

Shepard

EXHIBITOR SERVICE MANUAL



AAID Annual Conference

Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

L164461123



AAID Annual Conference
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November 2 - 3, 2023

SHOW INFORMATION

L164461123

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Show Colors

Show Drape Color(s): Black

Aisle Carpet Color: Facility is carpeted

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Wednesday, November 1, 2023 • 8:00AM to 4:30PM

EXHIBIT HOURS

Thursday, November 2, 2023 • 9:30AM to 7:00PM

Friday, November 3, 2023 • 9:30AM to 4:30PM

EXHIBITOR MOVE OUT

Friday, November 3, 2023 • 4:30PM to 9:30PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Friday, November 3, 2023 | 8:30PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Tuesday, October 3, 2023

Exhibitor Appointed Contractor Notification Deadline

Tuesday, October 3, 2023

First Day for Warehouse Deliveries Without a Surcharge

Tuesday, October 3, 2023

Discount Price Deadline for Standard Shepard Orders

Thursday, October 12, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, October 25, 2023

Last Day for Warehouse Deliveries*

Monday, October 30, 2023

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

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

AAID Annual Conference
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, Nevada 89118

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

DIRECT TO SHOW SITE SHIPMENT ADDRESS

Please note! Direct to showsite shipping is prohibited for this event. All shipments must be sent to the advanced warehouse prior to the event.



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INFORMATION

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Wednesday, November 1, 2023 • 8:00AM to 4:30PM
Thursday, November 2, 2023 • 9:30AM to 7:00PM
Friday, November 3, 2023 • 9:30AM to 9:30PM

Exhibitor Move Out

Friday, November 3, 2023 • 4:30PM to 9:30PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, November 3, 2023 | 8:30PM.**

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, November 3, 2023 | 8:30PM.**

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 on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

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

Pick Up Address

Caesars Palace
3570 Las Vegas Blvd S
Las Vegas, NV 89109



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BUDGET BOOTH PACKAGE

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



**1 - 6' (l) x 24" (w) x 30" (h)
Skirted Table**
(50046)

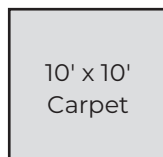
See Step 3 to choose your
specific drape color.



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your
specific carpet color.

Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$686.10	\$789.00	\$883.70

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

Step 2. Choose your carpet color.

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

Step 3. Choose your table drape color.

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		White (03)
<input type="checkbox"/>		Grey (10)	<input type="checkbox"/>		Gold (04)
<input type="checkbox"/>		Teal (13)	<input type="checkbox"/>		Blue (05)
<input type="checkbox"/>		Green (02)	<input type="checkbox"/>		Black (06)
<input type="checkbox"/>		Burgundy (07)			

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: clientservices@shepardes.com



ELECTRICAL SERVICES FORM

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

By signing and delivering this form; customer agrees to all terms and conditions stated.

Please read thoroughly for all instructions prior to placing order.

*** No checks accepted ***

A proposal will be generated from this form.

Once approved, Encore will contact you for payment to finalize order.

Encore, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/ over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

INSTALLATION CANNOT BEGIN UNTIL ORDER IS FINALIZED AND PAYMENT METHOD HAS BEEN RECEIVED

To receive advanced pricing; Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

*** FOR 24 HOUR POWER, SERVICE RATES DOUBLE

ELECTRICAL SERVICES - 120 VOLTS

- 120 VOLTS - 500 WATTS OR 5 AMPS
- 120 VOLTS - 1000 WATTS OR 10 AMPS
- 120 VOLTS - 2000 WATTS OR 20 AMPS

Standard Order Rate	Advanced Order Rate	Qty	Subtotal
\$151.00	\$120.80		
\$245.00	\$196.00		
\$352.00	\$281.60		

ELECTRICAL SERVICES - 208 VOLTS

- 208 VOLTS SINGLE PHASE - 20 AMPS
- 208 VOLTS SINGLE PHASE - 30 AMPS
- 208 VOLTS SINGLE PHASE - 60 AMPS
- 208 VOLTS SINGLE PHASE - 100AMPS

\$655.00	\$524.00		
\$670.00	\$536.00		
\$1,035.00	\$828.00		
\$1,625.00	\$1,300.00		

For All 208 Volt services please indicate receptical type needed

NEMA Number: _____

*** Please call for additional services that are not listed on this order form, or for custom quotes for large orders ***

ELECTRICAL MATERIALS

- 6' OUTLET PLUG STRIP
- 25' EXTENSION CORD

\$33.00	\$26.40		
\$33.00	\$26.40		

LABOR RATES: STRAIGHT TIME - \$125.00 · OVERTIME - \$250.00

LABOR TOTAL	
GRAND TOTAL	
25% SERVICE FEE	
MATERIAL AND SERVICES OVERALL TOTAL	

All materials and services will require an additional 25% service fee

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/ Disconnect Labor dates/ times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Electrical services is an exclusive service of Caesars Palace

Prices Subject to change without Notice

ELECTRICAL TERMS AND CONDITIONS

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/ room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter,

and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/ received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Digital Signature _____



CAESARS PALACE

LAS VEGAS

EXPO / AUDIOVISUAL ORDER FORM

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CAESARS PALACE LAS VEGAS

EXPO / AUDIOVISUAL ORDER FORM 2023

ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

PACKAGES

VIDEO
49" Screen, Floor Monitor Stand,
HDMI Cable

AUDIO
2 Speakers, 2 Stands, 1Wired
Microphone, 1Mixer, All Cables/ Cords

PROJECTION
8x8 Screen, Projector, AV Cart/ Skirt,
HDMI Cable, All Cables/ Cords

Qty	Days	Rate	Total
		\$1039	
		\$763	
		\$920	

FLAT SCREEN MONITORS

24"		\$210	
32"		\$368	
46"		\$777	
49"		\$903	
52"		\$956	
60"		\$1040	
70"		\$1234	
80"		\$1785	

Please call for pricing on Flat Screens 90" and larger and Video Wall Options

TOUCH SCREEN MONITORS

40"		\$573	
55"		\$999	

MONITOR ACCESSORIES

Mounting Bracket		\$123	
Floor Monitor Stand		\$111	
Laptop Shelf		\$25	
25' HDMI Cable		\$16	
HDMI To Mini Display Port Adapter		\$50	
DVD/Blu-Ray Player		\$100	
Power Strip		\$33	
25' Extension Cord		\$33	

AUDIO

Wireless Microphone- Handheld		\$263	
Wireless Microphone- Lavalier		\$263	
12 Channel Mixer		\$205	
Direct Box for Computer Audio		\$39	

COMPUTING

Laptop		\$385	
Wireless Mouse		\$50	
Wireless Keyboard		\$50	
Wireless Remote Presenter		\$50	

BOOTH SIGN RIGGING & BANNERS

Please Submit Online -- encoreglobal.com/rigging-request

LABOR

Monitor Hang (one time charge, install and dismantle)		\$246	
Technician Assistance and Shadows (per hour charge, per technician)		\$123	

YOUR TOTALS

Total Equipment Charges	
Labor Charges	
(\$111 / per hour, 2 hour minimum required for load in/ load out)	
25% Service Charge	

TOTAL DUE

Don't see what you are looking for? Please call to discuss the options or leave us a note below.

NOTE AREA:

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE.

PLEASE EMAIL COMPLETED FORM TO:

CaesarsPalaceExpo@EncoreGlobal.com www.encoreglobal.com P: 702-866-1133

Current as of 1/10/2023



CAESARS PALACE

LAS VEGAS

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore, LLC and its employees, members, managers, officers, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

(a) Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.

(b) Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.

(c) All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.

(d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.

(e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.

(f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure

to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/ SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/ NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/ network equipment and/or services, Client understands and agrees as follows:

(a) Every device connected to the internet/ network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;

(b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.

(c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;

(d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;

(e) Specific service location is defined as the area in the booth/ room or other area designated by the Client. Service extended beyond rooms, air walls,

PLEASE EMAIL COMPLETED FORM TO:

CaesarsPalaceExpo@EncoreGlobal.com www.encoreglobal.com P: 702-866-1133

Current as of 1/10/2023



CAESARS PALACE

LAS VEGAS

GENERAL TERMS AND CONDITIONS

doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;

(f) Encore is not responsible for any cable and/or equipment provided by Client or any third party;

(g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited.

This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;

(h) **WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum.

Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

(i) **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED.** Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. **ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.**

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

(a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;

(b) Sue to recover all amounts owed or accruing to Encore;

(c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or

(d) Exercise any other remedy at law or equity. All such remedies are

cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions.

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

PLEASE EMAIL COMPLETED FORM TO:

CaesarsPalaceExpo@EncoreGlobal.com www.encoreglobal.com P: 702-866-1133

Current as of 1/10/2023



CAESARS PALACE

LAS VEGAS

CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____
* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total _____ Digital Signature _____



CAESARS PALACE

LAS VEGAS

INTERNET SERVICES FORM

To receive advanced pricing, Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

WIRED INTERNET SERVICES

SINGLE CONNECT BASIC

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splashpage, up to 3Mbps Bandwidth

SINGLE CONNECT PLUS

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splashpage, up to 5Mbps Bandwidth

SINGLE CONNECT ENHANCED

Wired Connectivity for a Single Device, private IP via DHCP in a single location, Access code via splashpage, 10 Mbps Dedicated Bandwidth

EVENT CONNECT

Wired Connectivity for Up to 6 devices, in a single location (1Location), DHCP or static IP's via dedicated VLAN connection. 30Mbps dedicated bandwidth.

ADDITIONAL WIRED DEVICES

Per Device Charge for additional wired connections
(Single Connect Enhanced & Wired Event Connect only)

ADDITIONAL WIRED LOCATIONS

Per Location Charge to add wired connections to additional locations within the same venue meeting space
(Single Connect Enhanced & Wired Event Connect only)

SWITCH RENTAL

Up to 24 port gigabit switch

Standard Event Rate	Advanced Event Rate	Qty	Subtotal
\$300	\$240		
\$500	\$400		
\$1,500	\$1,200		
\$5,000	\$4,000		
\$60	\$40		
\$240	\$300		
\$120	\$150		

WIRELESS INTERNET SERVICES

WIRELESS CONNECT ENHANCED

Wireless Connectivity Recommended for 5 Concurrent Devices (20 Max), private IP addresses via DHCP in a Single Location, Access Code via splashpage, 10 Mbps Dedicated Bandwidth.

WIRELESS EVENT CONNECT

Wireless Connectivity for up to 40 Concurrent Devices, private IP addresses via DHCP in a single location, Access code via splashpage (Splashpage Bypass Available), 30 Mbps Dedicated Bandwidth.

