

EXHIBITOR SERVICE MANUAL



Fastener Fair Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021 1178561121



SHOW INFORMATION

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

Fastener Fair

1178561121

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table
- 2 Side Chairs
- 1 Wastebasket

Show Colors

Show Drape Color(s): Blue Aisle Carpet Color: Eclipse

Exhibit Show Schedule

Please contact <u>targets@shepardes.com</u> to request Target / Heavy Machinery Move-In

GENERAL EXHIBITOR MOVE-IN

Monday, November 8, 2021 · 8:00AM to 5:00PM

EXHIBIT HOURS

Tuesday, November 9, 2021 · 10:00AM to 5:00PM Wednesday, November 10, 2021 · 10:00AM to 3:00PM

EXHIBITOR MOVE OUT

Wednesday, November 10, 2021 · 3:00PM to 10:00PM

FREIGHT REROUTE BEGINS^{*}

*All outbound carriers must be checked in by this time Wednesday, November 10, 2021 | 9:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals Monday, October 11, 2021

Exhibitor Appointed Contractor Notification Deadline Monday, October 11, 2021

First Day for Warehouse Deliveries Without a Surcharge Monday, October 11, 2021

Discount Price Deadline for Standard Shepard Orders Tuesday, October 19, 2021

Last Day for Warehouse Deliveries Without a Surcharge Monday, November 1, 2021

Last Day for Warehouse Deliveries* Friday, November 5, 2021

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

First Day Freight Can Arrive at Show Site Monday, November 08, 2021 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number Fastener Fair c/o Shepard Exposition Services 15775 Industrial Parkway Cleveland, OH 44135

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services Exhibiting Co. Name & Booth Number Fastener Fair Huntington Convention Center of Cleveland 1139 W. 3rd St Cleveland, OH 44113





Fastener Fair

INFORMATION

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ADVANCE DEADLINE DATE (STANDARD ORDERS): TUESDAY, OCTOBER 19, 2021

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, 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)

Monday, November 8, 2021 • 8:00AM to 5:00PM Tuesday, November 9, 2021 • 10:00AM to 5:00PM Wednesday, November 10, 2021 • 10:00AM to 10:00PM

Exhibitor Move Out

Wednesday, November 10, 2021 · 3:00PM to 10:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, November 10, 2021 | 9:00PM**.

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 **Wednesday, November 10, 2021** [9:00PM.

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

Huntington Convention Center of Cleveland 1139 W. 3rd St Cleveland, OH 44113





BUDGET BOOTH PACKAGE

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REGULAR

\$839.00

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CODE

50260

QTY

will be placed for each individual item at the regular catalog rates.

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

Step 1. Tell us how many packages you want.

ONLINE

\$651.40

* 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

A Budget and Time Friendly Solution!

Booth Package 10' x 10'** (50260)

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



1 - 6' (l) x 24" (w) x 30" (h) Skirted Table - Black (5004606)



2 - Upholstered Side Chairs (50020)



Black (06)



DISCOUNT

\$749.10

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00
AMOUNT DUE	\$

10' x 10' Carpet

1 - 10' x 10' Carpet (50255)

1 - Wastebasket (50091)

See Step 2 to choose your specific carpet color.

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

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
CONTACT EMAIL ADDRESS	



ONLINE ORDERING IT'S EASY.

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Order online through the Shepard Exhibitor Portal at **www.shepardes.com/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 **Q** chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

- 1. Go to: www.shepardes.com/intro.asp.
- 2. Select the Event.
- Login from the Show Information page by clicking the Login for Online Ordering button.
- 4. Select your event, enter your email address and password then click Login.

User Name = **Your Email Address** (provided by Event Management)

Password = FF2021

- 5. Don't have an account, click "Create an Account."
- Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@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 and 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?

ount we need your email address, name, and
▼ Order online.



Need help? Contact us: customerservice@shepardes.com

METHOD OF PAYMENT

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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: Tuesday, October 19, 2021 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, October 19, 2021 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.

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: Fastener Fair

EXHIBITING COMPANY NAME: ____

EVENT CODE: 1178561121

_ BOOTH NUMBER:

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

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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 cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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 cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

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

Claim(s) for Loss and Payment For Services:

♦ Shepard •

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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November 9 - 10, 2021

COVID-19 CANCELLATION POLICY

Fastener Fair

Huntington Convention Center of Cleveland | Cleveland, OH

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Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus

(COVID-19) The impact of COVID-19 has been unlike anything our live events industry and the global community have ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their businesses. Due to these unprecedented circumstances, we have temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to Shepard's commencement of moving in the event:

- We will offer 100% refunds on standard furnishings, accessories, executive furnishings and standard carpet/padding. Custom products such as premium, special cut carpets and graphics will be refunded at 70-100%, based on cancellation date.
- Custom rental exhibits will be refunded based on cancellation date and production status.
- We will charge for work performed on labor, material handling and transportation.
- · Custom fabrication items are non-refundable.
- All products/services not listed above will be charged per contracted terms.
- The Shepard customer services team will reach out to exhibitors to assist with freight, as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

Frequently Asked Questions

How do I cancel my order?

As soon as we are informed of a cancelled event, we will begin working through canceling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

If I just sent in my order, will it be processed, and will my card be charged?

If we have been notified by the event organizer that the event has been cancelled, we will not process the order.

When will I get a refund?

If a refund is due, we will send a check for monies due to the address on file. Wire transfers will be refunded and issued by the Shepard Accounts Receivable department as soon as invoices are finalized.

Will I still be charged material handling for my shipment?

Yes, material handling charges will apply and will be based on where your freight was shipped and if it had been taken to show site by the time of cancellation.

I already shipped my freight to the Shepard advance warehouse or the event. Can you send it back to me?

Yes, with the shipment already in our possession, we can easily return your freight to the destination of your choice using Shepard Logistics. Please contact us at **logistics@shepardes.com**.

Shepard reserves the right to modify this and other policies at any time.



SAFETY FIRST PLAN CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events. With Shepard, You Can.

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



Associates and union personnel are required to wear a mask while working at Shepard offices and event sites.



Health Screening

Associates and union personnel are required to complete a daily health screening before reporting in for work.

Temperature Check



Shepard is conducting a temperature check for all personnel entering Shepard offices and event sites.



Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.

Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.

Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.

Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.

Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.

COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.

Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.

↔ Shepard

Want to learn more? Contact us: logistics@shepardes.com



THIRD PARTY PAYMENT

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DEADLINE: MONDAY, OCTOBER 11, 2021

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 COMPA	NY NAME:		BOOTH NUMBER:		
EXHIBITING COMPA	NY ADDRESS:				
CITY:			STATE:	ZIP CODE:	
CONTACT EMAIL AD	DRESS:		PHONE NUMBER:		
EXHIBITING COMPA	NY AUTHORIZED NAME (pleas	e print):			
SIGNATURE FROM E	XHIBITING COMPANY:				
Step 2. Check	services below to l	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. Provic	de third party conta	ct information.			
3RD PARTY COMPAN	NY NAME:				
CONTACT NAME:					
EXHIBITING COMPA	NY ADDRESS:				
CITY:			STATE:	_ ZIP CODE:	
CONTACT EMAIL AD	DRESS:		PHONE NUME	3ER:	

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.





EXHIBITOR APPOINTED CONTRACTOR (EAC)

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Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

DEADLINE: MONDAY, OCTOBER 11, 2021

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:
and dismantling. The EAC may only provide services in the facility that are not design	icial" service provider on the show that requires access to your booth during installation nated 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 t	hird 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:	PH	ONE 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.

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:



WHERE DOES IT GO? TELL US! SAVE TIME AND MONEY.

With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders.

Make as many copies as you need!

COMPANY NAME:

CONTACT NAME: _

_ BOOTH NUMBER: _

___ CONTACT EMAIL ADDRESS: _____

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





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Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Friday, November 5, 2021** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday**, **November 5, 2021** for delivery to your booth prior to or at your assigned target date/ time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target movein schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the nontargeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.





TARGET CONFIRMATION

Fastener Fair

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TARGET DEADLINE: TUESDAY, OCTOBER 19, 2021

Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Step 1. Complete exhibiting company information.

COMPANY NAME:	BOOTH NUMBER:	
CONTACT NAME:	PHONE NUMBER:	
CONTACT EMAIL ADDRESS:		

Assigned Target Date and Time

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Step 2. Provide shipment details.

Where are you shipping?

Advanced Warehouse** Direct to Facility/Show Site

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

What is the weight of your shipment?
How many pieces are in your shipment?
Dimensions of largest piece of freight?
How many truck loads do you have?
Weight of largest piece of freight?
Name of Carrier
Carrier Contact Phone Number

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Tuesday, October 19, 2021

If Shipping Direct to Facility/Show Site

□ Flatbed □ Close Trailer □ Container

Is Special Equipment Required to Unload

Crane	Extended Forklift Blades	Rollers	□Sling
Other_			

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

☐ Yes ☐ No (if Yes, please place a forklift order with Customer Service)

Have you ordered carpet from Shepard?

□Yes □No

Do you want your carpet installed prior to your target time? □ Yes □ No





TARGET CHANGE REQUEST

Fastener Fair

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Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

TARGET DEADLINE: TUESDAY, OCTOBER 19, 2021

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

Tuesday, October 19, 2021

Step 1. Complete company information. COMPANY NAME: _ BOOTH NUMBER: _ CONTACT NAME: _ PHONE NUMBER: CONTACT EMAIL ADDRESS: __ NUMBER OF TRUCKLOADS: __ Where are you shipping? Advanced Warehouse* Direct to Facility/Show Site * Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time. Step 2. Provide target information. CURRENTLY ASSIGNED DATE: _ CURRENTLY ASSIGNED TIME: _ **REQUESTED DATE AND TIME: _ REASON FOR CHANGE:**



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

- Small package
- Standard ground
- Next Day, 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



Want to learn more? Contact us: logistics@shepardes.com



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)

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOOT	H 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	Any thing else we should l	know about your building?
Is the building in a residential area? 🗌 Yes 🛛 No		
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		
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

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				
тота	L				

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

Standard Ground 2nd Day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date.

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

YES! No, I will arrange another carrier. EXHIBITING COMPANY NAME: _ STREET ADDRESS:

CITY:

___ STATE: __

_ ZIP CODE: _

BOOTH NUMBER: _

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.



Email completed form to: logistics@shepardes.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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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.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOOTH NUMBER:
	PHONE NUMBER:
EMAIL ADDRESS:	

Step 2. Where is the shipment going?

COMPANY NAME:		
STREET ADDRESS:		
CITY:	_ STATE:	ZIP CODE:

Step 3. How many pieces are in your shipment?

Step 4. What are we shipping?

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

Is there a loading dock? See No

Is the building in a residential area? See No

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

Do we need to go inside your office to pick up your items? \Box No

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 need (how fast do you need it)?

Ground 2nd Day Expedited Ground (3-5 Days) Overnight

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.



QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
ΤΟΤΑ	L		·		

Any thing else we should know about your building?

». ______ АРРКОХ. ТО



ADVANCED SHIPPING LABEL

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Print at least one advanced 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.

NCED HOUSE	 Shepard ADVANCED WAREHOUSE
DVA VARE	TO:
٩>	(Exhibiting Company Name) (Exhibiting Company Booth Number)
	c/o Shepard Exposition Services 15775 Industrial Parkway Cleveland, OH 44135
S	FOR: Fastener Fair
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Monday, October 11, 2021
	Last day freight can arrive without a surcharge: Monday, November 1, 2021





DIRECT SHIPPING LABEL

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Print at least one advanced 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.

V SITE	Shepard DIRECT TO SHOW SITE
DIRE	TO: (Exhibiting Company Name)
	(Exhibiting Company Booth Number) c/o Shepard Exposition Services Huntington Convention Center of Cleveland 1139 W. 3rd St
	Cleveland, OH 44113 FOR: Fastener Fair
2	MUST NOT BE DELIVERED PRIOR TO: Monday, November 08, 2021 8:00AM





MATERIAL HANDLING RATES

Fastener Fair

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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)

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

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: Monday, October 11, 2021 LAST DAY FREIGHT CAN ARRIVE: Friday, November 5, 2021

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CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		×	\$133.50	
35036	Special Handling		l x	\$173.50	

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Monday, November 8, 2021

CODE	ITEM	WEIGHT]	PRICE/CWT	TOTAL
35030	Crated		×	\$125.05	
35043	Uncrated		×	\$187.50	
35038	Special Handling		×	\$162.50	

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.



TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
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: _

(•) Shepard —

MATERIAL HANDLING

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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

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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

\$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

\$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

\$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

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 it's final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

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

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

How do I calculate material handling charges?

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

♦ Shepard

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 arrived 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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MACHINE RATES

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

This for is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

Important Things to Know!

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

For all machine shipments, Shepard will do the following:

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

Labor Hours

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

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

 Double Time (DT):
 All hours on Sunday. Holidays.

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

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

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$28.10
35993	5,001 - 10,000 lbs.		\$25.70
35994	10,001 - 20,000 lbs.		\$22.80
35995	20,001 - 30,000 lbs.		\$15.60
35996	30,001 + lbs.		\$11.70

35992	Special Handling** 2,501 - 5,000 lbs.	\$36.55
35993	Special Handling** 5,001 - 10,000 lbs.	\$33.40
35994	Special Handling** 10,001 - 20,000 lbs.	\$29.65
35995	Special Handling** 20,001 - 30,000 lbs.	\$20.30
35996	Special Handling** 30,001 + lbs.	\$15.20

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
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:	

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MACHINE SHIPPING INFORMATION REQUEST

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, OCTOBER 11, 2021

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How	many mac	hines are	you	shipping?
-------------	----------	-----------	-----	-----------

QUANTITY OF MACHINES:

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

□Top □Bottom

Step 2. What is the weight of each machine?

