ ___________________________
6.000% Tax*: $ ___________________________
Amount Due: $ ___________________________

Chairs and Stools
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.

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>
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<td>Garment Rack</td>
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<td>50236</td>
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<td>2'x8' w/legs, each</td>
<td>$162.05</td>
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<td>2'x8' w/o legs, each</td>
<td>$121.45</td>
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<td>7-Ball Waterfall</td>
<td>$11.15</td>
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<td>6&quot; Hooks (12)</td>
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Tack/Posterboards

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<tr>
<td>50060</td>
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<td>4' x 8' Horz.</td>
<td>$219.50</td>
<td>$285.35</td>
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<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$219.50</td>
<td>$285.35</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 "Standard" pricing.

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign
Showcases

Stacking Shelves

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

Skirting of Exhibitor Equipment

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

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

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!

Wrap your stacking shelves with color to show off your products!
### Drapes and Bars

- **3' High sidewall drape**
- **8' High backwall drape**

Drape is per linear foot, 10' minimum order.

### Skirting of Exhibitor Equipment

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<td>Red 01</td>
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<td>50074</td>
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<td>Blue 05</td>
<td>3' high drape</td>
<td>$13.00</td>
<td>$16.90</td>
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<tr>
<td>50088</td>
<td></td>
<td>Grey 10</td>
<td>8' upright with base</td>
<td>$23.85</td>
<td>$31.00</td>
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<td>50349</td>
<td></td>
<td>Burgundy 07</td>
<td>6'-10' cross bar</td>
<td>$15.85</td>
<td>$20.60</td>
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<td>50348</td>
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<td>White 03</td>
<td>7'-12' crossbar</td>
<td>$15.85</td>
<td>$20.60</td>
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### Accessories

- **Natural Feel Flr Lamp**
- **Natural Feel Tab Lamp**
- **Natural Feel Recept**
- **Wastebasket**
- **Drawing Bowl**
- **Tensa Stanchion, each**

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

### 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 date to receive discounted pricing.

---

### Signature

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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:** $

---

**Company Name:** ___________________________  **Booth#** ___________________________

**Contact Name**

**Contact Email Address**

---

**Drape, Skirting & Misc**

**NFMT Connect With Us!**

email baltimore@shepards.com

phone (410) 737-9270

fax (410) 737-9274

mail 7079 Oakland Mills Rd, Columbia, MD 21046
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
• POWERED Collections
• Modular Seating
• Executive Seating
• Communal Tables
• Barstools
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.

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

ROMA CHRPWR Chair, Powered (white vinyl) 37" 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

POWERED DETAIL

POWERED DETAIL

POWERED DETAIL

POWERED DETAIL
Powered Seating

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

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

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

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

Powered Tables

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

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

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

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

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

**BNOR17 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
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

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

(Wireless devices must be compatible with Qi wireless charging pad)

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: 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.
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

HOPI
(gray linen)
HOPCH, Chair
21”L 23”D 34”H
HOPLV, Loveseat
45”L 23”D 34”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

Baja
A) BchWht Chair (white vinyl)
   36"L 30.5"D 28"H
B) BSFWHT Sofa (white vinyl)
   86"L 28"D 30"H
C) BlvWht Loveseat (white vinyl)
   61"L 30.5"D 28"H

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

Naples
A) NPLCHR Chair (black vinyl)
   36"L 30."D 33.25"H
   NPLCHP (Powered)
B) NPLSOF Sofa (black vinyl)
   87"L 30"D 33.25"H
   NPLSOP (Powered)
C) NPLLOV Loveseat (black vinyl)
   62"L 30"D 33.25"H
   NPLLOP (Powered)
Munich Collection
Modular Seating to Design
Custom Exhibits

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

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

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

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

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

Denotes Powered Products
**Soft Seating Collections**

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

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

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

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

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

**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 & Stage Chairs

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

### 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 acapou 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)
Styles & Shapes

