HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - White
(1) Wastebasket

Show drape color(s): Black, Grey
Aisle carpet color: Cayenne

Exhibit Show Schedule

General Exhibitor Move-in:
Wednesday, July 22, 2020 3:00 PM to 7:00 PM
Thursday, July 23, 2020 8:00 AM to 11:00 AM

Exhibit Hours:
Thursday, July 23, 2020 1:00 PM to 6:00 PM

Exhibitor Move-out:
Thursday, July 23, 2020 6:00 PM to 9:00 PM
Friday, July 24, 2020 8:00 AM to 11:00 AM

Freight Reroute Begins* Friday, July 24, 2020 10:00 AM
*All outbound carriers must be checked in by this time

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

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
HAA Education Conference & Expo
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Direct Shipments Address
C/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
HAA Education Conference & Expo
NRG Center
One Reliant Park
Houston, TX 77054

Important Deadlines
Discount price deadline for custom Shepard rentals: Tuesday, June 23, 2020
Exhibitor appointed contractor notification deadline: Tuesday, June 23, 2020
First day for warehouse deliveries without a surcharge: Tuesday, June 23, 2020
Discount price deadline for standard Shepard orders: Thursday, July 2, 2020
Last day for warehouse deliveries without a surcharge: Wednesday, July 15, 2020
Last day for warehouse deliveries*: Monday, July 20, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Wednesday, July 22, 2020 at 8:00 AM
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020
Discount Deadline Thursday, July 2, 2020

Shepard Mailing Address 10001 Fannin St, Houston, TX 77045
Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Service Desk Hours  (subject to change)
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 22, 2020</td>
<td>3:00 PM to 7:00 PM</td>
</tr>
<tr>
<td>Thursday, July 23, 2020</td>
<td>8:00 AM to 11:00 AM</td>
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<tr>
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</tr>
<tr>
<td>Friday, July 24, 2020</td>
<td>8:00 AM to 11:00 AM</td>
</tr>
</tbody>
</table>

Exhibitor Move Out
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, July 23, 2020</td>
<td>6:00 PM to 9:00 PM</td>
</tr>
<tr>
<td>Friday, July 24, 2020</td>
<td>8:00 AM to 11:00 AM</td>
</tr>
</tbody>
</table>

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, July 24, 2020, 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, July 24, 2020, 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 as well as provide carrier specific shipping labels.

Pick Up Address
NRG Center
One Reliant Park
Houston, TX 77054

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 HAA Education Conference & Expo

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

Enter your email address and password then click

   NEW users: User name = Your Email Address (provided by Event Management)
               Password = HAA20

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

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

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

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

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

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

Confirm your order, click and complete the payment process.

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

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

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(832) 799-5700
houston@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 and logistics 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.

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

Please complete the following information:

**Exhibiting Company Information**

- **Company Name:**
- **Street Address:**
- **City, St, Zip:**
- **Contact Name:**
- **Email:**

**Credit Card Information** *(Required for all forms of payment)*

- **Credit Card #:**
- **Expiration Date:**
- **Billing Address:**

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

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

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

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

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

Definitions and Shepard Responsibilities: The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term “EXHIBITOR” refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides or, and hereafter for all work subcontracted.

Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard’s direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard’s reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

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 authorized 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 the other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1% per month (12% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt by Exhibitor.

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 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 in use is in fact being used that has not been paid for, the Exhibitor shall be charged for the equipment or service at the applicable rate.

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

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

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

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

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

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

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

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate

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

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

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor’s materials should be insured from the time they leave their firm until they are returned after the 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.

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

Limits of Liability: If found liable for any loss, Shepard’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5,000 USD per pound per article with a maximum liability of $100.00 USD per item, or $1,500.00 USD per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to the exhibitor’s booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor’s materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard will not be responsible for loss, theft, or disappearance of exhibitor’s materials after same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier’s truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor’s designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing 'Empty’ storage containers to the containers is solely the responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
3rd Party Payment Authorization

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.

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

Exhibiting Company Name: ___________________________  Booth #: __________
Exhibiting Company Address: ___________________________
Phone: ___________________________
Email Address: ______________________________________
Exhibiting Company Authorized Name - Please Print: ______________________________________
Signature from Exhibiting Company: ______________________________________

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

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

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

3rd Party Company Name: ___________________________
Contact Name: ___________________________
Address: ______________________________________
Phone: ___________________________  Email Address: ___________________________

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

Credit Card Information  (Required for all forms of payment)

Credit Card #: ___________________________
Expiration Date: Month: _____  Year: _____  Security Code: __________
Billing Address: ___________________________
City, ST, Zip: ___________________________
Name on Card: ___________________________
Card: ___________________________  (Please Print)
Signature: ___________________________
This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name

Booth #

Email Address:

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's Booth Space.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EACs agree to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.

Exhibitor Signature: ____________________________
**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 #:

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

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.

<table>
<thead>
<tr>
<th>Above Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROOF</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Below Booth #</th>
</tr>
</thead>
</table>
Relax with our Carefree Logistics!

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

Inbound & Outbound Services

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

Shepard Value-Added Services

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

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

1.888.568.8858 | logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] Advance Warehouse
- [ ] Direct to showsite

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/trunk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/pallets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**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

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

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outbound Material Handling Authorization and Shipping Labels

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

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

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Email Address

Step 2: Tell us Where your items are going:

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: Tell us What we are shipping:

Qty

Crates

L

W

H

Weight

Cartons (cardboard)

L

W

H

Weight

Cases/trunks

L

W

H

Weight

Skids/pallets

L

W

H

Weight

Carpets (color)

Monitors

Other

Total

Is there a loading dock?

Do we need a lift gate on our truck?

Is your building in a residential area?

Is there anything else we should know about your building?

Step 5: How many Labels do you need?

Step 6: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

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

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

Ground

2nd Day

Exped. Ground (3-5 days)

Overnight

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

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

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

TO: ____________________________
(Exhibiting Company Name)

Booth #: _________________________
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:00 PM

For: HAA Education Conference & Expo

First day freight can arrive w/o a surcharge:
June 23, 2020

Last day freight can arrive w/o a surcharge:
July 15, 2020

TO: ____________________________
(Exhibiting Company Name)

Booth #: _________________________
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:00 PM

For: HAA Education Conference & Expo

First day freight can arrive w/o a surcharge:
June 23, 2020

Last day freight can arrive w/o a surcharge:
July 15, 2020
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

DIRECT TO SHOW

TO: ____________________________
(Exhibiting Company Name)

Booth #: _______________________

c/o Shepard Exposition Services
NRG Center
One Reliant Park
Houston, TX 77054

For: HAA Education Conference & Expo
MUST NOT BE DELIVERED PRIOR TO:
July 22, 2020 @ 8:00 AM

DIRECT TO SHOW

TO: ____________________________
(Exhibiting Company Name)

Booth #: _______________________

c/o Shepard Exposition Services
NRG Center
One Reliant Park
Houston, TX 77054

For: HAA Education Conference & Expo
MUST NOT BE DELIVERED PRIOR TO:
July 22, 2020 @ 8:00 AM
Material Handling Rates

HAA Education Conference & Expo  
NRG Center - Houston, Texas  
July 23, 2020

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

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

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

Advance Warehouse Shipments
First date freight can arrive Tuesday, June 23, 2020
Last date freight can arrive Monday, July 20, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35010</td>
<td>x</td>
<td>$95.07</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td>x</td>
<td>$123.50</td>
<td></td>
</tr>
</tbody>
</table>

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

Direct to Showsite Shipments
First date freight can arrive Wednesday, July 22, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35030</td>
<td>x</td>
<td>$92.28</td>
</tr>
<tr>
<td>Uncrated</td>
<td>35043</td>
<td>x</td>
<td>$138.50</td>
</tr>
<tr>
<td>Special Handling</td>
<td>35038</td>
<td>x</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

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

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipment</td>
<td>35400</td>
<td>x</td>
<td>$47.50</td>
</tr>
</tbody>
</table>

Other Material Handling Services

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

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Shepard’s warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties.

All Material Handling charges are billable and will be charged to the credit card on file.

Contact Name

Email: ________________________________

Signature: ______________________________

---

*Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount.
Special Handling Definitions  
Rate as shown on Material Handling Rate Form, approx. 30%

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

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

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

Early/Late Shipments to the Warehouse  
Surcharge: 25%

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

Off-Target Deliveries  
Surcharge: 15%

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

Marshaling Yard  
Fee: $30 per Shipment

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

Reweigh of Shipments  
Fee: $25.00 per forklift load

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

Empty Crate Storage  
Fee: $25.00 per piece.

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

Light Weight Shipments

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

Envelope Deliveries  
Fee: $10.50 per envelope

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

Mobile Spotting  
Fee: $200.00 per round trip

All vehicles must be escorted in and out of building by Shepard personnel.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

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

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

What is the definition of “freight”? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to it’s final destination. Material handling begins at the time your shipment arrives to the docks (please refer to “What is material handling?” for the full definition.) These are 2 different items and are billed differently.

Do I need to order a forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I’m charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs.

$ \text{AMOUNT} = \text{RATE} \times \text{WEIGHT} \times 3$

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

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

Outbound Shipping

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

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

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

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Labor Hours
ST - Straight time: All hours between 8AM - 5PM.
OT - Overtime: All hours between 5PM - 8AM.
DT - Double-time: Holidays.
Holidays: All days declared National Holidays by the U.S. Government.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th># of Trips</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dock to Booth ST</td>
<td>35151</td>
<td></td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock ST</td>
<td>35152</td>
<td></td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>Dock to Booth OT</td>
<td>35153</td>
<td></td>
<td>$184.00</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock OT</td>
<td>35154</td>
<td></td>
<td>$184.00</td>
<td></td>
</tr>
</tbody>
</table>

Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Company Name: ___________________________ Booth # __________
Contact Name: ___________________________
Email: _________________________________
Signature: ____________________________

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
Forklift and Ground Rigging

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline Thursday, July 2, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Ground Rigging and Forklift Rental

Step 1: Describe the work:
- Uncrating Materials
- Spotting Equipment
- Booth work/ground rigging

Weight of Heaviest Piece:
- Will you need:
  - Straps
  - Extended Blades

Step 2: When are we moving it?
Install Date/Time: ____________________________
Dismantle Date/Time: ____________________________
(timess are not guaranteed)

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$287.50</td>
</tr>
<tr>
<td>35039</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$356.50</td>
</tr>
<tr>
<td>35067</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$425.50</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 10,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$575.00</td>
</tr>
<tr>
<td>35049</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$713.00</td>
</tr>
<tr>
<td>35069</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$851.00</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 15,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35455</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$718.75</td>
</tr>
<tr>
<td>35456</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$891.25</td>
</tr>
<tr>
<td>35457</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$1,063.75</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 20,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$862.50</td>
</tr>
<tr>
<td>35066</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$1,069.50</td>
</tr>
<tr>
<td>35070</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$1,276.50</td>
</tr>
</tbody>
</table>

4 Stage Forklift Rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35593</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$431.25</td>
</tr>
<tr>
<td>35594</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$534.75</td>
</tr>
<tr>
<td>35595</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td></td>
<td>$638.25</td>
</tr>
</tbody>
</table>

Forklift Estimate ________________
8.25% Tax*: ____________________
Amount Due: ____________________

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Company Name: ____________________________  Booth #: ____________________________
Contact Name: ____________________________  Phone: ____________________________
Email: ____________________________  Fax: ____________________________
Signature: ____________________________

Labor Hours
ST - Straight time: All hours between 8AM - 5PM.
OT - Overtime: All hours between 5PM - 8AM.
DT - Double-time: Holidays.
Holidays: All days declared National Holidays by the U.S. Government.