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

Step 3. What are the dimensions of each machine?

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

Step 5. How is your machine being shipped?

□ Flatbed □ Close Trailer □ Container

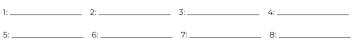
Step 6. Do you need special equipment to unload?

Extended Forklift Blades	□Rollers	□Slings	
Other			

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

□Yes □No

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



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

Step 10. Please attach any photos or diagrams you have of your machines.

□ Photos Attached □ No Photos

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.

	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS	

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CARTLOAD SERVICE

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021



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):
 All Hours Between 8:00AM - 4:00PM

 Overtime (OT):
 Monday - Friday 4:00PM - 8:00AM. All hours on Saturday.

 Double Time (DT):
 All hours on Sunday. 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		\$170.95	
35152	Booth to Dock ST		\$170.95	
35153	Dock to Booth OT		\$222.30	
35154	Booth to Dock OT		\$222.30	

TAX (All tax rates are subject to change)	8.00
	\$

EMAIL ADDRESS: _

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MOBILE SPOTTING FEE

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

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

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

All vehicles must be removed no later than: Wednesday, November 10, 2021 | 9:00PM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

CODE	ITEM		QTY	RATE		TOTAL
35106	Motorized Unit/Vehicle Spotting			\$200.00		
TOTAL ESTIMATE						
		TAX (All tax rates are subject to change)				8.00%
		AMOUNT DUE			\$	

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

Important Rules and Regulations

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

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _

CONTACT NAME:

EMAIL ADDRESS: _

Shepard

Email completed form to: orders@shepardes.com

BOOTH NUMBER:

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
- Full Size Van



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 unload/load. Vehicles like shown below will be allowed to unload/load in the designated POV parking lot after checking in at the marshaling yard.

NOT ALLOWED IN THE DOCK AREA: ✗ Trailers of any kind ✗ No Step Van/Box Truck



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:

- Boxes
- · 2-wheel or 4-wheel Hand Carts

NOT ALLOWED: X Pallet Jacks





FORKLIFTS & GROUND RIGGING

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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

Labor Hours

 Straight Time (ST):
 All Hours Between 8:00AM - 4:00PM

 Overtime (OT):
 Monday - Friday 4:00PM - 8:00AM. All hours on Saturday.

 Double Time (DT):
 All hours on Sunday. Holidays.

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

Step 1: Describe the work.

Uncrating Materials Spotting Equipment Booth Work/Ground Rigging Will you need: Straps Extended Blades Weight of Heaviest Piece:

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: ____

Dismantle Date/Time: ____

Step 3. Choose your lift size.

	FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
35028	ST Hourly Rental		\$349.45	\$401.85	\$450.05		
35039	OT Hourly Rental		\$431.20	\$495.90	\$555.40		
35067	DT Hourly Rental		\$513.05	\$590.00	\$660.80		

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
ST Hourly Rental		\$698.95	\$803.80	\$900.25		
OT Hourly Rental		\$862.50	\$991.85	\$1,110.85		
DT Hourly Rental		\$1,026.05	\$1,179.95	\$1,321.55		
	ITEM ST Hourly Rental OT Hourly Rental	ITEM QTY ST Hourly Rental OT Hourly Rental	ITEM QTY ONLINE ST Hourly Rental \$698.95 OT Hourly Rental \$862.50	ITEM QTY ONLINE DISCOUNT ST Hourly Rental \$698.95 \$803.80 OT Hourly Rental \$862.50 \$991.85	ITEM QTY ONLINE DISCOUNT RECULAR ST Hourly Rental \$698.95 \$803.80 \$900.25 OT Hourly Rental \$862.50 \$991.85 \$1,110.85	

	FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
35455	ST Hourly Rental		\$873.65	\$1,004.70	\$1,125.25		
35456	OT Hourly Rental		\$1,078.00	\$1,239.70	\$1,388.45		
35457	DT Hourly Rental		\$1,282.65	\$1,475.05	\$1,652.05		

	FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
35035	ST Hourly Rental		\$1,048.40	\$1,205.65	\$1,350.35		
35066	OT Hourly Rental		\$1,293.70	\$1,487.75	\$1,666.30		
35070	DT Hourly Rental		\$1,539.05	\$1,769.90	\$1,982.30		

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,397.80	\$1,607.45	\$1,800.35	
35256	OT Hourly Rental		\$1,724.80	\$1,983.50	\$2,221.50	
35257	DT Hourly Rental		\$2,052.20	\$2,360.05	\$2,643.25	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$524.20	\$602.85	\$675.20	
35594	OT Hourly Rental		\$646.80	\$743.80	\$833.05	
35595	DT Hourly Rental		\$769.60	\$885.05	\$991.25	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE**: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$148.69	\$171.00	\$191.50	
35086	OT Hourly Rental		\$223.06	\$256.50	\$287.30	
35099	DT Hourly Rental		\$297.38	\$342.00	\$383.05	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$141.00	\$162.15	\$181.60	
35100	OT Hourly Rental		\$211.50	\$243.25	\$272.45	
35101	DT Hourly Rental		\$282.00	\$324.30	\$363.20	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _

CONTACT NAME:

EMAIL ADDRESS: ____

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Email completed form to: orders@shepardes.com

_ BOOTH NUMBER: _



ON-SITE STORAGE

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME:	BOOTH NUMBER:
ON-SITE CONTACT NAME:	ON-SITE CELL PHONE:

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 2. Choose the type of storage to fit your needs.

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

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Accessible Storage

Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

CODE	ITEM	QTY	NUMBER OF DAYS	COST PER DAY	TOTAL
35166	Pallets/Skids			\$35.00	
35349	1/2 Trailer			\$80.00	
35348	Full Trailer			\$120.00	
35087	Labor - Straight Time			\$141.00	
35100	Labor - Overtime			\$211.50	
35101	Labor - Double Time			\$282.00	

Secured Storage

Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

CODE	SQ. FT.	NUMBER OF DAYS	TOTAL			
35068						
CODE	ITEM	COST PER DAY	TOTAL			
35087	Labor - Straight Time	\$141.00				
35100	Labor - Overtime	\$211.50				
35101	Labor - Double Time	\$282.00				

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME:

__ BOOTH NUMBER: _____

CONTACT NAME:

EMAIL ADDRESS: _

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WAREHOUSE STORAGE

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

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)	8.00%
AMOUNT DUE	\$

Step 3. How long are we storing your items?

FROM DATE:

Fees will continue until storage is picked up.

TO DATE:

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: _





EXHIBIT DISINFECTING SERVICES

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

* 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		\$160.58	\$184.65	\$206.80	

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 Wip	e Down Disinfectant		\$437.95	\$503.65	\$564.10	

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		\$145.98	\$167.90	\$188.05	

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.		\$0.88	\$1.00	\$1.10	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only per 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)	8.00%
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:	

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SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space. With Shepard, You Can.

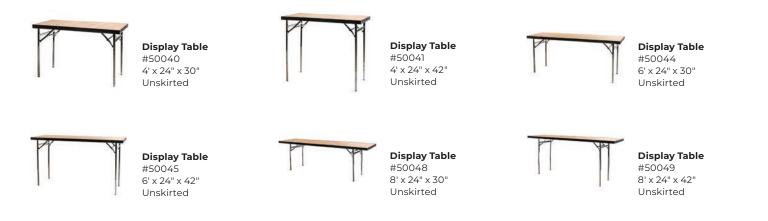


shepardes.com

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



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" x30" 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" Pedestal Table #51089 42" x 36" Round High Pedestal Table, Grey Fleck Top, Chrome Base



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

Round Side Table #50030 18" x 24"





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

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



Director's Chair #51090 Black Fabric, Maple Wood



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



Padded Stool #50024 Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool #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





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

Coat Rack

2" x 22" x 69"

#50092

Silver

7-Ball Waterfall **Grid Attachment** #50242 Silver Wall #50243

Spiral Garment Rack #50093 30" x 70" Silver

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



Also Available for Slat

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base #50088 Crossbar rented separately



6' - 10' Crossbar #50349 1 ¼" D



7' - 12' Crossbar #50348 1 ¼" D



3' High Drape #50074



8' High Drape #50074

SHELVING



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



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

BARRIER



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

Tensa Barrier



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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 #51085



Sand Bag #51087

SHOW CASES



4' Full View Showcase #50067

6' Full View Showcase #50068



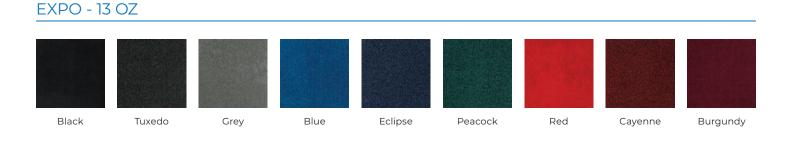
4' Quarterview Showcase #50069

6' Quarterview Showcase #50070

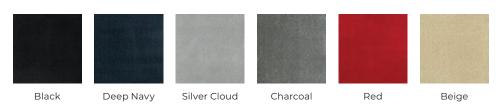


FLOORING

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PREMIUM - 28 OZ



PLUSH - 50 OZ



VINYL - CUSTOM ORDER ONLY











Stone











Vineyard Brown

Maple

Mountain Grey

Rosemary Whitewash



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 - SPANDEX



DRAPE





HARDWALL BOOTH ACCESSORIES

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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

Please use this form to order additional accessories for your hardwall booth packages.

Important information:

- There will be no substitutions on components already included in the packages.
- For any other modifications or changes to the Fully Furnished Shell Scheme booths ordered through the organizer please email our Exhibit Solutions Department at <u>exhibits@shepardes.com</u>
- There is a labor fee to move or change position of any shelves once they are installed.

Accessories

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66053	Flat Shelf (12" x 39")		\$65.00	\$74.75	\$83.70	
66054	Slanted Shelf (12" x 39")		\$80.00	\$92.00	\$103.05	
66051	Stem Light (electrical not included)		\$90.00	\$103.50	\$115.90	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
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:

CONTACT NAME:

EMAIL ADDRESS: _

Shepard

Email completed form to: exhibits@shepardes.com

_ BOOTH NUMBER: __



STANDARD FURNISHINGS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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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	ІТЕМ	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (I) x 24" (w) x 30" (h) Skirted Table			\$162.30	\$186.65	\$209.05	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$199.50	\$229.40	\$256.95	
50050	8' (I) x 24" (w) x 30" (h) Skirted Table			\$252.90	\$290.85	\$325.75	
50043	4' (I) x 24" (w) x 42" (h) Skirted Table			\$197.30	\$226.90	\$254.15	
50047	6' (I) x 24" (w) x 42" (h) Skirted Table			\$252.65	\$290.55	\$325.40	
50051	8' (I) x 24" (w) x 42" (h) Skirted Table			\$297.20	\$341.80	\$382.80	
50052	4th Side Skirt for 30" High Table			\$98.65	\$113.45	\$127.05	
50171	4th Side Skirt for 42" High Table			\$98.65	\$113.45	\$127.05	
50040	4' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$115.65	\$133.00	\$148.95	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$138.00	\$158.70	\$177.75	
50048	8' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$162.70	\$187.10	\$209.55	
50041	4' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$130.25	\$149.80	\$167.80	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$162.70	\$187.10	\$209.55	
50049	8' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$181.55	\$208.80	\$233.85	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$291.45	\$335.15	\$375.35	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$272.50	\$313.40	\$351.00	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$137.15	\$157.70	\$176.60	
50031	Square Side Table - 24" (w) x18" (h)		n/a	\$137.15	\$157.70	\$176.60	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$356.55	\$410.05	\$459.25	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$371.65	\$427.40	\$478.70	

Seating

CODE	ІТЕМ	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$105.50	\$121.30	\$135.85	
50021	Arm Chair Grey Fabric		n/a	\$143.80	\$165.35	\$185.20	
50024	Stool with Back Grey Fabric		n/a	\$175.20	\$201.50	\$225.70	
51086	Director's Chair Black Fabric		n/a	\$108.80	\$125.10	\$140.10	
51090	Director's Stool Black Fabric		n/a	\$194.75	\$223.95	\$250.80	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$212.40	\$244.25	\$273.55	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$174.45	\$200.60	\$224.65	

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	8	.00%
AMOUNT DUE	\$	

_ BOOTH NUMBER: ____

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COMPANY NAME: _

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Email completed form to: orders@shepardes.com



SPECIALTY, DISPLAYS & DRAPERY

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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CODE	ІТЕМ	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$22.10	\$19.00	\$22.10	
50094	Floor Easel, Chrome		n/a	\$58.35	\$67.10	\$75.15	
50245	Literature Rack Silver, Glass		n/a	\$215.40	\$247.70	\$277.40	
50175	Bag Rack, Chrome		n/a	\$285.30	\$328.10	\$367.45	
50092	Coat Rack, Chrome		n/a	\$101.25	\$116.45	\$130.40	
50093	Garment Rack, Chrome		n/a	\$285.30	\$328.10	\$367.45	
50427	Tensabarrier, Per Stem, Black		n/a	\$120.30	\$138.35	\$154.95	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$132.95	\$152.90	\$171.25	
50185	Drawing Bowl, Clear		n/a	\$53.55	\$61.60	\$69.00	
50296	4' x 12" Display Riser White and Black		n/a	\$120.50	\$138.55	\$155.20	
50297	6' x 12" Display Riser White and Black		n/a	\$149.95	\$172.45	\$193.15	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$477.75	\$549.40	\$615.35	
50067	4' Full View Showcase, White		n/a	\$1,075.10	\$1,236.35	\$1,384.70	
50068	6' Full View Showcase, White		n/a	\$1,185.75	\$1,363.60	\$1,527.25	
50069	4' Quarter View Showcase, White		n/a	\$1,075.10	\$1,236.35	\$1,384.70	
50070	6' Quarter View Showcase, White		n/a	\$1,185.75	\$1,363.60	\$1,527.25	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$348.15	\$400.35	\$448.40	
50061	4'x 8' Vetical Posterboard Grey Fabric		n/a	\$348.15	\$400.35	\$448.40	
50236	Grids 2' x 8' with Legs, Each		n/a	\$257.15	\$295.70	\$331.20	
50237	Grid 2' x 8' without Legs, Each		n/a	\$192.60	\$221.50	\$248.10	
50242	7-Ball Waterfall for Grids		n/a	\$17.70	\$20.35	\$22.80	
50104	6" Hooks (12) for Peg Boards		n/a	\$56.60	\$65.10	\$72.90	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)		\$27.30	\$31.40	\$35.15	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)		\$20.20	\$23.25	\$26.05	
50088	8' Upright with Base	n/a	\$37.70	\$43.35	\$48.55	
52065	3' Upright with Base	n/a	\$30.45	\$35.00	\$39.20	
50349	6'-10' Crossbar	n/a	\$25.10	\$28.85	\$32.30	
50348	7'-12' Crossbar	n/a	\$25.10	\$28.85	\$32.30	
50058	Sateen, per linear foot (minimum 5' linear feet rental)		\$22.30	\$25.65	\$28.75	