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

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

C) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 32"H

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

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

F) RSTDIN
Rustique Chair w/arms
(gunnmetal)
20"L 18"D 31"H

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

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

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

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

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

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

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

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

Marche Swivel

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 18"H

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

Q) REGGEN
Regis Bench
(brushed metal)
47"L 15.5"D 16"H

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)
**Accent Tables**

**ALONDRA**

*Cocktail Table*

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

**ALONDRA**

*End Table*

- 26"L 26"D 20"H
- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

**GEO**

*Cocktail Table*

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

**GEO**

*End Table*

- 20"L 20"D 20"H
- C) E1C (glass, chrome)
- D) E1FWB (wood, black)
Styles & Shapes

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, A/C plug-In)
20"L 20"D 18"H
Café Tables

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

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

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

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

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

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

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

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)

Café Tables
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 (graphite nebula)
R) 36MTHC (maple)

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

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

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

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

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

D) RSTSTL  
Rustique Barstool  
(gunmetal)  
15”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) 30EBBB (blue)
H) 30WDBB (wood)

30" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

36" RND 42"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

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

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

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

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS76 (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 (white, 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, chrome)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool
(white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool
(gunmetal)
13"L 13"D 30"H

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

PWRUSB
Powered Conference Table Module
(black) 5"L x 2.25"D x 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 x 48"D x 29"H
E) MADC08 8' Table
96"L x 60"D x 29"H
F) MADC10 10' Table
120"L x 48"D x 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

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

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

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)
B) VNTWHT (white top)

VenturaCommunal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
B) VNTMNP (solid)
B) VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
C) 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
C) VNTCMN (solid)
C) VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
D) VNTCWN (solid)
Black Top
E) VNTCBN (solid)
Office Essentials

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

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
Show Essentials

Midtown Powered Counter

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

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

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

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

Denotes AC and USB charging outlets
Midtown Bar

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

**Midtown Bar**
- 60"L 18"D 42"H (pewter/glass)
- A) MTBUUL
  - (unlighted)
- B) MTBLPI
  - (lighted with plug-in)

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

**LED Cube Ottomans**
- 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

**Cubicle Lighting**
- LED light available in white, red, green, blue and rolling color.

**Boxwood Hedges**
- C) HDG7FT
  - Boxwood Hedge, 7'
  - 36.5"L 12"D 84"H
- D) HDG4FT
  - Boxwood Hedge, 4'
  - 46"L 9"D 47"H

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**Lighted & Greenerly Products**
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.

Cocktail Tables

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<td>C1YP-Sydney Black, Powered!</td>
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Occasional End Tables

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<td>SYDWDE-Sydney End Table</td>
<td>$377.00</td>
<td>$490.10</td>
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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

Total Exec Tables Furnishings: $__________ 6.000% Tax*: $__________
Amount Due: $__________
NFMT

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

Discount Deadline: Tuesday, March 05, 2019

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### Styles and Shapes

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<th>Qty.</th>
<th>Item</th>
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### Beverly Bench

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<td>BVLYBN Bev Bench Brown Fabric</td>
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<td>BVLYGR Bev Bench Grey Fabric</td>
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<td></td>
<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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### Marche Swivel

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<td>MAR004-Marche Swivel, Raspberry</td>
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Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ___________________________  Booth#: ___________________________

Card Holder Signature

Total Ottomans: $ ___________________________  Amount Due: $ ___________________________

6.000% Tax*: $ ___________________________

Please Sign

Contact Name: ___________________________  Contact Email Address: ___________________________
**NFMT**

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

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

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**Sofas and Sectionals**

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**Accent Chairs**

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<td>OCH Madrid Chair, Black</td>
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**Loveseats**

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**Meeting Chairs**

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<td>OCMESP-Meeting Chair, Expresso</td>
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**Club Chairs**

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**Powered Seating**

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<td>$1,891.45</td>
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<td></td>
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<td>$903.40</td>
<td>$1,174.40</td>
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<tr>
<td></td>
<td>NPLSOP-Naples Sofa, powered</td>
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**Modular System**

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<td>BNTQL7- Center Cone, White Vinyl</td>
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<td>OTS-South Beach Wedge</td>
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**Total Soft Seating:** $6,000

**Tax:** $600

**Amount Due:** $6,600

---

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.