ADDITIONAL WIRELESS DEVICES

Add Wireless Access in Increments of 10 Devices

ACCESS POINT ACTIVATION FEE

Includes 1access point. Used to add coverage or density to a single additional location.
(Only Applicable in venues without permanent infrastructure)

\$1,200	\$960		
\$4,000	\$3,200		
\$500	\$400		
\$1,000	\$800		

CUSTOM OPTIONS

ADDITIONAL BANDWIDTH

(Enhanced & Event Connect only) 10Mbps bandwidth

TECHNICIAN LABOR

Hourly Rate

Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor is included with ordered services labor is only required for services in addition to what is ordered

\$1000	\$800		
	\$125		

SERVICES TOTAL

25% SERVICE FEE

GRAND TOTAL

All materials and services will require an additional 25% service fee - (Service fee is calculated pre-discount)

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

Encore and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the

PLEASE EMAIL COMPLETED FORM TO CAESARSPALACEEXPO@ENCOREGLOBAL.COM OR FAX FORM TO 224-241-3267

www.encoreglobal.com P: 702-866-1133 F: 224-241-3267 E: CaesarsPalaceExpo@encoreglobal.com

INTERNET TERMS AND CONDITIONS

These General Terms and Conditions govern the audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore for the event ("Event") specified in the Proposal, Order or similar ordering document. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS For purposes of this Agreement, "Encore" means Encore Group (USA) LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the Event venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the Event. Any direct bill or open account requires prior approval and may require a credit check and/or a deposit up to the full amount of the Proposal or Order prior to the start of the Event. Any deposit received from Client shall be credited to the final invoice for the Event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES In connection with this Agreement: (a) Encore developed the applicable Proposal or Order based upon information provided by the Client. Therefore, any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day. (b) Labor rates are based upon prevailing rates and practices at the venue location where the Event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable. (c) All Equipment and materials are on a rental basis for the duration of the Event and shall remain the property of Encore, except where specifically identified as a sale. (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the Event facility due to the extent of the Event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the Event. (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the Event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice. (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary Event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT Client agrees that, prior to the beginning of the Event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the Event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged

or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/ SURRENDER All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall always have access to the Equipment for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the Event, Encore recommends the computer be tested with the Event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/ NETWORK EQUIPMENT AND SERVICES In the event this Agreement includes internet/ network equipment and/or services, Client understands and agrees as follows: (a) Every device connected to the internet/ network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers. (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/ room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50" distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet

INTERNET TERMS AND CONDITIONS

service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/ Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative. (i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION Unless otherwise agreed to in writing, if Client cancels the scheduled Event more than 30 days prior to the start of the Event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the Event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled Event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to: (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing; (b) Sue to recover all amounts owed or accruing to Encore; (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the state in which the Event is located. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated

only in the appropriate state or federal court situated in the state and county (or nearest county) where the Event is located. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom.

14. ATTORNEYS' FEES AND COSTS In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or Event rule, policy or regulation published or set forth by the show or Event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY In no event will Encore be liable to Client for any special, exemplary, reliance, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the Event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. INTELLECTUAL PROPERTY Client allows Encore to use the trademarks, trade names, service marks, and other intellectual property of Client given by Client to Encore for the strict purposes of carrying out Encore's duties under the Agreement and as otherwise requested by Client. Further, Client permits Encore to include event photos and renderings of set designs and other elements of Client's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

19. SEVERABILITY In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

20. SURVIVAL All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

21. ENTIRE AGREEMENT This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____
* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.

ONLINE ORDERING


IT'S EASY.


AAID Annual Conference

Caesars Palace | Las Vegas, NV

L164461123

November 2 - 3, 2023

Order online through the Shepard Exhibitor Portal at <https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **AAID23**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you login you will have access to your other events as well.

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

AAID Annual Conference

Caesars Palace | Las Vegas, NV

L164461123

November 2 - 3, 2023

Please review the information and complete your payment information online.

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 your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Thursday, October 12, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, October 12, 2023 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **AAID Annual Conference**

EVENT CODE: **L164461123**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number if you are sending a physical check.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

TAX EXEMPT? Please submit tax exemption certificate to: orders@shepardes.com. If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

TERMS & CONDITIONS

AAID Annual Conference

Caesars Palace | Las Vegas, NV

L164461123

November 2 - 3, 2023

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 accept 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. Exhibitors may not utilize powered mechanical equipment.

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

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. 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. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

continued on the next page

TERMS & CONDITIONS (continued)

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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 Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

Cancellation or Event Postponement: In the event the exposition or event is canceled 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, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for 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 their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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THIRD PARTY PAYMENT

L164461123

DEADLINE: TUESDAY, OCTOBER 3, 2023

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.** The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

☐ **ALL SERVICES**

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Furniture

☐ Exhibit Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

Other (please specify): _____

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

SIGNATURE FROM THIRD PARTY COMPANY: _____

Step 4. Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

L164461123

DEADLINE: TUESDAY, OCTOBER 3, 2023

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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 Method of Payment form and an exhibitor Method of Payment 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: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

EACs 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 a charged a 1 hour minimum forklift rental and labor.

EXHIBITOR SIGNATURE: _____



Email completed form to: clientservices@shepardes.com

With Shepard, You Can.

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

ABOVE BOOTH NUMBER: _____

[illegible]

BELOW BOOTH NUMBER: _____

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping 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 a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock 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 at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.
With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



Inbound & Outbound Services

- Standard ground
- 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services



Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance



SHEPARD LOGISTICS SERVICES (SLS)

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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)

Shipping Services do not include Material Handling fees at Show Site. Material Handling fees will be charged to the credit card on file.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Contact Name at residence: _____ Phone Number: _____

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

We recommend shipping to the Advance Warehouse to avoid wait times on show site.

Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Step 6. What type of service is needed (how fast do you need it)?

☐ Standard Ground ☐ 2nd Day Air ☐ Expedited Ground 3-5 days ☐ Other (Truckload, Specialized) _____

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (305) and air shipping available for pre-booked and confirmed orders only.

Step 7. After the event is over, are we shipping it back to you?

☐ YES! ☐ No, I will arrange another carrier.

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file. For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.

DSV Fairs & Events is the Preferred
International Freight Forwarder and
Customs Broker for Shepard events.

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

- Shipment planning - packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination



Fairs & Events, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: + 1 786 577 6750
Mobile: +1 404 432 8835

**Please contact us today
for a free quotation.**

DSV Fairs & Events has an agent office in most countries worldwide. If you do not see your country listed below, then please contact DSV Fairs & Events USA, so that we can provide local contact details.

Canada

DSV Global Transport & Logistics
2200 Yukon Court
Milton, ON, L9E 1N5
Canada
Contact: Abishek Ramadoss
Tel: +1 905-203-2048
Mobile: +1 365 822 2333 (Faisal)
E-mail: fairs&eventsDSVcanada@ca.dsv.com

China

DSV Fairs & Events, Solutions
Rm 2307-2308, 23F
One Indigo
20 Jiuxianqiao Road
Chaoyang District
Beijing 10016
P.R. China
Contact: Roaddy Lu
Tel: + 86 10 8540 7288 / 7299
Mobile: + 86 13 91029 8808
Email: roaddy.lu@dsv.com

Denmark

DSV Solutions A/S
Fairs & Events
Center Boulevard 5
2300 Copenhagen S
Denmark
Contact: Lars Skovhoej
Tel: +45 43203859
Email: expo@dk.dsv.com

Germany

DSV Solutions GmbH
Fairs & Events
Nirostastrasse 3
48707 Krefeld, Germany
Contact: Christian Rasche
Tel: + 49 2151 7371493
Mobile: + 49 171 9793 078
Email: christian.rasche@dsv.com

Hong Kong

DSV Fairs & Exhibitions
13001-11W, 103-04S&106-7S, 13/F
ATL Logistics Centre B, Berth 3
Kwai Chung Container Terminal NT
Hong Kong
Contact: Sunny Ling
Tel: + 852-2211 8205 / 8852 8205
Mobile: + 852 9622 3280
Email: sunny.ling@dsv.com

Italy

DSV Solutions SRL
Fairs and Events
Via Dante 134
20096 Pioltello, Milan Italy
Contact: Marco Simone
Tel: + 39 02 921 34036
Mobile: + 39 342 7410283
Email: marco.simone@dsv.com

Japan

DSV Solutions Co., Ltd.
Imperial Hotel Tower 16F 16A-4
1-1-1 Uchisaiwaicho, Chiyoda-ku
Tokyo 100-0011
Japan
Contact: Tokiko Inaba
Tel + 81 3 4565 4569
Mobile: + 81 70 1599 8869
Email: JP.FE@dsv.com

Korea

DSV Fairs & Events, Solutions
Magok Central Tower 1 Cha, 227
Gonghang-daero
Gangseo-gu, Seoul,
07802
Korea
Contact: Chris Lim
Tel: + 82 2 2192 7420
Mobile: +82 10 2800 1834
Email: chris.lim@dsv.com

Portugal

DSV Transitários, Lda
Rua Abade Correia da Serra, 112
Senhora da Hora,
4460-208
Portugal
Contact: Silvia Eloi
Tel: + 351 266 088 642
Mobile: + 351 916 141 569
E-mail: silvia.eloi@dsv.com

Singapore

DSV Solutions Pte Ltd
No.5 Changi North Way
5th Floor, 498771
Singapore
Contacts: Ghazali Saad
Tel: + 65 6500 5610
Mobile: + 65 9693 4759
Email: mohamed.ghazali.bin.saad@dsv.com

Spain

DSV Fairs & Events, Solutions
Pol. Ind. Riera del Molí
Les Licorelles, Calle A num. 1
08750 Molins de Rei
Barcelona
Spain
Contact: Belina Flores
Tel: + 930 260 838
Mobile: + 34 34 686 902 300
Email: belina.flores.sierra@dsv.com

Taiwan

DSV – Translink Fairs & Events
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2., Taipei 104-48
Taiwan R.O.C.
Contact: Frances Lin
Tel: + 886 2 2581 1133
Fax: + 886 2 2523 9449
Email: frances@trans-link.com.tw

Turkey

DSV Fairs & Events
Rüzgarlıbahçe Mahallesi
Cumhuriyet Caddesi
Acarlar İş Merkezi C Blok No:10
34805 Beykoz İstanbul Turkey
Contact: Tandogan Ozman
Tel: + 90 216 680 16 00
Mobile: + 90 533 938 04 55
Email: tandogan.ozman@dsv.com

United Arab Emirates

DSV Fairs & Events, Solutions
Level 15, Office No. 07-08
Sheikh Rashid Tower
Dubai World Trade Centre
P.O.Box 36683, Dubai, UAE
Contact: Nilofer Sayeed
Tel: + 971 4 813 1487 / 813 1210
Mobile: + 971 56 6833914
Email: nilofer.sayeed@dsv.com

United Kingdom

DSV Fairs & Events, Solutions
One Western Gateway
Royal Victoria Dock
London E16 1XL, United Kingdom
Contact: Garcia Newell
Tel: + 44 207 069 5321
Mobile: + 44 7760 165828
Email: garcia.newell@dsv.com

DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley
Product Specialist

Email: kelly.oneill@dsv.com

Main Office: + 1 786 577 6750

Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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L164461123

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) 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.

\$\$\$\$\$
SAVING TIP!

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Residential contact name _____ Phone Number _____

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to deliver your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ Official Show Carrier: SHEPARD LOGISTICS ☐ Other (Truckload, Specialized) _____

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

Step 7. What type of service is needed (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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. For shipments going into or out of Canada, we must have the Commercial Invoice and the

Print at least one shipping 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.

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118
	FOR: AAID Annual Conference
	_____ Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, October 3, 2023
	Last day freight can arrive without a surcharge: Wednesday, October 25, 2023



AAID Annual Conference

Caesars Palace | Las Vegas, NV

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MATERIAL HANDLING RATES

L164461123

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, October 3, 2023

LAST DAY FREIGHT CAN ARRIVE: Monday, October 30, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$161.35	
35036	Special Handling		X	\$209.75	

Other Material Handling Services

CODE	ITEM	QTY		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	\$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	\$75.00	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$80.75	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

MATERIAL HANDLING INFORMATION

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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 Deliveries

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

Disposal Fee

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 the Warehouse

SURCHARGE: 25% • 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 show site after show open will be charged a surcharge.

Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

SURCHARGE: 15% • 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

FEE: \$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

FEE: \$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

FEE: \$25.00 per piece • 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 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

Envelope Deliveries

FEE: \$10.50 per envelope • 35007

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

Priority Empty Labels

FEE: \$75.00 per label • 35064

Limited quantities available on a per event basis.

Mobile Spotting

FEE: \$200 per round trip

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

MATERIAL HANDLING 101

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

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

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

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

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

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

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

How do I calculate material handling charges? Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./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.

How do I calculate my Light Weight shipment?

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

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

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

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

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

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

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

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

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

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

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

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

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

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

What is and why would I need liability insurance? Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

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

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

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

Equipment. Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.

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CARTLOAD SERVICE**L164461123**

Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- One laborer
- One cart
- One trip (per rate listed below)

Please remember:

- 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' x 4' 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.

Labor Hours**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday**Double Time (DT):** Holidays**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$151.00	
35152	Booth to Dock ST		\$151.00	
35153	Dock to Booth OT		\$206.50	
35154	Booth to Dock OT		\$206.50	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle.



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



✓ **ALLOWED POVs INCLUDE:**

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



Please refer to the Labor Rules and Regulations page for additional information and guidelines.



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT ALLOWED IN THE DOCK AREA:**

- ✗ Trailers of any kind
- ✗ No Step Van/Box Truck
- ✗ Full Size Vans



Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

- ✗ 2-wheel or 4-wheel Hand Carts
- ✗ Pallet Jacks



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WAREHOUSE STORAGE**L164461123**

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).
- 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 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

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.

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

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

PRINTED NAME: _____

Email completed form to: orders@shepardes.com

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BOOTH & CARPET CLEANING**L164461123****ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023**

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

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. Minimum 100 square foot order for all cleaning services.

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.

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.

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.59	\$0.70	\$0.80	
47051	400-900 sq. ft.		\$0.55	\$0.65	\$0.75	
47052	900+ sq. ft.		\$0.50	\$0.60	\$0.65	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.18	\$1.35	\$1.50	
47056	400-900 sq. ft.		\$1.05	\$1.20	\$1.35	
47057	900+ sq. ft.		\$1.00	\$1.15	\$1.30	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.70	\$0.80	\$0.90	
47022	Mop Daily		\$1.30	\$1.50	\$1.70	
47013	Shampoo One Time		\$0.75	\$0.85	\$0.95	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$173.95	\$200.05	\$224.05	
47044	Daily		\$316.27	\$363.70	\$407.35	

Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.20	\$1.40	\$1.55	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form 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 prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



EXHIBIT DISINFECTING SERVICES

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ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$180.63	\$207.70	\$232.60	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$328.42	\$377.70	\$423.00	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open.

Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$164.21	\$188.85	\$211.50	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.18	\$1.35	\$1.50	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

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BULK WASTE REMOVAL**L164461123****ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023**

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

Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$450.80	\$518.40	\$580.60	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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 NUMBER: _____

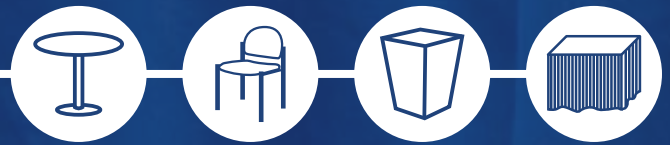
CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



Display Table
#50040
4' x 24" x 30"
Unskirted



Display Table
#50041
4' x 24" x 42"
Unskirted



Display Table
#50044
6' x 24" x 30"
Unskirted



Display Table
#50045
6' x 24" x 42"
Unskirted



Display Table
#50048
8' x 24" x 30"
Unskirted



Display Table
#50049
8' x 24" x 42"
Unskirted

SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



Display Table
#50042
4' x 24" x 30"
Skirted



Display Table
#50043
4' x 24" x 42"
Skirted



Display Table
#50046
6' x 24" x 30"
Skirted



Display Table
#50047
6' x 24" x 42"
Skirted



Display Table
#50050
8' x 24" x 30"
Skirted



Display Table
#50051
8' x 24" x 42"
Skirted

PEDESTAL & SIDE



30" Natural Pedestal Table
#50706
30" x 36"
Natural Feel Pedestal Table, Maple Top, Black Base



42" Natural Pedestal Table
#50707
42" x 36"
Natural Feel Pedestal Table, Maple Top, Black Base



30" Pedestal Table
#50032
30" x 36"
Pedestal Table, Grey Fleck Top, Chrome Base



42" Pedestal Table
#51089
42" x 36"
Round High Pedestal Table, Grey Fleck Top, Chrome Base



Round Side Table
#50030
18" x 24"



Square Side Table
#50031
18" x 18" x 24"

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



Natural Feel Chair
#50704
Light Maple Back,
Black Fabric Seat



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome
Also Available Without
Legs (#50237)



3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey



8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 3/4" D



7' - 12' Crossbar
#50348
1 3/4" D



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 117"
Rented individually,
not a set

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

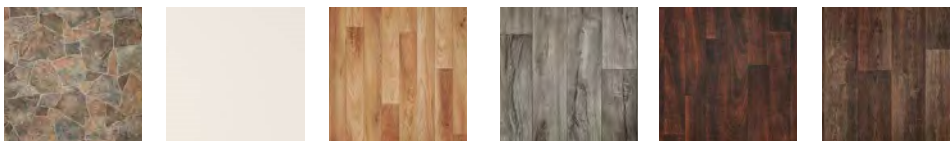
White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

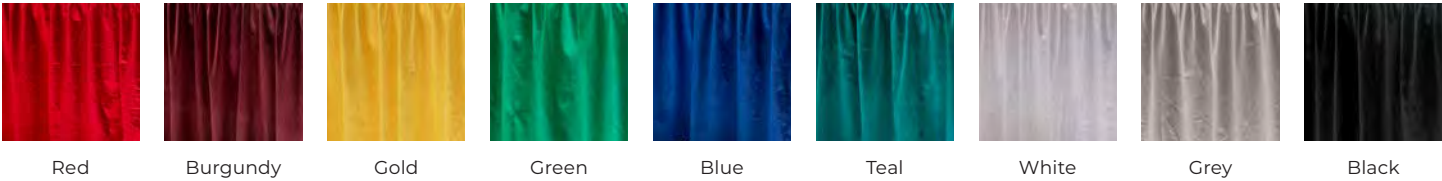
Walnut

Barnwood

SKIRT & DRAPE

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

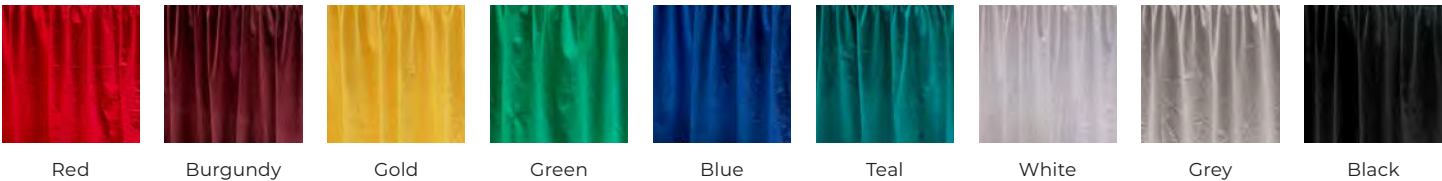
SKIRT



SKIRT - SPANDEX



DRAPE





AAID Annual Conference
Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

STANDARD FURNISHINGS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$176.75	\$203.25	\$227.65	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$217.20	\$249.80	\$279.80	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$275.40	\$316.70	\$354.70	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$214.80	\$247.00	\$276.65	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$275.10	\$316.35	\$354.30	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$323.65	\$372.20	\$416.85	
50052	4th Side Skirt for 30" High Table			\$107.45	\$123.55	\$138.40	
50171	4th Side Skirt for 42" High Table			\$107.45	\$123.55	\$138.40	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$120.00	\$138.00	\$154.55	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$143.10	\$164.55	\$184.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$168.70	\$194.00	\$217.30	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$135.05	\$155.30	\$173.95	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$168.70	\$194.00	\$217.30	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$188.30	\$216.55	\$242.55	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$302.30	\$347.65	\$389.35	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$282.60	\$325.00	\$364.00	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$142.25	\$163.60	\$183.25	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$142.25	\$163.60	\$183.25	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$369.70	\$425.15	\$476.15	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$385.45	\$443.25	\$496.45	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$306.90	\$352.95	\$395.30	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$306.90	\$352.95	\$395.30	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$306.90	\$352.95	\$395.30	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$306.90	\$352.95	\$395.30	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$109.40	\$125.80	\$140.90	
50021	Arm Chair Grey Fabric		n/a	\$149.15	\$171.50	\$192.10	
50024	Stool with Back Grey Fabric		n/a	\$181.70	\$208.95	\$234.00	
51086	Director's Chair Black Fabric		n/a	\$112.85	\$129.80	\$145.40	
51090	Director's Stool Black Fabric		n/a	\$201.95	\$232.25	\$260.10	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$220.25	\$253.30	\$283.70	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$180.90	\$208.05	\$233.00	

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

L164461123

SPECIALTY, DISPLAYS & DRAPERY

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$60.55	\$69.65	\$78.00	
50245	Literature Rack Silver, Glass		n/a	\$223.45	\$256.95	\$287.80	
50175	Bag Rack, Chrome		n/a	\$295.85	\$340.25	\$381.10	
50092	Coat Rack, Chrome		n/a	\$105.05	\$120.80	\$135.30	
50093	Garment Rack, Chrome		n/a	\$295.85	\$340.25	\$381.10	
50427	Tensabarrier, Per Stem, Black		n/a	\$124.80	\$143.50	\$160.70	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$137.80	\$158.45	\$177.45	
50185	Drawing Bowl, Clear		n/a	\$55.55	\$63.90	\$71.55	
50296	4' x 12" Display Riser White and Black		n/a	\$125.00	\$143.75	\$161.00	
50297	6' x 12" Display Riser White and Black		n/a	\$155.50	\$178.80	\$200.25	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$471.90	\$542.70	\$607.80	
50067	4' Full View Showcase, White		n/a	\$1,115.00	\$1,282.25	\$1,436.10	
50068	6' Full View Showcase, White		n/a	\$1,229.70	\$1,414.15	\$1,583.85	
50069	4' Quarter View Showcase, White		n/a	\$1,115.00	\$1,282.25	\$1,436.10	
50070	6' Quarter View Showcase, White		n/a	\$1,229.70	\$1,414.15	\$1,583.85	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$361.10	\$415.25	\$465.10	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$361.10	\$415.25	\$465.10	
50236	Grids 2' x 8' with Legs, Each		n/a	\$266.70	\$306.70	\$343.50	
50237	Grid 2' x 8' without Legs, Each		n/a	\$199.75	\$229.70	\$257.25	
50242	7-Ball Waterfall for Grids		n/a	\$18.35	\$21.10	\$23.65	
50104	6" Hooks (12) for Peg Boards		n/a	\$58.75	\$67.55	\$75.65	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$28.30	\$32.55	\$36.45	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$21.00	\$24.15	\$27.05	
50088	8' Upright with Base		n/a	\$39.10	\$44.95	\$50.35	
52065	3' Upright with Base		n/a	\$39.10	\$44.95	\$50.35	
50349	6'-10' Crossbar		n/a	\$26.00	\$29.90	\$33.50	
50348	7'-12' Crossbar		n/a	\$26.00	\$29.90	\$33.50	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$24.25	\$27.90	\$31.25	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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November 2 - 3, 2023

FLOORING

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: TUESDAY, OCTOBER 3, 2023**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$11.95	\$13.75	\$15.40	

AVAILABLE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03), Electric Blue (91), Navy (22), Crimson (74) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$15.40	\$17.70	\$19.80	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.65	\$6.50	\$7.30	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Walnut (39), Barnwood (85) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.60	\$9.90	\$11.10	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.50	\$8.65	\$9.70	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$21.20	\$24.40	\$27.35	

100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Black (06), Deep Navy (22), Silver Cloud (18), Charcoal (17), Red (01), Beige (14) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 10'			\$301.90	\$347.20	\$388.85	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$563.40	\$647.90	\$725.65	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$840.30	\$966.35	\$1,082.30	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,117.25	\$1,284.85	\$1,439.05	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$528.35	\$607.60	\$680.50	

RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.80	\$6.65	\$7.45	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.35	\$6.15	\$6.90	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.85	\$5.60	\$6.25	

RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Order Special Cut when it is important that dye lots match.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.55	\$1.80	\$2.00	
50008	1" Padding		n/a	\$3.00	\$3.45	\$3.85	
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50	

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.

Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com.

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____



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2023 TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

FURNITURE











&

FLEXIBILITY

When you partner with CORT, you always get a tradeshow experience that goes beyond expectation. More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

CORT Events. Experiences and beyond.

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30 Bar & Café Tables			35 Powered Product
	37 Accent & Side Tables		49 Essentials: Office, Accessories & Greenery

TOP DESIGN TIPS

for
Tradeshow
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.



2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.

3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered















Sterling Chair







Valencia Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	Black Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING



Blade Chair Collection

Brewer Chair



Chelsea Chair Collection



Christopher Chair

Duet Stack Chair

Laguna Chair

Lucent Chair

Malba Chair Collection







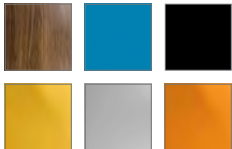
Marina Chair Collection


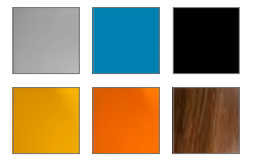




Razor Chair




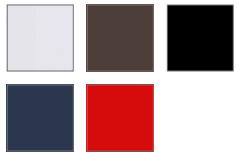


Rustique Chair



Syntax Chair







Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"
 	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"




Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"
	Zenith Chair	ZENCHR	White, Chrome	Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
 	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
 	Marche Swivel Ottoman	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
				

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"

BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool








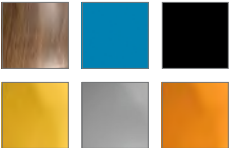
Syntax Barstool




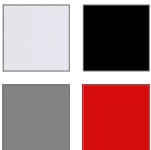

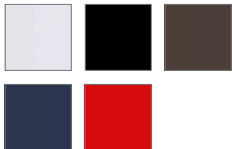








Zenith Barstool




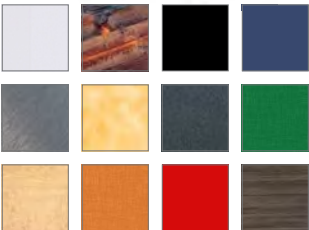








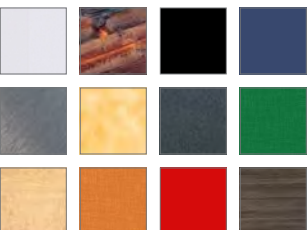
Zoey Barstool


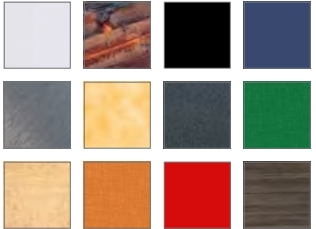






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 18" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 45"
 	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 42"
	30" Round Bar Table, Powered	P30BWH	White Top, Black	Round: 30" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
 	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
 	30" Round Cafe Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black	Round: 30" Height: 29"
  	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"










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Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Powered Cocktail Table	ADCTWP Non-Powered: ADCTWH	White Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Silver	Round: 30" Height: 42"




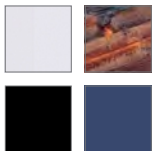

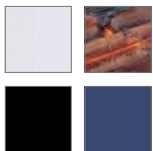








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	10' Table	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	8' Table	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: M8PWR Non-Powered: MADC08</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	5' Table	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: M5PWR Non-Powered: MADC05</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>









Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP Non-Powered: ADCTBK Powered: ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
  	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
  	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 47" Depth: 24" Height: 17" Length: 47" Depth: 24" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200	Brandy Maple Top, Chrome	Length: 20" Depth: 20" Height: 21"
		ALE100	Glass Top, Chrome	Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB	Brandy Maple Top, Black Base	Length: 47" Depth: 24" Height: 17"
		C1C	Glass Top, Chrome Base	Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB	Brandy Maple Top, Black Base	Length: 20" Depth: 20" Height: 21"
		E1C	Glass Top, Chrome Base	Length: 24" Depth: 24" Height: 20"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Mesa Cocktail Table	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"
 	Mesa End Table	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Regis End Table	REGOTT	Brushed Metal	Length: 16" Depth: 15.5" Height: 16.5"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"
 	Sydney Cocktail Table	Non-Powered: C1W Powered: C1WP SYDWDC Non-Powered: C1Y Powered: C1YP SYDBEC	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 48" Depth: 26" Height: 18"
 	Sydney End Table	E1W SYDWDE E1Y SYDBEE	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 27" Depth: 23" Height: 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
 	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
 	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered 	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet 3 Drawer File Cabinet on Castors 	TECH3B TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	Length: 60" Depth: 30" Height: 30" Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39.5" Depth: 1.5" Height: 72"













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	Round: 42" Height: 29"
	42" Round Table	42BKCT	Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 42.25-44" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In 	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted 	MTCPUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36" 	PDL36B	Black	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 36" 	PDL36W	White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42" 	PDL42B	Black	Length: 24" Depth: 24" Height: 42"
	Powered Locking Pedestal, 42" 	PDL42W	White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCHI	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"



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SOFT SEATING COLLECTIONS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,280.05	\$1,472.05	\$1,648.70	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$589.60	\$678.05	\$759.40	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,130.30	\$1,299.85	\$1,455.85	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base POWERED		\$1,408.45	\$1,619.70	\$1,814.05	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$904.80	\$1,040.50	\$1,165.35	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,156.80	\$1,330.30	\$1,489.95	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,124.30	\$1,292.95	\$1,448.10	
BSFWHT	Baja Sofa - White Vinyl		\$1,360.85	\$1,565.00	\$1,752.80	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$766.80	\$881.80	\$987.60	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$760.70	\$874.80	\$979.80	
NPLSOF	Naples Sofa - Black Vinyl		\$1,344.25	\$1,545.90	\$1,731.40	
NPLLOP	Naples Sofa - Black Vinyl POWERED		\$1,637.50	\$1,883.10	\$2,109.05	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,067.75	\$1,227.90	\$1,375.25	
STESOF	Sterling Sofa - Grey Fabric		\$1,267.70	\$1,457.85	\$1,632.80	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$715.40	\$822.70	\$921.40	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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ACCENT CHAIRS

L164461123

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$788.20	\$906.45	\$1,015.20	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$653.70	\$751.75	\$841.95	
BCHWHT	Baja Chair - White Vinyl		\$873.80	\$1,004.85	\$1,125.45	
BOWCHA	Bowery Chair - Ochre Fabric		\$614.00	\$706.10	\$790.85	
CNTCHR	Century Chair - Gray Velvet		\$625.70	\$719.55	\$805.90	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$552.95	\$635.90	\$712.20	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$504.10	\$579.70	\$649.25	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$659.80	\$758.75	\$849.80	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$551.00	\$633.65	\$709.70	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,200.65	\$1,380.75	\$1,546.45	
MONCHA	Montreal Chair - Blue, Black Metal		\$674.70	\$775.90	\$869.00	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$907.30	\$1,043.40	\$1,168.60	
NPLCHP	Naples Chair - Black Vinyl  POWERED		\$1,017.35	\$1,169.95	\$1,310.35	
NPLCHR	Naples Chair - Black Vinyl		\$937.90	\$1,078.60	\$1,208.05	
STECHE	Sterling Chair - Gray Fabric		\$870.80	\$1,001.40	\$1,121.55	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$574.30	\$660.45	\$739.70	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$480.90	\$553.05	\$619.40	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base  POWERED		\$469.25	\$539.65	\$604.40	
VALCHA	Valencia Chair - Spice Orange Velvet		\$481.30	\$553.50	\$619.90	
WENCH	Wentworth Swivel Chair - Brown Vinyl		\$527.70	\$606.85	\$679.65	
BNMCOW	Brooklyn Meeting Chair - White		\$422.40	\$485.75	\$544.05	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$422.40	\$485.75	\$544.05	
BNMCSB	Brooklyn Meeting Chair - Black		\$422.40	\$485.75	\$544.05	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$422.40	\$485.75	\$544.05	
COCHTP	Cordoba Chair		\$633.60	\$728.65	\$816.10	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

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INDIVIDUAL SEATING

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$108.30	\$124.55	\$139.50	
BLDCSB	Blade Chair - Sky Blue		\$108.30	\$124.55	\$139.50	
BLDCBK	Blade Chair - Black		\$98.40	\$113.15	\$126.75	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTAZ	Chelsea Chair - Azure Blue, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCBK	Chelsea Chair - Black, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTBK	Chelsea Chair - Black, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCYL	Chelsea Chair - Goldenrod Yellow, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCGY	Chelsea Chair - Gray, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTGY	Chelsea Chair - Gray, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCOR	Chelsea Chair - Orange, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTOR	Chelsea Chair - Orange, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCWL	Chelsea Chair - Walnut, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTWL	Chelsea Chair - Walnut, Black Tower Base		\$223.20	\$256.70	\$287.50	
SC3	Brewer Chair - Onyx, Chrome		\$281.00	\$323.15	\$361.95	
XCHR	Christopher Chair - White Vinyl, Chrome		\$168.05	\$193.25	\$216.45	
DUET	Duet Stack Chair - Black, Chrome		\$103.85	\$119.45	\$133.80	
LMCHR	Laguna Chair - Maple, Chrome		\$238.30	\$274.05	\$306.95	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$291.60	\$335.35	\$375.60	
MALGRN	Malba Chair - Green, Chrome		\$183.30	\$210.80	\$236.10	
MALGRY	Malba Chair - Gray, Chrome		\$183.30	\$210.80	\$236.10	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$236.05	\$271.45	\$304.00	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$236.05	\$271.45	\$304.00	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$236.05	\$271.45	\$304.00	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$236.05	\$271.45	\$304.00	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$236.05	\$271.45	\$304.00	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$380.50	\$437.60	\$490.10	
SC10	Razor Armless Chair - White		\$125.30	\$144.10	\$161.40	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$210.80	\$242.40	\$271.50	
CS4	Syntax Chair - Black, Chrome		\$333.00	\$382.95	\$428.90	
ZENCHR	Zenith Chair - White, Chrome		\$268.80	\$309.10	\$346.20	