Rigging Supervisor Rates (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>35086</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$180.00</td>
</tr>
<tr>
<td>35099</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$240.00</td>
</tr>
</tbody>
</table>

Riggers and Material Handlers (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$96.00</td>
</tr>
<tr>
<td>35100</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$144.00</td>
</tr>
<tr>
<td>35101</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td></td>
<td>$192.00</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.

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.

Event Code: T116410720  email: houston@shepardes.com
Phone: (832) 799-5700  Fax: (832) 415-0517

Code Qty. Item  Discount  Regular  Amount
Holidays All days declared National Holidays by the U.S. Government.
ST - Straight time: All hours between 8AM - 5PM.
OT - Overtime: All hours between 5PM - 8AM.
DT - Double-time: Holidays.

8.25% Tax: ____________________
Amount Due: ____________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
On Site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

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

Exhibiting Company

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

Onsite Contact:

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

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

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

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

![Table](image)

**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](image)

Improperly packed or uncrated materials will not be accepted at the warehouse. Shepard's limit of liability is $5.00 per pound or $500.00 per package, whichever is less. No uncrated material will be accepted at the warehouse.

Submission of this form 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.

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

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

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
</table>
**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  
Onsite Cell Phone #

Email Address

**Step Two:** Tell Us What You Are Storing:
How many pieces?

<table>
<thead>
<tr>
<th>Piece</th>
<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>
<td></td>
</tr>
<tr>
<td>Piece 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 12</td>
<td></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: $________
8.250% Tax*: $________
Amount Due: $________

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

Printed Name: ___________________________

Signature: ___________________________

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

Get a free quote for international shipping at: www.agility.com/en/contact-fairs-events

Single point of contact for international shipping from door to door:

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O’Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

www.aglfairslogistics.com/usaebrochure/
## Tables

### UNSKIRTED

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50040 4’x 24’ x 30” Unskirted</th>
<th>Display Table</th>
<th>#50041 4’x 24’ x 42” Unskirted</th>
<th>Display Table</th>
<th>#50044 6’x 24’ x 30” Unskirted</th>
</tr>
</thead>
<tbody>
<tr>
<td>#50045 6’x 24’ x 42” Unskirted</td>
<td>Display Table</td>
<td>#50046 6’x 24’ x 30” Unskirted</td>
<td>Display Table</td>
<td>#50049 8’x 24’ x 42” Unskirted</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50042 4x’ 24’ x30” Skirted</th>
<th>Display Table</th>
<th>#50043 4’x 24’ x 42” Skirted</th>
<th>Display Table</th>
<th>#50046 6’x 24’ x 30” Skirted</th>
</tr>
</thead>
<tbody>
<tr>
<td>#50047 6’x 24’ x 42” Skirted</td>
<td>Display Table</td>
<td>#50050 8’x 24’ x 30” Skirted</td>
<td>Display Table</td>
<td>#50051 8’x 24’ x 42” Skirted</td>
<td></td>
</tr>
</tbody>
</table>

### PEDESTAL & SIDE

<table>
<thead>
<tr>
<th>30” Natural Pedestal Table</th>
<th>#50706 30” x 36” Natural Feel Pedestal Table, Maple Top, Black Base</th>
<th>42” Natural Pedestal Table</th>
<th>#50707 42” x 36” Natural Feel Pedestal Table, Maple Top, Black Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>#51089 42” Pedestal Table</td>
<td>42” Pedestal Table, Grey Fleck Top, Chrome Base</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#50030 18”x 24” Round Side Table</td>
<td>Square Side Table</td>
<td>#50031 18”x 18”x 24”</td>
<td></td>
</tr>
</tbody>
</table>

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

Director’s Stool
#51096
Black Fabric, Maple Wood

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

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

Natural Feel Chair
#50754
Light Maple Back, Black Fabric Seat

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

STOOLS

Director’s Stool
#51096
Black Fabric, Maple Wood

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

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

Display

FOR HANGING

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

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

Spiral Garment Rack
#50093
30” x 70”
Silver

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

Also Available Without Legs (#50237)

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

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

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

6” Hooks for Peg Board
#50104
Silver

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

UPRIGHT, CROSSBAR, & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

6' - 10' Crossbar
#50349
1 1/4" D

7' - 12' Crossbar
#50348
1 1/4" D

3' High Drape
#50074

8' High Drape
#50074

FOR SIGNS & LITERATURE

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

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

Chrome Sign Holder
#50095
Holds 22" x 28" Sign

Floor Easel
#50094
31" x 31" x 64"

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

SHELVING

4' x 12" Display Shelf
#50296
4' x 12"
White Shelf with Black Bases

6' x 12" Display Shelf
#50297
6' x 12"
White Shelf with Black Bases

BARRIER

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

OTHER

Natural Feel Wastebasket
#50708
Seige Wastebasket

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#51085

Sand Bag
#51087

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

- 4' Full View Showcase #50067
- 6' Full View Showcase #50068
- 4' Quarterview Showcase #50069
- 6' Quarterview Showcase #50070

---

### Flooring

<table>
<thead>
<tr>
<th>EXPO - 13oz</th>
<th>PREMIUM - 28oz</th>
<th>PLUSH - 50oz</th>
<th>VINYL - Custom Order Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Red</td>
<td>Silver Dollar</td>
<td>Whitewash</td>
</tr>
<tr>
<td>Tuxedo</td>
<td>Deep Navy</td>
<td>Dark Grey</td>
<td>Mountain Grey</td>
</tr>
<tr>
<td>Grey</td>
<td>Cayenne</td>
<td>Crimson</td>
<td>Rosmary Stone</td>
</tr>
<tr>
<td>Peacock</td>
<td>Black</td>
<td>Navy</td>
<td>Snow</td>
</tr>
<tr>
<td>Burgundy</td>
<td>Charcoal</td>
<td>Electric Blue</td>
<td>Vineyard Brown</td>
</tr>
<tr>
<td></td>
<td>Beige</td>
<td></td>
<td>Maple</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SKIRT</th>
<th>SPANDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
<tr>
<td>Red</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Blue</td>
<td>Black</td>
</tr>
<tr>
<td>Red</td>
<td>White</td>
</tr>
</tbody>
</table>

Drape Color Options

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

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Abandoned Carpet / Floor coverings and Display Materials
Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.
Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

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

### Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST Labor</td>
<td></td>
<td>$128.57</td>
<td>$167.15</td>
</tr>
<tr>
<td>68067</td>
<td>OT Labor</td>
<td></td>
<td>$192.86</td>
<td>$250.70</td>
</tr>
<tr>
<td>68068</td>
<td>DT Labor</td>
<td></td>
<td>$257.14</td>
<td>$334.30</td>
</tr>
</tbody>
</table>

### Forklift

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td>ST 5k Forklift</td>
<td></td>
<td>$287.50</td>
<td>$373.75</td>
</tr>
<tr>
<td>35039</td>
<td>OT 5k Forklift</td>
<td></td>
<td>$356.50</td>
<td>$463.50</td>
</tr>
<tr>
<td>35067</td>
<td>DT 5k Forklift</td>
<td></td>
<td>$425.50</td>
<td>$553.25</td>
</tr>
</tbody>
</table>

### Dumpster Fee

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35330</td>
<td>Per Full Dumpster</td>
<td></td>
<td>$575.00</td>
<td>$747.50</td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________ Booth # ______________
Contact Name: ___________________________
Email: ___________________________
Signature: ____________________________

Total Disposal Fee: $ ______________________
8.250% Tax*: $ ______________________
Amount Due: $ ______________________

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$143.60</td>
<td>$186.70</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$176.45</td>
<td>$229.40</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$223.75</td>
<td>$290.90</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$174.50</td>
<td>$226.85</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$223.50</td>
<td>$290.55</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$262.90</td>
<td>$341.75</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td></td>
<td>$87.30</td>
<td>$113.50</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td></td>
<td>$87.30</td>
<td>$113.50</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6'L X 30&quot;H 24&quot;W Spandex Table Cover</td>
<td></td>
<td></td>
<td>$261.75</td>
<td>$340.30</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$102.30</td>
<td>$133.00</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$122.05</td>
<td>$158.65</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$143.90</td>
<td>$187.05</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$116.25</td>
<td>$149.85</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$143.90</td>
<td>$187.05</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$160.60</td>
<td>$208.80</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table, 42&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td></td>
<td>$257.85</td>
<td>$335.20</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal Table, 30&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td></td>
<td>$241.05</td>
<td>$313.35</td>
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</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td></td>
<td>$121.30</td>
<td>$157.70</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td></td>
<td>$121.30</td>
<td>$157.70</td>
<td></td>
</tr>
<tr>
<td>50076</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td></td>
<td></td>
<td>$315.40</td>
<td>$410.00</td>
<td></td>
</tr>
<tr>
<td>50077</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td></td>
<td></td>
<td>$328.80</td>
<td>$427.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

## Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>50020</td>
<td>Side Chair Grey Fabric</td>
<td></td>
<td>na</td>
<td>$93.30</td>
<td>$121.30</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>Arm Chair Grey Fabric</td>
<td></td>
<td>na</td>
<td>$127.20</td>
<td>$165.35</td>
<td></td>
</tr>
<tr>
<td>5024</td>
<td>Stool w/back Grey Fabric</td>
<td></td>
<td>na</td>
<td>$154.95</td>
<td>$201.45</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>Director's Chair Black Fabric</td>
<td></td>
<td>na</td>
<td>$96.25</td>
<td>$125.15</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool Black Fabric</td>
<td></td>
<td>na</td>
<td>$172.25</td>
<td>$223.95</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$187.90</td>
<td>$244.25</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$154.35</td>
<td>$200.65</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Furnishings: 
8.250% Tax*: 
Amount Due: 

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

Signature: _______________________________

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

---

**HAA Education Conference & Expo**

NRG Center - Houston, Texas

July 23, 2020

**Discount Deadline**   Thursday, July 2, 2020

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

**Standard Furnishings**
HAA Education Conference & Expo  
NRG Center - Houston, Texas  
July 23, 2020  

Discount Deadline    Thursday, July 2, 2020  
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### Specialty & Display

<table>
<thead>
<tr>
<th>Code</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td></td>
<td>$19.00</td>
<td>$19.00</td>
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<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td></td>
<td>$51.65</td>
<td>$67.15</td>
<td></td>
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<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$190.55</td>
<td>$247.70</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$252.35</td>
<td>$328.05</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$89.60</td>
<td>$116.50</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$252.35</td>
<td>$328.05</td>
<td></td>
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<tr>
<td>50427</td>
<td>TensabARRIER, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$106.45</td>
<td>$138.40</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td></td>
<td>$117.60</td>
<td>$152.90</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td></td>
<td>$47.40</td>
<td>$61.60</td>
<td></td>
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<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$106.60</td>
<td>$138.60</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$132.65</td>
<td>$172.45</td>
<td></td>
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<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$402.50</td>
<td>$523.25</td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$951.05</td>
<td>$1,236.35</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,048.90</td>
<td>$1,363.55</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$951.05</td>
<td>$1,236.35</td>
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<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,048.90</td>
<td>$1,363.55</td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$307.95</td>
<td>$400.35</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$307.95</td>
<td>$400.35</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2'x8' w/legs, each</td>
<td>na</td>
<td></td>
<td>$227.45</td>
<td>$295.70</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>na</td>
<td></td>
<td>$170.35</td>
<td>$221.45</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td></td>
<td>$15.65</td>
<td>$20.35</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td></td>
<td>$50.10</td>
<td>$65.15</td>
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</table>

