



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, February 6, 2019	9:00 AM	to	4:00 PM
	Thursday, February 7, 2019	8:30 AM	to	4:00 PM
Exhibit Hours:	Thursday, February 7, 2019	5:00 PM	to	8:00 PM
	Friday, February 8, 2019	12:00 PM	to	2:30 PM
Exhibitor Move-out:	Friday, February 8, 2019	2:30 PM	to	5:30 PM
Freight Reroute Begins*	Friday, February 8, 2019	5:00 PM		

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

AKFCF

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

AKFCF

Rosen Shingle Creek Resort

9939 Universal Blvd

Orlando, FL 32819

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Tuesday, January 8, 2019

Exhibitor appointed contractor notification deadline: Thursday, January 10, 2019

First day for warehouse deliveries without a surcharge: Thursday, January 10, 2019

Discount price deadline for standard Shepard orders: Thursday, January 17, 2019

Last day for warehouse deliveries without a surcharge: Wednesday, January 30, 2019

Last day for warehouse deliveries*: Monday, February 4, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Wednesday, February 6, 2019 at 8:00 AM

Event Code: F145750219

Connect With Us! email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Show drape color(s): White, Gold

Aisle carpet color: Facility is carpeted

Show Information

See Material
Handling
Rate sheet
for all MH
related fees!



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

Event Code: F145750219

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 phone (407) 888-9669
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 mail 1701 Boice Pond Rd.,
 STE 101, Orlando, FL
 32837

Quick Facts

Ancillary Vendor Information

Electrical Services	PSAV	RSCExhibits@psav.com	(407) 996-4473
Internet & Telephone	Millenium	ConventionSales@MTG-FL.com	(407) 996-5865
Audio Visual	PSAV	RSCExhibits@psav.com	(407) 996-4473
Plumbing	PSAV	RSCExhibits@psav.com	(407) 996-4473
Rigging	PSAV	CPoker@psav.com	(407) 996-2237

Exhibitor Move Out

Friday, February 08, 2019 2:30 PM to 5:30 PM

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, February 08, 2019 5:00 PM. 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, February 08, 2019 5:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

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

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



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON AKFCF

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

ENTER your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = AKFCF19

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


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

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


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

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

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

Confirm your order, click  and complete the payment process.

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

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

Need Tips and Tricks for exhibiting? Click the [directed to our Exhibitor Academy!](#)



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(407) 888-9669

orlando@shepardes.com



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Event Code: F145750219

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32837

Payment Authorization

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth # _____

Street Address: _____ Phone: _____

City, St, Zip: _____ Fax: _____

Contact Name: _____

Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check

Pay by Wire



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

Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)



Card Holder Signature

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

WIRE TRANSFER

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

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

Name of show that you are attending **AKFCF**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

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

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL) PNCCUS33

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

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

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



AKKFCF



Terms & Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline Thursday, January 10, 2019

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Third Party Payment Authorization

Exhibiting Company Name Booth #

Exhibiting Company Address City State Zip

Phone Fax Contact Email Address

Please Sign (arrow pointing to signature line)



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

- Booth Cleaning, Carpet, Exhibit Display Rentals, Installation/Dismantling Labor, Logistics/Transportation, Material Handling, Rental Furniture, Overhead Rigging/Labor, Other (please specify), All Services

Step 3: Provide Third Party Contact Information

3rd Party Name 3rd Contact Name

3rd Party Address City State Zip

Phone Fax Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign (arrow pointing to signature line) X Card Holder Signature

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

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

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

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

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



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mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Discount Deadline Thursday, January 10, 2019

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibitor Appointed Contractor

Exhibiting Company Name	Booth #	Contact Email Address
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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 provided 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.

Exhibitor Appointed Contractor

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.

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

EACs agrees 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
Please Sign



Exhibitor Signature



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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



Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

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

Material Handling Process:

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



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Event Code: F145750219

Connect With Us!

email logistics@shepardes.com
 phone (888) 568-8858
 fax (404) 596-5620
 mail 1701 Boice Pond Rd.,
 STE 101, Orlando, FL
 32837

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____ State _____ Zip _____

Email Address _____

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

Company _____

Street Address _____ City _____ State _____ Zip _____

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

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

Date _____ Hours of Operation _____

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite **Wednesday, February 06, 2019**

Step 5: Tell us What we are shipping:

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

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

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

Service level may be changed to meet delivery date.
Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

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



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

Shipping Labels

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101
Orlando, FL 32837

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

For: **AKFCF**

First day freight can arrive w/o a surcharge:
January 10, 2019

Last day freight can arrive w/o a surcharge:
January 30, 2019

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101
Orlando, FL 32837

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

For: **AKFCF**

First day freight can arrive w/o a surcharge:
January 10, 2019

Last day freight can arrive w/o a surcharge:
January 30, 2019

Advance Shipping Labels

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

Rosen Shingle Creek Resort
9939 Universal Blvd
Orlando, FL 32819

For: **AKFCF**

MUST NOT BE DELIVERED PRIOR TO:
February 6, 2019 @ 8:00 AM

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

Rosen Shingle Creek Resort
9939 Universal Blvd
Orlando, FL 32819

For: **AKFCF**

MUST NOT BE DELIVERED PRIOR TO:
February 6, 2019 @ 8:00 AM

Direct Shipping Labels



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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

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

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

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

Outbound Material Handling Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name Booth #
Contact Name Phone #
Email Address

Step 2: Tell us Where your items are going:

Company
Street Address City State Zip

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

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

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

Ground 2nd Day Overnight
Step 7: If your carrier doesn't show up, what do we do with your items?
Reroute via the show carrier (Shepard Logistics)
Return to warehouse (\$400.00 minimum charge)

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



AKFCF

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February 7 - 8, 2019

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32837

Material Handling Rates

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 are part, are billed as a package.

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

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

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

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

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$75.60	\$98.25	
35010		35036	

Advance Warehouse Tips

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

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$64.00	\$96.00	\$83.25	
35030		35043	35038	

Direct to Show Site Tips

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

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$37.75	
35400	

Light Weight Shipment Tips

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

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

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

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

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

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

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

Company

Booth #



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Labor Hours

- ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
- OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
- DT - Double-time: All other hours and holidays

GROUND RIGGING FORKLIFT RENTAL

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

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

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

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

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$236.75	\$307.75	
35039		OT Hourly Rental	\$290.00	\$377.00	
35067		DT Hourly Rental	\$343.50	\$446.50	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$710.25	\$923.25	
35066		OT Hourly Rental	\$870.00	\$1,131.00	
35070		DT Hourly Rental	\$1,030.50	\$1,339.75	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$473.50	\$615.50	
35049		OT Hourly Rental	\$580.00	\$754.00	
35069		DT Hourly Rental	\$687.00	\$893.00	

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

Rate structure includes forklift and (1) operator only.

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

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

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

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$106.75	\$138.80	
35086		OT per man hour	\$160.00	\$208.00	
35099		DT per man hour	\$213.50	\$277.55	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$85.40	\$111.00	
35100		OT per man hour	\$128.00	\$166.40	
35101		DT per man hour	\$170.80	\$222.05	

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

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

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

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

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

Total Forklift: _____
6.500% Tax*: _____
Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Forklift Rental



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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

Event Code: F145750219

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phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Material Handling Info

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

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

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

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

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$85.40 Per Hour (OT/DT may apply)

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

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: \$50.00 35003

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

UNCRTATED SHIPMENTS Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: \$50.00 35004

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

MARSHALING YARD Surcharge: \$30 per Shipment 35250

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

REWEIGH OF SHIPMENTS Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

LIGHT WEIGHT SHIPMENTS

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

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING Fee: \$ 200.00 per round trip 35106

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



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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Mobile/Vehicle Spotting

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

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

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

All vehicles must be removed no later than **Friday, February 08, 2019 5:00 PM**
 Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

Battery Cables must be disconnected
 Gas Cap must either be taped shut or have a lockable gas cap.
 Must contain less than 1/4 tank of gas.
 Keys must be given to Shepard Exposition Services to be held onsite.
 Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

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

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

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

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

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

Total Bar: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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Cartload Service

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

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

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

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

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

Table with 5 columns: Code, # of Trips, Item, Rate, Total. Rows include Dock to Booth ST, Booth to Dock ST, Dock to Booth OT, Booth to Dock OT.



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

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

Total Estimate: \$
6.500% Tax*: \$
Amount Due: \$

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

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

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

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

Company Name:

BOOTH:

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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On-site Storage

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

Step One: Tell us who you are:

Exhibiting Company Name Booth #

Onsite Contact Onsite Cell Phone #

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

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

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

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

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

(35166)

Table with 3 columns: Item, Price, and ID. Rows include Pallets/Skids, 1/2 a Trailer, Full Trailer, Labor ST, OT, and DT.

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

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

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

(35068)

Table with 4 columns: Item, Price, # of Days, and Total. Rows include Per Sq Ft, Labor ST, OT, and DT.

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

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

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

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

Total Onsite Storage: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address

Please Sign





AKFCF

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Warehouse Storage

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

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

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

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

Step One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____
Onsite Contact _____ Onsite Cell Phone # _____
Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____
What are the dimensions of each piece?

Table with 6 columns: Length, Width, Height, Weight, Crate or Skid? and 6 rows: Piece 1 to Piece 6

Table with 6 columns: Length, Width, Height, Weight, Crate or Skid? and 6 rows: Piece 7 to Piece 12

Step Three: How Long Are We Storing Your Items?

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

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

Ship to another destination via Shepard Logistics*
Pick-up is arranged with another carrier:
Transport to another Shepard event*:
*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: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

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

Please Print
Please Sign
Printed Name
Card Holder Signature



Agility

Fairs & Events

The experts in International Event Logistics

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

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

Agility Fairs and Events
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Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
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expousa@agility.com

**Get a free quote for international shipping at:
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AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Economy Booth

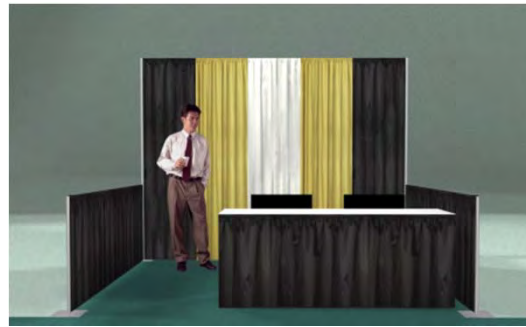
A Budget and Time Friendly Solution!

Booth Package 10' X 10' (50260)

Each Economy 10x10 booth package includes:

- 1 - 6'L x 24"W x 30"H Skirted Table - White 5004603
- 2 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091

No substitutions will be accepted.



Step 1: Tell us how many packages you want:

Qty	Discount	Regular	Amount
150.00		429.50	

Drawing shown is not indicative of the show colors, please see Show Info for your specific drape colors.

To qualify for the discounted rate listed above, order must be received with payment by **Thursday, January 17, 2019**

Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the Regular catalog rates.

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

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

Total Econo Booth Pac: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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Booth and Carpet Cleaning

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

Booth Vacuuming



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.42	\$0.55	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.35	\$0.45	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$0.84	\$1.10	
47056		400-900 sq.ft.	\$0.75	\$1.00	
47057		900+ sq. ft	\$0.70	\$0.90	

Did you know....

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.40	\$0.50	
47031		Daily Porter	\$0.80	\$1.05	

Specialty Services

Mopping and Carpet Shampooing



Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.55	\$0.70	
47022		Mop Daily	\$0.95	\$1.25	
47013		Sham/One Time	\$0.55	\$0.70	

Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$111.02	\$166.40	
47044		Daily	\$111.02	\$166.40	

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

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

No refunds once the service has been performed in your booth.

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

Total Cleaning: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Tuesday, January 08, 2019**

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

Event Code: F145750219

Connect With Us! email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Signature Flooring

Quick and Easy Luxury!