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)	8.00%
AMOUNT DUE	\$

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Fastener Fair

FLOORING

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** MONDAY, OCTOBER 11, 2021

Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing ONLINE DISCOUNT REGULAR TOTAL CODE ITEM SQ. FT. COLOR Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen. 46004 \$11.50 \$13.25 \$14.85 AVAILABLE COLORS: White (03), Black (06), Navv (22), Sand (33), Silver Dollar (34), Dark Grev (35), Crimson (74), Electric Blue (91) *** Minimum 100 so. ft, order required CODE DISCOUNT REGULAR ΤΟΤΑΙ ITEM SQ. FT. COLOR ONLINE Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen 46005 \$14.90 \$1715 \$19.20 46007 1/2" Padding for Vinyl (per sq. ft.)*** n/a \$5.45 \$6.25 \$7.00 AVAILABLE COLORS: Vineyard Brown (61), Laurel Brown (62), Mountain Grey (63), Rosemary Stone (64), White Wash (65), Maple (66), Snow (89) *** Minimum 100 sq. ft. order required. CODE ITEM SQ. FT. COLOR ONLINE DISCOUNT REGULAR TOTAL Premium Carpet - 28 oz. Rental/Sq. Ft.* \$8.30 4600 \$9.55 \$10.70 Rental includes installation and removal of carpet and visqueen Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.** Rental includes installation and removal of carpet 46003 \$9.15 \$10.50 \$11.75 rpet and visqueer Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. 46002 \$20.40 \$23.45 \$26.25 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Red (01), Black (06), Beige (14), Silver Cloud (18), Charcoal (17), Deep Navy (22) *** Minimum 100 sq. ft. order required CODE COLOR ONLINE DISCOUNT REGULAR TOTAL ITEM SQ. FT. 50255 Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10' \$291.15 \$334.80 \$375.00 50256 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20' \$543.25 \$624.75 \$699.70 50257 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30' \$810.30 \$931.85 \$1.043.65 50258 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40' \$1,077.30 \$1,238.90 \$1,387.55 5040050 Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15 Tuxedo ONLY \$509.50 \$585.90 \$656.20 RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut CODE ITEM COLOR ONLINE DISCOUNT REGULAR TOTAL SQ. FT. Special Cut 0-399 Sq. Ft. \$6.85 \$7.90 \$8.85 50580 Rental includes installation and removal of carpet and visqueen Special Cut 400-900 Sq. Ft. \$6.20 \$7.15 \$8.00 50581 Rental includes installation and removal of carpet and visqueen. Special Cut 900+ Sq. Ft. 50582 \$5.70 \$6.55 \$7.35 Rental includes installation and removal of carpet and visqueen. RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Red (01). Blue (05). Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Order Special Cut when it is important that dve lots match REGULAR TOTAL CODE ITEM SQ. FT. COLOR ONLINE DISCOUNT 1/2" Padding 50009 n/a \$1.50 \$170 \$1.90 50008 1" Padding n/a \$2.95 \$3.40 \$3.80 50010 Visqueen n/a \$0.45 \$0.50 \$0.55 ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING. Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com. TOTAL ESTIMATE \$ TAX (All tax rates are subject to change) 8.00%

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COMPANY NAME:

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EMAIL ADDRESS: __

Shepard

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TRADESHOW FURNISHINGSI 2021

Soft Seating Collections

Valencia

VALCHA Chair (spice orange velvet) 28"L <u>30.5"D 31"H</u>

VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H

Level The Field!: Low and casual seating makes clients more comfortable and open to learn about your product.

> **Pair loveseats and sofas** with the Sofa/Table Divider to create individual spaces.



Soft Seating Collections





CHR002 Chair (blue fabric) 36"L 34.5"D 30"H

SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



Soft Seating Collections



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

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

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



Powered[®] Seating

Naples Collection

А.



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

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

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



Accent Chairs

Bowery BOWCHA Swivel Chair (ochre fabric, chrome) 29.75"L 31"D 27.25"H



10'x20' - Meeting Booth

Accent Chairs

Madrid BCW Chair (white, chrome) 30"L 30"D 31"H









Individual Seating

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

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





Ottomans

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

VIBE

Provide a Pop!:

Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

MARCHE







ALONDRA









S Y D N E Y





Accent Tables



Regis REGBEN Bench Table (brushed metal) 47"L 15.5"D 16"H

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

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



Bar & Cafe Tables





Bar Tables

Standard Black Base 30" RND 42"H **VTJ** (graphite nebula top) **VTK** (maple top) **VTB** (red top) 30WH42 (white top) **30WDBB** (barnwood top) 30BKSB (black top) **30AGBB** (brushed gunmetal top) 30OSBB (orange top) VTA (Madison/gray acajou top) **30BEBB** (blue top) **30YBBB** (brushed yellow top) 30GSBB (green top)

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

Bar Tables Hydraulic Chrome Base 30" RND 45"H 30GRHB (graphite nebula top) **30MTHB** (maple top) **30BRHB** (red top) **30WHHB** (white top) **30WDHB** (barnwood top) **30BKHB** (black top) **30AGHB** (brushed gunmetal top) 300SHB (orange top) **30MAHB** (Madison/gray acajou top) **30BEHB** (blue top) **30YSHB** (brushed yellow top) 30GSHB (green top)

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

Midtown Counter & Bar



Powered Counter 3 60"L 18"D 42"H (taupe glass top, pewter) MTCPUL (unlighted) MTCLPI (lighted with plug-in)

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















Conference Tables



Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Atomic **Round Table** (glass, chrome) 42ATO 42"RND 30"H 36ATO 36"RND 30"H



MADISON



Ventura Powered & Communal Tables



Powered Bar Table
(silver frame)

72.25"L 26.25"D 42" A) VNTBLK (black top) B) VNTWHT (white top)

Communal Bar Table

(silver frame) 72.25"L 26.25"D 42"H Maple Top **C) VNTMNP** (solid) **VNTBMW** (grommets) White Top **D) VNTBWW** (grommets) **VNTWNP** (solid) Black Top **E) VNTBNP** (solid)

Powered³ Communal Tables



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



One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.





Α.

* = 11.11

с.

Powered ³ Tables

Sydney Powered

Cocktail Tables



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



MADISON



10'x20' - Madison Presentation Booth

Executive Seating

Α.

Pro High Back Executive Chairs A) PROEXE (white vinyl, chrome)

B) PROEXB (black vinyl, chrome)

25"L 24"D 45-48"H Adjustable height

Pro Mid Back Executive Chairs C) PROMID (white vinyl, chrome)

D) PROMDB (black vinyl, chrome)

24"L 22"D 36.75-39.75"H Adjustable height





Pro Guest PROGB Executive Chair (black vinyl, chrome) 24"L 26"D 36"H



Dividers

Clear Dividers A) DIVFRE Freestanding (Silver, Clear) 39"L 1.5"D 72"H

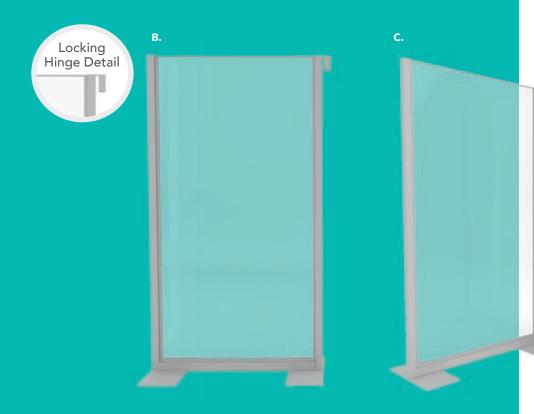
B) DIVFWL Freestanding Wall Unit (Silver, Clear) 40"L 1.5"D 72"H

C) DIVFCR Freestanding Corner (Silver, Clear) 39"L 39"D 72"H



Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



Dividers





Stanchion w/ Retractable Belt

A) STNCH1 (black, chrome) 96"L 37"H

11-

B) STNSGN Stanchion Sign Holder (black, chrome) 10"L 13"H

Boxwood Hedges

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

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





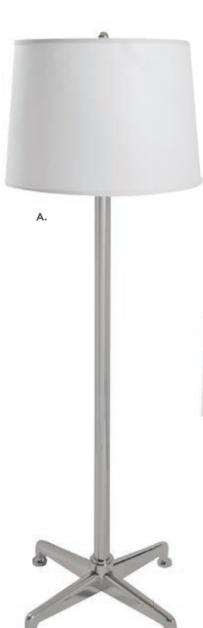
Office Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



Boxwood Hedge A) HDG7FT Boxwood Hedge, 7' 36.5"L 12"D 84"H B) HDG4FT Boxwood Hedge, 4' 46"L 9"D 47"H



Powered[®] Products

<text>

VILHUB Village Charging Hub (cream) 12"L 12"D 28.25"H



Revenues.

··· ·· ··

Styling Tip:

Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.



SOFT SEATING COLLECTIONS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

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Loveseats

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		\$1,198.35	\$1,378.10	\$1,543.45	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$552.00	\$634.80	\$711.00	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,058.20	\$1,216.95	\$1,363.00	
NPLLOP	POWERED Naples Loveseat - Black Vinyl		\$1,318.45	\$1,516.20	\$1,698.15	

Sofas

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,052.50	\$1,210.40	\$1,355.65	
BSFWHT	Baja Sofa - White Vinyl		\$1,377.80	\$1,584.45	\$1,774.60	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$717.85	\$825.55	\$924.60	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$712.15	\$818.95	\$917.20	
NPLSOF	Naples Sofa - Black Vinyl		\$1,258.40	\$1,447.15	\$1,620.80	
NPLLOP	POWERED Naples Sofa - Black Vinyl		\$1,532.95	\$1,762.90	\$1,974.45	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,081.10	\$1,243.25	\$1,392.45	
STESOF	Sterling Sofa - Grey Fabric		\$987.25	\$1,135.35	\$1,271.60	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$724.30	\$832.95	\$932.90	

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)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: ____

___ BOOTH NUMBER: ____

CONTACT NAME: __

EMAIL ADDRESS: _____

Shepard •





1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$737.90	\$848.60	\$950.45	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$509.10	\$585.45	\$655.70	
BCHWHT	Baja Chair - White Vinyl		\$817.95	\$940.65	\$1,053.55	
BOWCHA	Bowery Chair - Ochre Fabric		\$478.20	\$549.95	\$615.95	
CNTCHR	Century Chair - Gray Velvet		\$487.25	\$560.35	\$627.60	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$517.65	\$595.30	\$666.75	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$471.90	\$542.70	\$607.80	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$617.75	\$710.40	\$795.65	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$429.10	\$493.45	\$552.65	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,124.00	\$1,292.60	\$1,447.70	
MONCHA	Montreal Chair - Blue, Black Metal		\$525.45	\$604.25	\$676.75	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$849.40	\$976.80	\$1,094.00	
NPLCHP	POWERED Naples Chair - Black Vinyl		\$952.40	\$1,095.25	\$1,226.70	
NPLCHR	Naples Chair - Black Vinyl		\$878.00	\$1,009.70	\$1,130.85	
STECHA	Sterling Chair - Gray Fabric		\$678.20	\$779.95	\$873.55	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$537.70	\$618.35	\$692.55	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$374.55	\$430.75	\$482.45	
TCHGRY	POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$365.45	\$420.25	\$470.70	
VALCHA	Valencia Chair - Spice Orange Velvet		\$487.30	\$560.40	\$627.65	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$534.25	\$614.40	\$688.15	

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)	8.00%
AMOUNT DUE	\$

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 COMPANY NAME:
 BOOTH NUMBER:

 CONTACT NAME:
 BOOTH NUMBER:

 EMAIL ADDRESS:
 BOOTH NUMBER:

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INDIVIDUAL SEATING

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$109.65	\$126.10	\$141.25	
BLDCSB	Blade Chair - Sky Blue		\$109.65	\$126.10	\$141.25	
SC3	Brewer Chair - Onyx, Chrome		\$263.10	\$302.55	\$338.85	
XCHR	Christopher Chair - White Vinyl, Chrome		\$170.15	\$195.65	\$219.15	
DUET	Duet Stack Chair - Black, Chrome		\$97.25	\$111.85	\$125.25	
LMCHR	Laguna Chair - Maple, Chrome		\$223.10	\$256.55	\$287.35	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$295.25	\$339.55	\$380.30	
MALGRN	Malba Chair - Green, Chrome		\$171.60	\$197.35	\$221.05	
MALGRY	Malba Chair - Gray, Chrome		\$171.60	\$197.35	\$221.05	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$239.00	\$274.85	\$307.85	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$239.00	\$274.85	\$307.85	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$239.00	\$274.85	\$307.85	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$239.00	\$274.85	\$307.85	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$239.00	\$274.85	\$307.85	
OCMWHT	Meeting Chair - White		\$377.50	\$434.10	\$486.20	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$296.35	\$340.80	\$381.70	
SC10	Razor Armless Chair - White		\$117.25	\$134.85	\$151.05	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$197.35	\$226.95	\$254.20	
CS4	Syntax Chair - Black, Chrome		\$311.75	\$358.50	\$401.50	
ZENCHR	Zenith Chair - White, Chrome		\$251.70	\$289.45	\$324.20	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: ____