### Drapery—per linear foot, min 5’ linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$24.15</td>
<td>$31.40</td>
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</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$17.90</td>
<td>$23.25</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8' Upright w/base</td>
<td>na</td>
<td></td>
<td>$33.35</td>
<td>$43.35</td>
<td></td>
</tr>
<tr>
<td>52065</td>
<td>3' Upright w/base</td>
<td>na</td>
<td></td>
<td>$33.35</td>
<td>$43.35</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>na</td>
<td></td>
<td>$22.20</td>
<td>$28.85</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>na</td>
<td></td>
<td>$22.20</td>
<td>$28.85</td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td>na</td>
<td></td>
<td>$19.70</td>
<td>$25.60</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name:  
Contact Name:  
Email:  
Signature:  

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

*Tax rate subject to change. Tax rate at the time of event will be utilized.
Order must be received 30 days in advance of show move in. 100 sq ft minimum

**Step One:** Choose the flooring to enhance your design

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

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

---

**Premium Plush Carpet 50 oz**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Sq Ft</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium Plush</td>
<td></td>
<td>$10.20</td>
<td></td>
</tr>
</tbody>
</table>

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

---

**Premium Vinyl Flooring**

- Maple (66)
- Vineyard Brown (61)
- Laurel Brown (62)
- Mountain Grey (63)
- Snow (89)
- White Wash (65)
- Rosemary Stone (64)

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium Vinyl</td>
<td>$13.15</td>
<td></td>
</tr>
</tbody>
</table>

**Elevated Hardwood**

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

**Total Signature Flooring:** $ 

8.250% Tax*: $ 

Amount Due: $

---

**Company Name:** ____________________________ 

**Contact Name:** ____________________________ 

**Email:** ____________________________ 

**Signature:** ____________________________ 

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
Carpet and Padding

HAA Education Conference & Expo  
NRG Center - Houston, Texas  
July 23, 2020  

Discount Deadline  
Thursday, July 2, 2020

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$7.35</td>
<td>$9.55</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.40</td>
<td>$8.30</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$18.05</td>
<td>$23.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.60</td>
<td>$3.40</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>Rental</td>
<td>$257.55</td>
<td>$334.80</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>Rental</td>
<td>$400.60</td>
<td>$624.80</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>Rental</td>
<td>$716.80</td>
<td>$931.85</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>Rental</td>
<td>$953.00</td>
<td>$1,238.90</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

Standard Booth Sizes, Great for inline booths!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft*</td>
<td>Rental</td>
<td>$5.35</td>
<td>$6.95</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>Rental</td>
<td>$4.90</td>
<td>$6.35</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>Rental</td>
<td>$4.50</td>
<td>$5.85</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. 100 sq ft minimum order.

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

Total Carpet and Padding: $

8.250% Tax*: $

Amount Due: $

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>
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<th>Qty</th>
<th>Item</th>
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<td>Rental/sqft</td>
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<td>$9.55</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.40</td>
<td>$8.30</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$18.05</td>
<td>$23.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.60</td>
<td>$3.40</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>Rental</td>
<td>$257.55</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>Rental</td>
<td>$716.80</td>
<td>$931.85</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>Rental</td>
<td>$953.00</td>
<td>$1,238.90</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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.

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

Discount Deadline  
Thursday, July 2, 2020

Order with complete Payment Authorization 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.

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

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

-Powered Collections
-Modular Seating
-Executive Seating
-Communal Tables
-Bars & Barstools
Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.
- Beverly, Taos: 10'x10' Booth
- Malba, Beverly: 10'x10' Booth
- Vibe, Christopher: 10'x20' Booth
- Blade, Marche: 10'x10' Booth
- Baja, Swanson: 10'x10' Booth
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around. Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected. Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts. Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep it Green. Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Down. Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Level the field! Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social. Stylize furnishings to create shareable moments worthy of Instagram.

8. Gather Round! Ottomans styled around a side table create an informal camp fire setting for small group discussions.

9. Charge it! Powered tables or seating encourages clients to linger in the booth and recharge.

10. Provide a Pop! Colorful furnishings attract attention and help reinforce brand themes.
Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.

Design multi-functional booths with areas for demonstrations and a place for conferencing.
Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you Power Up the Possibilities.

Charge it!
Powered tables or seating encourages clients to linger in the booth and recharge!

Roma Collection

Roma Powered Chair & Sofa 10’x20’

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

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

CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H
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 (BNQTL7).

**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 Tables

Get Connected.
Use communal tables in your design to facilitate networking.

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

Ventura Cafe Tables, Powered (silver frame) 72.25"L 26.25"D 30"H
C) VNTCBK (black top) D) VNTCWH (white top)

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H
Sydney Powered Cocktail Tables (brushed steel) 48"L 26"D 18"H
F) C1WP (white top) G) C1YP (black top)

(Mobile devices must have Qi wireless charging capability.)
Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

Powered Locking 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

Powered Desk

Powered Products

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 Collections

**Valencia**
- **VALSOF Sofa** (coffee brown velvet) 63”L 30.5”D 31”H
- **VALCHA Chair** (spice orange velvet) 28”L 30.5”D 31”H

**Fairfax**
- **FAIRSW Sofa** (white vinyl, brushed metal) 62”L 26”D 30”H
- **FAIRCW Chair** (white vinyl, brushed metal) 27”L 26”D 30”H
**Allegro**

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

**Roma**

SFAPWR Sofa, Powered (white vinyl) 78”L 31”D 33”H
CHRPWR Chair, Powered (white vinyl) 37”L 31”D 33”H

**Palm Beach**

PALSOF Sofa (white vinyl) 69”L 29”D 33”H
Soft Seating

Munich Booth 10’x20’

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

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

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

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

Wireless Charging Table, Powered
(white, AC plug-in) 20”L 20”D 18”H

POWERED DETAIL
Creature Comforts.
Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.
Soft Seating Collections

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

**Key Largo**
- **KEYCHR Chair** (black fabric) 35"L 35"D 34"H
- **KEYLOV Loveseat** (black fabric) 57"L 35"D 34"H
- **KEYSOF Sofa** (black fabric) 79"L 35"D 34"H
Naples

- **NPLCHP Chair, Powered** (black vinyl) 36"L 30"D 33.25"H
  Also available with standard arm (NPLCHR).
- **NPLLOP Loveseat, Powered** (black vinyl) 62"L 30"D 33.25"H
  Also available with standard arms (NPLLOV).
- **NPLSOP Sofa, Powered** (black vinyl) 87"L 30"D 33.25"H
  Also available with standard arms (NPLSOF).

Munich

- **MNCHCH Armless Chair** (gray fabric) 22.5"L 27"D 28.5"H
- **MNCHCC Corner Chair** (gray fabric) 26"L 27"D 28.5"H
- **MNCHLA Loveseat** (gray fabric) 45"L 27"D 28.5"H

Baja

- **BCHWHT Chair** (white vinyl) 36"L 30.5"D 28"H
- **BLVWHT Loveseat** (white vinyl) 61"L 30.5"D 28"H
- **BSFWHT Sofa** (white vinyl) 86"L 30"D 28"H
Accent Chairs

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35”L 27”D 40”H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31”L 24”D 31.5”H

C) OCB Key West Chair (black fabric, wood) 31”L 31”D 31”H
D) BCW Madrid Chair (white vinyl, chrome) 30”L 30”D 31”H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24”L 22”D 36”H
Palm Beach Sofa & Swanson Chairs

10’x10’ Booth

Swanson SWAN Swivel Chair
(white vinyl, chrome) 28”L 25”D 30”H
Group Seating

Meeting Chairs

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

Marina Chairs

17.5"L 19.5"D 35"H
A) MARCWH (white vinyl, brushed metal)
B) MARCBK (black vinyl, brushed metal)
C) MARCBR (brown fabric, brushed metal)
D) MARCBE (ocean blue fabric, brushed metal)
E) MARCRD (red fabric, brushed metal)
A) CS8 Berlin Chair (black, white, chrome) 18’L 22’D 32’H
B) CS4 Syntax Chair (black, chrome) 26’L 19’D 32.25’H
C) XCHR Christopher Chair (white vinyl, chrome) 17’L 19’D 35’H
D) SC3 Brewer Chair (onyx, black) 20’L 20’D 32’H
E) RSTDIN Rustique Chair w/arms (gunmetal) 20’L 18’D 31’H
F) ZENCHR Zenith Chair (white, chrome) 18.25’L 22’D 32’H
G) LMCHR Laguna Chair (maple, chrome) 18’L 19’D 34’H
H) SC10 Razor Armless Chair (white) 15.5’L 15.5’D 30.5’H
I) BLDCSB Blade Chair (sky blue) 20.5’L 19’D 30.5’H
J) BLDCRD Blade Chair (red) 20.5’L 19’D 30.5’H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5’L 19.75’D 32.5’H
L) DUET Duet Stack Chair (black, chrome) 21’L 23’D 33’H
M) MALGRN Malba Chair (green, chrome) 20’L 20’D 32’H
N) MALGRY Malba Chair (gray, chrome) 20’L 20’D 32’H
A) XCHR Christopher Chair
    (white vinyl, chrome) 17"L 19"D 35"H
B) 30BRHC Hydraulic Cafe Table
    (red top, chrome) 30"RND 29"H
C) BLDCSB Blade Chair
    (sky blue) 20.5"L 19"D 30.5"H
D) 30WDHC Hydraulic Cafe Table
    (wood top, chrome) 30"RND 29"H
E) Duet Duet Stack Chair
    (black, chrome) 21"L 23"D 33"H
F) 30GSHC Hydraulic Cafe Table
    (green top, chrome) 30"RND 29"H
G) MALGRN Malba Chair
    (green, chrome) 20"L 20"D 32"H
H) 30MAHC Madison Hydraulic Cafe Table
    (gray acajou top, chrome) 30"RND 29"H
Style your exhibit with cafe sets that create inviting conference and meeting areas for your guests.

A) MARCBR Marina Chair  
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
B) 30WDHC Hydraulic Cafe Table  
(wood top, chrome) 30"RND 29"H
C) ZENCHR Zenith Chair  
(white, chrome) 18.25"L 22"D 32"H
D) 30MAHC Madison Hydraulic Cafe Table  
(gray acajou top, chrome) 30"RND 29"H
E) MALGRY Malba Chair  
(gray, chrome) 20"L 20"D 32"H
F) 30BEHC Hydraulic Cafe Table  
(blue top, chrome) 30"RND 29"H
G) LMCHR Laguna Chair  
(maple, chrome) 18"L 19"D 34"H
H) 30OSHCD Hydraulic Cafe Table  
(orange top, chrome) 30"RND 29"H
Ottomans

Vibe Cubes
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) VIB04 (red vinyl)
G) VIB05 (bright yellow vinyl)
H) VIB15 (taupe vinyl)
I) VIB02 (blue vinyl)
J) VIB08 (orange vinyl)
K) VIB14 (citrus green vinyl)
L) VIB17 (desert rose vinyl)
M) VIB16 (spice orange vinyl)
N) VIB06 (gold/bronze vinyl)
O) VIB01 (green vinyl)

Endless Square
34"L 34"D 15"H
A) END02B (black vinyl, chrome)
B) END02W (white vinyl, chrome)

Squares

Benches
C) WHT12 Half (white vinyl)
39"L 22"D 18"H
D) REGBEN Regis (brushed metal)
47"L 15.5"D 16"H
Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.