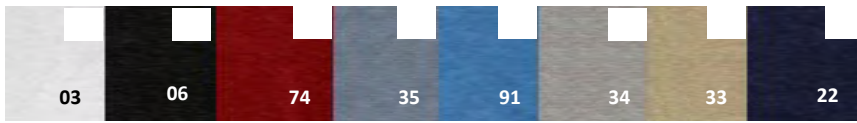
Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

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

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

Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$8.85	

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

Premium Vinyl Flooring



Light Maple (83) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) Checkerboard (82) Rosemary Stone (64)

Elevated Hardwood



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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$11.45	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.20	

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Total Signature Flooring: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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Us! phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Carpet and Padding

Order in just 3 Easy Steps!

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$6.40	\$8.30	
46003		Rental 1000+ sqft	\$7.05	\$9.15	
46002		Purchase sqft	\$15.70	\$20.40	

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.15	\$1.50	
50008		1" Padding	\$2.25	\$2.95	
50010		Visqueen	\$0.35	\$0.45	

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

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$223.95	\$291.15	
50256		10' x 20'	\$417.90	\$543.25	
50257		10' x 30'	\$623.30	\$810.30	
50258		10' x 40'	\$828.70	\$1,077.30	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$4.05	\$5.25	
50581		400 - 900 sq ft	\$3.70	\$4.80	
50582		900+ sq ft	\$3.40	\$4.40	

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

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

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

Total Carpet and Padding: \$

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

6.500% Tax*: \$

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

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline Thursday, January 17, 2019

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

Regular Skirted Tables



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

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$124.85	\$162.30	
50046			6'L X 30"H X 24"W	\$153.45	\$199.50	
50050			8'L X 30"H X 24"W	\$194.55	\$252.90	
50043			4'L X 42"H X 24"W	\$151.75	\$197.30	
50047			6'L x 42"H x 24"W	\$194.35	\$252.65	
50051			8'L x 42"H X 24" W	\$228.60	\$297.20	
50052			4th Side 30"	\$75.90	\$98.65	
50171			4th Side 42"	\$75.90	\$98.65	

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

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

Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$88.95	\$115.65	
50044		6'L X 30"H X 24"W	\$106.15	\$138.00	
50048		8'L X 30"H X 24"W	\$125.15	\$162.70	
50041		4'L X 42"H X 24"W	\$100.20	\$130.25	
50045		6'L x 42"H x 24"W	\$125.15	\$162.70	
50049		8'L x 42"H X 24" W	\$139.65	\$181.55	

Stretch Fabric Table Covers



Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$227.60	
50700		Red - Fabric Table Cover w/Table	\$227.60	
50700		Blue - Fabric Table Cover w/Table	\$227.60	
50700		Black - Fabric Table Cover w/Table	\$227.60	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ _____
6.500% Tax*: \$ _____

Amount Due: \$ _____

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Expo Tables



AKFCF

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phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Specialty Tables

Natural Feel Pedestal

Maple Top



Table with columns: Code, Qty, Item, Discount, Regular, Total. Rows: 50707 42"H X 30"R \$285.90 \$371.65; 50706 30"H X 30" R \$274.25 \$356.55

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

Regular Pedestal

Gray fleck top



Table with columns: Code, Qty, Item, Discount, Regular, Total. Rows: 51089 42"H X 36"R \$224.20 \$291.45; 50032 30"H X 36" R \$209.60 \$272.50

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

Side Tables

18" H X 24"W



Table with columns: Code, Qty, Item, Discount, Regular, Total. Rows: 50030 Rnd 18"H X 24"R \$105.50 \$137.15; 50031 Sq 18"H X 24" W \$105.50 \$137.15

Total Sp Tables: \$
6.500% Tax*: \$
Amount Due: \$

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

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

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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Chairs and Stools

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

Natural Feel



Regular Seating

Table with 6 columns: Code, Qty, Item, Discount, Regular, Total. Rows for Natural Feel Stool (50705) and Natural Feel Chair (50704).

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



Specialty Seating

Table with 6 columns: Code, Qty, Item, Discount, Regular, Total. Rows for Padded Stool (50024), Side Chair (50020), and Arm Chair (50021).



Table with 6 columns: Code, Qty, Item, Discount, Regular, Total. Rows for Director Stool (51090) and Director Chair (51086).

Total Chairs: \$
6.500% Tax*: \$
Amount Due: \$

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

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

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

Company Name: Booth#

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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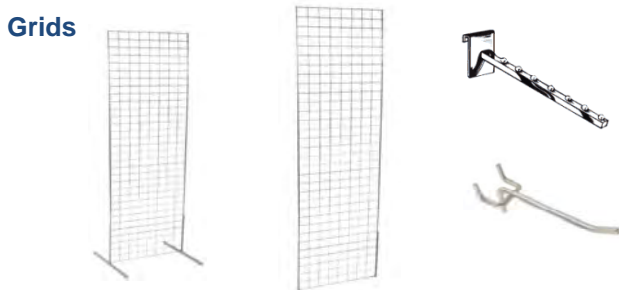
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$165.70	\$215.40	
50094		Floor Easel	\$44.90	\$58.35	
50095		22x28 Sign Holder	\$102.25	\$132.95	
50175		Bag Rack	\$219.45	\$285.30	
50092		Coat Rack	\$77.90	\$101.25	
50093		Garment Rack	\$219.45	\$285.30	

Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$197.80	\$257.15	
50237		2'x8' w/o legs, each	\$148.15	\$192.60	
50242		7-Ball Waterfall	\$13.60	\$17.70	
50104		6" Hooks (12)	\$43.55	\$56.60	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	\$267.80	\$348.15	
50061		4' x 8' Vert.	\$267.80	\$348.15	

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

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

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

Total Display Furnishings: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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Showcases & Risers

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

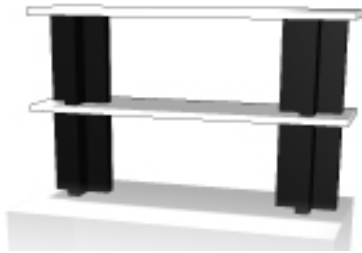
Showcases



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$827.00	\$1,075.10	
50068		6' Full View	\$912.10	\$1,185.75	
50069		4' Quarter View	\$827.00	\$1,075.10	
50070		6' Quarter View	\$912.10	\$1,185.75	

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

Stacking Shelves



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

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$92.70	\$120.50	
50297		6' x12" Display Shelf	\$115.35	\$149.95	

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

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

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	17.15	22.30	

Order per linear foot

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

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

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

Total Showcase & Risers: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Skirting of Exhibitor Equipment



Table with columns: Code, Qty, Color, Item, Discount, Regular, Total. Rows include 50073 (8' high drape), 50074 (3' high drape), 50088 (8' upright with base), 50349 (6'-10' cross bar), 50348 (7'-12' crossbar).

Color selection table with columns: Color, Item. Rows include Red 01, White 03, Blue 05, Black 06, Grey 10, Burgundy 07.

Table with columns: Code, Qty, Color, Item, Discount, Regular, Total. Row 50058 (Sateen Skirting).

Order per linear foot

Accessories



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



Table with columns: Code, Qty, Item, Discount, Regular, Total. Rows include 50709 (Natural Feel Flr Lamp), 50710 (Natural Feel Tab Lamp), 50708 (Natural Feel Recept), 50091 (Wastebasket), 50185 (Drawing Bowl), 50427 (Tensa Stanchion, each).

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

Total Drape and Accessories: \$

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.

6.500% Tax*: \$

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

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Exhibitor Kit

PSAV is the preferred provider of audiovisual exhibit services and the exclusive provider of rigging and power distribution services at Rosen Shingle Creek.

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

This packet contains the tools necessary to assist you and your exhibitors in implementing a flawless event.

Pages 2-4 Exhibitor power order form
Page 5 Exhibitor air and water order form
Page 6 Exhibitor AV order form
Pages 7 Exhibitor rigging form

In addition to the attached tools, our knowledgeable staff is available to assist you and your exhibitors. If you have additional questions, please email or call us as follows:

*AV and Utilities:
407.996.4473 / RSCExhibits@psav.com

*Rigging:
407.996.2237 / CPoker@psav.com.

Thank you and Welcome to Rosen Shingle Creek!





POWER DISTRIBUTION EXHIBITOR ORDER FORM

PSAV is proud to serve as the exclusive in-house provider for Power Distribution Services at Rosen Shingle Creek. As part of our comprehensive electrical safety program, the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed to meet all local and state codes.

Show Name:		Start Date		End Date		Booth #	
Company Name							
On-Site Contact		Telephone Number					
Company Address							
City & State						Zip Code	
Ordered by		Print Cardholders Name					
Credit Card #				Exp Date		Billing Zip Code	
Cardholder Signature				Email address			

PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW FOR ADVANCE PRICING

ELECTRICAL OUTLETS (Standard placement is the back of an inline booth)

120 VOLT	QTY	Advance Price	Standard Price	Cost
5 amp (500 watts)		\$125.00	\$170.00	
10 amp (1000 watts)		\$185.00	\$260.00	
15 amp (1500 watts)		\$215.00	\$305.00	
20 amp (2000 watts)		\$240.00	\$345.00	

EXTENSION CORD (power outlet not included)

	QTY	Price	Cost
25' Extension Cord		\$32.00	
Power Strip (6 plugs)		\$32.00	

ELECTRICAL SERVICE CONNECTIONS *REQUIRES LABOR AND DIAGRAM

208 VOLT Single Phase * Requires Labor

20 AMPS		\$400.00	\$565.00
30 AMPS		\$495.00	\$710.00
60 AMPS		\$670.00	\$950.00
100 AMPS		\$835.00	\$1,180.00

208 VOLT Three Phase * Requires Labor

20 AMPS		\$550.00	\$785.00
30 AMPS		\$720.00	\$1030.00
60 AMPS		\$985.00	\$1,400.00
100 AMPS		\$1,245.00	\$1,785.00
200 AMPS		\$1,860.00	\$2,320.00
400 AMPS		\$2,740.00	\$3,485.00

LABOR

*non-standard outlet locations, island booths and 208V

ST Mon-Fri 8:00AM-5:00PM except Holidays		\$100.00	
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There is a minimum of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

1 hr. reset fee will apply after lines have been placed. Diagram with measurements for power drop placement is required.

Final labor charge will be determined after completion.

FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

25% Service Charge applies to ALL orders	
6.5% Florida Sales Tax	
TOTAL DUE	

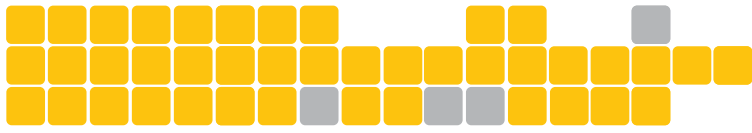
REMITTANCE:

PSAV
 9939 Universal Blvd
 Orlando, FL 32819
 Phone: 407.996.4473
 Fax orders: 855.817.4462
 Email orders: RSCExhibits@psav.com

SPECIAL INSTRUCTIONS / PLUG TYPE FOR 208V SERVICE

*Power will be on, one hour before show open and disconnected at show end.





BOOTH LAYOUT FORM

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

DATE OF SHOW: _____

BACK OF BOOTH (INDICATE ADJACENT BOOTH #:

INDICATE ADJACENT BOOTH #

INDICATE ADJACENT BOOTH #

FRONT OF BOOTH (INDICATE ADJACENT BOOTH #)

Each square is _____ feet, since my booth is _____ feet wide by _____ feet long.

Utilities under carpet? _____

There is a minimum labor charge of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is the back of the booth.

ISLAND BOOTHS
 A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.



REGULATION AND GENERAL INFORMATION

1. For all Equipment supplied, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

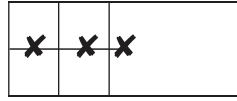
0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3 Phase

2. Separate locations require separate outlets (500 watt min.)

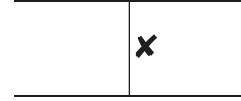
POWER LOCATIONS:) (Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

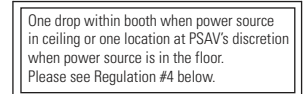
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS – PENINSULA



BACK-TO-BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at PSAV's discretion when power source is in the floor. Please see Regulation #4 below.