CONTACT NAME: ____

EMAIL ADDRESS: _____

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Email completed form to: orders@shepardes.com

___ BOOTH NUMBER: ____



BENCHES & OTTOMANS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$263.65	\$303.20	\$339.60	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$263.65	\$303.20	\$339.60	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$263.65	\$303.20	\$339.60	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$263.65	\$303.20	\$339.60	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$263.65	\$303.20	\$339.60	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		\$263.65	\$303.20	\$339.60	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		\$263.65	\$303.20	\$339.60	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$263.65	\$303.20	\$339.60	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$263.65	\$303.20	\$339.60	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$263.65	\$303.20	\$339.60	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$263.65	\$303.20	\$339.60	
BVLYBK	Beverly Bench - Black Vinyl		\$606.30	\$697.25	\$780.90	
BVLYBN	Beverly Bench - Brown Fabric		\$606.30	\$697.25	\$780.90	
BVLYGR	Beverly Bench - Grey Fabric		\$606.30	\$697.25	\$780.90	
BVLYLN	Beverly Bench - Linen Fabric		\$606.30	\$697.25	\$780.90	
BVLYOB	Beverly Bench - Ocean Fabric		\$606.30	\$697.25	\$780.90	
BVLYRD	Beverly Bench - Red Fabric		\$606.30	\$697.25	\$780.90	
BVLYWH	Beverly Bench - White Vinyl		\$606.30	\$697.25	\$780.90	

Metal Bench

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$431.85	\$496.65	\$556.25	

Ottomans

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$629.20	\$723.60	\$810.45	
ENDOIW	Endless Curved Ottoman - White Vinyl, Chrome		\$629.20	\$723.60	\$810.45	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$394.70	\$453.90	\$508.35	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$394.70	\$453.90	\$508.35	

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

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	8.00%
TOTAL ESTIMATE	\$

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EMAIL ADDRESS: _____

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CUBE & SWIVEL OTTOMANS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$211.65	\$243.40	\$272.60	
VIB02	Vibe Cube - Blue		\$211.65	\$243.40	\$272.60	
VIB04	Vibe Cube - Red		\$211.65	\$243.40	\$272.60	
VIB05	Vibe Cube - Yellow		\$211.65	\$243.40	\$272.60	
VIB08	Vibe Cube - Orange		\$211.65	\$243.40	\$272.60	
VIB09	Vibe Cube - White Waterproof		\$211.65	\$243.40	\$272.60	
VIB10	Vibe Cube - Black Waterproof		\$211.65	\$243.40	\$272.60	
VIB11	Vibe Cube - Steel Blue Vinyl		\$211.65	\$243.40	\$272.60	
VIB12	Vibe Cube - Silver Vinyl		\$211.65	\$243.40	\$272.60	
VIB13	Vibe Cube - Purple Vinyl		\$211.65	\$243.40	\$272.60	
VIB14	Vibe Cube - Cirtus Green		\$211.65	\$243.40	\$272.60	
VIB15	Vibe Cube - Taupe Vinyl		\$211.65	\$243.40	\$272.60	
VIB16	Vibe Cube - Spice Orange		\$211.65	\$243.40	\$272.60	
VIB17	Vibe Cube - Desert Rose		\$211.65	\$243.40	\$272.60	

Marche Swivel

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$280.30	\$322.35	\$361.05	
MAR002	Marche Swivel - Crey		\$280.30	\$322.35	\$361.05	
MAR003	Marche Swivel - Linen		\$280.30	\$322.35	\$361.05	
MAR004	Marche Swivel - Raspberry		\$280.30	\$322.35	\$361.05	
MAR005	Marche Swivel - Red		\$280.30	\$322.35	\$361.05	
MAR006	Marche Swivel - Rose Qtz		\$280.30	\$322.35	\$361.05	
MAR007	Marche Swivel - Plum		\$280.30	\$322.35	\$361.05	
MAR008	Marche Swivel - Meadow Green		\$280.30	\$322.35	\$361.05	
MAR009	Marche Swivel - Pear		\$280.30	\$322.35	\$361.05	
MAR010	Marche Swivel - Blue		\$280.30	\$322.35	\$361.05	
MAR011	Marche Swivel - Orange		\$280.30	\$322.35	\$361.05	
MAR012	Marche Swivel - Forest Green		\$280.30	\$322.35	\$361.05	
MAR013	Marche Swivel - Teal Velvet		\$280.30	\$322.35	\$361.05	
MAR014	Marche Swivel - Distressed Brown		\$280.30	\$322.35	\$361.05	
MAR015	Marche Swivel - Black Vinyl		\$280.30	\$322.35	\$361.05	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$280.30	\$322.35	\$361.05	

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

TOTAL ESTIMATE	\$
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AMOUNT DUE	\$

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COMPANY NAME:

CONTACT NAME: _

EMAIL ADDRESS:



Email completed form to: orders@shepardes.com

BOOTH NUMBER:



1178561121

ACCENT TABLES: COCKTAIL & END

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$503.35	\$578.85	\$648.30	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$503.35	\$578.85	\$648.30	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$377.50	\$434.10	\$486.20	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$440.45	\$506.50	\$567.30	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$315.30	\$362.60	\$406.10	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$315.30	\$362.60	\$406.10	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$315.30	\$362.60	\$406.10	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$417.55	\$480.20	\$537.80	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$423.30	\$486.80	\$545.20	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$423.30	\$486.80	\$545.20	
CIWP	POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$537.70	\$618.35	\$692.55	
CIYP	POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$537.70	\$618.35	\$692.55	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$463.95	\$533.55	\$597.60	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$421.80	\$485.05	\$543.25	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$363.20	\$417.70	\$467.80	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$363.20	\$417.70	\$467.80	
CUBPOW	POWERED Wireless Charging Table - White, AC Plug In		\$700.20	\$805.25	\$901.90	
EIC	Geo End Table - Glass Top, Chrome		\$371.80	\$427.55	\$478.85	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$208.35	\$239.60	\$268.35	
MESETB	Mesa End Table - Black Top, Bronze		\$208.35	\$239.60	\$268.35	
MESETG	Mesa End Table - Glass Top, Bronze		\$208.35	\$239.60	\$268.35	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$208.35	\$239.60	\$268.35	
REGOTT	Regis End Table - Brushed Metal		\$317.45	\$365.05	\$408.85	
EIE	Silverado End Table - Glass, Chrome		\$397.55	\$457.20	\$512.05	
EIW	Sydney End Table - White Top, Brushed Steel		\$383.25	\$440.75	\$493.65	
EIY	Sydney End Table - Black Top, Brushed Steel		\$383.25	\$440.75	\$493.65	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$407.75	\$468.90	\$525.15	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$407.75	\$468.90	\$525.15	

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TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

___ BOOTH NUMBER: ____

CONTACT NAME: _

EMAIL ADDRESS: _____

COMPANY NAME: ____

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ACCENT TABLES: SIDE

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$217.35	\$249.95	\$279.95	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$210.20	\$241.75	\$270.75	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$210.20	\$241.75	\$270.75	
SEDBWH	Sedona Side Table - White Top, Bronze		\$210.20	\$241.75	\$270.75	
TAOBBK	Taos Side Table - Black Top, Bronze		\$210.20	\$241.75	\$270.75	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$210.20	\$241.75	\$270.75	
TAOBWH	Taos Side Table - White Top, Bronze		\$210.20	\$241.75	\$270.75	
TMBTBL	Timber Table - Wood		\$257.40	\$296.00	\$331.50	

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8.00%

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COMPANY NAME: ____

____ BOOTH NUMBER: ____

CONTACT NAME: ____

EMAIL ADDRESS: _____

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BAR TABLES, BARS & COUNTERS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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30" Round Bar Table with Black Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$407.75	\$468.90	\$525.15	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$407.75	\$468.90	\$525.15	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$407.75	\$468.90	\$525.15	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$407.75	\$468.90	\$525.15	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$407.75	\$468.90	\$525.15	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$407.75	\$468.90	\$525.15	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$391.80	\$450.55	\$504.60	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$407.75	\$468.90	\$525.15	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$371.80	\$427.55	\$478.85	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$371.80	\$427.55	\$478.85	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$371.80	\$427.55	\$478.85	
VTA	30" Round Madison Bar Table w/Standard Black Base - Gray Acajou Top		\$371.80	\$427.55	\$478.85	

36" Round Bar Table with Black Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/Standard Black Base - Black Top		\$309.35	\$355.75	\$398.45	
VTN	36" Round Bar Table w/Standard Black Base - Graphite Nebula Top		\$397.55	\$457.20	\$512.05	
VTW	36" Round Bar Table w/Standard Black Base - White Top		\$397.55	\$457.20	\$512.05	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		\$397.55	\$457.20	\$512.05	

30" Round Bar Table with Hydraulic Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$492.10	\$565.90	\$633.80	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$492.10	\$565.90	\$633.80	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$492.10	\$565.90	\$633.80	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$492.10	\$565.90	\$633.80	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$451.90	\$519.70	\$582.05	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$492.10	\$565.90	\$633.80	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$451.90	\$519.70	\$582.05	
300SHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$492.10	\$565.90	\$633.80	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$492.10	\$565.90	\$633.80	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$371.80	\$427.55	\$478.85	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$492.10	\$565.90	\$633.80	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$451.90	\$519.70	\$582.05	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$532.00	\$611.80	\$685.20	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$491.90	\$565.70	\$633.60	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$491.90	\$565.70	\$633.60	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$491.90	\$565.70	\$633.60	





BAR TABLES, BARS & COUNTERS CONTINUED

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Metal Bar Table

COL	DE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTS	SQT	Rustique Square Metal Bar Table - Gunmetal		\$411.85	\$473.65	\$530.50	

Ventura Communal Bar Tables

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$998.15	\$1,147.85	\$1,285.60	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$998.15	\$1,147.85	\$1,285.60	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$998.15	\$1,147.85	\$1,285.60	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$998.15	\$1,147.85	\$1,285.60	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$998.15	\$1,147.85	\$1,285.60	
VNTBLK	DOWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,178.30	\$1,355.05	\$1,517.65	
VNTWHT	POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,178.30	\$1,355.05	\$1,517.65	

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

Bars

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,404.15	\$2,764.75	\$3,096.50	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,249.50	\$2,586.90	\$2,897.35	

Counters

	CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
1	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,404.15	\$2,764.75	\$3,096.50	
N	MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,263.55	\$2,603.10	\$2,915.45	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
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: ____

CONTACT NAME: _

EMAIL ADDRESS: _____

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Email completed form to: orders@shepardes.com

__ BOOTH NUMBER: ____





1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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

30" Round Café Table with Black Base

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$365.55	\$420.40	\$470.85	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$365.55	\$420.40	\$470.85	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$365.55	\$420.40	\$470.85	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$365.55	\$420.40	\$470.85	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$365.55	\$420.40	\$470.85	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$365.55	\$420.40	\$470.85	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$357.50	\$411.10	\$460.45	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$365.55	\$420.40	\$470.85	
ZTA	30" Round Madison Cafe Table w/Standard Black Base - Gray Acajou Top		\$348.90	\$401.25	\$449.40	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$337.50	\$388.10	\$434.65	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$337.50	\$388.10	\$434.65	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$337.50	\$388.10	\$434.65	

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		\$365.55	\$420.40	\$470.85	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$368.95	\$424.30	\$475.20	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$368.95	\$424.30	\$475.20	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$368.95	\$424.30	\$475.20	

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		\$378.00	\$434.70	\$486.85	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$378.55	\$435.35	\$487.60	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$378.00	\$434.70	\$486.85	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$451.90	\$519.70	\$582.05	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$451.90	\$519.70	\$582.05	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$378.00	\$434.70	\$486.85	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$451.90	\$519.70	\$582.05	
300SHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$378.00	\$434.70	\$486.85	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$378.55	\$435.35	\$487.60	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$489.05	\$562.40	\$629.90	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$378.00	\$434.70	\$486.85	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$451.90	\$519.70	\$582.05	





CAFÉ TABLES CONTINUED

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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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		\$409.25	\$470.65	\$527.15	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$491.90	\$565.70	\$633.60	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		\$491.90	\$565.70	\$633.60	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		\$491.90	\$565.70	\$633.60	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$829.55	\$954.00	\$1,068.50	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$829.55	\$954.00	\$1,068.50	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$829.55	\$954.00	\$1,068.50	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$829.55	\$954.00	\$1,068.50	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$829.55	\$954.00	\$1,068.50	
VNTCBK	DOWERED Communal Ventura Cafe Table - Black Top, Silver		\$942.00	\$1,083.30	\$1,213.30	
VNTCWH	POWERED Communal Ventura Cafe Table - White Top, Silver		\$942.00	\$1,083.30	\$1,213.30	

= 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)	8.00%
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:

CONTACT NAME: _

EMAIL ADDRESS: _____

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__ BOOTH NUMBER: ___



BAR STOOLS

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$374.65	\$430.85	\$482.55	
BST	Banana Barstool - White, Chrome		\$374.65	\$430.85	\$482.55	
BLDBRD	Blade Barstool - Red		\$210.85	\$242.50	\$271.60	
BLDBSB	Blade Barstool - Sky Blue		\$210.85	\$242.50	\$271.60	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$271.70	\$312.45	\$349.95	
LMBAR	Laguna Barstool - Maple, Chrome		\$280.30	\$322.35	\$361.05	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$317.45	\$365.05	\$408.85	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$317.45	\$365.05	\$408.85	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$317.45	\$365.05	\$408.85	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$317.45	\$365.05	\$408.85	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$421.80	\$485.05	\$543.25	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$263.65	\$303.20	\$339.60	
RSTSTL	Rustique Barstool - Gunmetal		\$217.35	\$249.95	\$279.95	
BS001	Shark Barstool - White, Chrome		\$477.60	\$549.25	\$615.15	
BSR	Syntax Barstool - Black, Chrome		\$340.35	\$391.40	\$438.35	
ZENBAR	Zenith Barstool - White, Chrome		\$251.70	\$289.45	\$324.20	
BS002	Zoey Barstool - White, Chrome		\$437.60	\$503.25	\$563.65	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: ____

CONTACT NAME: ____

EMAIL ADDRESS: _____

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BOOTH NUMBER:



CONFERENCE & WORK TABLES

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

* 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
BKC10N	10'Table - Black Top, Silver		\$810.90	\$932.55	\$1,044.45	
BKC10P	POWERED 10' Table - Black Top, Silver		\$1,012.75	\$1,164.65	\$1,304.40	
CB8	42" Round Madison Table - Gray Acajou, Black		\$260.25	\$299.30	\$335.20	
42BKCT	42" Round Table - Black Top, Black		\$436.80	\$502.30	\$562.60	
CB1	42" Round Table - Graphite Nebula Top		\$577.70	\$664.35	\$744.05	
CONF42	42" Round Table - White Top		\$577.70	\$664.35	\$744.05	
BKCT5N	5' Table - Black Top, Silver		\$407.25	\$468.35	\$524.55	
BKCT5P	DOWERED 5' Table - Black Top, Silver		\$527.25	\$606.35	\$679.10	
BKCT8N	8' Table - Black Top, Silver		\$810.90	\$932.55	\$1,044.45	
BKCT8P	POWERED 8' Table - Black Top, Silver		\$1,012.75	\$1,164.65	\$1,304.40	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$477.60	\$549.25	\$615.15	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$477.60	\$549.25	\$615.15	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$677.80	\$779.45	\$873.00	
CF2	Geo Table, Rectangle - Glass Top, Black		\$677.80	\$779.45	\$873.00	
CEI	Geo Table, Rounded Square - Glass Top, Chrome		\$477.60	\$549.25	\$615.15	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$477.60	\$549.25	\$615.15	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$723.60	\$832.15	\$932.00	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,444.30	\$1,660.95	\$1,860.25	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,444.30	\$1,660.95	\$1,860.25	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$497.65	\$572.30	\$641.00	

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)	8.00%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: ____

♦ Shepard •



EXECUTIVE SEATING, DESKS & STORAGE

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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

Seating

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$450.45	\$518.00	\$580.15	
GENCHA	Genesis Chair - Black		\$393.10	\$452.05	\$506.30	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$391.80	\$450.55	\$504.60	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$557.70	\$641.35	\$718.30	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$557.70	\$641.35	\$718.30	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$366.10	\$421.00	\$471.50	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$354.65	\$407.85	\$456.80	
TASKST	Task Stool - Black Fabric, Black		\$239.00	\$274.85	\$307.85	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	DOWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$677.80	\$779.45	\$873.00	
TECH3B	POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$838.00	\$963.70	\$1,079.35	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$912.35	\$1,049.20	\$1,175.10	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$660.65	\$759.75	\$850.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$223.10	\$256.55	\$287.35	

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	\$
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AMOUNT DUE	\$

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COMPANY NAME: _______ BOOTH NUMBER: ______ CONTACT NAME: ______ EMAIL ADDRESS: _____

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DIVIDERS

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Boxwood Hedges

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$717.00	\$824.55	\$923.50	
HDG7FT	7' Boxwood Hedge		\$1,166.95	\$1,342.00	\$1,503.05	

Stanchions

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$49.10	\$56.45	\$63.20	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$56.35	\$64.80	\$72.60	

Dividers

CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$158.20	\$181.95	\$203.80	
DIVFRE	Freestanding Divider - Clear, Silver		\$318.20	\$365.95	\$409.85	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$636.35	\$731.80	\$819.60	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$318.20	\$365.95	\$409.85	
DIVFST	Sofa/Table Divider - Clear, Silver		\$285.45	\$328.25	\$367.65	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$396.35	\$455.80	\$510.50	
MIRWHT	Miramar Divider - White Molded Plastic		\$407.25	\$468.35	\$524.55	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: BOOTH NUMBER: _____

EMAIL ADDRESS: _

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1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	POWERED Village Charging Hub - Cream		\$238.20	\$273.95	\$306.80	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$217.35	\$249.95	\$279.95	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$331.75	\$381.50	\$427.30	

Pedestals

PDL36B	DOWERED 36" Locking Pedestal - Black	\$757.90	\$871.60	\$976.20	
PDL36W	DOWERED 36" Locking Pedestal - White	\$757.90	\$871.60	\$976.20	
PDL42B	DOWERED 42" Locking Pedestal - Black	\$898.05	\$1,032.75	\$1,156.70	
PDL42W	POWERED 42" Locking Pedestal - White	\$898.05	\$1,032.75	\$1,156.70	

Shelving

PSHCCS Posh Shelving - Chrome, Acrylic \$775.05 \$891.30 \$998.25	
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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)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: ______ BOOTH NUMBER: ______ CONTACT NAME: _____

EMAIL ADDRESS: _

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GRAPHICS & SIGNS

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

* 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	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$217.75	\$280.45	
70010	22" x 28" Horizontal		\$217.75	\$280.45	

70011	28" x 44" Vertical	\$331.70	\$427.20	
70012	28" x 44" Horizontal	\$331.70	\$427.20	

70027	38.25" x 90.75" Meter Board, Trovicel Panel	\$671.30	\$864.65	
70138	39" x 84" Meter Board, Ultraboard	\$315.00	\$405.70	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$27.65	\$35.60	
70071	Horizontal with Grommets		\$27.65	\$35.60	

70066	Vertical with Pockets	\$29.70	\$38.25	
70072	Horizontal with Pockets	\$29.70	\$38.25	

Table Clings

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling Table clings are made to fit our standard pedestal table tops.		\$231.65	\$298.35	

Accessories

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$59.15	\$76.15	
70021	Velcro/per ft. (Minimum of 5')		\$3.85	\$5.00	
70004	7" x 44" ID Sign		\$65.15	\$83.90	
50094	Floor Easel		\$67.10	\$75.15	
50095	22" x 28" Chrome Sign Holder		\$152.90	\$171.25	
50508	Cardboard Meter Board Base, Black		\$31.40	\$35.15	
		·			

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
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: _____

CONTACT NAME: .

EMAIL ADDRESS: ___

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Email completed form to: orders@shepardes.com

_ BOOTH NUMBER: __

UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

Fastener Fair

Huntington Convention Center of Cleveland | Cleveland, OH

I178561121 November 9 - 10, 2021

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

 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.
- Navigate to the show folder using the following path:
 Year → Month → Show Name → Exhibitor Uploads
 example: 2020 → 01_Shepard Show → Exhibitor Uploads
- 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.
- 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.





Need help? Contact us: orders@shepardes.com

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

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.
Ai Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ps 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.





Raster Logo at 100% 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, YouSendlt, 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
 Create an engaging experience

Attract attention

☐ Make exhibiting easy

□ Generate traffic



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



Want to learn more? Contact us: exhibits@shepardes.com



SHIELDS & BARRIERS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

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

Plexi Shields



Counters not included



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (I) × 36" (h)		\$422.50	\$485.85	\$544.15	
66652	Tall Plexi Shield (CVPS2) 40" (I) x 44" (h)		\$520.00	\$598.00	\$669.75	
66653	Curved Plexi Shield (CVPS3) 4'8.75" (I) x 4' (h) x 2'2.25" (d)		\$650.00	\$747.50	\$837.20	

Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9°1.25° (1) × 7° (h) × 11.85° (d) base 30° from floor		\$650.00	\$747.50	\$837.20	
66655	Plexi/Trovicel Panel Wall Divider (CVDW2) 3' 4.5" (I) x 8' high x Approx. 6" (d) base		\$455.00	\$523.25	\$586.05	
66656	Trovicel/Trovicel Wall Divider (CVDW3) 3' 4.5" (I) × 8' (h) × 1' 9" (d) base		\$390.00	\$448.50	\$502.30	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$812.50	\$934.35	\$1,046.45	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$487.50	\$560.65	\$627.95	
		тот	AL ESTIMATE		\$	
		TAX	TAX (All tax rates are subject to ch			8.00%
		АМО	DUNT 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 30 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:

EMAIL ADDRESS: ____

Shepard -

Email completed form to: exhibits@shepardes.com



EXHIBIT COUNTER RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

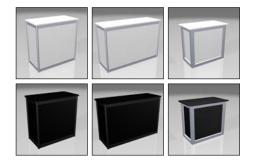
ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

* 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:

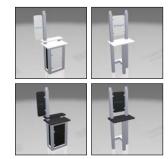
Metal Colors: Black (06) or Silver (15) and Panel Colors: White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	1 Meter Locking Cabinet (LC1) 3' 6" (I) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm		\$1,018.15	\$1,170.85	\$1,311.35		
66283	1.5 Meter Locking Cabinet (LC2) 5' (I) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,235.50	\$1,420.80	\$1,591.30		
66284	Locking Cabinet (LC3) 3' 9" (I) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$751.00	\$863.65	\$967.30	Silver ONLY	





Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	Reception Counter (RC2) 3' 6" (I) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1530mm x 898mm		\$1,047.00	\$1,204.05	\$1,348.55		
66276	Reception Counter (RC3) 5' (I) x 3' 6'' (h) x 1' 9'' (d) Graphic Size: 1080mm x 898mm		\$2,271.25	\$2,611.95	\$2,925.40		

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66285	Computer Stand 1 (CS1) 3' (I) x 6'3" (h) x 1'9" (d) Graphic Size: 250mm x 700mm		\$1,320.80	\$1,518.90	\$1,701.15	Silver ONLY	
66286	Computer Stand 2 (CS2) 2' 3" (I) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$769.85	\$885.35	\$991.60	Silver ONLY	
TOTAL ESTIMATE \$							

TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS:

♦ Shepard •

Email completed form to: exhibits@shepardes.com



PRODUCT DISPLAYS & CHARGING STATION RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

* 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	METAL COLOR	PANEL COLOR
66277	Gondola 3' 6" (I) x 1' 9" (h) x 5" (d)		\$713.45	\$820.45	\$918.90		
66278	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$705.25	\$811.05	\$908.40	Silver ONLY	
66279	GL2 4'3" (I) x7' (h) x1'3" (d) Graphic Sizes: 674mm x 1682mm		\$1,215.70	\$1,398.05	\$1,565.80	Silver ONLY	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	Quarterview Showcase (Qtrview) 4'6" (I) x 3'3" (h) x 1'9" (d)		\$1,373.65	\$1,579.70	\$1,769.25		
66272	Square Showcase (Square) 1'9" (I) x 7' (h) x 1'9" (d)		\$1,482.60	\$1,705.00	\$1,909.60		

Charging Unit

с	ODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
6	6430	Phone Charging Station (PCS) 3' (I) x 6'3" (h) x 1'9" (d) Graphic Size: 250mm x 700mm		\$2,333.75	\$2,683.80	\$3,005.85		Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	8' x 4' Pegboard Panel (PerfH)		\$346.85	\$398.90	\$446.75	Silver ONLY	n/a
66149	4' x 8' Pegboard Panel (PerfV)		\$346.85	\$398.90	\$446.75	Silver ONLY	n/a
50104	6" Pegs - 1 dozen (6"Pegs)		\$56.60	\$65.10	\$72.90	n/a	n/a
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$364.20	\$418.85	\$469.10	Silver ONLY	n/a

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: __



Email completed form to: exhibits@shepardes.com



INLINE BOOTH RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

* 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.

	CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66470	The Eddie - 10' x 10'		\$4,141.20	\$4,762.40	\$5,333.90	
	66471	The Eddie - 10' x 20'		\$6,743.70	\$7,755.25	\$8,685.90	
The Jonathon	CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66474	The Jonathon - 10' x 10'		\$2,889.05	\$3,322.40	\$3,721.10	
Corpory Name	66475	The Jonathon - 10' x 20'		\$5,057.00	\$5,815.55	\$6,513.40	
	CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66477	The Pierce - 10' x 10'		\$3,583.50	\$4,121.00	\$4,615.50	
1000 B	66478	The Pierce - 10' x 20'		\$6,804.15	\$7,824.75	\$8,763.70	
The Madison	CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
Conserv Same	66484	The Madison - 10' x 10'		\$4,345.65	\$4,997.50	\$5,597.20	
Strate and a strategy of the state	66485	The Madison - 10' x 20'		\$5,150.35	\$5,922.90	\$6,633.65	
	CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66486	The Grant - 10' x 10'		\$4,587.00	\$5,275.05	\$5,908.05	
The Harrison	66487	The Grant - 10' x 20'		\$6,357.45	\$7,311.05	\$8,188.40	
	CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66492	The Harrison - 10' x 10'		\$4,216.90	\$4,849.45	\$5,431.40	
	66493	The Harrison - 10' x 20'		\$6,196.45	\$7,125.90	\$7,981.00	
	CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
A STORE OF	66467	The Hamilton - 10' x 10'		\$2,938.45	\$3,379.20	\$3,784.70	
The Lucy	66468	The Hamilton - 10' x 20'		\$5,147.80	\$5,919.95	\$6,630.35	
	CODE	ІТЕМ	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
	66473	The Lucy - 10' x 10'		\$2,655.65	\$3,054.00	\$3,420.50	

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 TOTAL ESTIMATE
 \$______

 TAX (All tax rates are subject to change)
 8.00%

 AMOUNT DUE
 \$______

BOOTH NUMBER: ____

COMPANY NAME: _

The Hamilton

The Edd

EMAIL ADDRESS: __

Shepard



FABEX BOOTH RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ITEM

10' x 10' Booth with Header and Monitor (FX2M1H)

3042mm x 2432mm

1070mm x 1020mm

2440mm x 380mm

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

QTY

GRAPHIC SIZE SPECIFICATIONS

ONLINE

\$2,730.70

\$4,940.05

\$3.341.40

\$5,550.75

Side Panel Colors

Monitor = 66620

DISCOUNT

\$3,140.30

\$5.681.05

\$3.842.60

\$6,383.35

REGULAR

\$3,517.15

\$6.362.80

\$4.303.70

\$7,149.35

White Black

TOTAL

* 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.