Endless Curved
60.5"L 37.5"D 15"H
A) END01B
  (black vinyl, chrome)
B) END01W
  (white vinyl, chrome)

C) BNQ7
Quarter Curve
  (white vinyl)
  53"L 22"D 18"H
D) BNQR17 Ring
  (4 ottoman seats)
  (white vinyl)
  72"RND 18"H
Demo down.
Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.

Beverly Bench Ottoman
10’x20’ Booth

Beverly Bench Ottomans
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)
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) MAR003 (linen fabric)
H) MAR004 (raspberry fabric)
I) MAR008 (meadow green fabric)
J) MAR011 (orange fabric)
K) MAR015 (black vinyl)
L) MAR012 (forest green vinyl)
M) MAR013 (teal velvet)
N) MAR014 (distressed brown vinyl)
O) MAR006 (rose quartz fabric)
## Accent Table Collections

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.

### Greyson Living Mesa

- **A)** MESETW End Table
  - 20.5"RND 21.25"H (wood top, bronze)

- **B)** MESCTW Cocktail Table
  - 32.25"RND 17.25"H (wood top, bronze)

- **C)** MESETG End Table
  - 24"RND 21.25"H (glass top, bronze)

- **D)** MESCTG Cocktail Table
  - 36"RND 17.25"H (glass top, bronze)

- **E)** MESETB End Table
  - 20.5"RND 21.25"H (black top, bronze)

- **F)** MESCTB Cocktail Table
  - 32.25"RND 17.25"H (black top, bronze)
Alondra

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

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

Geo

Cocktail Table
50"L 22"D 16"H / 47"L 24"D 17"H
A) C1C (glass top, chrome)
B) C1FWB (wood top, black)

End Table
26"L 26"D 20"H / 20"L 20"D 21"H
C) E1C (glass top, chrome)
D) E1FWB (wood top, black)
## Accent Tables

**Taos**

**Side Tables**
15.75"L 15.75"D 24"H
- A) TAOBWH (white top, bronze)
- B) TAOBBK (black top, bronze)
- C) TAOBWD (wood top, bronze)

**Sedona**

**Side Tables**
15.75"L 15.75"D 24"H
- A) SEDBWH (white top, bronze)
- B) SEDBBK (black top, bronze)
- C) SEDBWD (wood top, bronze)

**Sydney**

**Cocktail Tables**
48"L 26"D 18"H
- A) C1W (white top, brushed steel)
  - C1WP (powered)
- B) C1Y (black top, brushed steel)
  - C1YP (powered)
- C) SYDBEC (blue top, brushed steel)
- D) SYDWDC (wood top, brushed steel)

**End Tables**
27"L 23"D 22"H
- A) E1W (white top, brushed steel)
- B) E1Y (black top, brushed steel)
- C) SYDBEE (blue top, brushed steel)
- D) SYDWDE (wood top, brushed steel)
Regis
A) REGBEN Bench Table
   (brushed metal) 47"L 15.5"D 16"H
B) REGOTT End Table
   (brushed metal) 16"L 15.5"D 16.5"H

Silverado
C) E1E End Table
   (glass top, chrome) 24"RND 22"H
D) C1E Cocktail Table
   (glass top, chrome) 36"RND 17"H

Rustic
E) ETBL E-Table
   (wood) 21"L 15.5"D 27.5"H
F) TMBTBL Timber Table
   (wood) 16"RND 17"H

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

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

Edge
B) CUBTBL LED Cube Table
   (plexi top, white plastic) 20"L 20"D 20"H (AC power only)
Bar & Cafe Tables

Style your exhibit with bar and cafe sets that create inviting conference and meeting areas for your guests.

Bar Tables
Standard Black Base
30” RND 42”H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
VTA (Madison/gray acajou top)
30BEBB (blue top)
30WDBB (wood top)
30BKB (black top)
30AGBB (brushed gunmetal top)
30OSSB (orange top)
30YBBB (brushed yellow top)
30G5BB (green top)

36” RND 42”H
VTW (white top)
VTN (graphite nebula top)
VTP (maple top)
36BKSB (black top)

Bar Tables
Hydraulic Chrome Base
30” RND 45”H
30GRHB (graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30MAHB (Madison/gray acajou top)
30BEHB (blue top)
30WDHB (wood top)
30BKB (black top)
30AGHB (brushed gunmetal top)
30OSSB (orange top)
30YSHB (brushed yellow top)
30GSHB (green top)

36” RND 45”H
36WTHB (white)
36GRHB (graphite nebula)
36MTHB (maple top)
36BKHB (black top)

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

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

LMBAR
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
2. Then pick a color that suits your design.

Cafe Tables
Standard Black Base
30" RND 29’H
ZTJ (graphite nebula top)
ZTK (maple top)
30WH29 (white top)
ZTB (red top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30WDBC (wood top)
30AGBC (brushed gunmetal top)
30BKSC (black top)
30OSBC (orange top)
30YSBC (brushed yellow top)
30GSBC (green top)

36" RND 29’H
ZTQ (white top)
ZTN (graphite nebula top)
ZTP (maple top)
36BKSC (black top)

Cafe Tables
Hydraulic Chrome Base
30" RND 29’H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30MAHC (Madison/gray acajou top)
30WHHC (white top)
30BEHC (blue top)
30WDHC (wood top)
30AGHC (brushed gunmetal top)
30BKHC (black top)
30OSHC (orange top)
30YSHC (brushed yellow top)
30GSHC (green top)

36" RND 29’H
36WTHC (white top)
36GRHC (graphite nebula top)
36MTHC (maple top)
36BKHC (black top)

CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25’H
Spin 360°

Use barstools to maximize client engagement with those all around you.

Barstool Collection

Zoey

15"L 16"D 30-34.75"H
A) BS003 (black, chrome)
B) BS002 (white, chrome)
Lift

15" RND 23-33.5" H

A) ROLLWH (white vinyl, chrome)
B) ROLLRD (red vinyl, chrome)
C) ROLLBL (black vinyl, chrome)
D) ROLLLGY (gray vinyl, chrome)
**Barstool Collection**

### Banana
- **21" L 22" D 41" H**
  - A) BSS Barstool (black, chrome)
  - B) BST Barstool (white, chrome)

### Zenith
- **ZENBAR Barstool**
  - (white, chrome) 19" L 20" D 44" H

### Apex
- **21" L 21" D 33" H**
  - A) AP508 Barstool (black vinyl, silver)
  - B) AP559 Barstool (red vinyl, silver)
  - C) AP575 Barstool (white vinyl, silver)
  - D) AP512 Barstool (blue ultra suede, silver)
A) BSC Oslo Barstool
  (white, chrome) 17"L 20"D 45"H
B) XBAR Christopher Barstool
  (white vinyl, chrome) 19"L 15"D 41"H
C) BS001 Shark Barstool
  (white, chrome) 22"L 19"D 34-44"H
D) BSR Syntax Barstool
  (black, chrome) 23"L 19"D 43.25"H
E) RSTSTL Rustique Barstool
  (gunmetal) 13"L 13"D 30"H
F) LUBSCL Lucent Barstool
  (frosted acrylic, chrome) 22"L 22.5"D 45.5"H
G) LMBAR Laguna Barstool
  (maple, chrome) 18"L 20"D 47"H

H) BLDBRD Barstool (red)
I) BLDBSB Barstool (sky blue)
Create comfortable productive environments in your booth or temporary show office with on-trend furnishings that reflect your sense of style.
Conference Tables

42" Round Conference Table 42"RND 29"H
A) CONF42 (white top, black)
B) CB1 (graphite nebula top, black)
C) CB8 (Madison/gray acajou top, black)
D) 42BKCT (black top, black)

E. MADC05 5' Table 60"L 48"D 29"H
F. MADC08 8' Table 96"L 60"D 29"H
G. MADC10 10' Table 120"L 48"D 29"H

H) CUPCHA Cupertino Mid Back Chair
   (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
I) GENCHA Genesis Chair
   (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.
Incorporate conference tables to facilitate booth meetings and new connections.
**Executive Seating & Desks**

**Cupertino**
- **CUPCHA Mid Back Chair**
  - Type: black vinyl, chrome
  - Dimensions: 27"L 30.5"D 40-43"H
  - Adjustable height

**Pro High Back**
- **Executive Chairs**
  - Dimensions: 25"L 24"D 45-48"H
  - Adjustable height
  - Options:
    - A) PROEXE (white vinyl, chrome)
    - B) PROEXB (black vinyl, chrome)

**Pro Mid Back**
- **Executive Chairs**
  - Dimensions: 24"L 22"D 36.75-39.75"H
  - Adjustable height
  - Options:
    - C) PROMID (white vinyl, chrome)
    - D) PROMDB (black vinyl, chrome)

**Task**
- **TASKST Stool**
  - Type: black fabric, black
  - Dimensions: 27.5"L 27.5"D 32.75"- 40.25"H
  - Adjustable height

**Pro Guest**
- **PROGB Executive Chair**
  - Type: black vinyl, chrome
  - Dimensions: 24"L 26"D 36"H

**Genesis**
- **GENCHA Chair**
  - Type: black fabric, black
  - Dimensions: 27.5"L 27.5"D 40-43.5"H
  - Adjustable height
A) JD8 Executive Desk  (gray acajou) 60”L 30”D 29”H
B) CR8 Credenza   (gray acajou) 60”L 20”D 29”H
C) BC8 Bookcase  (gray acajou) 36”L 12”D 72”H

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

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

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

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

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

Draw A Crowd.
Communal tables keep attendees charged while encouraging networking and genuine connections.

Table Top Options
Colors not available in all table options. Please check options listed.
Go Biophilic

It’s easy to be green. Just add greenery to your booth environment for a warm and natural feel.