- Orders must be received with payment a minimum of twenty-one (21) days prior to scheduled event set up for Advance Price. Orders received less than twenty-one (21) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
- PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
- All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks and credit cards.
- Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
- PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
- Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
- Credit will not be given for service installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
- Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- As the official Electrical Contractor, PSAV will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
- In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

SIGNATURE: BY SIGNING YOU INDICATE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.





AIR & WATER EXHIBITOR ORDER FORM

PSAV is proud to serve as the exclusive in-house provider for Power Distribution Services at Rosen Shingle Creek. As part of our comprehensive electrical safety program, the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed to meet all local and state codes.

Form with fields for Show Name, Start Date, End Date, Booth #, Company Name, On-Site Contact, Telephone Number, Company Address, City & State, Zip Code, Ordered by, Print Cardholders Name, Credit Card #, Exp Date, Billing Zip Code, Cardholder Signature, Email address.

PAYMENT MUST ACCOMPANY ALL ORDERS 21 DAYS PRIOR TO SHOW FOR ADVANCE PRICING

AIR *PSI 100lbs average - Prices based on 1/4" to 1/2" line Includes 1/4" Male Connection only.

Table with columns: QTY, Advance Price, Standard Price, Cost. Rows: Master Line Drop, Add'l Connections.

LABOR *Required for all air and water connections

Table with columns: Description, Price. Row: ST Mon-Fri 8:00AM-5:00PM except Holidays \$100.00

Water *55 PSI min - 70 PSI Max - Prices based on 1/4" to 1/2" line

Table with columns: Description, Advance Price, Standard Price. Rows: Master Line Drop, Add'l Connections, Fill & Drain (0-100 Gallons, 101-500 Gallons), Each Add'l 100 GALS.

There is a minimum labor charge of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

Table with columns: Description, Price. Rows: Subtotal 0.00, 25% Service Charge applies to ALL orders \$ 0.00, 6.5% Florida Sales Tax \$ 0.00, TOTAL DUE \$

Special Instructions

Blank lines for special instructions.

REMITTANCE:

PSAV
9939 Universal Blvd
Orlando, FL 32819
Phone: 407.996.4473
Fax orders: 855.817.4462
Email orders: RSCEXhibits@psav.com





PSAV Audiovisual Exhibitor Order Form

PSAV is proud to serve as the in-house provider for Audio Visual Services at the Rosen Shingle Creek.

SHOW NAME:			START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:					EXHIBIT BOOTH #:
ON-SITE CONTACT NAME:			ON-SITE CONTACT PHONE #:		
STREET ADDRESS:			CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
AMEX	MCARD	CC #:			
VISA	CHECK				
CARDHOLDER'S SIGNATURE:*			EMAIL ADDRESS		
			EXP DATE:		



	Day Rate	Show Rate	Qty	#Days	Total		Day Rate	Show Rate	Qty	#Days	Total
Video Equipment						Adapters and Misc.					
Unit includes a 6' VGA or HDMI cable <i>Specialty Cables upon request</i>											
24" LCD Flat Screen Monitor <i>Table stand only.</i>	\$145.00	\$290.00				Mini Display Port	\$30.00	\$30.00			
32" Flat Monitor/Video/PC capable <i>Table stand or wall mount only.</i>	\$275.00	\$550.00				USB-C	\$30.00	\$30.00			
46" LCD Screen and Cables	\$525.00	\$1,050.00									
55" LCD Screen and Cables	\$710.00	\$1,420.00									
65" LCD Screen and Cables	\$975.00	\$1,950.00				Audio Equipment					
70" LCD Monitor	\$1195.00	\$2,390.00				Powered Speaker	\$145.00	\$290.00			
Larger Monitors Upon Request.						DI Box	\$70.00	\$70.00			
32" – 70" Touchscreen ** Priced upon request. Will require labor charge.						Lighting					
*We can only mount our monitors on our stands						Atmospheric LED 5 light pkg.	\$250.00	\$500.00			
Monitor Floor Stands 72"H	\$125.00	\$125.00				Additional Lighting options available.					
Monitor Wall Brackets	\$100.00	\$100.00				Laptops					
25' VGA Cable	\$50.00	\$75.00				Laptops: all laptops Windows XP Office 2010 RW/DVD		\$250.00			
VGA DA or HDMI DA	\$115.00	\$230.00				Intel ComputeStick	\$75.00	\$150.00			
Wireless Keyboard and Mouse	\$50.00	\$50.00				Orders less than 10 days prior to show start date	\$100.00	\$100.00			
						Orders requested Onsite	\$150.00	\$150.00			
						Total Equipment Rental					
						25% Service Charge <i>Includes basic set up and removal of equipment</i>					
						4% Loss Damage Waiver <i>*Optional insurance for loss or damaged equipment</i>					
						6.5% Sales Tax <i>On Equipment and Service Charge</i>					
						GRAND TOTAL					

Please Fax your orders to 866-225-1303
For custom meeting specifications and pricing,
Contact our Sales Dept.
RSCExhibits@psav.com
Day of Show Onsite Contact: 407-996-4473 / 407-616-4556
**All unreturned equipment will be subject to a replacement fee*

[Learn More About Exhibitor Services](#)



Rigging Order Form

Rosen Shingle Creek, Orlando Florida



Show Name:

Area or Booth #:

Ordering Instructions and Guidelines

Please complete both pages of this form and return it via E-mail or fax.
Once this form has been received you will be sent a formal Rigging Estimate.

PSAV is required to make all attachments to the Hotel structure. This includes but is not limited to: ceiling, airwalls, existing signage, columns, and railings.

Signs and Banners

- All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code. Electricity must be ordered in advance.
- Electrical Service is provided by PSAV Power distribution services
- All signs and banners in public areas must be approved by Hotel Management.
- PSAV will not "Dead Hang" items over 100 lbs or 10' in length, chain motors will be used in these instances.
- All exhibitor rigging must conform to Show Management regulations.

Labor and Pricing

- Orders must be received 30 days prior to Load-In to receive advance rates and guarantee equipment and crew availability.
- Rigging Crews consist of a minimum of 3 riggers.
- Rigging Crews are subject to a 4 hour minimum at the prevailing hourly rate.
- A Service Charge of 25% will be added to the subtotal before tax.
- Tax Exempt Status- If you are exempt from sales tax you are required to submit a State of Florida Exemption Certificate prior to services being rendered.

Cancellation

- Orders must be cancelled 48 hours prior in order to avoid a minimum charge.
- Orders cancelled during or after services have been rendered will be subject to 100% of the original charges.

Pricing Information

Rigging Labor Hourly Rates	Advance Rate (21 days in advance)	Regular Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 95.00	\$ 105.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 142.50	\$ 155.00
Double Time -12:00am - 8:00am (m-s)	\$ 190.00	\$ 220.00
Saturday - 8:00am - 12:00am (sat only)	\$ 142.50	\$ 155.00
Sunday - All Day (sun only)	\$ 190.00	\$ 220.00
Holidays - All Day	\$ 190.00	\$ 220.00
Dead Hang Point	\$ 55.00	\$ 65.00
Motor/Point	\$ 225.00	\$ 235.00
Scissor Lift Daily	\$ 355.00	\$ 455.00

*** Rates are per rigger / per hour (4hr. Min)***

Rigging Quote Requests:

To Request a Rigging Quote for Your Event Please Visit The Rigging Advance Website at:

<https://www.psav.com/RiggingForm/>

For Information on Rigging , Please visit:

<http://venuepartners.psav.com/rosenrigging/>

[Exhibitor Services - Learn More](#)

For Questions Regarding Your Quote:

Chris Poker
Rigging Coordinator - PSAV®
PH: (407) 996-2237 FAX: (866) 225-1303
Email to: CPoker@psav.com

PSAV
*is proud to be Rosen Properties'
Exclusive Rigging Provider.*

Method of Payment

Credit Card:

Exp Date ____ / ____

Card Billing Zip Code/required

Cardholder's Name (as appears on card):

Cardholders Signature:

Cardholder's Billing Address, if different from company address:

AKFCF

EXHIBITOR PRE-ORDER TECHNOLOGY FORM

ALL ORDERS MUST BE RECEIVED BY JANUARY 22ND IN ORDER TO RECEIVE PRE-ORDER PRICING.
RENTAL EQUIPMENT AND INTERNET PRICING ARE LENGTH OF SHOW. (Up to 5 Days)

Event Name: Annual AKFCF Convention _____ Install Date and Time: _____ On-site Contact: _____

Booth Name & #: _____ Removal Date and Time: _____ On-Site Contact Cell #: _____

On-Site Test and Time: _____

Wireless Internet	Pre -Order Rate	Rack Rate	Total
Prices are per booth, length of event. Connections capped at a maximum speed of 3 Mbps.			
1-5 Wireless Connections	\$ 600	\$ 720	
6-10 Wireless Connections	\$ 900	\$ 1,080	
11-15 Wireless Connections	\$1,200	\$ 1,440	
16-20 Wireless Connections	\$1,500	\$ 1,890	
21-25 Wireless Connections	\$1,650	\$1,980	
26-30 Wireless Connections	\$1,800	\$2,160	
31-40 Wireless Connections	\$2,280	\$2,736	
41-50 Wireless Connections	\$2,700	\$3,240	

For more than 50 wireless users in a booth, please call for pricing.

Wired Internet/ Dedicated Bandwidth	Pre -Order Rate	Rack Rate	Total
Prices are per location, length of event, with private IP addresses. If cabling under carpet, please call to schedule location and provide diagram.			
1.54Mbps Dedicated Connection	\$1,800	\$2,160	
3Mbps Dedicated Connection	\$3,000	\$3,600	
5Mbps Dedicated Connection	\$4,500	\$5,400	
10Mbps Dedicated Connection	\$7,500	\$9,000	
Additional connections within the same location (One Time Fee)	\$100	\$150	

Laptops/Tablets	Price	Qty.	Total
Laptop	\$225		
Apple Mac Book Pro	\$315		
Tablet	\$185		

Telecommunication Services				
Additional Phone options and international calling available. Please call for assistance.				
Cisco Digital Phones	Qty.	Single Day Rate	Add'l Days	Total
Installation fee of \$150 included in first day pricing.				
House Phone		\$180	\$30	
DID or Polycom Local/800		\$250	\$100	
DID or Polycom Local/800/ Long Distance		\$325	\$150	
ATA (Analog Phone Adapter)		\$250	\$100	

HD Monitors	Price	Qty.	Total
Includes a table stand and 5ft cable.			
24" Monitor	\$245		
32" Monitor	\$350		
40" Monitor	\$550		
46" Monitor	\$650		
55" Monitor	\$795		
65" Monitor	\$995		

Please Note the Following:

- ❖ Internet and Rental Equipment prices are for the length of the show (Up to five days).
- ❖ Additional \$150 fee for all orders placed on site, service charge and applicable taxes will be applied.
- ❖ Millennium does not supply power. For power needs, please contact the exhibition company.
- ❖ Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.
- ❖ Dedicated bandwidth recommended for VOIP, video streaming, or video conferencing.
- ❖ Any unauthorized equipment will be disconnected.
- ❖ Support will only be provided to MTG equipment.

Monitor Accessories	Price	Qty.	Total
Monitors do not include dual pole stands.			
HDMI or VGA Cable (Circle One)- 25ft	\$25		
Dual Pole Stand with Laptop Tray (Only available with rented monitors)	\$95		

Booth Diagram

Mark "X" where connections should be located
Front



Network Configuration	Pre- Order Rate	Rack Rate	Qty.	Total
Static IP (One Time Fee)	\$150/each			
Network Extension/ Drop	\$250	\$300		
Private VLAN	\$1,200	\$1,450		
Public VLAN	\$1,800	\$2,160		
Custom SSID	\$1,200	\$1,500		

Ask us about our sponsorship opportunities!

Internet SUBTOTAL	\$	Rental Equipment SUBTOTAL	\$	Telecommunication SUBTOTAL	\$
25% Service Fee	\$	25% Service Fee	\$	25% Service Fee	\$
6.5% Tax on Service Fee Only	\$	SUBTOTAL	\$	12.72% Communication Tax	\$
INTERNET GRAND TOTAL	\$	6.5 Sales Tax (On Rental Equipment & Service Fee)	\$	TELECOMMUNICATION SUBTOTAL ONLY	\$
		RENTAL EQUIPMENT GRAND TOTAL	\$	6.5% Sales Tax SERVICE FEE ONLY	\$
				TELECOMMUNICATION GRAND TOTAL	\$

Please Note that your order is not complete until payment has been received.