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BENCHES & OTTOMANS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$338.50	\$389.25	\$435.95	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$338.50	\$389.25	\$435.95	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$338.50	\$389.25	\$435.95	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$338.50	\$389.25	\$435.95	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$338.50	\$389.25	\$435.95	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$338.50	\$389.25	\$435.95	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$338.50	\$389.25	\$435.95	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$338.50	\$389.25	\$435.95	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$338.50	\$389.25	\$435.95	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$338.50	\$389.25	\$435.95	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$338.50	\$389.25	\$435.95	
BVLYBK	Beverly Bench - Black Vinyl		\$647.65	\$744.80	\$834.20	
BVLYBN	Beverly Bench - Brown Fabric		\$647.65	\$744.80	\$834.20	
BVLYGR	Beverly Bench - Grey Fabric		\$647.65	\$744.80	\$834.20	
BVLYLN	Beverly Bench - Linen Fabric		\$647.65	\$744.80	\$834.20	
BVLYOB	Beverly Bench - Ocean Fabric		\$647.65	\$744.80	\$834.20	
BVLYRD	Beverly Bench - Red Fabric		\$647.65	\$744.80	\$834.20	
BVLYWH	Beverly Bench - White Vinyl		\$647.65	\$744.80	\$834.20	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$461.30	\$530.50	\$594.15	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$672.10	\$772.90	\$865.65	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$672.10	\$772.90	\$865.65	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$421.60	\$484.85	\$543.05	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$421.60	\$484.85	\$543.05	

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CUBE & SWIVEL OTTOMANS

L164461123

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$226.15	\$260.05	\$291.25	
VIB02	Vibe Cube - Blue		\$226.15	\$260.05	\$291.25	
VIB04	Vibe Cube - Red		\$226.15	\$260.05	\$291.25	
VIB05	Vibe Cube - Yellow		\$226.15	\$260.05	\$291.25	
VIB08	Vibe Cube - Orange		\$226.15	\$260.05	\$291.25	
VIB09	Vibe Cube - White Waterproof		\$226.15	\$260.05	\$291.25	
VIB10	Vibe Cube - Black Waterproof		\$226.15	\$260.05	\$291.25	
VIB11	Vibe Cube - Steel Blue Vinyl		\$226.15	\$260.05	\$291.25	
VIB12	Vibe Cube - Silver Vinyl		\$226.15	\$260.05	\$291.25	
VIB13	Vibe Cube - Purple Vinyl		\$226.15	\$260.05	\$291.25	
VIB14	Vibe Cube - Cirtus Green		\$226.15	\$260.05	\$291.25	
VIB15	Vibe Cube - Taupe Vinyl		\$226.15	\$260.05	\$291.25	
VIB16	Vibe Cube - Spice Orange		\$226.15	\$260.05	\$291.25	
VIB17	Vibe Cube - Desert Rose		\$226.15	\$260.05	\$291.25	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$299.35	\$344.25	\$385.55	
MAR002	Marche Swivel - Grey		\$299.35	\$344.25	\$385.55	
MAR003	Marche Swivel - Linen		\$299.35	\$344.25	\$385.55	
MAR004	Marche Swivel - Raspberry		\$299.35	\$344.25	\$385.55	
MAR005	Marche Swivel - Red		\$299.35	\$344.25	\$385.55	
MAR006	Marche Swivel - Rose Qtz		\$299.35	\$344.25	\$385.55	
MAR007	Marche Swivel - Plum		\$299.35	\$344.25	\$385.55	
MAR008	Marche Swivel - Meadow Green		\$299.35	\$344.25	\$385.55	
MAR009	Marche Swivel - Pear		\$299.35	\$344.25	\$385.55	
MAR010	Marche Swivel - Blue		\$299.35	\$344.25	\$385.55	
MAR011	Marche Swivel - Orange		\$299.35	\$344.25	\$385.55	
MAR012	Marche Swivel - Forest Green		\$299.35	\$344.25	\$385.55	
MAR013	Marche Swivel - Teal Velvet		\$299.35	\$344.25	\$385.55	
MAR014	Marche Swivel - Distressed Brown		\$299.35	\$344.25	\$385.55	
MAR015	Marche Swivel - Black Vinyl		\$299.35	\$344.25	\$385.55	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$299.35	\$344.25	\$385.55	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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ACCENT TABLES: COCKTAIL & END

L164461123

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver POWERED		\$518.40	\$596.15	\$667.70	
ADCTWP	Adelaide Cocktail Table - White Top, Silver POWERED		\$518.40	\$596.15	\$667.70	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$537.65	\$618.30	\$692.50	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$537.65	\$618.30	\$692.50	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$403.25	\$463.75	\$519.40	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$470.45	\$541.00	\$605.90	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$311.45	\$358.15	\$401.15	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$311.45	\$358.15	\$401.15	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$311.45	\$358.15	\$401.15	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$446.05	\$512.95	\$574.50	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$452.10	\$519.90	\$582.30	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$452.10	\$519.90	\$582.30	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel POWERED		\$574.30	\$660.45	\$739.70	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel POWERED		\$574.30	\$660.45	\$739.70	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$458.30	\$527.05	\$590.30	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$416.60	\$479.10	\$536.60	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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AAID Annual Conference
Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

ACCENT TABLES: SIDE

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$362.40	\$416.75	\$466.75	
ADETG	Adelaide End Table - Glass Top, Silver		\$362.40	\$416.75	\$466.75	
ADETWH	Adelaide End Table - White Top, Silver		\$362.40	\$416.75	\$466.75	
ALE100	Alondra End Table - Glass Top, Chrome		\$388.00	\$446.20	\$499.75	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$388.00	\$446.20	\$499.75	
CUBPOW	Wireless Charging Table - White, AC Plug In POWERED		\$691.55	\$795.30	\$890.75	
EIC	Geo End Table - Glass Top, Chrome		\$397.20	\$456.80	\$511.60	
E1FWB	Geo End Table - Brandy Maple Top, Black		\$409.40	\$470.80	\$527.30	
MESETB	Mesa End Table - Black Top, Bronze		\$205.75	\$236.60	\$265.00	
MESETG	Mesa End Table - Glass Top, Bronze		\$205.75	\$236.60	\$265.00	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$205.75	\$236.60	\$265.00	
REGOTT	Regis End Table - Brushed Metal		\$339.20	\$390.10	\$436.90	
EIE	Silverado End Table - Glass, Chrome		\$424.60	\$488.30	\$546.90	
E1W	Sydney End Table - White Top, Brushed Steel		\$409.40	\$470.80	\$527.30	
E1Y	Sydney End Table - Black Top, Brushed Steel		\$409.40	\$470.80	\$527.30	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$402.70	\$463.10	\$518.65	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$402.70	\$463.10	\$518.65	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$232.15	\$266.95	\$299.00	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$207.60	\$238.75	\$267.40	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$207.60	\$238.75	\$267.40	
SEDBWH	Sedona Side Table - White Top, Bronze		\$207.60	\$238.75	\$267.40	
TAOBBK	Taos Side Table - Black Top, Bronze		\$207.60	\$238.75	\$267.40	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$207.60	\$238.75	\$267.40	
TAOBWH	Taos Side Table - White Top, Bronze		\$207.60	\$238.75	\$267.40	
TMBTBL	Timber Table - Wood		\$275.00	\$316.25	\$354.20	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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AAID Annual Conference

Caesars Palace | Las Vegas, NV

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BAR TABLES, BARS & COUNTERS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$402.70	\$463.10	\$518.65	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$402.70	\$463.10	\$518.65	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$402.70	\$463.10	\$518.65	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$402.70	\$463.10	\$518.65	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$402.70	\$463.10	\$518.65	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$402.70	\$463.10	\$518.65	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$418.50	\$481.25	\$539.00	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$402.70	\$463.10	\$518.65	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$397.20	\$456.80	\$511.60	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$397.20	\$456.80	\$511.60	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$397.20	\$456.80	\$511.60	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$397.20	\$456.80	\$511.60	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top  POWERED		\$813.60	\$935.65	\$1,047.95	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$397.20	\$456.80	\$511.60	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$424.60	\$488.30	\$546.90	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$424.60	\$488.30	\$546.90	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$424.60	\$488.30	\$546.90	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$486.05	\$558.95	\$626.00	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$486.05	\$558.95	\$626.00	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$486.05	\$558.95	\$626.00	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$482.70	\$555.10	\$621.70	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$482.70	\$555.10	\$621.70	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$486.05	\$558.95	\$626.00	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$525.50	\$604.30	\$676.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$486.05	\$558.95	\$626.00	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$486.05	\$558.95	\$626.00	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$522.50	\$600.90	\$673.00	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$486.05	\$558.95	\$626.00	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$482.70	\$555.10	\$621.70	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$486.05	\$558.95	\$626.00	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$525.50	\$604.30	\$676.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$525.50	\$604.30	\$676.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$525.50	\$604.30	\$676.80	



AAID Annual Conference
Caesars Palace | Las Vegas, NV
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BAR TABLES, BARS & COUNTERS CONTINUED

L164461123

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$402.70	\$463.10	\$518.65	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$402.70	\$463.10	\$518.65	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$402.70	\$463.10	\$518.65	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$402.70	\$463.10	\$518.65	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$402.70	\$463.10	\$518.65	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$402.70	\$463.10	\$518.65	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$418.50	\$481.25	\$539.00	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$402.70	\$463.10	\$518.65	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$397.20	\$456.80	\$511.60	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$397.20	\$456.80	\$511.60	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$397.20	\$456.80	\$511.60	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$397.20	\$456.80	\$511.60	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$813.60	\$935.65	\$1,047.95	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$397.20	\$456.80	\$511.60	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$424.60	\$488.30	\$546.90	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$424.60	\$488.30	\$546.90	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$424.60	\$488.30	\$546.90	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$486.05	\$558.95	\$626.00	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$486.05	\$558.95	\$626.00	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$486.05	\$558.95	\$626.00	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$482.70	\$555.10	\$621.70	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$482.70	\$555.10	\$621.70	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$486.05	\$558.95	\$626.00	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$525.50	\$604.30	\$676.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$486.05	\$558.95	\$626.00	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$486.05	\$558.95	\$626.00	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$522.50	\$600.90	\$673.00	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$486.05	\$558.95	\$626.00	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$482.70	\$555.10	\$621.70	

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BAR TABLES, BARS & COUNTERS CONTINUED

AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$486.05	\$558.95	\$626.00	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$525.50	\$604.30	\$676.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$525.50	\$604.30	\$676.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$525.50	\$604.30	\$676.80	

Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$439.90	\$505.90	\$566.60	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,066.25	\$1,226.20	\$1,373.35	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,066.25	\$1,226.20	\$1,373.35	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,066.25	\$1,226.20	\$1,373.35	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,066.25	\$1,226.20	\$1,373.35	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,066.25	\$1,226.20	\$1,373.35	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,258.70	\$1,447.50	\$1,621.20	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,258.70	\$1,447.50	\$1,621.20	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,374.55	\$2,730.75	\$3,058.45	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,221.85	\$2,555.15	\$2,861.75	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,374.55	\$2,730.75	\$3,058.45	
MTCFUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,235.70	\$2,571.05	\$2,879.60	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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CAFÉ TABLES