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

<table>
<thead>
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<td>$453.75</td>
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<td>RSTDN-Rustique w/ arms, Gunmetal</td>
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<td>MALGRY-Malba Chair, Grey</td>
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<td>MALGRN-Malba Chair, Green</td>
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<td>$221.00</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.

Company Name: ___________ Booth#: ___________
**Café Tables**

**Café Tables - Chrome Base 30”, Hydraulic**

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<th>Regular</th>
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<td>ZTP-36” Maple Top/Black Base</td>
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<td>$271.50</td>
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<td>ZTJ-30” Graphite Top/Black Base</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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<td>$997.10</td>
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<td>VNTCMW-Maple, w/ Grmt</td>
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<td>$767.00</td>
<td>$997.10</td>
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<tr>
<td>VNTCWW-White, w/ Grmt</td>
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<td>$767.00</td>
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<td>VNTCBK-Black Top-Powered!</td>
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<td>VNTCWH-White Top-Powered!</td>
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**42” High Tables**

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTWNP Communal Table White Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTBWW Comm Table White w/ Grom</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
</tbody>
</table>

**Café Tables - Chrome Base 36”, Hydraulic**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36MTHC-Maple Top, Chrome</td>
<td></td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td></td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td>30STHC-Silver Textured, Chrome</td>
<td></td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td>30BHRC-Brushed Red Top, Chrome</td>
<td></td>
<td>$427.95</td>
<td>$556.35</td>
<td></td>
</tr>
<tr>
<td>30MAHC-Grey Top, Chrome</td>
<td></td>
<td>$429.30</td>
<td>$558.10</td>
<td></td>
</tr>
<tr>
<td>30WHHC-White Laminate</td>
<td></td>
<td>$357.40</td>
<td>$464.60</td>
<td></td>
</tr>
<tr>
<td>30BEHC-Blue Top, Chrome</td>
<td></td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
</tr>
<tr>
<td>30WDBC-White Top, Chrome</td>
<td></td>
<td>$455.00</td>
<td>$591.50</td>
<td></td>
</tr>
</tbody>
</table>

**Café Tables - Chrome Base 36”, Powered!**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBLK Communal Table Black Top</td>
<td></td>
<td>$861.10</td>
<td>$1,119.45</td>
<td></td>
</tr>
<tr>
<td>VNTWHT Communal Table White Top</td>
<td></td>
<td>$861.10</td>
<td>$1,119.45</td>
<td></td>
</tr>
</tbody>
</table>

**G30 and Ventura Communal Tables**

**30” High Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTCBN-Black Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCWN-White Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCMW-Maple, w/ Grmt</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCWW-White, w/ Grmt</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td></td>
<td>$871.00</td>
<td>$1,132.30</td>
<td></td>
</tr>
<tr>
<td>VNTCWH-White Top-Powered!</td>
<td></td>
<td>$871.00</td>
<td>$1,132.30</td>
<td></td>
</tr>
</tbody>
</table>

**42” High Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTWNP Communal Table White Top</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
<tr>
<td>VNTBWW Comm Table White w/ Grom</td>
<td></td>
<td>$729.40</td>
<td>$948.20</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Contact Name:** ___________________________ ** Booth#** ___________________________

**Card Holder Signature:** __________

---

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

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
**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>Bar Tables - Chrome Base 30&quot;, Hydraulic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Tables - Chrome Base 36&quot;, Hydraulic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bars and Counters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bar Tables - All Black Base**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Bar Tables - Chrome Base 30", Hydraulic**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Bar Tables - Chrome Base 36", Hydraulic**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Bars and Counters**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
</table>

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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.