Billing Information

Please Type or Print Clearly and Provide Business Card

Name of Event

Booth #

Cardholder's Name

Phone #

Company Name

Billing Address of Credit Card

City

State

Zip Code

Email Address

Once the form is completed and submitted, a Millennium Technology Sales Managers will input your information. Invoice(s) will be sent to the email address listed above for your credit card payment to be submitted.

- Due to PCI compliance, we can no longer accept any CC authorization forms. **Please do not include your CC numbers on this form.**
- Please provide all information requested. Incomplete forms will delay processing.
- Make sure to write the billing address of the credit card that will be used for payment.
- Full payment is required prior to services being rendered.
- Millennium Technology Group (MTG) accepts Visa, MasterCard, American Express, and Discover.

I agree in placing this order and I have accepted Millennium Technology Group's Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.

X _____

Cardholder's Signature

Date

TECHNOLOGY
TERMS AND CONDITIONS
LIMITATION OF LIABILITY

EXCEPT FOR CLAIMS FOR PHYSICAL INJURY TO PERSONS, MILLENNIUM TECHNOLOGY GROUP (MTG) AND ITS SUPPLIERS OR SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY SPECIAL, OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S USE OR INABILITY TO USE THE SYSTEM EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT OR SOFTWARE OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS PROFITS) BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY WHETHER OR NOT MTG OR ITS SUPPLIERS OR ITS SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL LIABILITY EXCEED A REFUND OF AMOUNTS ACTUALLY PAID TO MTG BY COMPANY FOR THEIR NETWORK ATTACHMENT.

SERVICES ARE PROVIDED BY MTG ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. MTG MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE OPERATION OF MTG SERVICE OR THE INFORMATION, CONTENT, MATERIALS, OR PRODUCTS INCLUDED IN MTG SERVICE.

NO WARRANTIES ARE MADE OTHER THAN PROVIDING YOU WITH OUR EQUIPMENT IN GOOD WORKING ORDER. YOU ACKNOWLEDGE THAT BOTH THE EQUIPMENT AND THE MANUFACTURERS OF SAID EQUIPMENT ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY EITHER EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO: A) THE FITNESS OR DESIGN OF THE EQUIPMENT; B) THE MERCHANTABILITY OF THE EQUIPMENT OR IT'S FITNESS FOR ANY PARTICULAR PURPOSE; C) ANY PATENT, COPYRIGHTS OR TRADE SECRET INFRINGEMENTS AND D) THE COMPLIANCE OF THE EQUIPMENT WITH ANY REQUIREMENTS OF LAW, RULES, SPECIFICATIONS OR CONTRACT.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE: Only MTG personnel are authorized to modify system wiring or cabling. Material and equipment furnished by MTG for this service order shall remain the property of MTG.** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment.
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 14 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service. **The Customer shall pay invoices in accordance with the payment conditions stated on the invoice. The Customer shall not be entitled to set off or to suspend a payment.**
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **SHARED INTERNET SERVICES SPECIFIC: Proxy Servers are not allowed with any of MTG's shared Internet/Network Services. This includes, but is not limited to, Premium Internet & Basic Internet. MTG can engineer a custom dedicated network(s) to accommodate such special requests.**
13. **ORDER FORM:** Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a MTG assigned IP address or additional device charge must be purchased.
14. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
15. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. **VIRUS PROTECTION REQUIREMENT – WARNING –** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution
17. **PERFORMANCE:** MTG shall, to the best of its ability, do its utmost to perform the services with due care and, where appropriate, in accordance with the agreements and procedures recorded in writing with the customer. All of MTG's services shall be performed on the basis of a best efforts obligation, unless and insofar as the MTG has expressly promised a result in the written Agreement and the result

concerned has also been described with sufficient definiteness. Any agreements concerning a service level must always be expressly agreed in writing.

18. **MODIFICATION AND ADDITIONAL WORK:** If, at the request of or with prior consent from the Customer, MTG has performed work or rendered other performances which goes beyond the substance or scope of the agreed services, the Customer shall pay for that work or performance according to our usual rates. Expanding or modifying a system analysis, a design or specifications shall also constitute additional work.
19. **PUBLICITY:** Notwithstanding anything to the contrary in the Agreement or applicable Statements of Work, MTG shall be permitted to disclose in summary form the nature of work performed for clients under the applicable Statement of Work; however, MTG shall not disclose the proprietary business processes of Client or otherwise result in any breach of any other term of this Agreement.
20. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term.
21. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
22. **INDEMNIFICATION:**
 - a. You shall defend, indemnify and hold MTG harmless against all costs and expenses, including reasonable attorney's fees, associated with the defense or settlement of any claim that:
 - i. MTG's use, access or modifications of any software that you have requested that we use, access or modify as part of the Services infringes any patent, copyright, trademark, trade secret or other intellectual property right, or
 - ii. Your use of any Services in violation of any requirements or representations in this agreement violates any law or infringes any patent, copyright, trademark, trade secret or other intellectual property right.
 - b. You further shall pay any judgments or settlements based on any such claims.
23. **GENERAL PROVISIONS:** a) The laws of the State of Florida shall govern this Agreement between you and MTG. b) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. c) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. d) Paragraph headings are for convenience only.
24. **PERSONAL DATA PROTECTION**
 - a. "Personal Data" means any information regarding any identified or identifiable person associated with the meeting, that may be provided or discovered during the course of performing under the meeting Agreement. Hotel may process and use the Personal Data only to the extent necessary to perform its obligations under the meeting Agreement. Hotel may disclose the Personal Data only to Hotel's agents, employees and subcontractors as necessary to perform the Hotel's obligations under the meeting Agreement, who have received training on the handling of Personal Data from Hotel, and who are bound by confidentiality obligations. Hotel may disclose Personal Data as required to fulfill regulatory or legal requirements within the travel industry. Hotel may not sell, rent or lease Personal Data to any other party. Hotel may not use any Personal Data to send direct marketing materials to Client, its members or employees, unless they have provided their explicit written consent or have otherwise provided personal data for such purpose, i.e. have opted in to receive such materials from Hotel.
 - b. Hotel will use the same reasonable degree of care to prevent the unauthorized use, dissemination or publication of the Personal Data, as it uses to protect its own information of similar nature, and will implement any technical and organizational measures to protect personal data which are required by the applicable law. Hotel will adhere to all applicable export, personal data protection and security laws, regulations and rules when collecting, using, storing, transferring and otherwise processing Personal Data. Hotel agrees to notify Client if it becomes aware of any actual, suspected or alleged unauthorized use of, disclosure of, or access to Personal Data by itself or others that also creates a notification obligation to affected individuals under state or federal law. In the event of such a security incident, Hotel will cooperate with Client in accordance with the applicable laws, including: conducting the investigation; cooperating with authorities; and notifying affected persons, credit bureaus, other persons or entities deemed appropriate by the Client.
25. **CUSTOMER EQUIPMENT:** Customers wishing to place their equipment within the IDFs must obtain authorization to do so through MTG. MTG nor Rosen Hotel & Resorts will be held responsible for the loss or damage of customer provided equipment. This includes but not limited to damage due to power, liquids, leaks, or other naturally occurring events. Plugging in to any outlet or circuit currently utilized by MTG equipment or Rackspace is strictly prohibited. Power must be ordered from the hotel's convention power provider. All access to IDF's require a representative from MTG to be present at all times. No keys will be issued to a customer or group and the door must remain securely locked at all times. All patching and un-patching of ports and or fiber can only be performed by a MTG representative.
26. **ENTIRE AGREEMENT:** These terms and conditions together with any documents expressly referred to in them, contain the entire agreement between us relating to the subject matter covered and supersede any previous agreements, arrangements, undertakings or proposals, written or verbal: between us in relation to such matters. No verbal explanation or verbal information given by any party shall alter the interpretation of these terms and conditions. In agreeing to these terms and conditions, you have not relied on any representation other than those expressly stated in these Terms and Conditions and you agree that you shall have no remedy in respect of any misrepresentation, which has not been made expressly in these Terms and Conditions.

KITCHEN/PRODUCT PREPARATION REQUEST FORM
Rosen Shingle Creek
Annual AKFCF Convention
Thursday, February 7, 2019-Monday, February 11, 2019

Please be advised that onsite orders will be assessed a \$100.00 pop-up fee, per delivery.

BOOTH DELIVERY INFORMATION FOR HOTEL CULINARY PREP ITEMS

In order for the hotel to control inventory, please complete this form and return it no later than Friday, January 25, 2019 or services cannot be guaranteed. Please send the completed form to James Cintorino; JCintorino@RosenShingleCreek.com

Ordering Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

On-site Contact and Cell Phone: _____

Booth Number: _____

Delivery Dates/Times to Booth: _____

CHEF/BANQUET LABOR

* Hotel Service Charge is currently 25% and Florida State Sales Tax is currently 6.5%

DEDICATED LABOR (IN BOOTH) AVAILABLE FOR PURCHASE				
Item	Quantity	Price	Date/Time Period	Comments/Notes
Chef Labor		\$300 + tax for 3 hours \$100 + tax each additional hour		
Banquet Labor		\$225 + tax for 3 hours \$75 + tax each additional hour		

Very Important: The Rosen Shingle Creek liquor license requires that all alcoholic beverages be dispensed by Rosen Hotel's and Resort's associates. If you will be serving alcoholic beverages in your exhibit booth, you are required by the Hotel to hire a Banquet bartender at \$175.00, plus tax (for 3 hours – each additional hour is \$35 per bartender).



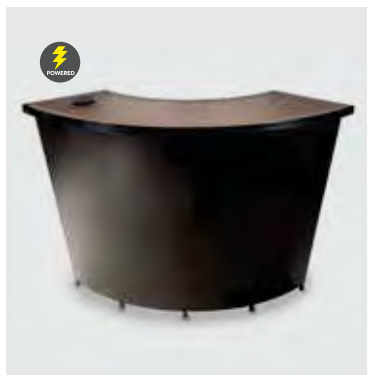
TRADE SHOW FURNISHINGS 2019

Product Guide



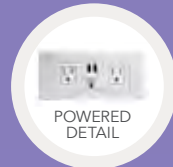
FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