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

10' x 10' Fabric Booth

CODE

66557

66558

66561

66562

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.

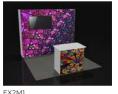
10' x 10' Booth (FX21)

10' x 10' Booth with Monitor (FX2M1)

10' x 10' Booth with Header (FX2HI)

Please contact an Exhibit Team member with any questions.







FX2H2



FX2M1H

FX2M2H

10' x 20' Fabric Booth

Backwall Graphic Size

Counter Graphic Size

Header Graphic Size

CODE		ITEM		ONLINE	DISCOUNT	REGULAR	TOTAL	
66559	10' x 20' Booth (F	10' x 20' Booth (FX22)			\$5,443.30	\$6,096.50		
66560	10' x 20' Booth w	10' x 20' Booth with Monitor (FX2M2)			\$7,984.05	\$8,942.15		
66567	10' x 20' Booth w	10' x 20' Booth with Header (FX2H2)			\$6,071.40	\$6,799.95		
66563	10' x 20' Booth w (FX2M2H)	10' x 20' Booth with Header and Monitor (FX2M2H)			\$8,612.20	\$9,645.65		
GRAPHIC SIZE SPECIFICATIONS								
Backwall	Graphic Size	6012mm x 2432mm		Side Panel Co	lors	White 🗌 Bla	nck	

Counter Graphic Size 1070mm x 1020mm Monitor = 66620 Header Graphic Size 2440mm x 380mm

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

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COMPANY NAME: _ _ BOOTH NUMBER: __ CONTACT NAME:

EMAIL ADDRESS: __

♦ Shepard •



FABEX BACKLIT BOOTH RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

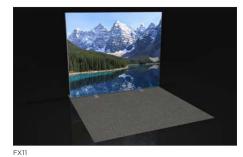
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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.



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) Graphic Size: 3042mm x 2436mm		\$2,753.55	\$3,166.60	\$3,546.60	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 6088mm x 2436mm		\$4,255.40	\$4,893.70	\$5,480.95	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$5,757.30	\$6,620.90	\$7,415.40	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$





FX13

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

COMPANY NAME:	BOOTH NUMBER:

EMAIL ADDRESS: _

♦ Shepard •



ISLAND BOOTH RENTALS

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

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Turnkey Rental Designs Make Exhibiting Easier!

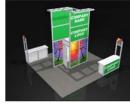
Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/ dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

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.



'he Monroe



Island Booths

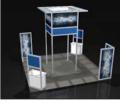
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$10,542.05	\$12,123.35	\$13,578.15	
66368	The Washington		\$15,129.10	\$17,398.45	\$19,486.25	
66495	The Tyler		\$11,258.35	\$12,947.10	\$14,500.75	
66496	The Garfield		\$11,024.85	\$12,678.60	\$14,200.05	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

The Washington







The Garfield

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COMPANY NAME:	BOOTH NUMBER:

EMAIL ADDRESS: _

♦ Shepard •



FABRIC HANGING SIGNS

Fastener Fair

1178561121

DON'T

FORGET!

To place an order for building and hanging your sign!!

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* MONDAY, OCTOBER 11, 2021

* 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.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner
- ** Rigging not included



Circle







Wave

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

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: _

Shepard •

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,639.15	\$7,635.00	\$8,551.20	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,551.80	\$12,134.55	\$13,590.70	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,073.20	\$9,284.20	\$10,398.30	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,532.85	\$7,512.80	\$8,414.35	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,877.05	\$3,308.60	\$3,705.65	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,828.35	\$4,402.60	\$4,930.90	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$



ADVANCED SHIPPING HANGING SIGN LABEL

Fastener Fair Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021 1178561121

Print at least one advanced 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.

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

ADVANCED WAREHOUSE	 Shepard Shepard Advanced warehouse HANGING SIGN To:
	(Exhibiting Company Name)
	(Exhibiting Company Booth Number)
	c/o Shepard Exposition Services 15775 Industrial Parkway
	Cleveland, OH 44135
	FOR: Fastener Fair
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Monday, October 11, 2021
	Last day freight can arrive without a surcharge: Monday, November 1, 2021



LABOR RULES & REGULATIONS

Cleveland, Ohio

LABOR

Ohio is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the local 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

Local unions claim jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if it is 100 square feet and under and two people can accomplish the task within an hour. Exhibitor employees are defined as those having been on the payroll for a minimum of 60 days prior to the event; otherwise, booth set up/dismantling must be performed by the local union.

Exhibitors are permitted to use tools. However, an exhibitor may not use power operated equipment unless union labor is ordered.

MATERIAL/FREIGHT HANDLING JURISDICTION

Local 407 teamsters has jurisdiction over all unloading and reloading of materials and the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may hand carry or use their own 2-wheel dollies to move materials in and out of the exhibition center. No 4-wheel or other dollies, carts, etc. are permitted inside the building.

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.

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. We cannot be held responsible for injuries or falls caused by the improper use of furniture or equipment. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.





SHEPARD BLUE LABOR

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

* 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 on Saturday. Double Time (DT): All hours on Sunday. Holidays. NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$154.65	\$177.85	\$199.20	
68067	OT	\$231.95	\$266.75	\$298.75	
68068	DT	\$309.25	\$355.65	\$398.35	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$154.65	\$177.85	\$199.20	
68071	OT	\$231.95	\$266.75	\$298.75	
68072	DT	\$309.25	\$355.65	\$398.35	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.00%
AMOUNT DUE	\$

Step 1. Choose your service.

Installation Dismantling Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION	NUMBER	OF PF	OPLE:

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:

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
GRAPHICS
ELECTRICAL PLACEMENT (exhibitor is responsible to order) Emailed to Shepard Drawing Attached Drawing with Exhibit Run Under Carpet
CARPET
OTHER SERVICES ORDERED

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)

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

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS:	



Email completed form to: orders@shepardes.com



EXHIBITOR SUPERVISED LABOR

Fastener Fair

1178561121

Huntington Convention Center of Cleveland | Cleveland, OH November 9 - 10, 2021

ONLINE & DISCOUNT DEADLINE:* TUESDAY, OCTOBER 19, 2021

* 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 on Saturday.

 Double Time (DT):
 All hours on Sunday. 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	\$118.95	\$136.80	\$153.20							
68061	ОТ	\$178.43	\$205.20	\$229.80							
68062	DT	\$237.90	\$273.60	\$306.45							

DISMANTLE LABOR**											
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***						
68063	ST	\$118.95	\$136.80	\$153.20							
68064	OT	\$178.43	\$205.20	\$229.80							
68065	DT	\$237.90	\$273.60	\$306.45							

** 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)	8.00%
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.

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:

INSTALLATION HOURS: _

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: ____

DISMANTLE REQUEST DATE:

START TIME: _____ END TIME: ____

Step 7. Provide on-site contact information.

__ END TIME: __

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

COMPANY NAME: _______ BOOTH NUMBER: ______ CONTACT NAME: ______ PHONE NUMBER: ______ EMAIL ADDRESS: _____

♦ Shepard •

Email completed form to: orders@shepardes.com

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TheIntroduction

On behalf of the staff at the Huntington Convention Center of Cleveland, welcome to Cleveland! We are excited to have you exhibit at our state-of-the art Center and look forward to assisting you in planning a successful event. We strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors.

Each service section contains the following:

- Description of Services, Equipment and Pricing
- Installation and Connection Information
- Terms and Conditions
- Frequently Asked Questions

GeneralInfo

Ordering Policies and Procedures

Pricing: Discount and Standard rates are available for some services. To qualify for the discount rate, order requests must be received 21 days prior to the first event day. Standard rates will apply to orders received after the discount cut-off date.

Ordering: Please visit www.clevelandconventions.com/exhibitor to place an order. Exhibitors may also mail their orders using the Service Order Forms located in Appendix A of this guide. There is a \$15 manual processing fee for mailed orders. No orders will be accepted via e-mail as it is not a secure form of transmission.

Exhibitors should be aware of the following when placing orders:

- All payments must be in U.S. currency
- The date orders are received determines the applicable rate
- Incomplete orders or payment information will delay processing
- Booth numbers must be identified on all order forms

Payments: Payments for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds: Claims for refunds must be submitted by exhibitors prior to the close of the event. Credit will not be given for services installed but not used.

General Terms and Conditions

- All booth number changes must be communicated by exhibitors to the Center prior to move-in. Additional charges may result if services must be moved after initial set-up.
- All equipment and material furnished by the Center or Edlen Electric, shall remain the property of the Center or Edlen Electric and shall not be removed from the Center .
- Floor boxes and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the event space and may not be used by anyone other than Center personnel or designated services providers.
- Service connections must be made by Center personnel or designated service provider.
- Connection services generally cover the installation of service in the most safe and convenient manner to the Center.
- All equipment must comply with state and local safety codes. The Center will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of services in the exhibit hall.

BuildingPolicies

- **Anchoring:** Any anchoring or drilling into the exhibit floor or any other surface within the Center is strictly prohibited.
- Animals: Service animals/pets are permitted within the Center. However, non-service animals/ pets are not permitted within the Center without proper approval by Center management. The requesting party is responsible for ensuring all proper permits and licenses are in place. This is including but not limited to contacting the Cuyahoga County Board of Health for any applicable permits. They can be contacted at 216-201-2000 or <u>www.ccbh.net</u>.
- **Compressed Gas:** The use of compressed gas is permitted within the Center with prior approval by the Fire Department under the below conditions:
 - Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe area not accessible to the public.
 - Propane tanks larger than one pound must be stored outside of the facility in the designated area located outside of the loading dock.
 - Fork lifts are permitted to use propane tanks within the Center during load in and out days as long as they are properly secured and have been properly inspected prior to and after use each day.
 - Propane tanks on forklifts must be removed from the Center during all show open hours and stored outside within the approved propane storage locations. A maximum of one propane tank may be left on one forklift in case needed during show hours for any reason.
- **Confetti:** The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the Center. Additionally, adhesive-backed decals (stickers) may not be given away or utilized. Any costs incurred by the Center for the removal of these items will be charged to the Licensee.
- **Cooking:** The Cleveland Fire Department may require a test of all cooking equipment prior to the opening event. Additional requirements include:
 - Food producing grease-laden vapor is prohibited.
 - Cooking and heating devices shall be placed on non-combustible surface and separated two feet from any combustible item and separated from the public by four feet.
 - Each exhibitor must provide a 20-pound BC fire extinguisher, or an approved automatic extinguishing system located in their booth.

Display Vehicles: When exhibiting motor vehicles inside the Center the following requirements must be abided by:

- Disconnecting the battery
- Reducing the amount of gas to 1/4 tank or less
- Locking or taping shut the gas cap
- Using a drip pan under vehicle's engine
- Avoiding all carpeted areas of the building

BuildingPolicies

Drone Policy/Unmanned Aerial Vehicles: The operation (flight) of any drone/unmanned aerial vehicles at Center whether indoors or outdoors is prohibited unless permission is granted in advance in writing by ASM Global Management. In the event permission is granted by ASM Global Management and the City of Cleveland, there are rules and regulations that govern use both inside and outside the Center.

- Fog/Hazers: A fire watch is required when hazers or fog machines are used inside the Center. All machines must be water based. The use of smoke, hazers or fog machines is prohibited without the prior written approval of the Center.
- **Gratuities:** It is against the Center/ASM Global policy for any employee of the Center to accept gratuities or gifts from Show Management, Exhibitors or Attendees.
- **Helium:** Helium balloons are not permitted in the Center. Should helium balloons be brought into the facility the Licensee will be charged a fee for the removal of balloons that rise to the ceiling.
- **Medical Shows/Waste:** Any hazardous waste disposal and cleanup must be approved prior to move-in. The Center does not handle the disposal of medical show waste. Sharps need to be in red containers and clearly labeled as such, to avoid being disposed of in our regular trash pickup. Please DO NOT leave needles and sharps boxes unattended.

Pyrotechnics: The use of pyrotechnics is prohibited within the Center.

- **Shipping:** The Center does not accept advance materials or freight. All freight and packages must be shipped to your General Service Contractor and delivered to the Center during the designated move-in period. Packages may also be shipped to/from our UPS Store located in the Atrium. For more information please see page 20 of this document.
- **Smoking:** The Center is a smoke free campus. In accordance, smoking is prohibited within 50 feet of any entrance door to the Facility. The loading dock and driveway areas are considered part of the Facility and should also be designated as smoke free.
- **Tape:** The Service Contractor is responsible for the removal of all tape and tape residue from the exhibition halls, pre-function, and meeting room floors. The repair cost for any damage caused to a surface by the use of such tape or any tools used for removal will be billed to Show Management and/or the General Services Contractor. If any tape or tape residues are to be removed the Center after the event, Show Management will be billed for all expenses. The approved double faced tape for the exhibit floor is Polyken 105 C or approved equal. The only approved tape for the ballroom, meeting rooms or any other carpeted area is Gaffers tape.