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

<table>
<thead>
<tr>
<th>Work &amp; Multi-Use Tables</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERLIN-Multi Use Table</td>
<td>1</td>
<td>$492.60</td>
<td>$640.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD3-Work Table</td>
<td>1</td>
<td>$473.60</td>
<td>$615.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Display- Shelving</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSHCCS-Posh Shelving</td>
<td>1</td>
<td>$566.40</td>
<td>$736.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lamps</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td>1</td>
<td>$313.80</td>
<td>$407.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>1</td>
<td>$205.40</td>
<td>$267.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Company Name: ___________________________  Booth#: ____________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign: ___________________________  Card/Holder Signature: ___________________________
NFMT
Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019
Discount Deadline: Friday, February 22, 2019
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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>
<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>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>
<td></td>
</tr>
</tbody>
</table>

### Accessories
<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>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$39.20</td>
<td>$50.95</td>
<td></td>
</tr>
<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: __________________________ BOOTH: __________________________

Contact Name: __________________________ Contact Email Address: __________________________

Please Sign [Card Holder Signature]

Total Graphics: $ __________________________

6.000% Tax*: $ __________________________

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


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>.ind,.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.
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Baltimore Convention Center - Baltimore, Maryland
March 26 - 28, 2019

Order Deadline: Friday, February 22, 2019
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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>
</tr>
</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>
<td>$7,056.55</td>
<td>$9,173.50</td>
</tr>
</tbody>
</table>

SQUARE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69143</td>
<td>10’ x 48&quot;</td>
<td>$5,399.00</td>
<td>$7,018.70</td>
</tr>
</tbody>
</table>

TRIANGULAR DESIGN

<table>
<thead>
<tr>
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<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69144</td>
<td>10’ x 48&quot;</td>
<td>$4,368.90</td>
<td>$5,679.55</td>
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</tbody>
</table>

WAVE DESIGN

<table>
<thead>
<tr>
<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” 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 day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: $9,173.50
6.000% Tax*: $546.41
Amount Due: $8,627.09

Company Name: ___________________________________________ Booth # __________
Contact Name: ___________________________________________ Contact Email Address: _______________________________

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

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

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 _________________________________________________________________
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

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

**Sign Assembly Labor**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Est Total Man Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69150</td>
<td>ST</td>
<td>$112.50</td>
<td>$146.25</td>
<td>$146.25</td>
<td>$146.25</td>
</tr>
<tr>
<td>69151</td>
<td>OT</td>
<td>$168.75</td>
<td>$219.40</td>
<td>$219.40</td>
<td>$219.40</td>
</tr>
<tr>
<td>69152</td>
<td>DT</td>
<td>$225.00</td>
<td>$292.50</td>
<td>$292.50</td>
<td>$292.50</td>
</tr>
</tbody>
</table>

**Date of Assembly**

**Start Time**

**Disassembly Labor**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Est Total Man Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69153</td>
<td>ST</td>
<td>$112.50</td>
<td>$146.25</td>
<td>$146.25</td>
<td>$146.25</td>
</tr>
<tr>
<td>69154</td>
<td>OT</td>
<td>$168.75</td>
<td>$219.40</td>
<td>$219.40</td>
<td>$219.40</td>
</tr>
<tr>
<td>69155</td>
<td>DT</td>
<td>$225.00</td>
<td>$292.50</td>
<td>$292.50</td>
<td>$292.50</td>
</tr>
</tbody>
</table>

**Date of Disassembly**

**Start Time**

**Step Three: Order Overhead Rigging Crew**

**Rigging Installation**

<table>
<thead>
<tr>
<th>Code</th>
<th>Est Total Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69156</td>
<td>$662.30</td>
<td>$662.30</td>
<td>$662.30</td>
<td>$662.30</td>
</tr>
</tbody>
</table>

**Date of Install**

**Start Time**

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

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

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

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

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

**Total Overhead Rigging:**

**NA**

**Total Tax:**

**$**

**Amount Due:**

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

Truss Details
(Quantity & Size)

<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>6909415</td>
<td>12&quot; Silver Box Truss (Per FT)</td>
<td>$21.55</td>
<td>$28.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6909406</td>
<td>12&quot; Black Box Truss (Per FT)</td>
<td>$21.55</td>
<td>$28.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6903815</td>
<td>12&quot; Silver Corner Block</td>
<td>$80.75</td>
<td>$105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6903806</td>
<td>12&quot; Black Corner Block</td>
<td>$80.75</td>
<td>$105.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70067</td>
<td></td>
<td>Design Fee (Hourly)</td>
<td>$134.55</td>
<td>$174.90</td>
<td></td>
</tr>
</tbody>
</table>