POWERED
DETAIL

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

ROMA

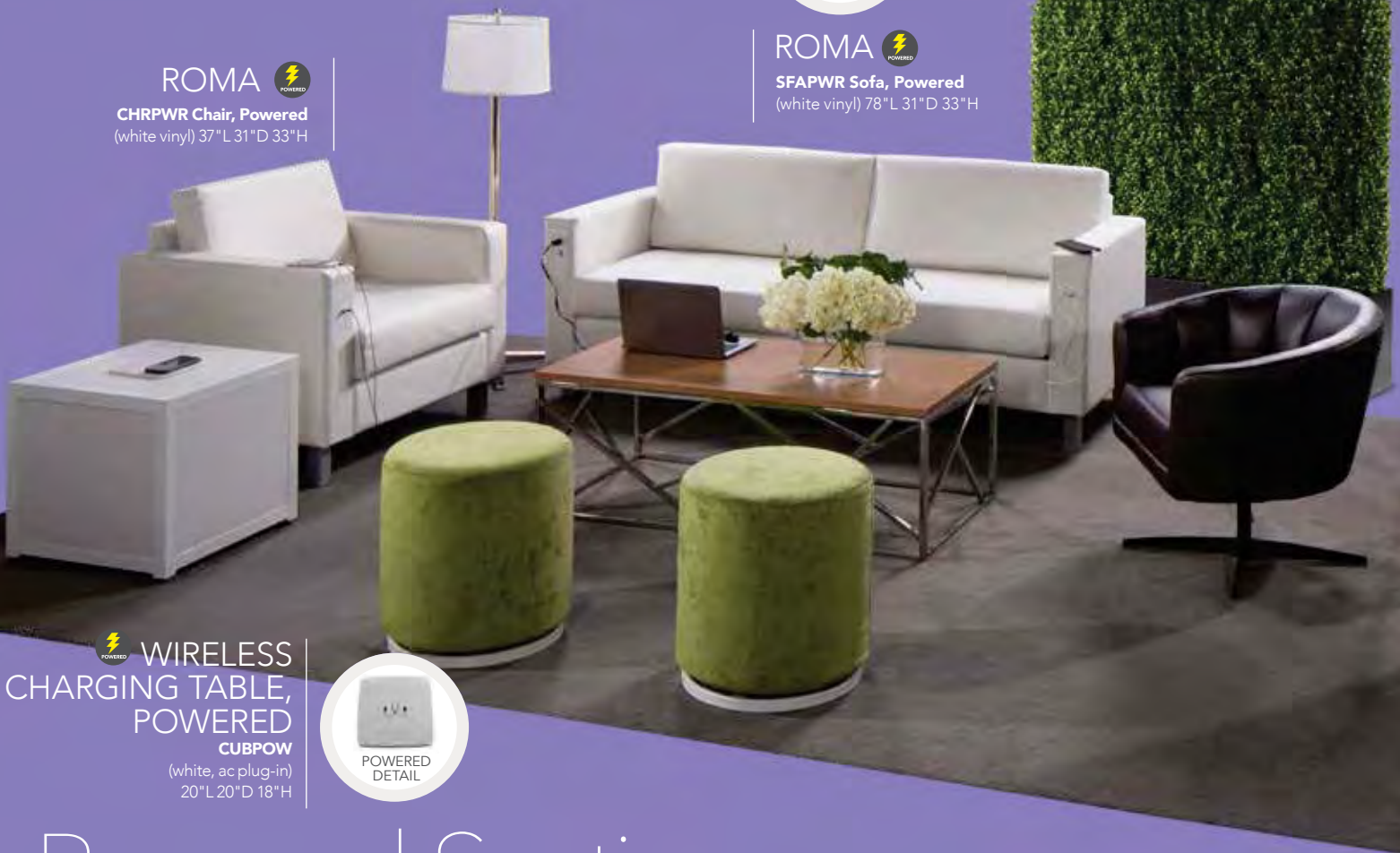


CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

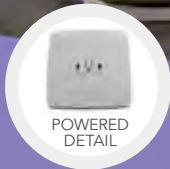
ROMA



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



**WIRELESS
CHARGING TABLE,
POWERED**
CUBPOW
(white, ac plug-in)
20"L 20"D 18"H



POWERED
DETAIL

Powered Seating

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

Powered Seating

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

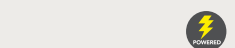


A) NPLCHP
Naples Chair, Powered
 (black vinyl)
 36"L 30"D 33.25"H

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

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

Powered Tables



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

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

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

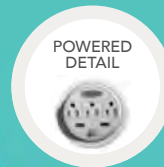
Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

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



POWERED
DETAIL
Detail of Electrical
Charging Outlet



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



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



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




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



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

Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

Powered Locking Pedestal


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

Wireless Charging Table, Powered

- E) CUBPOW**
(white, AC plug-in)
20"L 20"D 18"H

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

Powered Tech Desk

 Denotes AC and USB charging outlets



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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

Soft Seating

Create Engaging Booth Environments

HOPI

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



HEDGE

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

PEDESTAL

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

CAFÉ TABLE

30WHHC
Hydraulic Chrome Base
(laminated white top)
30"Round 29"H

REGIS

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

MARCHE

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



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Denotes Powered Products



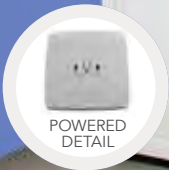
Munich Collection

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

Modular Seating to Design
Custom Exhibits

MUNICH

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



POWERED
DETAIL



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



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



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

Soft Seating Collections



A.



B.

ALLEGRO

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



A.



B.



C.

TANGIERS

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



A.



B.



C.

KEY LARGO

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



A.

B.

C.

SOUTH BEACH

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

Accent Chairs



SWANSON

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

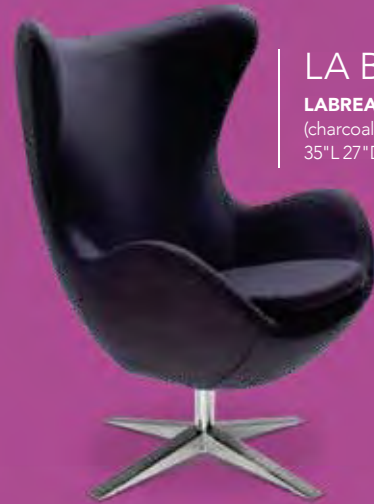
KEY WEST

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



LA BREA

LABREA Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH

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



AURA

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



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

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

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

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

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

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

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) OCMWHT (white vinyl)

Group Seating

ZENITH

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

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



LAGUNA

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

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



A.



B.

MALBA

20"L 20"D 32"H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

A.



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

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

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

**C) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

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

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

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

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

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

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

Mix & Match

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

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





Ottomans

VIBE CUBE

18" L 18" D 18" H

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

Styles & Shapes



- Beverly Bench**
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
- H) WHT12 Half Bench**
(white vinyl)
39"L 22"D 18"H
- ENDLESS Square**
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)
- M) BNQ7 Quarter Curve**
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only
- Q) REGBEN Regis Bench**
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



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

Accent Tables

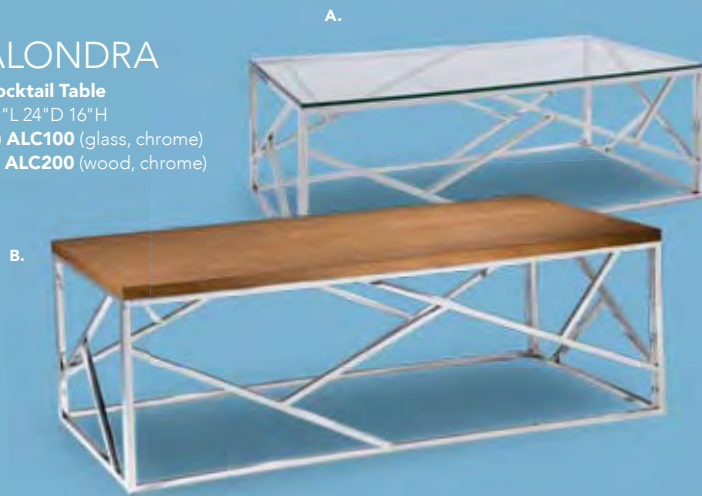
ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



C.

D.



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



C.

D.



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



Sydney Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) C1W (white)
C1WP (Powered)
- B) C1Y (black)
C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

Regis Tables

(brushed metal)

- I) REGBEN Bench Table
47"L 15.5"D 16"H
- J) REGOTT End Table
16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

- K) E1E End Table
24" Round 22"H
- L) C1E Cocktail Table
36" Round 17"H

Oliver Tables

(walnut finish)

- M) EOLI End Table
22" Round 22"H
- N) COLI Cocktail Table
47"L 27"D 19"H

Rustic Tables

(wood)

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

Aura Round Table

Q) AURA

(white metal)
15" Round 22"H

Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

Wireless Charging Table, Powered

S) CUBPOW

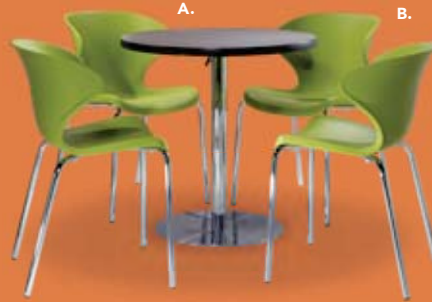
(white, AC plug-In)
20"L 20"D 18"H

Café Tables



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

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



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

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

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

30" Round Café Tables Standard Black Base

30" RND 29"H

A) 30WDBC (wood top)

B) ZTB (red top)

Hydraulic Chrome Base

30" RND 29"H

C) 30WHHC (white top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H



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

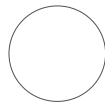


Customize and Create

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



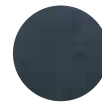
MAPLE



WHITE LAMINATE



SILVER TEXTURED



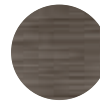
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



Mix & Match

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

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

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



Bar Tables



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

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

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

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



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



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

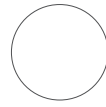
F) LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Customize and Create

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



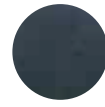
MAPLE



WHITE LAMINATE



SILVER TEXTURED



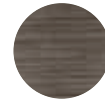
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

Bar Tables

Standard Black Base
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)



Style & Design

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

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



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

- 15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

P.



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

Q.



Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R.

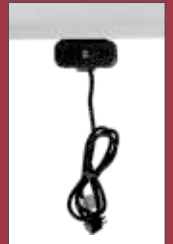


R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

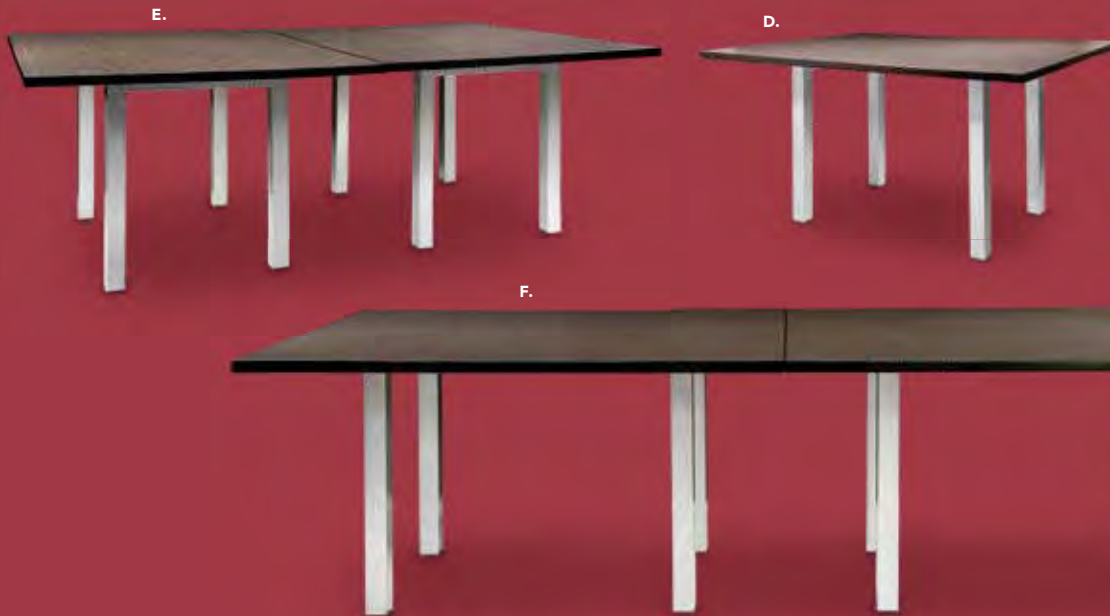
Conference Tables



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



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



MADISON
 (Madison/gray acajou)
D) MADC05 5' Table
 60"L 48"D 29"H
E) MADC08 8' Table
 96"L 60"D 29"H
F) MADC10 10' Table
 120"L 48"D 29"H

Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

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

Geo Rounded Square Tables

42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables

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

G) MERLIN Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

H) WD3 Work Table

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

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

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



Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



A.

B.



Task Stool

TASKST

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)


Adjustable height



A.

B.

Communal and Powered Tables

Denotes AC and USB charging outlets 

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED
DETAIL



Table Top Options **BLACK** **WHITE** **MAPLE**

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

Ventura CAFÉ TABLES



B.