RecyclingProgram

The Center is a Gold LEED Certified Building. Below are some helpful tips on how you can help us in our green initiatives!

- Place cardboard and plastic in aisle way or by pillars for our staff to collect and dispose of properly during move-in/move-out.
- Putting recyclables in appropriate containers on the exhibit floor.
- Marking donation merchandise, leftover literature or other materials as recyclable so our staff can dispose of properly.
- Consider using virtual presentation materials vs. printed materials.
- Use starch-based, biodegradable packing peanuts for shipping. These peanuts dissolve in water, and are non-toxic.
- Avoid using polystyrene, plastic wrapping and bubble wrap. Biodegradable cellulose is available for shrink wrapping.
- Use biodegradable string. Avoid using plastic string.
- Use cloth table covers instead of plastic or visqueen.
- Walking from your hotel to the Convention Center.

DonationProgram

Feel good about saving on shipping and helping the local community! The Center collects clean and usable donations from exhibitors and guests after conventions and facilitates their donation to community non-profit organizations. Your materials will be put to good re-use and you will be helping numerous nonprofit organizations throughout the Cleveland area. You can make a donation in two easy steps!*

<u>STEP 1</u>: Find the Donation Station for your event. Look for the banner that says "DONATIONS" or visit the exhibitor services desk to be directed to the Donation Station.

<u>STEP 2:</u> Place your item(s) at the Donation Station. If your items are too big to move, simply pick up a "Donation" sticker at the Donation Table to place on your items. The Center Staff will take it from there!

Items that can be donated include but are not limited to:

- Office Supplies
- Home and Garden Supplies
- Medical Supplies (all supplies must be sealed in their original packaging)
- SWAG (convention bags, keychains, lanyards)
- Furniture
- Toiletries
- Non-perishable food and drink (donations of alcohol cannot be accepted)
- In the event that your items are perishable special arrangements need to be made in advance. Please contact the Operations Manager at 216-920-1431 to make such arrangements.

*The Donation Program is subject to the approval of the Show Manager and may not be available for every event.

CleaningDetails

The Center offers cleaning services through our exclusive set up and housekeeping department.

Vacuum/Mop Services (Per sq. ft. with 100 sq. ft. minimum)	Advanced Rate	Standard Rate
Vacuum Booth—Day 1	\$.30	\$.35
Vacuum Booth—Day 2	\$.50	\$.55
Vacuum Booth—Day 3		
Vacuum Booth—Day 4	\$.85	\$.90
Mop Booth—Day 1	\$.35	\$.40
Mop Booth—Day 2	\$.60	\$.65
Mop Booth—Day 3	\$.85	\$.95
Mop Booth—Day 4	-	-

Porter Service (Per sq. ft. with 100 sq. ft. minimum)	Advanced Rate	Standard Rate
Porter Service—Day 1	\$.55	\$.60
Porter Service—Day 2	\$.95	\$1.05
Porter Service—Day 3		
Porter Service—Day 4		

Service includes periodic wastebasket pick up & sweeping of booth during event hours.

Terms and Conditions – Cleaning

The Center, through its cleaning contractor, is the exclusive provider of all cleaning services in the building.

Frequently Asked Questions – Cleaning Services

Will my booth be automatically vacuumed/mopped before the first day of the show?

Booths will not be vacuumed/mopped unless the service has been ordered through the Center.

If I order cleaning service, when can I expect my carpet to be cleaned?

If the show you are attending an event that opens in the morning, all of the cleaning will occur prior to the show opening. If the show opens in the afternoon, all of the cleaning will most likely occur the morning before the show opens. Please remove any visqueen from your carpet so that our staff can clean your booth.

Where do I dispose of trash during setup/tear down of the show?

Please place trash in aisles or near columns so that our cleaning personnel can identify and dispose of it properly. Materials intended to be stored in a boneyard or kept for re-use must be labeled accordingly and arranged through the General Service Contractor.

BOOTH CLEANING FORM	Advance Payment Deadline Date: 21 Days Prior to First Event Day							
Convention	COMPANY NAME:		BOOTH NUMBER:					
Center of Cleveland	EVENT:							
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310	FACILITY:	Huntington Convention Center of Cleveland						
Phone: (216) 928-1310 www.clevelandconventions.com	DATES:		EVENT #					
FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR								
ORDER INSTRUCTIONS VACUUMING (Charged per sq. ft. with 100 sq. ft. minimum cost)								

ORDER INSTRUCTIONS	VACUUMING (Charged per sq. ft. with 100 sq. ft. minimum cost)											
SCHEDULING SERVICES Please note which days you will	Total Sq. Ft.	(Please schedule what days yo provided in the Vacuum sche		Advance Rate	Standard Rate	TOTAL COST						
require cleaning services. If no information is provided, services will		Vacuum Booth - 1 Day		.30	.35							
begin on first day of show opening and continue until the number of		Vacuum Booth - 2 Days		.50	.55							
days ordered are utilized.		Vacuum Booth - 3 Days		.70	.75							
VACUUM SCHEDULING Dates Requested		Vacuum Booth - 4 Days		.85	.90							
1st Day	MOPPIN	IG (Charged per sq. ft. wi	th 100 sq. ft. minimun	n) (Conci	rete Floor	Only!)						
2nd Day	Total Sq. Ft.	(Please schedule what days ye provided in the Mopping sche		Advance Rate	Standard Rate	TOTAL COST						
4th Day		Mop Booth - 1 Day		.35	.40							
·		Mop Booth - 2 Days		.60	.65							
MOPPING SCHEDULING Dates Requested		Mop Booth - 3 Days		.85	.95							
1st Day		Mop Booth - 4 Days		1.05	1.15							
2nd Day		SERVICES (Charged per s	guare foot with a 100	sa ft m	inimum)							
3rd Day	TOKIEK	(Please schedule what days y		- sq. ii. iii								
4th Day	Total sq. ft.	provided in the Porter Service left)		Advance Rate	Standard Rate	TOTAL COST						
PORTER SERVICE SCHEDULING		Porter Service - 1 Day		.55	.60							
Dates Requested		Porter Service - 2 Days		.95	1.05							
1st Day		Porter Service - 3 Days		1.35	1.45							
2nd Day		Porter Service - 4 Days		1.85	1.95							
3rd Day	SPECIA	L CLEANING REQUIREM	ENITS									
4th Day												
PORTER SERVICE RATES Rates include periodic wastebasket pick up & sweeping of booth during event hours.		cate below any special cleaning r ndicate that you would like the Co										
TRASH REMOVAL			SUBTOTAL									
Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each		τοι	AL PLUS TAX (8%)									
day. Trash cans that need to be emptied where they are located within the booth space need to order Porter Service.	TR	ANSFER ESTIMATED TOT	AL TO THE METHOD	OF PAY	MENT FO	RM						

AUTHORIZATION

PRINT NAME:

EMAIL:

PHONE:

The "Method of Payment Form" must be completed and returned with this order form.

TelephoneServices

The Center offers a variety of telephone services and is an exclusive service of the building.

Standard Telephone Services	Advanced Rate	Standard Rate							
Standard Telephone Line (Analog/Digital)\$200.00\$325.00 Service includes one phone number and a complimentary simple handset. Line usage included.									
Cisco Conference Phone Service\$300.00\$450.00 Service includes one phone number and rental of one speaker phone. Equipmen must be returned at the end of the show. Line usage included.									
ISDN/BRI Service. *This service requires a 45 day lead time.	Call for Pricin	ng							
<u>Cable TV Services</u> Cable TV Services	\$200.00	\$325.00							
<u>Credit Card Line</u> Single Line (no dial 9 required)	\$200.00	\$325.00							
Installation and Connection Islankons									

Installation and Connection – Telephone

- Telephone service is provided from the nearest column or floor port into the booth.
- Center phone technicians provide a line that is long enough to run anywhere in your booth. Exhibitors may have their full-time employees run their phone cord under the carpet to desired locations, or they have the general service contractor do so.
- All telephone equipment can be picked up at the Center Exhibitor Services Desk.

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please pre-program your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the Exhibitor Services Desk on-site to receive this information.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please notify your Event Manager prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Advance Payment Deadline Date: 21 Days Prior to First Event Day

Convention	COMPANY NAME:		BOOTH NUMBER:						
Center of Cleveland	EVENT:								
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310	FACILITY:	Huntington Convention Center of Cleveland							
Phone: (216) 928-1310 www.clevelandconventions.com	DATES:		EVENT #						

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS

The Center is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the Center and may not be installed or removed by anyone other than Center personnel.

All Center telephone equipment shall remain at the Center at the close of the event. Failure to return Center phones will result in a replacement fee.

All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If exhibitors require additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.

DISTRIBUTION OF CABLES

You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Center's payment policy and the terms and conditions of contract.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

Form TELECOM-Center-12-1-2019

TELEPHONE SERVICES

Standard Telephone Services	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST						
Standard Telephone Line (analog/digital)		\$200.00	\$325.00							
Cisco Conference Phone		\$300.00	\$325.00							
ISDN/BRI Service (45 day lead time)		CALL	CALL							
Please call us for information on any services (such as higher bandwidth)										
CABLE TV SERVICES										
TECHNICAL SERVICES										

TECHNICAL SERVICES

Cable TV Services

CREDIT CARD LINE

Single Line (no dial 9 required)

TOTAL PLUS TAX (8%) TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM

PHONE:

\$200.00

\$200.00

\$325.00

\$325.00

SUBTOTAL

PRINT NAME:

EMAIL:

The "Method of Payment Form" must be completed and returned with this order

TELECOM LAYOUT FORM Advance Payment Deadline Date: 21 Days Prior to Fi									st Eve	nt Da	у										
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١	F www.c	level	andc	onven	itions.	com		DATE	ES:								EV	ENT 7	ŧ		
	Use the grid below to indicate the location of each wired internet connection ordered. If internet is only required at the rear of an in-line booth this form is not necessary.																				
Indic	ate b	ooth	i type	e: Islo	and 🛛	□ Per	ninsul	a 🗆	Inlin	e 🗆	Pro	vide	aisle	or ad	jace	nt bo	oth #	‡'s foi	r orie	ntatio	on
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InternetServices

The Center offers a wide variety of Internet and Technical services through our experienced inhouse team of technicians.

WIRED INTERNET SERVICE AND LABOR

Shared Service	Advanced Rate	Standard Rate
Basic Internet	\$125.00	\$175.00
Premium Internet	\$250.00	\$375.00
Additional Devices for Premium Internet	\$99.00	\$150.00

Dedicated Service	Advanced Rate	Standard Rate
3 Mbps	\$2,500.00	\$4,000.00
5 Mbps		
10 Mbps		
12 Mbps	\$8,500.00	\$10,000.00
Upgrade to Public IP		

INTERNET LABOR SERVICES

Per Hour/Per 4 Cables	\$125.00	\$125.00
Special Features	\$995.00	\$995.00

WIRELESS INTERNET SERVICE (WI-FI)

Wireless internet service is provided free of charge throughout the public spaces of the Center.

Shared Service	Advanced Rate	Standard Rate
Basic Internet	\$125.00	\$175.00
Premium Internet	\$250.00	\$375.00
Additional Devices for Premium Internet	\$99.00	\$150.00

Dedicated Service	Advanced Rate	Standard Rate
3 Mbps	\$2500.00	\$4000.00
5 Mbps	-	-
10 Mbps		

EQUIPMENT RENTAL

8 Port Switch	\$125.00	\$185.00
24 Port Switch	•	•
48 Port Switch	•	•
Patch Cable (Cat5)	I	

TERMS & CONDITIONS

Please see page 24 of this document for a full list of terms and conditions.

InternetServices

TERMS & CONDITIONS

Please see page 24 of this document for a full list of terms and conditions.

Frequently Asked Questions – Internet Services

Do you have wireless internet?

The Center offers free wireless internet service throughout the public spaces of the building; open your internet browser and look for the Center-GUEST wireless network. This service is designed for casual users and has limited bandwidth. If you are relying on the internet to showcase your product or conduct credit card transactions, we strongly recommend a wired internet connection for reliable service.

Can I bring my own hub or switch?

The Center offers switch devices instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are permitted to bring their own switches or hubs.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some Exhibitors have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the Center can provide thousands of IP addresses to exhibitors while only using a few" real" internet routable addresses.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Center Exhibitor Services Desk.

INTERNET ORDER FORM

Advance Payment Deadline Date: 21 Days Prior to First Event Day

Convention	COMPANY NAME:		BOOTH NUMBER:
Center of Cleveland	EVENT:		
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310	FACILITY:	Huntington Convention Center of Cleveland	
Phone: (216) 928-1310 www.clevelandconventions.com	DATES:		EVENT #

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS

BASIC SERVICE NO SWITCHES OR ROUTERS

Provides a shared line with speeds up to 1.5 Mbps (not guaranteed). One device only—no switches or routers. Perfect for checking email or displaying your company website. DHCP—this service is plug and play!

PREMIUM SERVICE SWITCHES ONLY—NO ROUTERS

Provides a shared line with speeds up to 10 Mbps (not guaranteed). Recommended for cyber cafes, social media feeds, and multimedia downloads. Required for use of a switch. Purchase "Addt'I Devices for Premium" to add additional IP addresses you may rent a switch and patch cables from us, or bring your own. DHCP enabled. Static private IP addresses can be assigned at no charge. Public IP address

DEDICATED SERVICE REQUIRED FOR ROUTERS

Connection speeds are based on the purchased line, and are guaranteed for both uploads and downloads. Dedicated services is required for web casting, HD streaming, and any use of a router (wired or wireless). We do not rent or program routers. DHCP enabled. Static private IP addresses can be assigned at no charge. Public IP address are

DISTRIBUTION OF CABLES

You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop. If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.