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>
</tr>
<tr>
<td>69025</td>
<td></td>
<td>CABLE SLINGS 5 FT</td>
<td>$9.40</td>
<td>$14.10</td>
</tr>
<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>
<td>$20.40</td>
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<tr>
<td>69028</td>
<td></td>
<td>CABLE SLINGS 10 FT</td>
<td>$17.25</td>
<td>$25.90</td>
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<tr>
<td>69029</td>
<td></td>
<td>CABLE SLINGS 12 FT</td>
<td>$19.35</td>
<td>$29.05</td>
</tr>
<tr>
<td>69030</td>
<td></td>
<td>CABLE SLINGS 14 FT</td>
<td>$21.95</td>
<td>$32.95</td>
</tr>
<tr>
<td>69031</td>
<td></td>
<td>CABLE SLINGS 20 FT</td>
<td>$269.60</td>
<td>$404.40</td>
</tr>
<tr>
<td>69032</td>
<td></td>
<td>CABLE SLINGS 30 FT</td>
<td>$33.45</td>
<td>$50.20</td>
</tr>
<tr>
<td>69033</td>
<td></td>
<td>CHAIN 3/8” X 3FT</td>
<td>$12.55</td>
<td>$18.85</td>
</tr>
<tr>
<td>69035</td>
<td></td>
<td>STAC CHAIN</td>
<td>$16.70</td>
<td>$25.05</td>
</tr>
<tr>
<td>69044</td>
<td></td>
<td>TURNBUCKLES 5/16”</td>
<td>$14.65</td>
<td>$22.00</td>
</tr>
<tr>
<td>69122</td>
<td></td>
<td>CLAMPS-BEAM</td>
<td>$73.15</td>
<td>$109.75</td>
</tr>
<tr>
<td>69116</td>
<td></td>
<td>SHUNTS</td>
<td>$39.70</td>
<td>$59.55</td>
</tr>
<tr>
<td>69117</td>
<td></td>
<td>RATCHET STRAP 1”</td>
<td>$15.70</td>
<td>$23.55</td>
</tr>
<tr>
<td>69118</td>
<td></td>
<td>RATCHET STRAP 2”</td>
<td>$20.90</td>
<td>$31.35</td>
</tr>
<tr>
<td>68010</td>
<td></td>
<td>CONDUIT CONNECTOR</td>
<td>$2.10</td>
<td>$3.15</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69191</td>
<td></td>
<td>TELESCOPE per foot</td>
<td>$2.10</td>
<td>$3.15</td>
</tr>
<tr>
<td>69120</td>
<td></td>
<td>WIRE 14 GAUGE per ft</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td>69068</td>
<td></td>
<td>BOLT UNISTRUT EYE</td>
<td>$16.45</td>
<td></td>
</tr>
<tr>
<td>69069</td>
<td></td>
<td>BOLT EYE</td>
<td>$11.80</td>
<td></td>
</tr>
<tr>
<td>69072</td>
<td></td>
<td>BATTEN 1”X3” PER FT</td>
<td>$1.55</td>
<td>$2.35</td>
</tr>
<tr>
<td>69073</td>
<td></td>
<td>BATTEN 1”X3” PAINTED WHITE</td>
<td>$2.10</td>
<td>$3.15</td>
</tr>
<tr>
<td>69075</td>
<td></td>
<td>PEAR RING 3/8”</td>
<td>$18.85</td>
<td></td>
</tr>
<tr>
<td>69078</td>
<td></td>
<td>BLACK PIPE 2” per foot</td>
<td>$2.10</td>
<td>$3.15</td>
</tr>
<tr>
<td>68011</td>
<td></td>
<td>1/8” Cable per foot</td>
<td>$4.75</td>
<td></td>
</tr>
<tr>
<td>68013</td>
<td></td>
<td>3/16” Cable per foot</td>
<td>$6.30</td>
<td></td>
</tr>
<tr>
<td>69074</td>
<td></td>
<td>MONOFILAMENT per foot</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td>69045</td>
<td></td>
<td>NYLON SLING-8FT</td>
<td>$31.35</td>
<td></td>
</tr>
<tr>
<td>69124</td>
<td></td>
<td>SUPER TELE (12’-20’)</td>
<td>$78.40</td>
<td></td>
</tr>
<tr>
<td>69147</td>
<td></td>
<td>VERLOX-20’</td>
<td>$47.05</td>
<td></td>
</tr>
<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>$17.25</td>
<td></td>
</tr>
<tr>
<td>69042</td>
<td></td>
<td>NYLON SPANSETS-6FT</td>
<td>$23.55</td>
<td></td>
</tr>
<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.