POWERED
DETAIL



Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

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

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

- Maple Top
- B) VNTMNP (solid)
- VNTBMW (grommets)

- White Top
- C) VNTBWW (grommets)
- VNTWNP (solid)

- Black Top
- VNTBNP (solid)

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H

- A) VNTCBK (black top)
- B) VNTCWH (white top)

Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

- Maple Top
- C) VNTCMN (solid)
- VNTCMW (grommets)

- White Top
- D) VNTCWW (grommets)
- VNTCWN (solid)

- Black Top
- E) VNTCBN (solid)

Office Essentials



MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool

(black fabric)

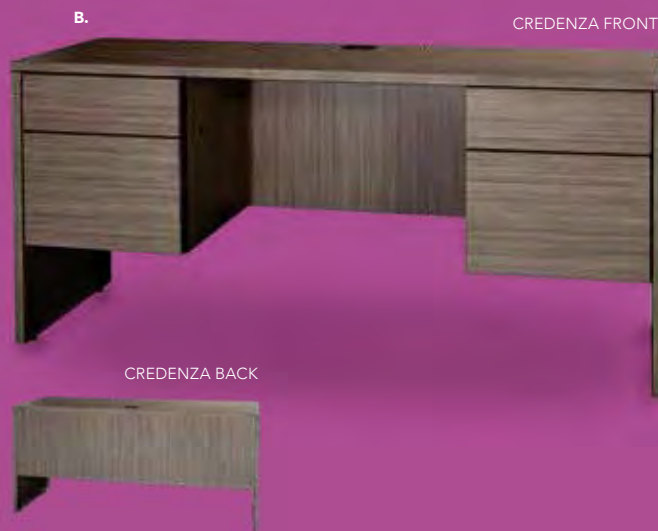
27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) PROEXE Pro Executive


High Back Chair

(white classic vinyl)

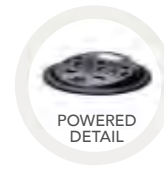
25"L 24"D 48"H Adjustable



TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



C.



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

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

B) TECH Tech Desk, Powered

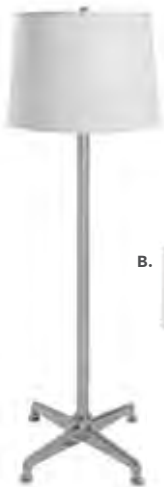
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

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

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp
18" RND 55"H

B) LA14 Table Lamp
16" RND 26"H

SHELVING

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

D) BC8
Madison Bookcase
(gray acajou)
36" L 12" D 72" H

Show Essentials

 Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



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



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



(back)

Midtown Bar

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



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

A) MTBUUL

(unlighted)

B) MTBLPI

(lighted with plug-in)

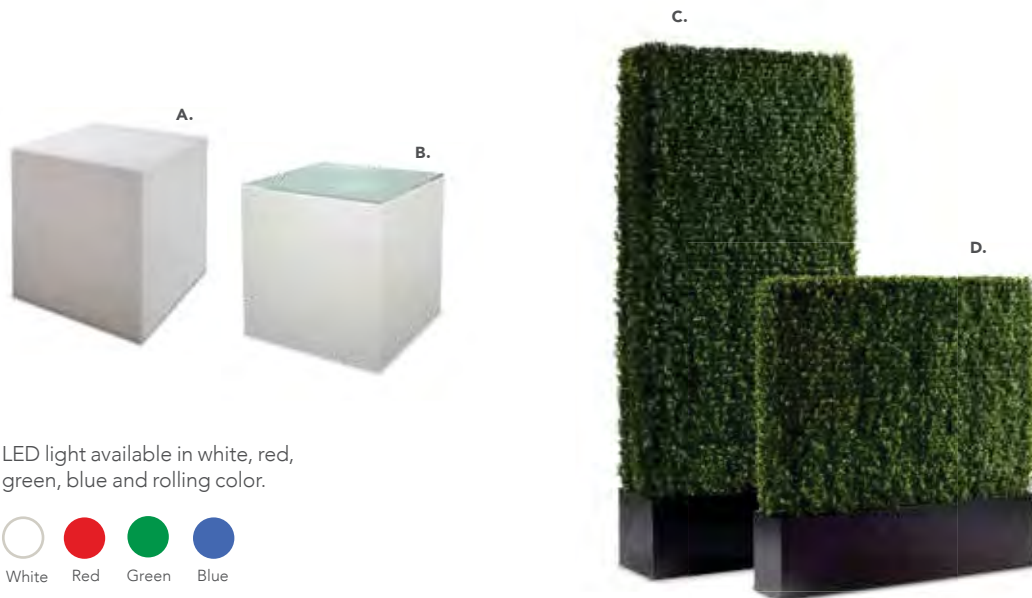
Apex Barstool

C) APS12

(blue ultra suede)

21"L 21"D 33"H

LIGHTED & GREENERY PRODUCTS



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



A) CUBL20 Edge

LED Cube Ottoman

(white plastic)

19"L 19"D 19"H

A/C power only

B) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

C) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

D) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

PURCHASE / RENTAL EQUIPMENT

List below the items you will need to display your food. Labor Fee of \$50.00 + tax per delivery of non-food items.

ITEMS AVAILABLE FOR PURCHASE					
Item	Quantity	Price	Total Cost	Delivery Time	Comments
4 oz. Plastic Soufflé Cups		\$35 per 100			
Frill Picks		\$20 per 100			
Cocktail Napkins		\$25 per 100			
Small Plastic Plates		\$80 per 80			
12 oz. Plastic Tumblers		\$25 per 50			
Jumbo Straws, Unwrapped		\$10 per 250			
7 ¾" Plastic Stir Sticks		\$20 per 1,000			
Plastic Spoons		\$100 per 1,000			
Plastic Forks		\$100 per 1,000			
Plastic Knives		\$100 per 1,000			
Vinyl Gloves		\$15 per 100			
Paper Hand Towels		\$50 per 40			
7 oz. Sterno		\$7.50 each			
20 lbs. of ice		\$50 each			
LABOR CHARGES		\$50/Delivery			

ITEMS AVAILABLE FOR LEASE (During Show Hours Only)					
Item	Quantity	Price	Total Cost	Delivery Time	Comments
Spatula		\$25 each			
Serving Spoon		\$25 each			
Tongs		\$25 each			
Serving Tray		\$55 each			
Large Serving Bowl		\$55 each			
Chafing Dish w/2 sterno		\$150 each			
Coffee Urn		\$80 each			
Hot Box		\$325 each			
Refrigerated Storage (Pallet)		\$250 each			
Ice Scoop		\$25 each			
Ice Cream Scoop		\$25 each			
Heat Lamp		\$125 each			
Cutting Board		\$30 each			
Small Bread Basket		\$15 each			
Large Punch Bowl		\$55 each			
Small Basic Garnish (Parsley, Lemon Slices)		\$45 each			
Large Basic Garnish (Parsley, Lemon Slices)		\$85 each			
LABOR CHARGES		\$50/Delivery			

* Lease items not returned will be charged to your account at replacement cost

* A \$50 delivery fee will be added to each delivery

PAYMENT METHOD & SPECIAL REQUESTS

Method of Payment:	Payment to Rosen Shingle Creek can be made via Credit Card on our payment link sent by your Catering Manager. Your order will <u>not</u> be placed until your master account has received a deposit of 100% of the estimated charges.
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Special Requests:

FOOD PREPARATION SERVICE RULES & REGULATIONS

Exhibitors are permitted to use the following appliances at their exhibit booth for food preparation:

- Microwave Oven
- Crock Pots

Exhibitors may use the following equipment to hold food:

- Heat Lamps
- Chaffing Dishes

NO FOOD PREPARATION OR ANY KIND IS ALLOWED WITH THE FOLLOWING EQUIPMENT:

- Gas or Propane
- Deep Fryers
- Roasting
- Pressure Cookers
- Open Flame
- Electric Ovens

**Exhibitor is responsible for obtaining electrical needs in their booth to operate any approved equipment.
See Exhibitor Packet for Electrical Order Form.**



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Cocktail & Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$321.20	\$417.55	
	ALC100-Alondra, Glass/Chrome	\$387.20	\$503.35	
	ALC200-Alondra, Wood/Chrome	\$387.20	\$503.35	
	C1FWB-Geo, Wood/Black	\$338.80	\$440.45	
	C1C-Geo Rect., Glass/Chrome	\$290.40	\$377.50	
	COLI - Oliver Cocktail Table	\$277.20	\$360.35	
	C1W-Sydney, White	\$325.60	\$423.30	
	C1WP-Sydney White, Powered!	\$413.60	\$537.70	
	C1Y-Sydney, Black	\$325.60	\$423.30	
	C1YP-Sydney Black, Powered!	\$413.60	\$537.70	
	REGBEN-Regis Bench Table	\$332.20	\$431.85	
	SYDBEC-Sydney Cocktail Table	\$330.00	\$429.00	
	SYDWDC-Sydney Cocktail Table	\$300.00	\$390.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$305.80	\$397.55	
	ALE100-Alondra, Glass/Chrome	\$279.40	\$363.20	
	ALE200-Alondra, Wood/Chrome	\$279.40	\$363.20	
	E1FWB-Geo, Wood/Black	\$294.80	\$383.25	
	E1C-Geo, Glass/Chrome	\$286.00	\$371.80	
	EOLI-Oliver End Table	\$246.40	\$320.30	
	E1W-Sydney, White	\$294.80	\$383.25	
	E1Y-Sydney, Black	\$294.80	\$383.25	
	CUBTBL-Edge LED Cube	\$228.80	\$297.45	
	AURA End Table	\$167.20	\$217.35	
	ETBL-E Table, Wood	\$206.80	\$268.85	
	TMBTBL Timber Table, Wood	\$198.00	\$257.40	
	REGOTT-Regis End Table	\$244.20	\$317.45	
	CUBPOW-Wireless Chrg Tbl, Powered!	\$498.00	\$647.40	
	SYDBEE - Sydney End Table	\$290.00	\$377.00	
	SYDWDE-Sydney End Table	\$290.00	\$377.00	

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

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

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

Total Exec Tables Furnishings: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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Event Code: F145750219

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fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$303.60	\$394.70	
	END02W-Square, White Leather	\$303.60	\$394.70	
	END01B-Curved, Black Leather	\$484.00	\$629.20	
	END01W-Curved, White Leather	\$484.00	\$629.20	
	SAL Sally Stool	\$105.60	\$137.30	
	CUBL20-Edge Lighted Cube	\$228.80	\$297.45	
	WHT12-Half Bench, White Vinyl	\$435.60	\$566.30	
	BNQ7-Quarter Curve, White Vinyl	\$569.80	\$740.75	
	BNQR17-Ottoman Ring, White Vinyl	\$2,041.60	\$2,654.10	
	REGBEN Regis Bench, Brushed Metal	\$332.20	\$431.85	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$466.40	\$606.30	
	BVLYBN Bev Bench Brown Fabric	\$466.40	\$606.30	
	BVLYGR Bev Bench Grey Fabric	\$466.40	\$606.30	
	BVLYLN Bev Bench Linen Fabric	\$466.40	\$606.30	
	BVLYOB Bev Bench Ocean Fabric	\$466.40	\$606.30	
	BVLYRD Bev Bench Red Fabric	\$466.40	\$606.30	
	BVLYWH Bev Bench White Vinyl	\$466.40	\$606.30	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$215.60	\$280.30	
	MAR002-Marche Swivel, Grey	\$215.60	\$280.30	
	MAR003-Marche Swivel, Linen	\$215.60	\$280.30	
	MAR008-Marche Swivel, Mdw Grn	\$215.60	\$280.30	
	MAR009, Marche Swivel, Pear	\$215.60	\$280.30	
	MAR007-Marche Swivel, Plum	\$215.60	\$280.30	
	MAR004-Marche Swivel, Raspberry	\$215.60	\$280.30	
	MAR005-Marche Swivel, Red	\$215.60	\$280.30	
	MAR006-Marche Swivel, Rose Qtz	\$215.60	\$280.30	
	MAR001-Marche Swivel, White	\$215.60	\$280.30	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$162.80	\$211.65	
	VIB02-Vibe Cube, Blue	\$162.80	\$211.65	
	VIB03-Vibe Cube, Pink	\$162.80	\$211.65	
	VIB04-Vibe Cube, Red	\$162.80	\$211.65	
	VIB05-Vibe Cube, Yellow	\$162.80	\$211.65	
	VIB06-Vibe Cube, Gold/Bronze	\$162.80	\$211.65	
	VIB07-Vibe Cube, Champagne	\$162.80	\$211.65	
	VIB08-Vibe Cube, Orange	\$162.80	\$211.65	
	VIB09-Vibe Cube, White Wtrproof	\$162.80	\$211.65	
	VIB10-Vibe Cube, Black Wtrproof	\$162.80	\$211.65	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$162.80	\$211.65	
	VIB12 Vibe Cube, Silver Vinyl	\$162.80	\$211.65	
	Vibe13-Vibe Cube, Purple Vinyl	\$162.80	\$211.65	