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

A) PSHCCS
Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H

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

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

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

C) CUBL20
Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
(AC power only)

D) CUBTBL
Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
(AC power only)
Midtown Bar
60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

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

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

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>$265.65</td>
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<tr>
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<td></td>
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<td>$385.65</td>
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<td></td>
<td>C1WP-Sydney White, Powered!</td>
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<tr>
<td></td>
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<td>$385.65</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
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<td>REGBEN-Regis Bench Table</td>
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## Occasional End Tables

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<td>E1FWB-Geo, Wood/Black</td>
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<td>E1C-Geo, Glass/Chrome</td>
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<td>E1Y-Sydney, Black</td>
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<td>CUBTBL-Edge LED Cube</td>
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<td>SYDWDE-Sydney End Table</td>
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**Discount Deadline**  Thursday, July 2, 2020

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

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

**Event Code:** T116410720

**Event Code:**

**Total Exec Tables Furnishings: $**

**8.250% Tax**: $**

**Amount Due:** $**

Tax rate subject to change. Tax rate at the time of event will be utilized.
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020
Discount Deadline    Thursday, July 2, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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<thead>
<tr>
<th>Qty.</th>
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<td>WHT12</td>
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<td>BNQ7</td>
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Beverly Bench

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<tr>
<td>BVLYBN</td>
<td>Bev Bench Brown Fabric</td>
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<td>$718.20</td>
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<tr>
<td>BVLYGR</td>
<td>Bev Bench Grey Fabric</td>
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<tr>
<td>BVLYLN</td>
<td>Bev Bench Linen Fabric</td>
<td>$552.45</td>
<td>$718.20</td>
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<tr>
<td>BVLYOB</td>
<td>Bev Bench Ocean Fabric</td>
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<tr>
<td>BVLYRD</td>
<td>Bev Bench Red Fabric</td>
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<tr>
<td>BVLYWH</td>
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Marche Swivel

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<tr>
<td>MAR002</td>
<td>Marche Swivel, Grey</td>
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<tr>
<td>MAR003</td>
<td>Marche Swivel, Linen</td>
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<tr>
<td>MAR004</td>
<td>Marche Swivel, Raspberry</td>
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<tr>
<td>MAR005</td>
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<tr>
<td>MAR006</td>
<td>Marche Swivel, Rose Griz</td>
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<tr>
<td>MAR007</td>
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<td>MAR008</td>
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<tr>
<td>MAR009</td>
<td>Marche Swivel, Pear</td>
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<tr>
<td>MAR010</td>
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<tr>
<td>MAR011</td>
<td>Marche Swivel, Orange</td>
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<tr>
<td>MAR012</td>
<td>Marche Swivel, Forest Green</td>
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<td>MAR013</td>
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Vibe13-Vibe Cube, Purple Vinyl $250.70
Vibe14-Vibe Cube, Citrus Green $250.70
Vibe17-Vibe Cube, Spice Orange $250.70
Vibe 17-Desert Rose $250.70
Vibe 16-Vibe Cube, Spice Orange $250.70
Vibe15-Vibe Cube, Taupe Vinyl $250.70
Vibe12-Vibe Cube, Silver Vinyl $250.70
Vibe13-Vibe Cube, Purple Vinyl $250.70
Vibe14-Vibe Cube, Citrus Green $250.70
Vibe15-Vibe Cube, Taupe Vinyl $250.70
Vibe16-Vibe Cube, Spice Orange $250.70
Vibe17-Vibe Cube, Spice Orange $250.70
Vibe 17-Desert Rose $250.70

Total Ottomans: $ 

8.250% Tax: $ 

Amount Due: $ 

Signature: ____________________________

Company Name: ____________________________

Contact Name: ____________________________

Email: ____________________________

Discount Deadline: Thursday, July 2, 2020

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Company Name: ____________________________

Contact Name: ____________________________

Email: ____________________________
# Soft Seating

**HAA Education Conference & Expo**

NRG Center - Houston, Texas

**July 23, 2020**

**Discount Deadline** Thursday, July 2, 2020

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

<table>
<thead>
<tr>
<th>Sofas and Sectionals</th>
<th>Accent Chairs</th>
<th>Meeting Chairs</th>
<th>Modular System</th>
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<td>MNCHSC Munich Sectional, 3 pc</td>
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<td>SFA002- Allegro Sofa</td>
<td>$959.00</td>
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<tr>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,146.60</td>
<td>$1,490.60</td>
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<tr>
<td>VALSOF- Valencia Sofa</td>
<td>$610.20</td>
<td>$793.25</td>
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<tr>
<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$909.50</td>
<td>$1,182.35</td>
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<td>KEYSOF-Key Largo Sofa</td>
<td>$648.90</td>
<td>$843.55</td>
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<tr>
<td>FAIRSW-Fairfax sofa</td>
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<td>PALSOF-Palm Beach Sofa</td>
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<tr>
<td><strong>Qty.</strong></td>
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<td><strong>Discount</strong></td>
<td><strong>Regular</strong></td>
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<td>KELOV-Key Largo Loveseat</td>
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<td>TANLOV Tangiers Loveseat</td>
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<td>BLVWHT Baja Loveseat White Vinyl</td>
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<td>MNCHLV- Munich Armless Loveseat</td>
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<td>$1,473.60</td>
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<td><strong>Qty.</strong></td>
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<td>FAIRCW-Fairfax Chair</td>
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<td>$613.05</td>
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<tr>
<td><strong>Qty.</strong></td>
<td><strong>Item</strong></td>
<td><strong>Discount</strong></td>
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<tr>
<td>SFAPWR-Roma Sofa, powered</td>
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<td>$1,815.85</td>
<td></td>
</tr>
<tr>
<td>NPLCHR-Naples Chair, powered</td>
<td>$867.80</td>
<td>$1,128.15</td>
<td></td>
</tr>
<tr>
<td>NPLSOF-Naples Sofa, powered</td>
<td>$1,396.80</td>
<td>$1,815.85</td>
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<tr>
<td>NPLLOV- Naples Loveseat, powered</td>
<td>$1,201.35</td>
<td>$1,561.75</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Item</strong></th>
<th><strong>Discount</strong></th>
<th><strong>Regular</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRPWR- Roma Chair, powered</td>
<td>$867.80</td>
<td>$1,128.15</td>
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</tr>
<tr>
<td>SFAPWR-Roma Sofa, powered</td>
<td>$1,396.80</td>
<td>$1,815.85</td>
<td></td>
</tr>
<tr>
<td>NPLCHR-Naples Chair, powered</td>
<td>$867.80</td>
<td>$1,128.15</td>
<td></td>
</tr>
<tr>
<td>NPLSOF-Naples Sofa, powered</td>
<td>$1,396.80</td>
<td>$1,815.85</td>
<td></td>
</tr>
<tr>
<td>NPLLOV- Naples Loveseat, powered</td>
<td>$1,201.35</td>
<td>$1,561.75</td>
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</tbody>
</table>

Total Soft Seating: $3,400.00

8.250% Tax*: $275.00

Amount Due: $3,675.00

---

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

---

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
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<td>CE1-Geo Table, Sq. Chrome</td>
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<td>CF1-Geo Table, Sq. Black</td>
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<td>CE2-Geo Table, Chrome</td>
<td>$617.60</td>
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<td></td>
<td>CB2-6' Graphite Table</td>
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<td>CB3-8' Graphite Table</td>
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<td>$763.55</td>
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<tr>
<td></td>
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<td>$1,146.60</td>
<td>$1,490.60</td>
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<td>CT06GR-6', Granite</td>
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<td>PWRUSB-Powered Table Module</td>
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<td></td>
<td>42ATO Atomic 42' Round, Glass</td>
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<td></td>
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### Group & Guest Seating

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<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
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<td>MALGRY-Malba Chair, Grey</td>
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<td>ZENCHR-Zenith Chair-White/Chrome</td>
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<td>BUSDRD-Blade Chair</td>
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<td>MARCRB-Marina Chair, Brown</td>
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<td>MARCRD-Marina Chair, Red</td>
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<td>TASKST-Task Stool</td>
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<td>CUPCHA-Cupertino Mid Back Chair</td>
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### Executive Seating

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<td>PROEXB-Executive Chair High Back</td>
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<td>PROGB-Guest Executive Chair</td>
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<td>PROMDB-Exec Mid-Back, Black</td>
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<td>PROMID-Executive Chair Mid Back</td>
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Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ________________________  Booth #: ________________________

Contact Name: ________________________  Email: ________________________

Signature: ________________________
## Café and Communal Tables

### Café Tables - Chrome Base 30", Hydraulic

<table>
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<th>Discount</th>
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<th>Amount</th>
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<td>$399.75</td>
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<tr>
<td></td>
<td>ZTP-36” Maple Top/Black Base</td>
<td>$336.15</td>
<td>$437.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30” Graphite Top/Black Base</td>
<td>$307.50</td>
<td>$399.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36” Graphite Top/Black Base</td>
<td>$336.15</td>
<td>$437.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36” White Laminate Top</td>
<td>$336.15</td>
<td>$437.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30” Red Top/Black Base</td>
<td>$307.50</td>
<td>$399.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30” Grey Top/Black Base</td>
<td>$317.90</td>
<td>$413.25</td>
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<tr>
<td></td>
<td>30WH29-30” White Laminate</td>
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<td>$423.50</td>
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<tr>
<td></td>
<td>30BEBC-30” Blue Top/Black Base</td>
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<td>$400.35</td>
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<tr>
<td></td>
<td>30WDBC-30” Wood Top/Black Base</td>
<td>$307.95</td>
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<td></td>
<td>30AGBC-30” Gunmetal/Black Base</td>
<td>$307.95</td>
<td>$400.35</td>
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<tr>
<td></td>
<td>36BKSC-36” Black Top/Black Base</td>
<td>$336.15</td>
<td>$437.00</td>
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<tr>
<td></td>
<td>30AGBC 30” Brushed Gunmetal/Black Base</td>
<td>$307.95</td>
<td>$400.35</td>
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<td>30BKSC 30” Blacktop/Black Base</td>
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<tr>
<td></td>
<td>30OSBC 30” Orange Top/Black Base</td>
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<td>$400.35</td>
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<td></td>
<td>30GSBC 30” Green Top/Black Base</td>
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### Café Tables - Chrome Base 36", Hydraulic

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<td>$448.20</td>
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<td>36WTHC-White Top, Chrome</td>
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<td>$582.65</td>
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<tr>
<td></td>
<td>36BKHC Black Top, Chrome</td>
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<td>30MTHC-Maple Top, Chrome</td>
<td>$411.75</td>
<td>$535.30</td>
<td></td>
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<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$411.75</td>
<td>$535.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$411.75</td>
<td>$535.30</td>
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<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$445.60</td>
<td>$579.30</td>
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<td></td>
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### G30 and Ventura Communal Tables

#### 30” High Tables

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<td>VNTCWN-White Top, Silver Frame</td>
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### 42” High Tables

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<td>VNTMNP Communal Table Maple Top</td>
<td>$909.50</td>
<td>$1,182.35</td>
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<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$909.50</td>
<td>$1,182.35</td>
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<td>VNTBMW Comm Table Maple w/ Grom</td>
<td>$909.50</td>
<td>$1,182.35</td>
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<td>VNTBWW Comm Table White w/ Grom</td>
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<td>$1,182.35</td>
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### Powered! 42” High Tables

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<td>$1,395.75</td>
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Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ________________________________ Booth # _______________________

Contact Name: ________________________________

Email: ________________________________

Signature: ________________________________

Event Code: T116410720
email: houston@shepardes.com
phone: (832) 799-5700
fax: (832) 415-0517

Discount Deadline: Thursday, July 2, 2020

March 31, 2020

Contact Name: ________________________________

Email: ________________________________

Signature: ________________________________
**Bar Tables, Barstools, Bars**

**Bar Tables - All Black Base**

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<td>VTP-36&quot; Maple Top/Black Base</td>
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<tr>
<td></td>
<td>VJT-30&quot; Graphite Top/Black Base</td>
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<td>$333.30</td>
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<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$362.20</td>
<td>$470.85</td>
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<td>VTW-36&quot; White Laminate Top</td>
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<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$338.80</td>
<td>$440.45</td>
<td>$333.30</td>
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<td>30WHH2 30&quot; White Laminate,</td>
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<td>VTA-30&quot; Grey Top/Black Base</td>
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<td>30WDBB-Wood Top/Black Base</td>
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**Bar Tables - Chrome Base 30", Hydraulic**