Company Name: ____________________  Booth #: ____________________

Contact Name: ____________________  Contact Email Address: ____________________

Please Sign
LABOR
Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.
Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

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

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

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

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

Choose Shepard Blue for your labor needs and leave your worries behind!

Please Sign

Contact Name

Please Sign

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

Choose Shepard Blue for your labor needs and leave your worries behind!

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.

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

Shepard Blue Supervised Labor  **Pricing includes Supervisory fee of 30% over standard labor.

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>$117.00</th>
<th>$152.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>OT</td>
<td>$175.50</td>
<td>$228.15</td>
</tr>
<tr>
<td>68068</td>
<td>DT</td>
<td>$234.00</td>
<td>$304.20</td>
</tr>
</tbody>
</table>

Step One:  Choose Your Service

Step Two:  How Many People?

Step Three:  How Many Hours?

Step Four:  When Should the Build be Complete?

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

Inbound Freight:
Carrier Name:  Tracking or Pro #:
# of Pieces:  Advance Warehouse or Direct to Show site?:
Estimated Weight:  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:
(exhibitor is responsible to order)

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:

If Your Carrier doesn't show?:  Reroute with SLS  *Allow time for empty return when scheduling your pick up:
Send to warehouse for pick up ($400 minimum charge):

Estimated SES Blue Labor:  $:
NA  Tax*:  $:
Amount Due:  $:

Company Name:  Booth #

Contact Name

Contact Email Address

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

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.

Company Name:

Contact Email Address
Exhibitor Supervised Labor

**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:

*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.

---

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>234.00</td>
<td>304.20</td>
<td></td>
</tr>
</tbody>
</table>

**Flooring Type:**
- [ ] Carpet Rolls
- [ ] Carpet Squares
- [ ] Padding
- [ ] Other

Is electrical to be installed under your carpet?
- [ ] Yes
- [ ] No

(Please forward Shepard a diagram of your electrical layout.)

---

**In a Hurry or Have a Plane to Catch?**

**Choose Shepard Blue for your labor needs and leave the work to us!**

---

**Company Name:**

**Booth #:**

---

**Contact Name**

**Contact Email Address**
### 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.

**Inline Booth Rentals**

**Turnkey Rental Designs Make Exhibiting Easier!**

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Eddie</td>
<td>The Eddie- 10' x 10'</td>
<td>$2,796.30</td>
<td>$3,635.20</td>
</tr>
<tr>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$4,553.70</td>
<td>$5,919.80</td>
</tr>
<tr>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$1,950.80</td>
<td>$2,536.05</td>
</tr>
<tr>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$3,414.75</td>
<td>$4,439.20</td>
</tr>
<tr>
<td>The Grant</td>
<td>The Grant- 10' x 10'</td>
<td>$3,097.40</td>
<td>$4,026.60</td>
</tr>
<tr>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$4,292.85</td>
<td>$5,580.70</td>
</tr>
<tr>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$2,847.40</td>
<td>$3,701.60</td>
</tr>
<tr>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$4,184.20</td>
<td>$5,439.45</td>
</tr>
<tr>
<td>The Pierce</td>
<td>The Pierce - 10' x 10'</td>
<td>$2,419.75</td>
<td>$3,145.70</td>
</tr>
<tr>
<td></td>
<td>The Pierce - 10' x 20'</td>
<td>$4,594.45</td>
<td>$5,972.80</td>
</tr>
<tr>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$2,934.35</td>
<td>$3,814.65</td>
</tr>
<tr>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$3,477.75</td>
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<tr>
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</tr>
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<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,890.40</td>
<td>$6,357.50</td>
</tr>
<tr>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$1,793.20</td>
<td>$2,331.15</td>
</tr>
<tr>
<td></td>
<td>The Lucy - 10' x 20'</td>
<td>$2,115.60</td>
<td>$2,657.20</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.