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

Total Ottomans: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Event Code: F145750219

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mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,149.40	\$2,794.20	
	SFA002- Allegro Sofa	\$809.60	\$1,052.50	
	NPLSOF-Naples Sofa, Black Vinyl	\$968.00	\$1,258.40	
	SO2-3pc. South Beach, P. Suede	\$1,845.80	\$2,399.55	
	TANSOF-Tangiers Sofa, Beige	\$767.80	\$998.15	
	KEYSOF-Key Largo Sofa	\$547.80	\$712.15	
	FAIRSW-Fairfax Sofa	\$552.20	\$717.85	
	S01- South Beach Sofa, P.Suede	\$767.80	\$998.15	
	BSFWHT-Baja Sofa	\$980.00	\$1,274.00	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$413.60	\$537.70	
	OCB-Key West Tub, Black	\$459.80	\$597.75	
	BCW-Madrid Chair, White	\$864.60	\$1,124.00	
	LABREA-La Brea Swivel Chair	\$475.20	\$617.75	
	HOPCH-Hopi Chair, Grey Linen	\$277.20	\$360.35	
	MNCHCC Munich Corner Chair	\$539.00	\$700.70	
	MNCHCH Munich Armless Chair	\$653.40	\$849.40	
	OCH Madrid Chair, Black	\$864.60	\$1,124.00	
	WENCHA-Wentworth Chair	\$380.00	\$494.00	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$424.60	\$552.00	
	HOPLV-Hopi Loveseat, Grey Linen	\$431.20	\$560.55	
	TANLOV Tangiers Loveseat	\$800.80	\$1,041.05	
	BLVWHT Baja Loveseat White Vinyl	\$921.80	\$1,198.35	
	MNCHLV- Munich Armless Loveseat	\$957.00	\$1,244.10	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$814.00	\$1,058.20	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$316.80	\$411.85	
	OCMWHT-Meeting Chair, White	\$290.40	\$377.50	
	OCMESP-Meeting Chair, Espresso	\$321.20	\$417.55	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$629.20	\$817.95	
	NPLCHR-Naples Chair, Black Vinyl	\$675.40	\$878.00	
	TANCHR-Tangiers Chair, Beige	\$499.40	\$649.20	
	CHR002-Allegro Chair	\$567.60	\$737.90	
	KEYCHR-Key Largo Chair	\$363.00	\$471.90	
	FAIRCW-Fairfax Chair	\$398.20	\$517.65	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$2,655.40	\$3,452.00	
	BNQR17-Ottoman Ring, White Vinyl	\$2,041.60	\$2,654.10	
	BNQ7-Quarter Curve, White Vinyl	\$569.80	\$740.75	
	BNQTL7- Center Cone, White Vinyl	\$838.20	\$1,089.65	
	WHT12-Half Bench, White Vinyl	\$435.60	\$566.30	
	OTS-South Beach Wedge	\$367.40	\$477.60	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$732.60	\$952.40	
	SFAPWR-Roma Sofa, powered	\$1,179.20	\$1,532.95	
	NPLCHP-Naples Chair, powered	\$732.60	\$952.40	
	NPLSOP-Naples Sofa, powered	\$1,179.20	\$1,532.95	
	NPLLOP-Naples Loveseat, powered	\$1,014.20	\$1,318.45	

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

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

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

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

Total Soft Seating: \$

6.500% Tax*: \$

Amount Due: \$

Company Name: _____

Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Event Code: F145750219

Connect With Us! email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$521.40	\$677.80	
	CE1-Geo Table, Sq. Chrome	\$367.40	\$477.60	
	CF1-Geo Table, Sq. Black	\$367.40	\$477.60	
	CE2-Geo Table, Chrome	\$521.40	\$677.80	
	CB2-6' Graphite Table	\$547.80	\$712.15	
	CB3-8' Graphite Table	\$644.60	\$838.00	
	CB1-42" Round, Graphite Nebula	\$444.40	\$577.70	
	C508GR-8', Granite	\$644.60	\$838.00	
	CT10GR-10', Granite	\$968.00	\$1,258.40	
	CT06GR-6', Granite	\$547.80	\$712.15	
	PWRUSB-Powered Table Module	\$88.00	\$114.40	
	CB8-42" Round Madison, Grey	\$200.20	\$260.25	
	MADC10-10' Madison, Grey	\$1,111.00	\$1,444.30	
	MADC05-5' Madison, Grey	\$556.60	\$723.60	
	MADC08-8' Madison, Grey	\$1,111.00	\$1,444.30	
	CONF42-42" Round, White lam	\$444.40	\$577.70	
	36ATO Atomic 36" Round, Glass	\$367.40	\$477.60	
	42ATO Atomic 42" Round, Glass	\$367.40	\$477.60	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$74.80	\$97.25	
	RSTDIN-Rustique w/ arms, Gunmetal	\$151.80	\$197.35	
	CS8-Berlin Chair, Black	\$147.40	\$191.60	
	XCHR-Christopher Chr, White Vinyl	\$121.00	\$157.30	
	SC10 Razor Chair	\$90.20	\$117.25	
	SC3-Brewer Chair, Onyx	\$202.40	\$263.10	
	XC6-Altura Guest Chair	\$356.40	\$463.30	
	LMCHR-Laguna Chair, Maple/Chrome	\$171.60	\$223.10	
	MALGRY-Malba Chair, Grey	\$132.00	\$171.60	
	MALGRN-Malba Chair, Green	\$132.00	\$171.60	
	CS4-Syntax Chair, Black/Chrome	\$239.80	\$311.75	
	ZENCHR-Zenith Chair-White/Chrome	\$193.60	\$251.70	
	BLDCRD-Blade Chair	\$78.00	\$101.40	
	BLDCSB-Blade Chair	\$78.00	\$101.40	
	LUCHCL-Lucent Chair	\$210.00	\$273.00	
	MARCBE-Marina Chair, Ocn Blue	\$170.00	\$221.00	
	MARCBK-Marina Chair, Black Vnyl	\$170.00	\$221.00	
	MARCBR-Marina Chair, Brown	\$170.00	\$221.00	
	MARCRD-Marina Chair, Red	\$170.00	\$221.00	
	MARCWH-Marina Chair, White Vnyl	\$170.00	\$221.00	
	TASKST-Task Stool	\$170.00	\$221.00	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	429.00	557.70	
	PROEXB-Executive Chair High Back	429.00	557.70	
	PROGB-Guest Executive Chair	301.40	391.80	
	PROMDB-Exec Mid-Back, Black	272.80	354.65	
	PROMID-Executive Chair Mid Back	281.60	366.10	

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

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

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

Total Conference: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address





AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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Café and Communal Tables

Café Tables

Café Tables- Black Base

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like ZTK-30" Maple Top/Black Base, ZTP-36" Maple Top/Black Base, etc.

Café Tables - Chrome Base 30", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 30MTHC-Maple Top, Chrome, 30GRHC-Graphite Nebula, Chrome, etc.

Café Tables - Chrome Base 36", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 36MTHC-Maple Top, Chrome, 36GRHC-Graphite Nebula, Chrome, etc.

G30 and Ventura Communal Tables

30" High Tables

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VNTCBN-Black Top, Silver Frame, VNTCMN-Maple Top, Silver Frame, etc.

Powered! 42" High Tables

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VNTBLK Communal Table Black Top, VNTWHT Communal Table White Top.

42" High Tables

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VNTBNP Communal Table Black Top, VNTMNP Communal Table Maple Top, etc.

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

Total Cafe: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VTK-30" Maple Top/Black Base, VTP-36" Maple Top/Black Base, etc.

Barstools

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like BST-Banana, White/Chrome, BSS-Banana, Black/Chrome, etc.

Bar Tables - Chrome Base 30", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 30GRHB-Graphite Nebula, Chrome, 30MTHB-Maple Top, Chrome, etc.

Bar Tables - Chrome Base 36", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 36GRHB-Graphite Nebula, Chrome, 36MTHB, Maple Top, Chrome, etc.

Bars and Counters

Table with 3 columns: Item, Discount, Regular. Lists items like MTBLPI-Midtown Bar, Lighted, MTBUUL-Midtown Bar, unlighted, etc.

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

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

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

Total Bar: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

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February 7 - 8, 2019

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Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$594.00	\$772.20	
	JD8-Madison Executive Desk, Grey	\$701.80	\$912.35	
	BC8-Madison Bookcase, Grey	\$508.20	\$660.65	
	TECH3B-Tech Desk w/drawers- Powered!	\$644.60	\$838.00	
	TECH-Tech Desk-Powered	\$521.40	\$677.80	
	TECH3-3-drawer File Cbnt w/Casto	\$171.60	\$223.10	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$583.00	\$757.90	
	PDL42B-Ped, Locking-Powered!	\$690.80	\$898.05	
	PDL36W-Ped, Locking-Powered!	\$583.00	\$757.90	
	PDL42W-Ped, Locking-Powered!	\$690.80	\$898.05	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$398.20	\$517.65	
	WD3-Work Table	\$382.80	\$497.65	

Lamps

	LA15-Mason Silver Floor Lamp	\$255.20	\$331.75	
	LA14-Mason Silver Table Lamp	\$167.20	\$217.35	

Product Display- Shelving

	PSHCCS-Posh Shelving	\$596.20	\$775.05	
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Hedge Walls

	HDG4FT-Boxwood Hedge, 4ft	\$510.00	\$663.00	
	HDG7FT-Boxwood Hedge, 7ft	\$830.00	\$1,079.00	

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

Total Exec Accessories: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Upload Deadline **Tuesday, January 08, 2019**

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

Event Code: F145750219

Connect With Us!

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phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Graphic File Upload Instructions

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

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/02_AKFCF/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: **orlando@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.



AKFCF

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February 7 - 8, 2019

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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 .indml file.

Program File Extension

Adobe Acrobat .pdf
Adobe Illustrator .ai, .eps

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

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

Special Considerations

Create using a high-quality output.*
Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.
Fonts changed to outlines** or a packaged file.
Raster artwork. File should be in CMYK color space.

FONTS

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

Package the fonts from InDesign or Illustrator (File -> Package -> Check "Copy Fonts") and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

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

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

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

Vector

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

Raster

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

Resolution

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

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Order Deadline **Tuesday, January 08, 2019**

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

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STE 101, Orlando, FL
32837

Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$5,107.05	\$6,639.15
69142	16' x 48"	\$8,116.75	\$10,551.80



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$6,210.15	\$8,073.20



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$5,025.25	\$6,532.85



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$2,213.10	\$2,877.05
69146	48" Double	\$2,944.90	\$3,828.35

All Rentals Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Basic harness
- Weights under 75 pounds
- Rigging not included

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

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

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

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

Total Hanging Sign Rental: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address





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

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

Hanging Sign Shipping Labels

R U S H	ADVANCE WAREHOUSE HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:30 PM
	For: _____ AKFCF
	First day freight can arrive w/o a surcharge: January 10, 2019 Last day freight can arrive w/o a surcharge: January 30, 2019

R U S H	ADVANCE WAREHOUSE HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:30 PM
	For: _____ AKFCF
	First day freight can arrive w/o a surcharge: January 10, 2019 Last day freight can arrive w/o a surcharge: January 30, 2019



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
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fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Structural Integrity
Statement

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

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

**AKFCF
Rosen Shingle Creek Resort
Shepard Exposition Services**

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

Exhibiting Company _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____



AKFCF

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February 7 - 8, 2019

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STE 101, Orlando, FL
32837

Hanging Signs 101



Things to Know!