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<td>$397.60</td>
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<td>30AHHB-Grey Top, Chrome</td>
<td>$411.75</td>
<td>$535.30</td>
<td>$397.60</td>
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<td>30BEHB-Blue Top, Chrome</td>
<td>$414.60</td>
<td>$539.00</td>
<td>$405.30</td>
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<tr>
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<td>30WDHB-Wood Top, Chrome</td>
<td>$414.60</td>
<td>$539.00</td>
<td>$405.30</td>
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<td>30BKHB-Black Top, Chrome</td>
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<td>30AGHB Brushed Gunmetal, Chrome</td>
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<td>30YSHB Brushed Yellow, Chrome</td>
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**Bar Tables - Chrome Base 36", Hydraulic**

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<td>$435.40</td>
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<td>36WTHB-White Top, Chrome</td>
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<td>36BKHB Black Top, Chrome</td>
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**Barstools**

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<tr>
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<td>BSS-Banana, Black/Chrome</td>
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<td>$443.80</td>
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<td>BS01-Shark, Swivel White</td>
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<td>$565.70</td>
<td>$421.60</td>
</tr>
<tr>
<td></td>
<td>BS02-Zoey, Swivel White</td>
<td>$397.80</td>
<td>$518.30</td>
<td>$384.30</td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$397.80</td>
<td>$518.30</td>
<td>$384.30</td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________Booth #: ___________________________
Contact Name: ___________________________
Email: ___________________________
Signature: ___________________________

---

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline: Thursday, July 2, 2020

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

HAA Education Conference & Expo  
NRG Center - Houston, Texas  
July 23, 2020

**Discount Deadline**  
Thursday, July 2, 2020

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>$703.55</td>
<td>$1,014.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JD8-Madison Executive Desk, Grey</td>
<td>1</td>
<td>$831.30</td>
<td>$1,080.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BC8-Madison Bookcase, Grey</td>
<td>1</td>
<td>$601.95</td>
<td>$782.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>1</td>
<td>$763.55</td>
<td>$992.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH-Tech Desk-Powered</td>
<td>1</td>
<td>$617.60</td>
<td>$802.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH3-3-drawer File Cbnt w/Case</td>
<td>1</td>
<td>$203.25</td>
<td>$264.25</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>$471.65</td>
<td>$613.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD3-Work Table</td>
<td>1</td>
<td>$453.45</td>
<td>$589.50</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>$706.20</td>
<td>$918.05</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>$690.55</td>
<td>$897.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>1</td>
<td>$818.20</td>
<td>$1,063.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>1</td>
<td>$690.55</td>
<td>$897.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>1</td>
<td>$818.20</td>
<td>$1,063.65</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>$302.30</td>
<td>$393.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>1</td>
<td>$198.05</td>
<td>$257.45</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>$604.10</td>
<td>$785.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>1</td>
<td>$983.15</td>
<td>$1,278.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
<th>Contact Name</th>
<th>Email</th>
<th>Signature</th>
</tr>
</thead>
</table>

Event Code: T116410720  
email: houston@shepardes.com  
phone: (832) 799-5700  
fax: (832) 415-0517

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

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

Graphics and Signs

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$204.95</td>
<td>$266.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accessories

<table>
<thead>
<tr>
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<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$52.30</td>
<td>$68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft, min. 5 ft.</td>
<td>$3.40</td>
<td>$4.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$57.60</td>
<td>$74.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel</td>
<td>$51.65</td>
<td>$67.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$117.60</td>
<td>$152.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50508</td>
<td>Cardboard Meterboard base, blk</td>
<td>$23.00</td>
<td>$29.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$293.40</td>
<td>$381.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$293.40</td>
<td>$381.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70027</td>
<td>Meterboard, 38.25&quot; x 90.75&quot;, trovicil panel</td>
<td>$593.85</td>
<td>$772.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70138</td>
<td>39&quot;x84&quot; Meterboard, Ultraboard</td>
<td>$345.00</td>
<td>$448.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vinyl Banners with Digital Printing

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$24.45</td>
<td>$31.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$24.45</td>
<td>$31.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$26.30</td>
<td>$34.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$26.30</td>
<td>$34.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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 once ordered.

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

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

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

HDAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline Tuesday, June 23, 2020
Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

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

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

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

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline Tuesday, June 23, 2020
Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

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

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

See our Graphic Upload page for a step by step guide on uploading your artwork.
All graphic files for ordered products should be uploaded to our FTP site.

Address:  https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-
          2020/05_HAA%20Education%20Conference%20%26%20Expo/Exhibitor%20Uploads

Username:  sesftp

Password:  ftpftp

1. Name your files in this format: Company Name_Booth#_Panel Letter  example: Shepard_1905_A
2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
   You may click the Upload Files button and select the files you need to upload.

3. When upload is complete, email the name of your files to: houston@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.
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Graphic Guidelines

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

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

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

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

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

ARTWORK GUIDELINES

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

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

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

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

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

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

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

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Order Deadline Tuesday, June 23, 2020

Turnkey Rental Designs Make Exhibiting Easier!
Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie- 10' x 10'</td>
<td>$3,663.40</td>
<td>$4,762.40</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$5,965.55</td>
<td>$7,755.20</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,555.70</td>
<td>$3,322.40</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$4,475.30</td>
<td>$5,815.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10' x 10'</td>
<td>$3,170.05</td>
<td>$4,121.05</td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10' x 20'</td>
<td>$6,019.05</td>
<td>$7,824.75</td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$3,844.20</td>
<td>$4,997.45</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$4,556.05</td>
<td>$5,922.85</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66486</td>
<td></td>
<td>The Grant- 10' x 10'</td>
<td>$4,057.70</td>
<td>$5,275.00</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$5,623.90</td>
<td>$7,311.05</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$3,730.30</td>
<td>$4,849.40</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$5,481.45</td>
<td>$7,125.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66467</td>
<td></td>
<td>The Hamilton- 10' x 10'</td>
<td>$2,599.40</td>
<td>$3,379.20</td>
</tr>
<tr>
<td>66468</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,557.70</td>
<td>$5,965.55</td>
</tr>
<tr>
<td>66479</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$2,349.20</td>
<td>$3,053.90</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 Exhibits Department with any questions at 404-720-8652.

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

Company Name: ________________________________ Booth # ________________
Contact Name: ________________________________
Email: ________________________________________
Signature: ____________________________________

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
**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>$900.70</td>
<td>$1,170.90</td>
<td>Black (06)</td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,092.95</td>
<td>$1,420.85</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>$664.35</td>
<td>$863.65</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

### Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4' 9&quot; L x 2' 3&quot; W x 3' 3&quot; D</td>
<td>$926.20</td>
<td>$1,204.05</td>
<td>Contact Us to Customize</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>$2,009.15</td>
<td>$2,611.90</td>
<td>1075mm x 885mm</td>
</tr>
</tbody>
</table>

### Computer Stands-Silver Metal Only (graphic included!)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$1,168.40</td>
<td>$1,518.90</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$681.05</td>
<td>$885.35</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

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

---

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

**Total Counter Rentals:** $  
**8.250% Tax:** $  
**Amount Due:** $
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>$631.10</td>
<td>$820.45</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>6' 4&quot; L x 6' H x 1'3&quot; D</td>
<td>$623.90</td>
<td>$811.05</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>$1,075.40</td>
<td>$1,398.00</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
</tbody>
</table>

**Showcases**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
<td>4'6&quot; L x 1'9&quot; D x 3'3&quot; H</td>
<td>$1,215.15</td>
<td>$1,579.70</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'H</td>
<td>$1,311.50</td>
<td>$1,704.95</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Charging Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3' L x 6'3&quot; H x 1'9&quot; D</td>
<td>$2,064.50</td>
<td>$2,683.85</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

**Perforated/Peg Boards**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66148</td>
<td></td>
<td>PerfH</td>
<td>4'x7&quot; Pegboard panel</td>
<td>$306.80</td>
<td>$398.85</td>
</tr>
<tr>
<td>66149</td>
<td></td>
<td>PerfV</td>
<td>4'x8&quot; Pegboard panel</td>
<td>$306.80</td>
<td>$398.85</td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Pegs</td>
<td>6&quot; Pegs 1 dozen</td>
<td>$50.10</td>
<td>$65.15</td>
</tr>
<tr>
<td>66147</td>
<td></td>
<td>Slatwall</td>
<td>8'x3.5' Slatwall grey vert</td>
<td>$306.80</td>
<td>$398.85</td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: $8,250% Tax: $ Amount Due: $

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.
**Please Note** Carpet is not included, to order please refer to the Carpet Order form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibit Team member with any customization requests at 404-720-8652.
Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

Step 1: Choose Your Booth Size

Step 2: Send Us Your Full Color Graphics

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>66564</td>
<td></td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,435.80</td>
<td>$3,166.55</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,764.40</td>
<td>$4,893.70</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,093.00</td>
<td>$6,620.90</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, Power and Accessories not included.

FX 12- 8'h x 20'

FX 13- 8' h x 30'

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 an Exhibits team member with any questions at 404-720-8652.

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

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

Total Fabex Backlit: $ ___________________________
8.250% Tax*: $ ___________________________
Amount Due: $ ___________________________
Island Booth Rentals

HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Order Deadline Tuesday, June 23, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

The Monroe

The Tyler

The Washington

The Garfield

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66494</td>
<td>The Monroe</td>
<td>$9,325.65</td>
<td>$12,123.35</td>
</tr>
<tr>
<td>66368</td>
<td>The Washington</td>
<td>$13,383.40</td>
<td>$17,398.40</td>
</tr>
<tr>
<td>66495</td>
<td>The Tyler</td>
<td>$9,959.30</td>
<td>$12,947.10</td>
</tr>
<tr>
<td>66496</td>
<td>The Garfield</td>
<td>$9,752.75</td>
<td>$12,678.60</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 an Exhibits team member with any questions at 404-720-8652.

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

Total Island Rentals: $_________
8.250% Tax*: $_________
Amount Due: $_________

Company Name: ____________________________ Booth #: ____________
Contact Name: __________________________________
Email: _______________________________________
Signature: ____________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
LABOR
Texas is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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 have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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.

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

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
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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.

www.shepardes.com
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline  Thursday, July 2, 2020
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

Labor Hours
ST - Straight time:  Monday - Friday 8AM - 5PM.
OT - Overtime:  Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.
DT - Double-time:  Holidays.

Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$128.57</td>
<td>$192.86</td>
<td>$257.14</td>
</tr>
<tr>
<td>68067</td>
<td>$167.15</td>
<td>$250.70</td>
<td>$334.30</td>
</tr>
</tbody>
</table>

Shepard Blue Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>68070</td>
<td>$128.57</td>
<td>$192.86</td>
<td>$257.14</td>
</tr>
<tr>
<td>68071</td>
<td>$167.15</td>
<td>$250.70</td>
<td>$334.30</td>
</tr>
</tbody>
</table>

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

Step One:  Choose Your Service

- Installation
- Dismantling
- Both

Step Two:  How Many People?

- # 

Step Three:  How Many Hours?

- # 

Step Four:  When Should the Build be Complete?

- Date: 
- Time: 

Step Five:  Tell Us About Your Exhibit!