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<td>$2,657.20</td>
</tr>
</tbody>
</table>

**Total Inline Rentals:** $6,000.00

**6.000% Tax:** $

**Amount Due:** $
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.

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>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$674.10</td>
<td>$876.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$818.05</td>
<td>$1,063.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$497.35</td>
<td>$646.55</td>
<td>Silver Only</td>
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</table>

Reception Counters

<table>
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<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>
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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></td>
<td></td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; D</td>
<td>$1,564.00</td>
<td>$2,033.20</td>
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Computer Stands-Silver Metal Only (graphic included!)

<table>
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<tr>
<th>Code</th>
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<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$909.60</td>
<td>$1,182.50</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 9&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$530.10</td>
<td>$689.15</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

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

Order Deadline  Friday, February 22, 2019
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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>
</tr>
</thead>
<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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</tbody>
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Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</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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</table>

Charging Units

<table>
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<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66166</td>
<td></td>
<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></td>
</tr>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3&quot; L x 6&quot; 3&quot; H x 1' 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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Company Name: ___________________________  Booth #: __________

Contact Name  Contact Email Address

Please Sign

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

Custom Product Display and Charging Stations

Tax*: $48.17  Amount Due: $255.27
**10x10 Fabric Booth Rental Display**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td>FX21 10’ x 10’</td>
<td>$2,594.20</td>
<td>$3,372.45</td>
<td></td>
</tr>
<tr>
<td>66558</td>
<td>FX2M1 10’ w/Monitor</td>
<td>$4,693.10</td>
<td>$6,101.05</td>
<td></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>
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<th>Qty</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td>FX22 10’ x 20’</td>
<td>$4,496.65</td>
<td>$5,845.65</td>
<td></td>
</tr>
<tr>
<td>66560</td>
<td>FX2M2 10’ x 20’ w/Monitor</td>
<td>$6,595.50</td>
<td>$8,574.15</td>
<td></td>
</tr>
<tr>
<td>66567</td>
<td>FX2H2 10’ x 20’</td>
<td>$5,015.55</td>
<td>$6,520.20</td>
<td></td>
</tr>
<tr>
<td>66563</td>
<td>FX2M2H 20’ w/Monitor</td>
<td>$7,114.40</td>
<td>$9,248.70</td>
<td></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.

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**Total Fabex Rental:** $  
**6,000% Tax:** $  
**Amount Due:** $
Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1:** Choose Your Booth Size

**Step 2:** Send Us Your Full Color Graphics

<table>
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<tr>
<th>Code</th>
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<th>Regular</th>
<th>Graphic Sizes</th>
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<tr>
<td>66564</td>
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<td>FX11 10' x 10' Backlit</td>
<td>$2,615.85</td>
<td>$3,404.60</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$4,042.65</td>
<td>$5,255.45</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,469.50</td>
<td>$7,110.35</td>
<td>8992mm x 2436mm</td>
</tr>
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Carpet/Flooring, Furnishings, and Accessories not included.

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.

Don't forget to order Power for your backlighting!

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.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FX11 10' x 10' Backlit</td>
<td>$2,615.85</td>
<td>$3,404.60</td>
<td>3042mm x 2436mm</td>
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<tr>
<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>FX13 10' x 30' Backlit</td>
<td>$5,469.50</td>
<td>$7,110.35</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

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Company Name: ____________________________________________________________________________

BOOTH

Contact Name: ____________________________________________________________________________

Contact Email Address: ____________________________________________________________________

Please Sign

Card Holder Signature

Total Fabex Backlit: $__________

6.000% Tax*: $__________

Amount Due: $__________
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.