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

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

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

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

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

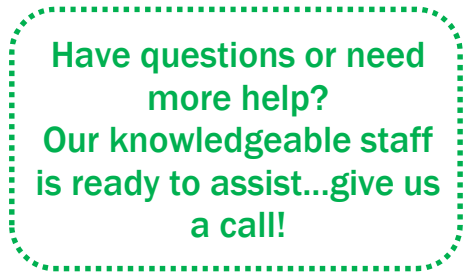
Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

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

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

Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, January 30, 2019**





AKFCF

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February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other
Shape: Square Triangle Rectangle Circle Other
Size: Height _____ Width _____ Length _____ Weight _____

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

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$106.75	\$138.80	\$
69151	OT		\$160.00	\$208.00	\$
69152	DT		\$213.50	\$277.55	\$

Date of Assembly _____ Start Time _____

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

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$106.75	\$138.80	\$
69154	OT		\$160.00	\$208.00	\$
69155	DT		\$213.50	\$277.55	\$

Date of Disassembly _____ Start Time _____

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

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$552.00	\$717.60	\$

Date of Install _____ Start Time _____

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

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

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

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

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

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

Total Overhead Rigging: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____



Card Holder Signature

Event Code: F145750219
Connect With Us! email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

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

Hanging Sign & Overhead Rigging



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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

Black (06) Silver(15)

Truss*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$24.05	\$31.25	
6909406		12" Black Box Truss (Per FT)	\$24.05	\$31.25	
6903815		12" Silver Corner Block	\$90.15	\$117.20	
6903806		12" Black Corner Block	\$90.15	\$117.20	
70067		Design Fee (Hourly)	\$150.25	\$195.35	

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

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$510.90	\$664.15	
69016		Half Ton Hoist/Chain Motor	\$450.80	\$586.05	
69101		1/4 Ton Hoist/Chain Motor	\$270.45	\$351.60	
69019		Rotating Motor 500 LB Limit	\$480.80	\$625.05	
69020		Rotating Motor 200 LB Limit	\$270.45	\$351.60	

Rotate Clockwise (right)

Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

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

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

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

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

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

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

Company Name: _____

Total Rigging Equipment: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature

Connect With Us!

Event Code: F145750219

email orlando@shepardes.com
 phone (407) 888-9669
 fax (407) 888-2301
 mail 1701 Boice Pond Rd.,
 STE 101, Orlando, FL
 32837

Overhead Rigging Equipment

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

orlando@shepardes.com



Hanging Sign Supplies

AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

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Event Code: F145750219

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Company Name

Booth #

The items below are supplies for Hanging Sign installation and overhead rigging. These items will be billed to you upon usage.

Table with 5 columns: Code, Qty, Item, Discount, Regular. Lists various cable slings, chains, shackles, and connectors with their respective prices.

Table with 5 columns: Code, Qty, Item, Discount, Regular. Lists various rigging supplies like telescopes, wires, bolts, battens, and nylon slings with their respective prices.

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

Total Hanging Sign Supplies: \$ Tax*: \$ 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 "Standard" pricing.

Company Name: Booth #

Contact Name

Contact Email Address





LABOR JURISDICTIONS ORLANDO, FL

LABOR

Florida is a "right to work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Union exhibit labor claims jurisdiction for the installation and dismantling 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 not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Discount Deadline **Thursday, January 17, 2019**

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Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

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

Table with 4 columns: Code, Discount, Regular, and values for 68066, 68067, 68068.

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: F145750219

Connect With Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Shepard Blue Supervised Labor

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

Step One:

Choose Your Service

Installation
Dismantling
Both

Step Two:

How Many People?

#
#
#

Step Three:

How Many Hours?

#
#
#

Step Four:

When Should the Build be Complete?

Date: Time:
Date: Time:
Date: Time:

Step Five: Tell Us About Your Exhibit!

(this portion must be completed before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name Tracking or Pro # Estimated Weight
of Pieces Advance Warehouse or Direct to Show site? Estimated Arrival Date

Set Up Information:

Company Contact Name: Email Cell Phone #
Contact Arrival Date Time Build Should be Complete
Booth Size: X Carpet: Ordered from Shepard Exhibitor Owned Carpet Carpet Padding

Drawings/Photos/Instructions:

Attached Emailed to Shepard With the Exhibit In crate #

Electrical Placement

(exhibitor is responsible to order)

Emailed to Shepard Drawing Attached Drawing with Exhibit
Does Electrical go UNDER carpet? Yes No

Graphics:

With Exhibit Shipped Separately

Other Services Ordered:

Overhead Rigging Cleaning AV

Outbound Shipping:

of Crates # of Cartons #of Fiber Cases # of Pallets

Ship To:

Phone #

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

Method: Common Air Van Other

If Your Carrier doesn't show? Reroute with SLS

*Allow time for empty return when scheduling your pick up

Send to warehouse for pick up (\$400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Estimated SES Blue Labor: \$

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

6.500% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AKFCF

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Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

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Exhibitor Supervised Labor

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	\$85.40	\$111.00	
68061 OT	\$128.00	\$166.40	
68062 DT	\$170.80	\$222.05	

(68063/68064/68065)

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive. Send a detailed drawing and instructions to us prior to the event. When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step One:

Choose your **service**

Installation
 Dismantling
 Both

Step Two:

How many **people**?

Step Three:

How many **hours**?

Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details: _____

Step Five: Schedule

Date	Start Time	End Time
Installation Request	_____	_____
Dismantle Request	_____	_____

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name _____
Cell _____ Email: _____

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you. To determine square footage amount, multiply the width of your booth space by the length of your booth space. Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:			
68080		Flooring Only	1.00	1.30		<input type="checkbox"/>	Carpet Rolls	<input type="checkbox"/>	Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/>	Carpet Squares	<input type="checkbox"/>	Other
68079		MINIMUM	222.04	288.65					

Is electrical to be installed under your carpet? Yes No (Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?
Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$ _____
6.500% Tax* \$ _____
Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Order Deadline **Tuesday, January 08, 2019**

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mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Inline Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

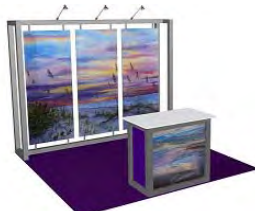
Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,185.55	\$4,141.20
66471		The Eddie- 10' x 20'	\$5,187.45	\$6,743.70
66474		The Jonathon - 10' x 10'	\$2,222.35	\$2,889.05
66475		The Jonathon - 10' x 20'	\$3,890.00	\$5,057.00

The Jonathon



The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,756.55	\$3,583.50
66478		The Pierce - 10' x 20'	\$5,233.95	\$6,804.15
66484		The Madison - 10' x 10'	\$3,342.80	\$4,345.65
66485		The Madison - 10' x 20'	\$3,961.80	\$5,150.35

The Madison



The Grant

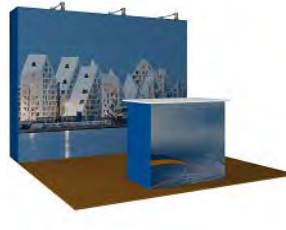


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,528.45	\$4,587.00
66487		The Grant- 10' x 20'	\$4,890.35	\$6,357.45
66492		The Harrison - 10' x 10'	\$3,243.75	\$4,216.90
66493		The Harrison - 10' x 20'	\$4,766.50	\$6,196.45

The Harrison



The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,260.35	\$2,938.45
66468		The Hamilton- 10' x 20'	\$3,959.85	\$5,147.80
66473		The Lucy - 10' x 10'	\$2,042.80	\$2,655.65

The Lucy



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

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

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

Total Inline Rentals: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Custom Exhibit Counters

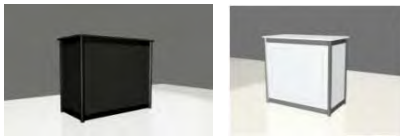
Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products **Metal Colors** Black (06) Silver (15)

Panel Colors Black (06) White (03)

Locking Cabinets

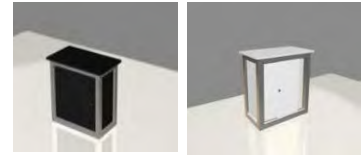
LC1 1Meter Wide



LC2 1.5 Meters Wide



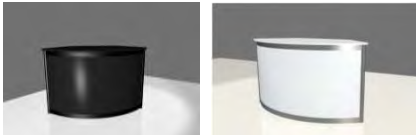
LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$783.20	\$1,018.15		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$950.40	\$1,235.50		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$577.70	\$751.00	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3"	\$805.40	\$1,047.00		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,747.10	\$2,271.25		

Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,016.00	\$1,320.80		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$592.20	\$769.85		380mm x 580mm

Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create something just for you!

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

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

Total Counter Rentals: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

Order Deadline **Tuesday, January 08, 2019**

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 phone (407) 888-9669
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 STE 101, Orlando, FL
 32837

Custom Product Display and Charging Stations

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays **Metal Colors** Black (06) Silver (15)

Panel Colors Black (06) White (03)

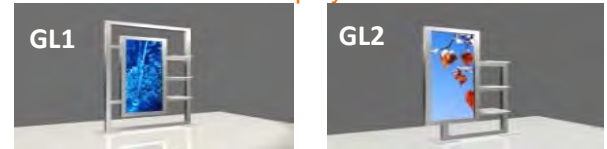
Product Displays

Gondolas



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$548.80	\$713.45			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$542.50	\$705.25	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$935.15	\$1,215.70	Silver Only	NA	674mm x 1682mm

GL Display Units

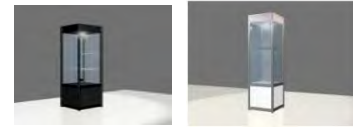


Showcases

Quarterview



Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,056.65	\$1,373.65		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,140.45	\$1,482.60		

Charging Units

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$385.00	\$500.50		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,795.20	\$2,333.75	Black Only	250mm x 700mm

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

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Custom Product Display Rentals: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



AKFCF

Rosen Shingle Creek Resort - Orlando, Florida

February 7 - 8, 2019

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Event Code: F145750219

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phone (407) 888-9669
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mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Fabex Booth Rentals

10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,100.55	\$2,730.70
66558		FX2M1 10' w/Monitor	\$3,800.05	\$4,940.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,570.30	\$3,341.40
66562		FX2M1H 10' w/Monitor	\$4,269.80	\$5,550.75

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,641.00	\$4,733.30
66560		FX2M2 10' x 20' w/Monitor	\$5,340.50	\$6,942.65
66567		FX2H2 10' x 20'	\$4,061.15	\$5,279.50
66563		FX2M2H 20' w/Monitor	\$5,760.65	\$7,488.85

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

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

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

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

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

Total Fabex Rental: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign





AKFCF

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32837

Fabex Backlit Booth Rentals

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



FX 12- 8'h x 20'



FX 13- 8' h x 30'



Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,118.10	\$2,753.55	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,273.40	\$4,255.40	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,428.70	\$5,757.30	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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

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

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

Total Fabex Backlit: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **1 Event Day:** **\$89.00** _____ **4-10 Event Days:** **\$119.00** _____ **6 Month Policy:** **\$475.00**
 _____ **2-3 Event Days:** **\$109.00** _____ **11-30 Event Days:** **\$199.00** _____ **Annual Policy:** **\$650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

- | | | | | |
|------------------------------|------------------------|-------------------------------|------------------------------|---------|
| Alcohol Serving | Amusement Devices | Animals | Athletic Participation | Mazes |
| Disc-Jockeys | Bands | Entertainment & Film Industry | Equipment Rental | Tobacco |
| Fireworks, Firearms, Weapons | Health Supplements | Hot Wax Impressions | Inflatables | |
| Installation/Service/Repair | Massage | Mechanical/Amusement Devices | Water Activities | |
| Medical Testing | Motor Sport Activities | Oxygen / Aromatherapy | Storefront Operations | |
| Tattooing or Piercing | Vehicles in Motion | Weight-Loss Products | Watercraft Exhibits on Water | |

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

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

Additional Insured #1: _____ Additional Insured #2: _____
 Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
 Any special wording or coverage needed: _____
 Any Additional Information or notes: _____

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

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

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

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

I understand that no property is covered on this policy: _____ **I want a quote for property coverage:** _____

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

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

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

CWT – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

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

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

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

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

Perimeter Booth – A booth space on an outside wall.

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

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

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

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

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

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

Service Desk – The location at which exhibitors order services.

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

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.