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$361.10	\$415.25	\$465.10	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$361.10	\$415.25	\$465.10	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$361.10	\$415.25	\$465.10	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$361.10	\$415.25	\$465.10	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$361.10	\$415.25	\$465.10	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$361.10	\$415.25	\$465.10	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$381.85	\$439.15	\$491.85	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$361.10	\$415.25	\$465.10	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$372.65	\$428.55	\$480.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$360.50	\$414.60	\$464.35	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$360.50	\$414.60	\$464.35	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$360.50	\$414.60	\$464.35	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		\$813.60	\$935.65	\$1,047.95	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$394.10	\$453.20	\$507.60	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$394.10	\$453.20	\$507.60	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$394.10	\$453.20	\$507.60	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$394.10	\$453.20	\$507.60	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$485.35	\$558.15	\$625.15	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$486.05	\$558.95	\$626.00	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$485.35	\$558.15	\$625.15	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$482.70	\$555.10	\$621.70	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$525.50	\$604.30	\$676.80	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$485.35	\$558.15	\$625.15	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$482.70	\$555.10	\$621.70	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$485.35	\$558.15	\$625.15	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$486.05	\$558.95	\$626.00	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$522.50	\$600.90	\$673.00	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$485.35	\$558.15	\$625.15	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$482.70	\$555.10	\$621.70	



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CAFÉ TABLES CONTINUED

L164461123

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$525.50	\$604.30	\$676.80	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$525.50	\$604.30	\$676.80	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$525.50	\$604.30	\$676.80	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$525.50	\$604.30	\$676.80	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$819.30	\$942.20	\$1,055.25	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$819.30	\$942.20	\$1,055.25	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$819.30	\$942.20	\$1,055.25	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$819.30	\$942.20	\$1,055.25	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$819.30	\$942.20	\$1,055.25	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver POWERED		\$930.35	\$1,069.90	\$1,198.30	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver POWERED		\$930.35	\$1,069.90	\$1,198.30	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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BAR STOOLS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$400.20	\$460.25	\$515.50	
BST	Banana Barstool - White, Chrome		\$400.20	\$460.25	\$515.50	
BLDBRD	Blade Barstool - Red		\$208.25	\$239.50	\$268.25	
BLDBSB	Blade Barstool - Sky Blue		\$208.25	\$239.50	\$268.25	
BLDBBK	Blade Barstool - Black		\$189.60	\$218.05	\$244.20	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$223.20	\$256.70	\$287.50	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$290.15	\$333.65	\$373.70	
LMBAR	Laguna Barstool - Maple, Chrome		\$299.35	\$344.25	\$385.55	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$339.20	\$390.10	\$436.90	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$339.20	\$390.10	\$436.90	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$339.20	\$390.10	\$436.90	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$339.20	\$390.10	\$436.90	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$416.60	\$479.10	\$536.60	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$338.50	\$389.25	\$435.95	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$338.50	\$389.25	\$435.95	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$338.50	\$389.25	\$435.95	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$338.50	\$389.25	\$435.95	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$338.50	\$389.25	\$435.95	
RSTL	Rustique Barstool - Gunmetal		\$232.15	\$266.95	\$299.00	
BS001	Shark Barstool - White, Chrome		\$510.10	\$586.60	\$657.00	
BSR	Syntax Barstool - Black, Chrome		\$363.55	\$418.10	\$468.25	
ZENBAR	Zenith Barstool - White, Chrome		\$268.80	\$309.10	\$346.20	
BS002	Zoey Barstool - White, Chrome		\$467.45	\$537.55	\$602.05	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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 NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

CONFERENCE & WORK TABLES

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCTSN	5' Table - Black Top, Silver		\$522.95	\$601.40	\$673.55	
BKCTSP	5' Table - Black Top, Silver POWERED		\$677.05	\$778.60	\$872.05	
CONF5	5' Table - White Top, Silver		\$652.80	\$750.70	\$840.80	
C5PWR	5' Table - White Top, Silver POWERED		\$770.40	\$885.95	\$992.25	
BKCT8N	8' Table - Black Top, Silver		\$1,041.20	\$1,197.40	\$1,341.10	
BKCT8P	8' Table - Black Top, Silver POWERED		\$1,300.30	\$1,495.35	\$1,674.80	
CONF8	8' Table - White Top, Silver		\$1,238.40	\$1,424.15	\$1,595.05	
C8PWR	8' Table - White Top, Silver POWERED		\$1,483.20	\$1,705.70	\$1,910.40	
BKCT10N	10' Table - Black Top, Silver		\$1,041.20	\$1,197.40	\$1,341.10	
BKCT10P	10' Table - Black Top, Silver POWERED		\$1,300.30	\$1,495.35	\$1,674.80	
CONF10	10' Table - White Top, Silver		\$1,238.40	\$1,424.15	\$1,595.05	
C10PWR	10' Table - White Top, Silver POWERED		\$1,483.20	\$1,705.70	\$1,910.40	
CB8	42" Round Madison Table - Gray Acajou, Black		\$545.50	\$627.30	\$702.60	
42BKCT	42" Round Table - Black Top, Black		\$560.90	\$645.05	\$722.45	
CONF42	42" Round Table - White Top		\$617.15	\$709.70	\$794.85	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$510.10	\$586.60	\$657.00	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$510.10	\$586.60	\$657.00	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$724.00	\$832.60	\$932.50	
CF2	Geo Table, Rectangle - Glass Top, Black		\$724.00	\$832.60	\$932.50	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$510.10	\$586.60	\$657.00	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$510.10	\$586.60	\$657.00	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$772.90	\$888.85	\$995.50	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,542.80	\$1,774.20	\$1,987.10	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,542.80	\$1,774.20	\$1,987.10	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$531.60	\$611.35	\$684.70	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.) *NOTE: Items may be discontinued without notice at any time.*

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

EXECUTIVE SEATING, DESKS & STORAGE

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$444.90	\$511.65	\$573.05	
GENCHA	Genesis Chair - Black		\$388.25	\$446.50	\$500.10	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$418.50	\$481.25	\$539.00	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$595.75	\$685.10	\$767.30	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$595.75	\$685.10	\$767.30	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$391.00	\$449.65	\$503.60	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$378.85	\$435.70	\$488.00	
TASKST	Task Stool - Black Fabric, Black		\$236.05	\$271.45	\$304.00	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$724.00	\$832.60	\$932.50	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$895.15	\$1,029.40	\$1,152.95	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$974.60	\$1,120.80	\$1,255.30	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$705.65	\$811.50	\$908.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$238.30	\$274.05	\$306.95	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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DIVIDERS

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$708.20	\$814.45	\$912.20	
HDG7FT	7' Boxwood Hedge		\$1,152.60	\$1,325.50	\$1,484.55	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$63.05	\$72.50	\$81.20	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$72.35	\$83.20	\$93.20	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$203.10	\$233.55	\$261.60	
DIVFRE	Freestanding Divider - Clear, Silver		\$408.55	\$469.85	\$526.25	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$817.10	\$939.65	\$1,052.40	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$408.55	\$469.85	\$526.25	
DIVFST	Sofa/Table Divider - Clear, Silver		\$366.55	\$421.55	\$472.15	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$508.90	\$585.25	\$655.50	
MIRWHT	Miramar Divider - White Molded Plastic		\$522.95	\$601.40	\$673.55	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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ACCESSORIES

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream POWERED		\$305.80	\$351.65	\$393.85	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$232.15	\$266.95	\$299.00	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$354.35	\$407.50	\$456.40	

Pedestals

PDL36B	36" Locking Pedestal - Black POWERED		\$809.60	\$931.05	\$1,042.80	
PDL36W	36" Locking Pedestal - White POWERED		\$809.60	\$931.05	\$1,042.80	
PDL42B	42" Locking Pedestal - Black POWERED		\$959.30	\$1,103.20	\$1,235.60	
PDL42W	42" Locking Pedestal - White POWERED		\$959.30	\$1,103.20	\$1,235.60	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$827.95	\$952.15	\$1,066.40	
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= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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AAID Annual Conference
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November 2 - 3, 2023

GRAPHICS & SIGNS

L164461123

DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

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

Sign prices are based on customer supplying print-ready graphics in the requested format. Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$225.85	\$259.75	\$290.90	
70010	22" x 28" Horizontal		\$225.85	\$259.75	\$290.90	
70011	28" x 44" Vertical		\$344.00	\$395.60	\$443.05	
70012	28" x 44" Horizontal		\$344.00	\$395.60	\$443.05	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$696.20	\$800.65	\$896.75	
70138	39" x 84" Meter Board, Ultraboard		\$404.45	\$465.10	\$520.90	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$28.60	\$32.90	\$36.85	
70071	Horizontal with Grommets		\$28.60	\$32.90	\$36.85	
70066	Vertical with Pockets		\$30.85	\$35.50	\$39.75	
70072	Horizontal with Pockets		\$30.85	\$35.50	\$39.75	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$240.25	\$276.30	\$309.45	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$61.30	\$70.50	\$78.95	
70021	Velcro/per ft. (Minimum of 5')		\$3.95	\$4.55	\$5.10	
70004	7" x 44" ID Sign		\$67.55	\$77.70	\$87.00	
50094	Floor Easel		\$60.55	\$69.65	\$78.00	
50095	22" x 28" Chrome Sign Holder		\$137.80	\$158.45	\$177.45	
50508	Cardboard Meter Board Base, Black		\$26.95	\$31.00	\$34.70	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

AAID Annual Conference

Caesars Palace | Las Vegas, NV

L164461123

November 2 - 3, 2023

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

Before Sending Files

1. Please name your files for easy identification using the following format:

Company Name_Booth#_Panel Letter

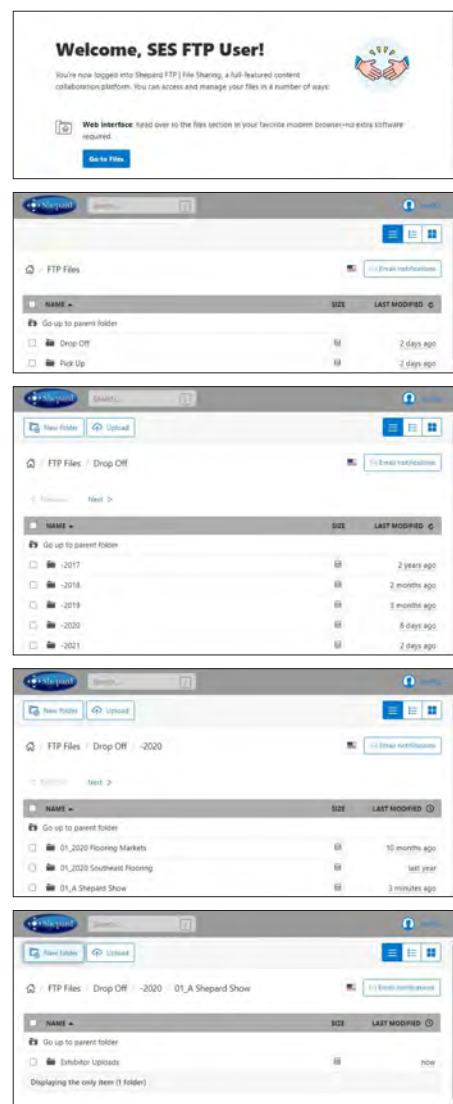
example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: files.shepardes.com.
2. Login to the FTP site.
User Name = sesftp
Password = ftpftp
3. Click the [Go to Files](#) button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:
Year → Month → Show Name → Exhibitor Uploads
example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the [Upload](#) button and browse to the files you want to upload.
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:
orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.
With Shepard, You Can.





Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
example: DESIGNED AT 50%
- 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.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Photoshop	.psd .tiff .jpeg .eps	Raster artwork. Must be built in CMYK color space.

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- 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.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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 Illustrator and used for creation of logos and icons.

Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi 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 Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

*examples: 1:1 or 100% - resolution no less than 150 dpi
2:1 or 50% - resolution no less than 300 dpi
4:1 or 25% - resolution no less than 600 dpi*

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster_22x28.pdf
Panel A_1920x898_Qty3.pdf
Shepard_Booth1905_Panel A.pdf*

- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

Website: files.shepardes.com

Login: **sesftp**

Password: **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- ☐ Bring your brand to life
- ☐ Attract attention
- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy



High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication** for a signature look & feel
- **Custom Rental** for ultimate flexibility
- **Fabric Panels** for maximum ease



Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



Why Shepard?

- **Complimentary consultation:**
We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:**
Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:**
Shepard delivers exhibits that engage your audiences

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

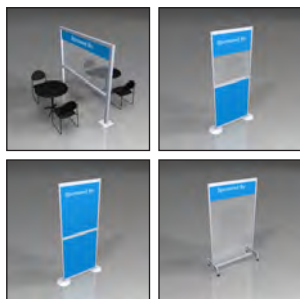
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$417.30	\$479.90	\$537.50	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$513.60	\$590.65	\$661.55	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$642.00	\$738.30	\$826.90	



Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$642.00	\$738.30	\$826.90	
66655	Plexi/Trovisel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$449.40	\$516.80	\$578.80	
66656	Trovisel/Trovisel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$385.20	\$443.00	\$496.15	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$802.50	\$922.85	\$1,033.60	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$481.50	\$553.70	\$620.15	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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November 2 - 3, 2023

EXHIBIT COUNTER RENTALS

L164461123

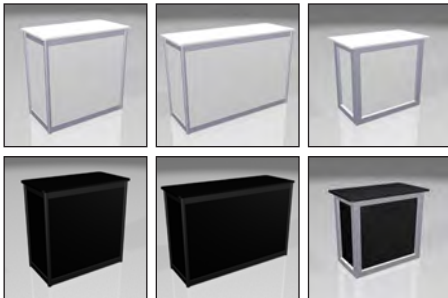
ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

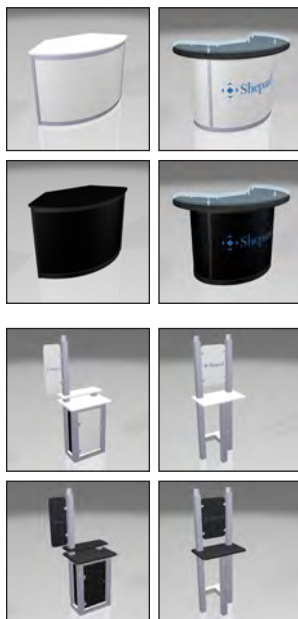
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,055.90	\$1,214.30	\$1,360.00	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,281.30	\$1,473.50	\$1,650.30	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$778.85	\$895.70	\$1,003.20	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,085.80	\$1,248.65	\$1,398.50	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,355.40	\$2,708.70	\$3,033.75	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,369.80	\$1,575.25	\$1,764.30	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$798.40	\$918.15	\$1,028.35	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

PRODUCT DISPLAYS & CHARGING STATION RENTALS

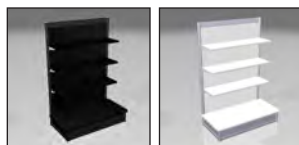
L164461123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)

Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$739.90	\$850.90	\$953.00	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$731.45	\$841.15	\$942.10	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,260.80	\$1,449.90	\$1,623.90	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,424.60	\$1,638.30	\$1,834.90	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,537.50	\$1,768.10	\$1,980.25	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,420.30	\$2,783.35	\$3,117.35	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$359.70	\$413.65	\$463.30
66149	4' x 8' Pegboard Panel (PerfV)		\$359.70	\$413.65	\$463.30
50104	6" Pegs - 1 dozen (6"Pegs)		\$58.75	\$67.55	\$75.65
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$359.70	\$413.65	\$463.30



TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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EMAIL ADDRESS: _____

Email completed form to: exhibits@shepardes.com



AAID Annual Conference
Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

INLINE BOOTH RENTALS

L164461123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

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.

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! Please contact an Exhibit Team member with any questions or customization requests.



The Eddie



The Jonathon



The Pierce



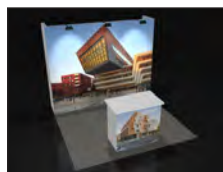
The Madison



The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,294.80	\$4,939.00	\$5,531.70	
66471	The Eddie - 10' x 20'		\$6,993.70	\$8,042.75	\$9,007.90	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,996.15	\$3,445.55	\$3,859.00	
66475	The Jonathon - 10' x 20'		\$5,244.50	\$6,031.15	\$6,754.90	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,716.40	\$4,273.85	\$4,786.70	
66478	The Pierce - 10' x 20'		\$7,056.40	\$8,114.85	\$9,088.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,506.80	\$5,182.80	\$5,804.75	
66485	The Madison - 10' x 20'		\$5,341.30	\$6,142.50	\$6,879.60	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,757.05	\$5,470.60	\$6,127.05	
66487	The Grant - 10' x 20'		\$6,593.15	\$7,582.10	\$8,491.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,373.20	\$5,029.20	\$5,632.70	
66493	The Harrison - 10' x 20'		\$6,426.20	\$7,390.15	\$8,276.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,047.40	\$3,504.50	\$3,925.05	
66468	The Hamilton - 10' x 20'		\$5,338.70	\$6,139.50	\$6,876.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,754.10	\$3,167.20	\$3,547.25	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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AAID Annual Conference
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November 2 - 3, 2023

FABEX BOOTH RENTALS

L164461123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

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Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,832.00	\$3,256.80	\$3,647.60	
66561	10' x 10' Booth with Header (FX2H1)		\$3,465.25	\$3,985.05	\$4,463.25	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,908.80	\$5,645.10	\$6,322.50	
66567	10' x 20' Booth with Header (FX2H2)		\$5,475.25	\$6,296.55	\$7,052.15	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABEX BACKLIT BOOTH RENTALS

AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

L164461123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023

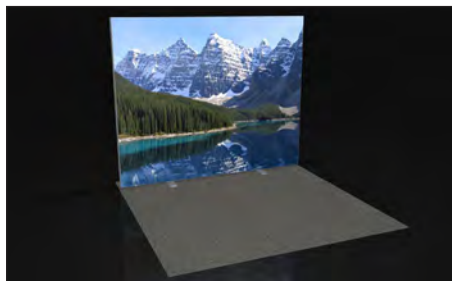
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

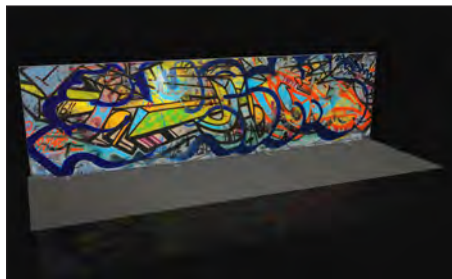
Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) <i>Graphic Size: 2992mm x 2436mm</i>		\$2,855.65	\$3,284.00	\$3,678.10	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$4,413.20	\$5,075.20	\$5,684.20	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$5,970.80	\$6,866.40	\$7,690.35	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

**AAID Annual Conference**

Caesars Palace | Las Vegas, NV
November 2 - 3, 2023

ISLAND BOOTH RENTALS**L164461123****ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 3, 2023**

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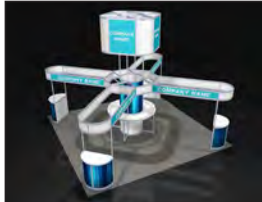
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

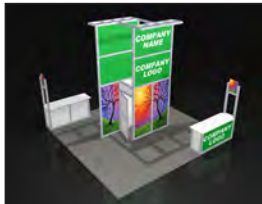
Please contact an Exhibit Team member with any questions.



The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$10,932.90	\$12,572.85	\$14,081.60	
66368	The Washington		\$15,690.05	\$18,043.55	\$20,208.80	
66495	The Tyler		\$11,675.75	\$13,427.10	\$15,038.35	
66496	The Garfield		\$11,433.65	\$13,148.70	\$14,726.55	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

LABOR RULES & REGULATIONS

Las Vegas, Nevada

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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.



AAID Annual Conference

Caesars Palace | Las Vegas, NV

November 2 - 3, 2023

SHEPARD BLUE LABOR

L164461123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, OCTOBER 12, 2023

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$173.95	\$200.05	\$224.05	
68067	OT	\$260.90	\$300.05	\$336.05	
68068	DT	\$347.90	\$400.10	\$448.10	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$173.95	\$200.05	\$224.05	
68071	OT	\$260.90	\$300.05	\$336.05	
68072	DT	\$347.90	\$400.10	\$448.10	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

- ☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling
☐ Scissor Lift Install ☐ Scissor Lift Removal ☐ Scissor Lift Install & Removal

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.comshepardes.com | 119

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: ☐ Ground ☐ 2-Day Air ☐ Next Day Air ☐ Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

- ☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup (\$400 minimum charge)



EXHIBITOR SUPERVISED LABOR

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L164461123

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Labor Hours

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Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$133.80	\$153.85	\$172.30	
68061	OT	\$200.70	\$230.80	\$258.50	
68062	DT	\$267.60	\$307.75	\$344.70	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$133.80	\$153.85	\$172.30	
68064	OT	\$200.70	\$230.80	\$258.50	
68065	DT	\$267.60	\$307.75	\$344.70	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders canceled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

The background is a deep blue gradient with intricate, glowing patterns. Wavy, translucent lines in shades of teal and light blue flow across the frame, creating a sense of motion and depth. Scattered throughout are numerous small, bright particles, some appearing as sharp points of light and others as soft, out-of-focus glows, reminiscent of a starry night sky or a digital data field.

popshap
BEYOND INTERACTIVE

About Popshap



What You Need to know about Popshap.

From custom touchscreen kiosks and interactive tables to digital signage and video walls. Let us guide your brand into the digital future of success. What sets Popshap apart is its software that empowers brands to thrive in the digital age by attracting and converting more sales, improving the attendee and exhibitor experience, and streamlining event operations.

popshap

Digital Posters



Sophisticated interactive features make a digital poster a cut above the rest. Showcase multiple messages, products, or services on one device.

popshop

The Standing Kiosk

Kiosk Specs
32" | 43" | 49"
Available in white and black



Photo Booth Camera:

Increase your brand presence with a custom photo booth feature. Even live stream from the device.

Windows 10 Pro/Android:

Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business

Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

Customizable Branding:

Build solid, lasting connections between your visitors and your brand.

Multitouch - 10 Point Touch:

Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

WiFi Ready:

Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables.