Total Island Rentals: $  
6.000% Tax*: $  
Amount Due: $  

Company Name:  
Booth #  

Contact Name  
Contact Email Address  

Please Sign

Connect With Us!
email  ESSRentals@shepardes.com
phone  404-720-8652
fax  404-720-8757
mail  1531 Carroll Drive, NW
Atlanta, GA 30318

Event Code: M103040319

Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @  
http://www.shepardes.com/shep-gallery.html

The Monroe
The Tyler
The Washington
The Garfield

Monitors also available! Contact us for details!

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>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
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<td>The Monroe</td>
<td>$7,118.55</td>
<td>$9,254.10</td>
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<tr>
<td>66368</td>
<td></td>
<td>The Washington</td>
<td>$10,215.90</td>
<td>$13,280.65</td>
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<tr>
<td>66495</td>
<td></td>
<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>

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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**GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION**

<table>
<thead>
<tr>
<th>Number of Event Days</th>
<th>Premium Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Event Day</td>
<td>$89.00</td>
</tr>
<tr>
<td>2-3 Event Days</td>
<td>$109.00</td>
</tr>
<tr>
<td>4-10 Event Days</td>
<td>$119.00</td>
</tr>
<tr>
<td>11-30 Event Days</td>
<td>$199.00</td>
</tr>
<tr>
<td>6 Month Policy</td>
<td>$475.00</td>
</tr>
<tr>
<td>Annual Policy</td>
<td>$650.00</td>
</tr>
</tbody>
</table>

**NAME OF EVENT:**

**EVENT START DATE:**

**End Date:**

**EVENT WEBSITE:**

**EVENT CONTACT:**

**PHONE #**

**VENUE ADDRESS with City, State & Zip:**

**EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com**

Exhibiting Company/Insured: ____________________________ Contact Name: ____________________________

Address: ___________________________________________ City: ____________________________ State: ___________ Zip code: ___________

Email: _____________________________________________ Country: ____________________________ Telephone: ____________________________

Description of Business/Exhibit: __________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO

- Alcohol Serving
- Amusement Devices
- Animals
- Athletic Participation
- Band
- Entertainment & Film Industry
- Equipment Rental
- Bandstands
- Health Supplements
- Hot Wax Impressions
- Tobacco
- Disc-Jockeys
- Inflatables
- Mechanical/Amusement Devices
- Media
- Fireworks, Firearms, Weapons
- Mechanical/Amusement Devices
- Metalworking
- Health Supplements
- Massage
- Mechanical/Amusement Devices
- Music
- Medical Testing
- Mechanical/Amusement Devices
- Motor Sport Activities
- Mechanical/Amusement Devices
- Music
- Inflatables
- Massage
- Mechanical/Amusement Devices
- Music
- Installation/Service/Repair
- Mechanical/Amusement Devices
- Music
- Fireworks, Firearms, Weapons
- Medical Testing
- Massage
- Mechanical/Amusement Devices
- Music
- Medical Testing
- Massage
- Mechanical/Amusement Devices
- Music
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- Medical Testing
- Massage
- Mechanical/Amusement Devices
- Music
- Medical Testing
- Massage
- Mechanical/Amusement Devices
- Music

If yes, describe (we can still get you insurance) ____________________________________________________________

**Additional Insured:** Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don’t list your employees. Just leave blank if you do not know.

**Additional Insured #1:** ____________________________________________ **Additional Insured #2:** ____________________________________________

Address, City, ST, Zip: ____________________________________________ Address, City, ST, Zip: ____________________________________________

Any special wording or coverage needed: ________________________________________________________________

Any Additional Information or notes: ________________________________________________________________

**METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD**

Payment Form:  __ American Express  __ MasterCard  __ Visa  __ Discover  __ Check (Payable to "Insurance for Exhibitors")

Cardholder Name: ____________________________ Cardholder Address: ____________________________

Card Number: ____________________________ Expiration Date: ____________________________ Security Code: ____________________________

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

**TERMS and CONDITIONS**

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge al information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) ____________________________

I understand that no property is covered on this policy: _____ I want a quote for property coverage: ________
**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** – A certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. $1,000 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 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 Carpentered** – 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 orders this service from the general contractor.

**ID Signs** – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3’ high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirtting 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.