Inbound Freight

- Advance Warehouse
- Direct to Show site

Carrier Name

Estimated Arrival Date

# of Pieces

Estimated Weight

Set Up Information:

Company Contact Name:

Email:

Cell Phone #

Drawings/Photos/ Instructions:

- Attached
- Email to Shepard
- With the Exhibit

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

- Email to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services Ordered:

- Overhead Rigging
- Cleaning
- AV
- Exhibitor Owned Carpet
- Carpet Padding

Carpet:

- Carried in crate #

Outbound Shipping:

- Ground
- 2-Day Air
- Next Day Air
- Other

Method:

- Phone #

Date Carrier is Scheduled to Pick Up Freight

- 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 advance warehouse for pick up ($400 minimum charge)

Estimated SES Blue Labor: $ 

8.250% Tax*: $ 

Amount Due: $ 

Company Name:

Contact Name:

Email:

Signature:

Tax rate subject to change. Tax rate at the time of event will be utilized.
HAA Education Conference & Expo
NRG Center - Houston, Texas
July 23, 2020

Discount Deadline Thursday, July 2, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time: Monday - Friday 8AM - 5PM.
OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.
DT - Double-time: Holidays.

Exhibitors may not operate any type of mechanical or powered equipment.

<table>
<thead>
<tr>
<th>Exhibitor Supervised Install Labor</th>
<th>Exhibitor Supervised Dismantle Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Discount</td>
</tr>
<tr>
<td>68060</td>
<td>ST</td>
</tr>
<tr>
<td>68061</td>
<td>OT</td>
</tr>
<tr>
<td>68062</td>
<td>DT</td>
</tr>
</tbody>
</table>

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

Step Two: How many people?
- 
  # _______

Step Three: How many hours?
- 
  # _______

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

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

Step Six: Schedule
- Date
- Start Time
- End Time

- Installation Request
- Dismantle Request

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name:

Cell:

Email:

Company Name: Booth #

Contact Name:

Email:

Signature:

Labor Estimate $ 8.250% Tax*: $ Amount Due: $

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

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
Internet-Network Service Contract

Remit to: NRG Park - Exhibitor Services
Mailing Address: One NRG Park Houston, TX 77054
Phone: 832-667-1718 (option 4)
Fax: 832-667-3901
Email: nrgorders@smartcity.com

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.
In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at https://nrgpark.boomerecommerce.com/. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

Exhibitor Company Name or EAC 3rd Party Ordering for Exhibitor: Houston Apartment Association

Billing Company Name (Exhibitor or EAC 3rd Party):

Billing Company Address (Exhibitor or EAC 3rd Party):

City, State / Country, Zip:

Order Contact Name: 

Order Contact Email: 

On-Site Contact Name & Email:

Show Name: Houston Apartment Association

Show Dates: July 23, 2020

Incentive Order Deadline: July 9, 2020

Booth / Room # (s):

Order Contact Name: 

Order Contact Email: 

On-Site Contact Name & Email:

#### Important! Review “Product Overview / Glossary” literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See https://nrgpark.boomerecommerce.com/ to view the NRG Park Terms & Conditions. Please call if assistance is needed. Note Cancellation Policy Specifics – Terms & Conditions item #K – This document, page/thumbnail 2. Please note that Wireless services are NOT included on this form – please contact us for specific rates.

<table>
<thead>
<tr>
<th>Dedicated Wired Internet Routers Allowed</th>
<th>Broadband Wired Internet No Wired or Wireless Routers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required for:</td>
<td>Recommended for:</td>
</tr>
<tr>
<td>Web Casting</td>
<td>Internet Applications</td>
</tr>
<tr>
<td>HD Streaming</td>
<td>Social Media</td>
</tr>
<tr>
<td>Routers(wired or wireless)</td>
<td>Surfing the Web</td>
</tr>
<tr>
<td>Includes 5 Static Public IP Addresses</td>
<td>Multi Media Downloads</td>
</tr>
</tbody>
</table>

1. Internet Services – Routers Prohibited

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Broadband Internet Service – Includes 1 Private IP Address</td>
<td>$895</td>
</tr>
<tr>
<td>b.</td>
<td>Additional Device for Broadband Service, Per Device Up to 4</td>
<td>$185</td>
</tr>
</tbody>
</table>

If you require 6 or more devices – Please call (888) 446-6911.

2. Dedicated Internet Services – Routers Supported

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Dedicated 3Mbps – Includes 5 Static IP Addresses</td>
<td>$3,495</td>
</tr>
<tr>
<td>b.</td>
<td>Dedicated 6Mbps – Includes 5 Static IP Addresses</td>
<td>$5,900</td>
</tr>
<tr>
<td>c.</td>
<td>Dedicated 10Mbps – Includes 5 Static IP Addresses</td>
<td>$7,850</td>
</tr>
<tr>
<td>d.</td>
<td>Dedicated 15Mbps – Includes 5 Static IP Addresses</td>
<td>$11,700</td>
</tr>
<tr>
<td>e.</td>
<td>Dedicated 20Mbps – Includes 5 Static IP Addresses</td>
<td>$15,500</td>
</tr>
<tr>
<td>f.</td>
<td>Upgrade to 29 Public Static IP Addresses</td>
<td>$995</td>
</tr>
</tbody>
</table>

Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.

3. Internet Equipment & Labor

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Switch Rental – up to 24 ports</td>
<td>$185</td>
</tr>
<tr>
<td>b.</td>
<td>Patch Cable (up to 100’) – Cat5e</td>
<td>$50</td>
</tr>
<tr>
<td>c.</td>
<td>Labor / Floor Work – Fee Per Hour</td>
<td>$125</td>
</tr>
</tbody>
</table>


5. Special Quote – Attachment A or Statement of Work (if applicable)

6. Distance Fee of $500 for each Internet line outside the convention venue x (number of lines)

7. Move-In/On-Site order fee (if ordering service after show move-in begins).

Incentive rate applies to orders received with payment 14 days prior to 1st Day of Show

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive Base</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Switch Rental – up to 24 ports</td>
<td>$185</td>
</tr>
<tr>
<td>b.</td>
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<td>$50</td>
</tr>
<tr>
<td>c.</td>
<td>Labor / Floor Work – Fee Per Hour</td>
<td>$125</td>
</tr>
</tbody>
</table>

SUBTOTAL

Estimated Sales Tax 8.25%
PUC Universal Surcharge 4.3%
PUC Gross Receipts 0.1667%

GRAND TOTAL

Effective January 1, 2019– December 31, 2019

Customer No: 2020 - 003 -
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

**Network Security Policy:**

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City’s network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City’s sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer’s business is important to Smart City and with advanced and timely notification of a Customer’s needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

<table>
<thead>
<tr>
<th>Device(s) Operating System:</th>
<th>Total # of Devices Connecting to Smart City’s Network:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Anti-Virus Software Installed: Norton McAfee Other:</td>
<td></td>
</tr>
<tr>
<td>Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /</td>
<td></td>
</tr>
</tbody>
</table>

Are You Renting Computers? Yes No Rental Company Name: ____________________________

Rental Company Contact: ____________________________ Contact Number: ____________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City’s network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ____________________________ Date ____________________________

Printed Name ____________________________ Title ____________________________
Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City’s Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, NO Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City’s Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer’s equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City’s approval) will be activated / available for your use.

Signature: ________________________________ Date: ______________
Printed Name: ________________________________ Title: ______________
Email: ________________________________ Contact Phone #: ______________
**Floor Plan – Communications Cable**

| Center: | N R G P a r k ( 0 0 3 ) - T X |
| Show:   | Houston Apartment Association |

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

### Grid

```
<table>
<thead>
<tr>
<th>Adjacent Booth or Aisle#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
```

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) _______________. **Scale** = 1 Box is equal to __________ ft.
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

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---

**Floor Plan – Communications Cable**

<table>
<thead>
<tr>
<th>Center: N R G</th>
<th>Park (003) - TX</th>
<th>Company Name: ABC EXAMPLE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show: A B C</td>
<td>Example Show</td>
<td>Booth / Room #: 1 2 3 4</td>
</tr>
<tr>
<td>Customer / Ref #: 2020 - 003 - XXX - XXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Adjacent Booth or Aisle #**

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 20 ft.

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5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
Electrical Services Order Form

**Advanced Price Deadline Date:** July 9, 2020

**Remit to:** NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-2653

Email: houstonutilities@freeman.com

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**Houston Apartment Association**

July 23, 2020

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**Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.**

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at [https://nrgpark.boomerecommerce.com/](https://nrgpark.boomerecommerce.com/). SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

---

**CANCELLATION POLICY:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. Prices are subject to change without notice.

---

**ORDERING COMPANY CONTACT INFORMATION (PERSON PLACING ORDER)**

[Please check one: Exhibiting Company | EAC (3rd Party Company) | Show Management]

| Company Name: | | | |
| --- | --- | --- |
| Exhibiting Company Booth #(#s): | | |
| Company Address: | City: | State: | Zip: |
| Order Contact Name: | Phone #: | Fax: |
| Order Contact Email Address: | | |

**IMPORTANT INFORMATION**

**DELIVERY OF SERVICE:** Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

**MULTIPLE OUTLET LOCATIONS:** A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

**ISLAND BOOTHS:** For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

**INLINE & PENINSULA BOOTHS:** Power will be placed in the back of the booth unless otherwise specified.

**SEPARATE OUTLETS:** Separate outlets should be ordered for each piece of equipment and/or each power location.

**OVERHEAD POWER:** If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1718, option 1.
## Electrical Services Order Form

**NRG Park**

### Electrical Outlets, Lighting & Pricing

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120 Volt Single Phase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 Watts (15 Amps)</td>
<td></td>
<td>$110.00</td>
<td>$149.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$148.00</td>
<td>$220.00</td>
<td>$ _____</td>
</tr>
<tr>
<td><strong>208 Volt Single Phase (Labor Required for Connection &amp; Dismantle)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$215.00</td>
<td>$290.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$265.00</td>
<td>$357.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$394.00</td>
<td>$531.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$627.00</td>
<td>$847.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>$1,278.00</td>
<td>$1,724.00</td>
<td>$ _____</td>
</tr>
<tr>
<td><strong>208 Volt Three Phase (Labor Required for Connection &amp; Dismantle)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$283.00</td>
<td>$382.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$338.00</td>
<td>$457.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$579.00</td>
<td>$781.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$952.00</td>
<td>$1,286.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>$1,905.00</td>
<td>$2,572.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>400 Amps</td>
<td></td>
<td>$4,029.00</td>
<td>$5,123.00</td>
<td>$ _____</td>
</tr>
<tr>
<td><strong>480 Volt Three Phase (Labor Required for Connection &amp; Dismantle)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$504.00</td>
<td>$681.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$638.00</td>
<td>$863.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>40 Amps</td>
<td></td>
<td>$861.00</td>
<td>$1,161.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$1,229.00</td>
<td>$1,659.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>80 Amps</td>
<td></td>
<td>$1,505.00</td>
<td>$2,032.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$1,905.00</td>
<td>$2,572.00</td>
<td>$ _____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Quantity</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lighting (Price Includes Power &amp; Labor for Installation)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Light Stand (200w)</td>
<td></td>
<td>$186.00</td>
<td>$252.00</td>
<td>$ _____</td>
</tr>
<tr>
<td>Double Light Stand (400w)</td>
<td></td>
<td>$196.00</td>
<td>$266.00</td>
<td>$ _____</td>
</tr>
</tbody>
</table>

*May require labor and/or lift at additional charge. Please contact 832-667-1718, optio

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials. Extension cords and power strips are available for rental at the NRG Park Service Desk.