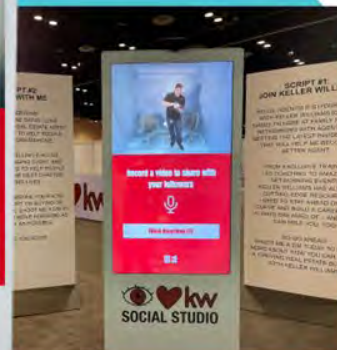


What's Included in kit:

Delivery
Set-Up
Removal
On-Site Tech

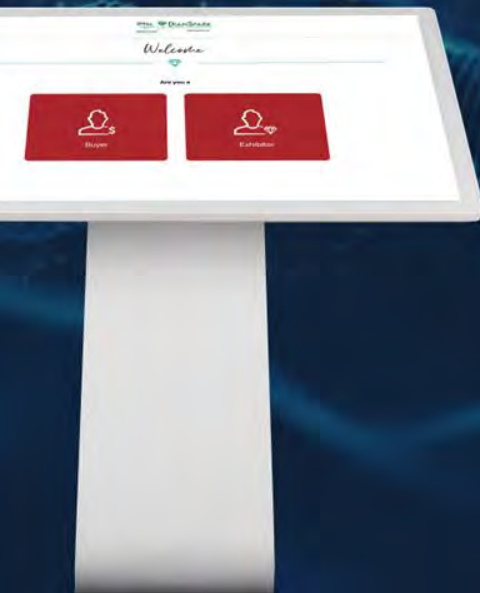
Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



The Table Kiosk

Kiosk Specs
32" | 43" | 49" | 55"
Available in white and black



Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

Modern Design:

Impress attendees and competitors alike with the latest interactive technology.

Windows 10 Pro/Android:

Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business

Need help booking a room?

Customizable Branding:

Build solid, lasting connections between your visitors and your brand.

WiFi Ready:

Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables.

Multitouch - 10 Point Touch:

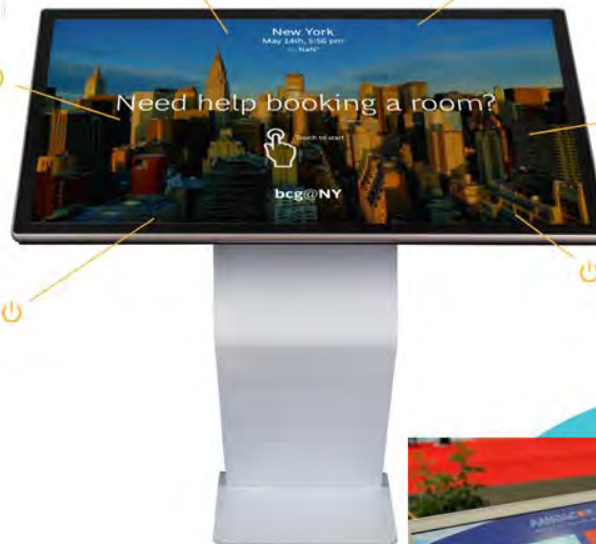
Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



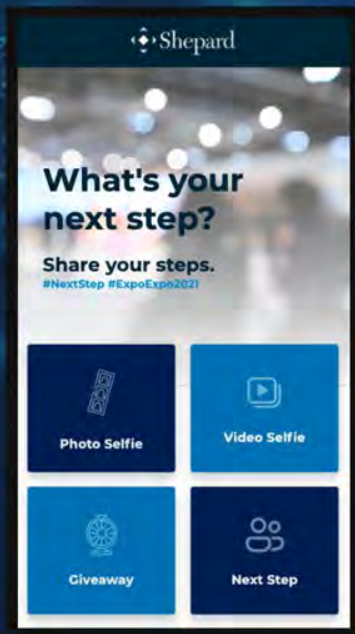
Touch/Non-Touch Screens

Kiosk Specs

Touch: 32" | 43" | 49"

Non-Touch: 46" | 55" | 65" | 75" | 86"

Available in white and black



TOUCH SCREEN

Engaging and Interactive

Touchscreen monitors in public settings automatically draw people in and engage them in the content that's being displayed.

Changing the Customer Experience

In your booth, you can install a touchscreen which is highly likely used by everyone in ways that a traditional workstation is not suited for.

Speed & Efficiency

Touch screen monitors are operated by your fingers, which is a fantastic improvement upon traditional mouse-operated computers.

Durability and Resilience

Since these monitors are designed for industrial and commercial use, they contain certain protective features that ensure excellent long-term performance.

What's Included in kit:

Stand (optional)
Delivery
Set-Up
Removal
On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,

NON-TOUCH SCREEN

High-quality, animated displays

These monitors often come with excellent brightness and better color accuracy, vibrancy, and reproduction compared to standard ones.

Saves Space

While traditional TV screens generally require the use of a keyboard and mouse, our monitors do not. As a result, they'll save valuable space in your office or anywhere else you intend to use them.

Simplicity

The users can easily work with a monitor that possesses a screen. There is no need for any prior training. Even a beginner can use it without any hurdles. It is user-friendly.

New Control Options

You'll have new control options with a monitor that isn't possible with traditional TV screens.



The Video Walls

Kiosk Specs
43" | 49" | 55"
Available in white and black



Guarantee a Positive First Impression

You never get a second chance to make a great first impression. Wherever video walls go, they are the centerpiece of attention.

Increased Flexibility, Scalability, and Creativity

Deploying a video wall allows ever-changing content such as promotions, graphics, news, dashboards, and any other information, to be easily managed, changed, and controlled.

Easy Configuration and Control

Popshop simplify the configuration and operation of video walls, giving users absolute control of what they want to display, where and how on the video wall

Looks modern and sharp

The modern feel and sharp aesthetic reflect positively on the brand. At tradeshow, a video wall sells the idea of sophistication and luxury.

Corner the Market on Visual Superiority

A video wall consists of several display panels placed together. This means that the total resolution of the display increases with each panel added



What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,

SAVE THE
date

AJS
Fall Show

AUGUST 27-28, 2022

CONNECTED CONFERENCE: FRIDAY, AUGUST 26

COBB GALLERIA CENTRE, ATLANTA

The Rotating Kiosk

Kiosk Specs
49"
Available in white



Modern and Sleek Appearance

Ultra-Slim and very fashionable for every event.



Showcase Products and Presentations in a Unique Way

Quickly rotates from landscape to portrait and quickly impress your target audience.

Perfect for Any Industry

Our rotating kiosks are all-in-one solutions for every market. Regardless of your company or industry, we are confident that we will align with your goals.



Use an intuitive, user-friendly interface

Using an intuitive, simple interface makes interacting with kiosks easier for first-timers.

What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



LED Tiles

Kiosk Specs
2.9mm, 3.9 mm
Available in black



Engage More Attendees

Your brand can better engage guests by using an LED wall. You can share videos, images, and text, like special messages or product offers.



Boost Your Sales

Having a dynamic display to show off your products can help draw in potential customers and drive more sales. Rather than a static poster or billboard, LED walls will allow you to showcase more about what your product is and what it can do.

Highest Resolution

Nothing beats our fine pixel pitch direct view LED solutions for large, high-detail content viewed from close distances.

Create Personalized Displays

If you're looking to promote yourself or simply express something you want people to see, LED walls will allow you to do so. These can be displayed just about anywhere.

What's Included in kit:

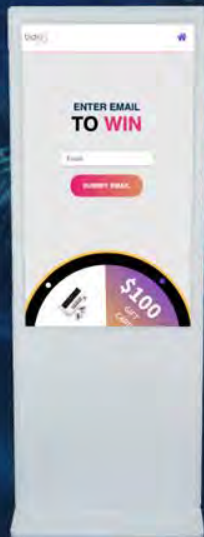
- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



Widgets



Wheel of Fortune

This lead generation tool captures attendees with a chance to win free swag. Attendees must enter in their contact info for a chance to spin. Excite audiences with this fan favorite.

Trivia

Want to know who the serious players are in your industry? Entertain attendees with industry or product questions that can be answered to win prizes and capture leads.



PDFs

Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



PDFs

Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



Instagram

Showcase your Instagram in real-time from a touch kiosk that looks like a huge phone.



Gallery

Highlight products, services, employees, testimonials, and more by using the latest in digital technology.



iFrame

Mirror existing web pages to display content from your website as interactive content.



Raffle

Create excitement for attendees with a raffle. Great for brand awareness and lead generation.



Selfie

Take your brand experience to another level with your own selfie booth. Get creative and send photos directly to the attendee's inbox.



Products

Show attention-grabbing product videos and content that your customers will love.



Digital Solutions Made Easy For Event Success

Popshop is an all-in-one digital solution provider that assists exhibitors in increasing their brand awareness by capturing attendees' attention in the event space.

Videos, logos, and games, are just the beginning...

Strengthen And Expand Your Exhibiting Opportunities With:

- Customized QR Codes
- Branded Lead Generation Tools
- Include Social Media Links
- Live Chat features
- Real-time Polls, Surveys, Games, etc.
- Showcase Programs, Advertisements, Services
 - Videos, Specs, Demo, Descriptions, etc.
- Branded Videos
- Testimonials/Reviews
- Place Orders and Schedule Appointments
- Ask a Rep (Live Chat Feature)
- Branded Games, Giveaways, Contest
- Offer Sponsored Promotions and Special Discounts
- Live Stream on Social Media, the Web, and YouTube
- Customized Lead Generation Campaigns
- Branded Photo Booth and Games
- And So Much More

All kiosks and screens can be used with a windows player.

You can load your content using USB or we can create content for you.
Our custom software interfaces start at \$3500.00.

Once you place your order, a representative will reach out to you to discuss your needs and determine the best widgets to achieve your goals.



Standing Kiosk

Windows 10 Pro/ Android

[Tech Specs](#) | Available in White & Black

32" - SKU I32TW / I32TB
43" - SKU TK43W01 / TK43W01B
49" - SKU TK49W01 / TK49B01



S-Touch Table Kiosk

Windows 10 Pro/ Android

[Tech Specs](#) | Available in White & Black

32" - SKU TT32W01 / TT32B01
43" - SKU TT43W02 / TT43B02



K-Touch Table Kiosk

Windows 10 Pro/ Android

[Tech Specs](#) | Available in White & Black

49" - SKU TT49W01 / TT49B01
55" - SKU TT55W02 / TT55B02



Rotating Kiosk

Windows 10 Pro/ Android

[Tech Specs](#) | Available in White

49" - SKU RK49W02



Wall Mount Touchscreen

Windows 10 Pro/ Android

[Tech Specs](#) | Available in Black

32" - SKU TM32B02
43" - SKU TM43B02
49" - SKU TM49B02



Wall Mount Non-Touchscreen

Windows 10 Pro/ Android

[Tech Specs](#) | Available in Black

46" - SKU NTM46B02
55" - SKU NTM55B02
65" - SKU NTM65B02
75" - SKU NTM75B02
86" - SKU NTM86B02



2x2 Video Wall

Windows 10 Pro/ Android

[Tech Specs](#) | Available in Black

2x2 - SKU VW46B03-4
2x3 - SKU VW46B03-6
3x3 - SKU VW46B03-9



LED Tile

Windows 10 Pro/ Android

[Tech Specs](#) | Available in Black

2.9mm - SKU LEDTL29
3.9mm - SKU LEDTL39
*Min 10 Tile Order

Questions?

Exhibits@shepardes.com

Available Widgets

- Wheel of Fortune
- Trivia
- Branding PDFs
- Videos
- Instagram
- Gallery
- iFrame
- Raffle
- Selfie Stations
- Product Content