### Grand Total Cost

<table>
<thead>
<tr>
<th>Outlet(s):</th>
<th>$ _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting:</td>
<td>$ _____</td>
</tr>
<tr>
<td><strong>Grand Total</strong>:</td>
<td>$ _____</td>
</tr>
</tbody>
</table>
Electrical Services Order Form

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors’ equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.
**Labor Rates and Schedule**

- **Straight Time:** Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)
- **Overtime:** Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrician - Straight Time:</strong></td>
<td>$77.00</td>
<td>$77.00</td>
<td>Per Man/Per Hour</td>
</tr>
<tr>
<td><strong>Electrician - Overtime:</strong></td>
<td>$154.00</td>
<td>$154.00</td>
<td>Per Man/Per Hour</td>
</tr>
</tbody>
</table>

1) Start time guaranteed only at start of each working day.
2) Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

**Floor Work:**

Floor work is the distribution of electrical under carpet & flooring.

- Complete Before: Date __________ Time _______
- Work is completed prior to your arrival. NRG Park must receive detailed blueprints/floor plans for power distribution under carpet.

**Booth Work:**

Booth work is any of the following: Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other ________________

**Labor Request:**

Date __________ Time ______ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: ________________________________

Special Instructions: __________________________________

Date __________ Time ______ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: ________________________________

Special Instructions: __________________________________

Date __________ Time ______ Est. #Hours _____ #Electricians _____

Name of Onsite Contact: ________________________________

Special Instructions: __________________________________
### ELECTRICAL LABOR INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.

3. Continuations to another day are a minimum of 1 hour.

4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan:

1. Location and load of main power drop - please provide specific dimensions and wattage/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.

---

### ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

**Please feel free to contact our electrical specialists at houstonutilities@freemanco.com with any additional questions.**

<table>
<thead>
<tr>
<th>WATTAGE</th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475 - 100</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600 - 1200</td>
</tr>
<tr>
<td>Large Coffee Pot, Griddle or Portable Heate</td>
<td>1500 - 2000</td>
</tr>
<tr>
<td>Computer Monitor - Independent</td>
<td>120 -200</td>
</tr>
<tr>
<td>Computer - Desktop (Monitor &amp; CPU)</td>
<td>200 - 900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100 - 300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100 - 500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400 - 1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200 - 1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50 - 100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200 - 2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32&quot; to 50&quot;</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500 - 2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>0 Amp 208 Volt Single Phase</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000 - 2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500 - 2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Water Cooler - Cold Water</td>
<td>1000</td>
</tr>
<tr>
<td>Imprinter for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>Iron</td>
<td>700 - 1000</td>
</tr>
<tr>
<td>Juicer - Single</td>
<td>500</td>
</tr>
<tr>
<td>Juicer - Double</td>
<td>1000</td>
</tr>
<tr>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>Lights with Rental Booths</td>
<td>200 Each</td>
</tr>
<tr>
<td>Meat Slicer</td>
<td>500 - 1000</td>
</tr>
<tr>
<td>Microwave Oven</td>
<td>500 - 2000</td>
</tr>
<tr>
<td>Mixer</td>
<td>500 - 1000</td>
</tr>
<tr>
<td>Photo copier</td>
<td>Depends on Size - May Require 208V</td>
</tr>
<tr>
<td>Pizza Oven (Small)</td>
<td>30 Amp/120V Special Connection</td>
</tr>
<tr>
<td>Popcorn Maker</td>
<td>2000</td>
</tr>
<tr>
<td>Projector (Depends on Size)</td>
<td>1000</td>
</tr>
<tr>
<td>Refrigerator - Small</td>
<td>400</td>
</tr>
<tr>
<td>Refrigerator - Full Size</td>
<td>750</td>
</tr>
<tr>
<td>Sewing Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Stereo (Amplifier) or Television</td>
<td>100 - 500</td>
</tr>
<tr>
<td>Toaster</td>
<td>1000</td>
</tr>
<tr>
<td>Toaster Oven</td>
<td>1500</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>VCR</td>
<td>100</td>
</tr>
<tr>
<td>Water Cooler - Hot/Cold Water</td>
<td>2000</td>
</tr>
</tbody>
</table>
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop:** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets:** Please provide specific dimensions and wattages/amperages. **Please DO NOT place an X where power is required.**

3. **Booth Orientation:** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

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A measurement scale can be applied as necessary to reflect the size of your booth.
NRG Park is the exclusive cleaning contractor. If you wish to order any of the services listed below, please use this form to pre-order & submit payment online. NRG Park requires 24 hour advance notice for all onsite orders. In the event that your service is not satisfactory, please notify the event's show management immediately. Prices are subject to change without notice.

### EXHIBIT CLEANING (CARPETED BOOTHS ONLY)

Trash removal & vacuuming for carpeted booths. Exhibit Cleaning is done during non-show hours either in the morning prior to the show opening or at the end of the show each day. Prices are based on gross square feet of exhibit space & includes sales tax. **100 square feet minimum required.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/Sq. Ft</th>
<th>Daily Rate</th>
<th>Sq. Ft.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.21 Per Sq. Ft. (8.25% Sales Tax Included)</td>
<td>$0.21</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$35.50 Per Day (8.25% Sales Tax Included)</td>
<td>$35.50</td>
<td>$35.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$16.50 Per Hour (8.25% Sales Tax Included)</td>
<td>$16.50</td>
<td>$16.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required</td>
<td>$0.28 per sq. ft</td>
<td>$0.28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates you would like Cleaning & Special Instructions: __________________________

### STANDARD PORTER SERVICE

Consists of trash removal & wiping counters. Does not include wiping displays or equipment. **This service occurs every 2 hours during event hours & event days only.** If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. **If you need a porter at a certain time in your booth, you must order Full Time/Hourly Porter Service.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/Sq. Ft</th>
<th>Daily Rate</th>
<th># of Days</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.50 Per Day (8.25% Sales Tax Included)</td>
<td>$35.50</td>
<td>$35.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates you would like Standard Porter Service & Special Instructions: __________________________

### FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal (**NOT catering equipment**) & wiping counters. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. **4 hour minimum per show day is required.** Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/Sq. Ft</th>
<th>Daily Rate</th>
<th># of Days</th>
<th># of Hours Per Day</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16.50 Per Hour (8.25% Sales Tax Included)</td>
<td>$16.50</td>
<td>$16.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates & Times you would like Hourly Porter Service & Special Instructions: __________________________

### CARPET EXTRACTION/SHAMPOO & MOPPING SERVICES (HARD SURFACE FLOORS ONLY)

Full carpet extraction (shampoo) & Full Mopping is done in the evenings only prior to the first show day on hard surface floors (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet/flooring & includes sales tax. **Please specify if you have a Double Deck booth along with the square footage of each level.**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price/Sq. Ft</th>
<th>Daily Rate</th>
<th>Sq. Ft.</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Only Full Carpet Extraction: 100 sq. ft. Minimum Required</td>
<td>$0.28 per sq. ft</td>
<td>$0.28</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required</td>
<td>$0.28 per sq. ft</td>
<td>$0.28</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Double Decker Booth:  □ Yes □ No

**GRAND TOTAL** $________
Parking Pass Order Form

Remit to: NRG Park - Exhibitor Services
Mailing Address: One NRG Park Houston, TX 77054
Phone: 832-667-1707
Fax: 832-667-1821
E-mail: ExhibitorServices@nrgpark.com

Please Check One:

- Booth # (s): _________________________________
- ONSITE SERVICE DESKS
- PARKING GATE STUBS

Parking Pass Order Form

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.
In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at https://nrgpark.boomerecommerce.com/. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

Cancellation Policy:
If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. All completed work is subject to full payment.

The regular parking fee at NRG Park is $15.00 per entry/per event day with no unlimited in & out entries. For your convenience, a special 1-day exhibitor parking pass is available that grants unlimited in & out privileges during event days for $18.00. There is no charge for parking during move-in days of an event. This parking pass does not allow overnight parking of any vehicle. Parking passes will be held for your arrival at the NRG Park Exhibitor Services Desk during move-in if one is offered. Parking passes are not be mailed.

Prices are subject to change without notice.

Company Name: _________________________________
Order Contact: (PLEASE PRINT) ___________________________ Order Date: _______________
Address: __________________________________________________________________________
City: ______________________ State: __________ Country: ______________ Zip: ___________
E-mail: ______________________ Telephone: (_____) ______________ Fax: (_____) ____________

Number of passes required: _______________ @ $18.00 (per vehicle) = $______________

Booth # (s): _________________________________

Onsite Service Desks:
Prepaid parking passes are to be picked up or onsite purchases are to be made at the NRG Park Exhibitor Services desk during move-in of an event if one is provided. If you are charged for first time entry on an event day, please bring your parking stub to the service desk to receive a $15.00 credit toward the purchase of a parking pass. If a service desk is not provided by the event, please contact the NRG Park Exhibitor Services office at 832-667-1707 to retrieve any prepaid parking pass.

Parking Gate Stubs:
If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your $15.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment. Stubs will only be accepted for credit during the scheduled service desk hours of the event. Stubs will not be accepted by NRG Park after an event has ended. If a service desk is not provided by the event, this service will not be provided.

Payment must be completed by the customer through our secure online payment system. Parking passes not picked up from the service desk will not be refunded. All sales are final. No cash refunds available.
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Exhibitor Company Name or EAC 3rd Party Ordering for Exhibitor:  
Billing Company Name (Exhibitor or EAC 3rd Party):  
Billing Company Address (Exhibitor or EAC 3rd Party):  
City, State / Country, Zip:  
Order Contact Name:  
Order Contact Email:  
Order Contact Phone:  
Order Contact Cell:  
On-Site Contact Name & Email:  
On-Site Phone:  

Important! Review “Product Overview / Glossary” literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See https://nrgpark.boomerecommerce.com/ to view the NRG Park Terms & Conditions.

Print Authorized Name Accepting Terms and Conditions:  
Authorized Signature Accepting Terms and Conditions:  

Additional services available – Please contact us at (888) 466-6911 or visit our website

1. Voice Services: PBX Service – Domestic LD Included
   a. Single Line – ☐ Device, ☐ Non Dial 9, ☐ Int’l LD $275 $345
   b. Multi-line Phone w/ 1 main number & 1 rollover line $415 $520
   c. Speaker Phone Line w/ Polycom Instrument $465 $575

2. Special Quote – Attachment A or Statement of Work (if applicable)

3. Distance Fee of $100 for each Telephone line outside the convention venue x (number of lines)

4. Move-In/On-Site order fee (if ordering service after show move-in begins). (20%) x (Base Price)

Incentive rate applies to orders received with payment 14 days prior to 1st Day of Show

| SUBTOTAL |
|-----------------|-----------------|
| Estimated Sales Tax 8.25% |
| PUC Universal Surcharge 4.3% |
| PUC Gross Receipts 0.1667% |

GRAND TOTAL

Effective January 1, 2019 – December 31, 2019  
Customer No: 2020 - 003 -
**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I/H/PC/C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) ________________

**Scale** = 1 Box is equal to ________ ft.

---

**Floor Plan – Communications Cable**

| Center: N R G P a r k ( 0 0 3 ) - T X | Company Name: |
| Show: Houston Apartment Association | Booth / Room #: |
| Customer / Ref #: 2 0 2 0 - 0 0 3 - |

---

**Adjacent Booth or Aisle#**

---

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

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**Size** = Booth dimensions (example 10x10) ________________

**Scale** = 1 Box is equal to ________ ft.

---

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
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**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) ___________20 x 20___________. **Scale** = 1 Box is equal to ___________20_________ ft.