TERMS & CONDITIONS

I agree in placing this order that I have accepted HCCC's payment policy and the terms and conditions of contract.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

Form IT-Center-12-1-2019

WIRED INTERNET SERVICES AND LABOR

SHARED SERVICE	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST	
Basic Internet		\$125.00	\$175.00		
Premium Internet		\$250.00	\$375.00		
Addt'l Devices for Premium		\$99.00	\$150.00		
DEDICATED SERVICE					
3 Mbps		\$2500.00	\$4000.00		
5 Mbps		\$4500.00	\$6500.00		
10 Mbps		\$7500.00	\$9500.00		
12 Mbps		\$8500.00	\$10000.00		
Addt'l Drop Same Location		\$995.00	\$1194.00		
Upgrade to Public IP Address		\$199.00	\$300.00		
LABOR					
Per Hour/Per 4 Cables		\$125.00	\$125.00		
Special Features		\$995.00	\$995.00		
Please call us for information on any services (such as higher bandwidth)					

WIRELESS INTERNET SERVICES (Wi-Fi)					
SHARED SERVICE					
Basic Internet		\$125.00	\$175.00		
Premium Internet		\$250.00	\$375.00		
Addt'l Devices for Premium		\$99.00	\$150.00		
DEDICATED SERVICE					
3 Mbps		\$2500.00	\$4000.00		
5 Mbps		\$4500.00	\$6500.00		
10 Mbps		\$7500.00	\$9500.00		
12 Mbps		\$8500.00	\$10000.00		
EQUIPMENT RENTAL (We co	annot ren	t or provide s	support on	routers)	
8 Port Switch		\$125.00	\$185.00		
24 Port Switch		\$185.00	\$225.00		
48 Port Switch		\$500.00	\$750.00		
Patch Cable (Cat5)		\$50.00	\$62.00		
		SI	JBTOTAL		
TOTAL PLUS TAX (8%)					
TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM					
PRINT NAME:					
EMAIL:		PHONE:			

The "Method of Payment Form" must be completed and returned with this order form.

<u>SecurityServices</u>

The Center is the exclusive provider of security booth coverage for exhibitors.

Security Guard (Booth)

Standard Rate

Per Hour per Officer.....\$23.00

For exhibitors who would like to have dedicated security services for their exhibit space the Center offers uniformed public safety officers. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out. Orders must be placed 14 business days in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?

Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?

The Center requires show management to have an overnight guard in the exhibit halls after working hours.

SECURITY ORDER FORM Advance Payment Deadline Date: 21 Days Prior to First Event Day

			-
	COMPANY NAME:		BOOTH NUMBER:
Center of Cleveland	EVENT:		
1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310	FACILITY:	Huntington Convention Cente	er of Cleveland
Phone: (216) 928-1310 www.clevelandconventions.com	DATES:		EVENT #

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS	BOOTH SE	CURITY				
BOOTH SECURITY	Date(s)	No. of Officers Required	Scheduled Hrs (4 Hr. Min.)	Total Man Hrs.	Standard Rate (per man hr.)	TOTAL COST
SERVICES					\$23.00	
SERVICES					\$23.00	
Exhibitors who would like to have					\$23.00	
dedicated security services for in their					\$23.00	
booth the Center offers uniformed public safety officers. Officers are					\$23.00	
scheduled at a 4-hour minimum and					\$23.00	
are available from move-in to move- out. Orders must be placed 14					\$23.00	
requested service date. The Center cannot guarantee positions will be filled for orders placed within 14 days of the first move-in day. The Center is the exclusive provider of security booth coverage for exhibitors. There is no advanced pricing available for security orders.		ECURITY REQ	UIREMENTS security requests or instruction	ons that you may he	ave.	
TERMS & CONDITIONS				SUBT	OTAL	
I agree in placing this order that I have accepted Center's payment			τοτ	AL PLUS TAX	(8%)	
policy and the terms and conditions of contract.	TRAN	SFER ESTIMATI	ED TOTAL TO THE	METHOD OF I	PAYMENT	FORM
CANCELLATIONS Credits will not be issued for services	AUTHORIZ	ATION				
delivered and not used. See terms and conditions for additional details.	PRINT NAM	IE:				
Form SECURITY-Center-12-1-2019	EMAIL:			PHONE:		

The "Method of Payment Form" must be completed and returned with this order form.

Apendix A - Service Order Forms

The following Center Exhibit order forms may not be reproduced or altered without express written consent from the Center.

<u>Index</u>

- Request for Cleaning Services
- Request for Security Services
- Request for Internet Services
- Request for Telephone/Cable Services
- Rigging/Sign Hanging Form
- UPS Information
- Catering Information
- Method of Payment Form
- Terms and Conditions





2021 EXHIBITION SERVICES RIGGING REQUEST FORM

Step 1: Provide Event and Contact Information

Name of Exhibition or Show			
Show Location/Booth #			
Company Name		Event #	
Phone#	Email		
Address			
City	State		Zip
Ordered by			

Step 2: Provide Rigging Information

Sign/Banner Hanging - UNDER 75 LBS						
Theatrical Rigging - OVER 75 LBS						
Set-Up Date	Requested In Time					
Take Down Date	Requested Out Time					
Location of Hanging						
Size, Number, and Type of Hangings						

Estimated Hang Weight

Description of Hanging

Special Instructions

Materials Needed

Rigging Plot Yes No

All theatrical rigging requires a rigging plot at least **30 days** prior to the rigging call. **Email all rigging/hang plots to hccc@mjp.com**.

Rigging materials used will be billed in addition to rigging according to the terms and rates on the following pages.

Does your sign require power? If yes, please contact Edlen Electric at 216-928-1540.

Step 3: Print, sign, scan, then email this form to hccc@mjp.com or use our our online portal to submit your request.

Signature

Date

By submitting this request, you confirm you have read and agree to the terms and rates within this form.

HCCC OFFICE USE ONLY

PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW. ALL QUANTITIES WILL BE DETERMINED BY THE HCCC

Event ID

Pe

GN/BANNER HANGING - U	NDER 75 LBS	5		
er sign + applicable tax*	\$500 EA			
GN/BANNER HANGING - UNDER 75 LBS er sign + applicable tax* \$500 EA is price includes up to 2 hang points, high lift rental, labor, and basic				

This price includes up to 2 hang points, high lift rental, labor, and basic hardware. Onsite requests made less than 72 hours prior to the show are subject to a 30% price increase. *Due to structural restrictions, exact location of the banner within your booth may require truss rental at an additional cost.

THEATRICAL RIGGING - OVER 75 LBS (4 HOUR MINIMUM IN AND OUT)									
Hang Points	Rate			Total					
Total number of points	\$250 EA								
Each point includes motor, span set, shackle, and point fee.									

Add \$50 per additional show day, with a three show day week max.

 Move-In
 Rate
 # of Riagers
 Hrs Each
 Total

Move-In	kate	# of kiggers	Hrs Each	Iotal
Mon - Sat First 8hrs worked	\$75/HR			
Mon - Sun Midnight - 8AM	\$150/HR			
Sun 8AM - 12AM	\$112.50/HR			
Holidays	\$112.50/HR			
ONSITE REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$80			
Move-Out				
Mon - Sat First 8hrs worked	\$75/HR			
Mon - Sun Midnight - 8AM	\$150/HR			
Sun 8AM - 12AM	\$112.50/HR			
Holidays	\$112.50/HR			
ONSITE REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$80			

LABOR + SERVICE FEES TOTAL:

LIFT TOTAL:	
MATERIALS TOTAL:	
(See page 2 for rates)	
GRAND TOTAL:	

HUNTINGTON CLEVELAND CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions and rates on this form are subject to change at any time without notice.

RIGGING SERVICES - CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

- 1. Payment information must accompany service order form.
- 2. All order form information must be completed in full (top two sections only) for an order to be processed. Incomplete order forms could result in a processing delay that could result in slow service installation.
- 3. No service will be installed until all payment information is received.
- 4. Estimates given by Mills James are only estimates. Actual cost is determined at time of installation.
- 5. Preorder rate applies to all orders received 72 hours prior to first exhibitor move-in day. All other orders will be considered onsite orders and onsite rates will apply.
- 6. One-hour minimum charge per person for date and time when banner/sign/theatrical not ready for installation and/or clients do not show up.
- 7. Any changes in location after initial installation will reflect additional labor at posted rigging rates.
- 8. Weight limit for signs and banners is 75 lbs. All banners/signs over 75 lbs and/or any type of truss rigging are automatically considered theatrical rigging at the rates listed. All rigging requests are automatically performed by 2 person crews per OSHA safety regulations. Based on booth location, truss may be needed to achieve optimum placement.
- 9. Rigging crews only perform the hanging of banners/signs/theatrical; no assembly is done. All hangings must be ready for installation at time of request.
- 10. After installation NO REFUND.
- 11. Banner calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for 9-12 hours. Hours after 12 will be billed at double time.
- 12. Riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
- Theatrical calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for 9-12 hours. Hours after 12 will be billed at double time.
- 14. Theatrical riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
- 15. Mills James is not permitted to assemble any hanging displays.

Holidays Observed: New Year's Day, Martin Luther King Day, Memorial Day, July 4th - Independence Day, Labor Day, Thanksgiving Day, Christmas Day

HCCC OFFICE USE ONLY

MATERIALS RATES			
Materials	Unit Price	Total Used	Cost
Rigging Cable	\$3.75/ft		
Rigging Wire	\$0.90/ft		
Rigging Come A Long	\$25		
Zip Ties	\$1.35		
Beam Clamp	\$75		
Cross Bars	\$10		
Hooks	\$0.85		

MATERIALS RATES			
Materials	Unit Price	Total Used	Cost
Quick Link	\$0.75/unit		
Shackles	\$1/unit		
GAC Flex	\$5/round sling		
Tie Line	\$0.50/ft		





STANDARD EQUIPMENT RATES

Items below are subject to a 20% service charge. All charges below are per day and pre tax.

QTY	EQUIPMENT ITEM	PRICE
1	32" monitor w/cart	\$150
1	55" monitor w/stand and shelf	\$350
1	70" monitor w/stand	\$500
1	Wireless microphones (lavalier or handheld)	\$130
1	Wired microphone	\$60
1	10" powered speaker w/stand (pair)	\$80
1	Flipchart only	\$20
1	Flipchart package - Post-It	\$50
1	LED uplight	\$50
1	STANDARD BREAKOUT PROJECTION PACKAGE Includes: 8' tripod screen, 5K HD projector, 42" skirted cart, cabling kit	\$450
	Cabling and adapter package	\$10/unit
	Black drape	\$10/ft

As one of the nation's largest and most comprehensive audiovisual production companies, Mills James brings the full spectrum of event and video production services to the Huntington Convention Center of Cleveland.

For additional information, contact Mike Tyson at **614.850.2098** or **mtyson@mjp.com**. To see samples of our work, visit **millsjames.com**.





Convention and Meeting Services at The UPS Store at The Huntington Convention Center of Cleveland and Global Center for Health Innovation!

Store is located on the first floor Atrium of the Global Center

INCOMING/OUTGOING PACKAGE HANDLING FEES (ALL CARRIERS)

Letter/Envelope	\$6.00/per PKG
1 - 10 lb	\$12.00/per PKG
10.1 - 20 lb	\$26.00/per PKG
20.1 - 40 lb	\$38.00/per PKG
40.1 - 60 lb	\$56.00/per PKG
60.1 - 100 lb	\$85.00/per PKG
100.1 - 150 lb	\$135.00/per PKG
We are unable to process pallets/ skids at thistime	

*Any outgoing shipments will be subject to both the handling fees and cost of shipping, unless a return shipping label is already provided.

Please send us an email informing us of details of your package (your name, contact phone number, number of packages, estimated date of arrival, event name, when you will pick up, etc.) for avoiding any delays in processing. Packages can be picked up and dropped off at The UPS Store.

How to address packages sent to The UPS Store:

The UPS Store Attn: (CLIENT NAME, & EVENT) 7 ST CLAIR AVE CLEVELAND, OH 44114

BEFORE YOU ARRIVE

Not all materials can be brought with you to every location. The UPS Store is here to help you make your visit easy and hassle-free!

We can print your banners, posters, flyers, etc. and have them ready for you by the time you arrive.

We can also print and bind professional looking presentations for you so you don't have to worry about traveling with them. Alternatively, you can ship them to our location ahead of time so you can pack and travel light!

DURING YOUR EVENT

We are here to help you with any last-minute printing of booklets, brochures, hand-outs, etc. to make your presentation/booth a hit!

AFTER YOUR EVENT

We also make packing and leaving convenient for you. We are your trusted partners for any custom Thank You cards, discreet shredding of sensitive documents, packing and shipping of anything you don't need to carry back with you.

Let us be your one-stop-shop for all your printing needs for your convention/meeting in Cleveland

Our Info:

P: 216.303.9360 / F: 216.303.9364 Email: <u>store6919@theupsstore.com</u> M - F: 7:30a - 6:30p, Sat: 10a - 2p Closed Sunday









Levy is the exclusive provider of all food and beverage for the Huntington Convention Center of Cleveland. As the exclusive provider, Levy is excited to partner with you on any food and beverage needs at your booth during the show! You can find all of our offerings within our menu link below:

Exhibitor Menu | Huntington Convention Center of Cleveland

To ensure the best services, please submit your orders forms (located on the last page of our menu) at least fourteen (14) business days prior to your event. Your order will be confirmed when your Catering Agreement & Banquet Event Orders are signed and returned to Levy with full prepayment.

If you have any questions, please contact Levy at: <u>Cleveland@levyrestaurants.com</u>

METHOD	METHOD OF PAYMENT FORM Advance Payment Deadline Date: 21 Days Prior to First Event Day									у					
	luntington		OMPA ME:	NY								BOOTH NUMBE			
-	onvention enter of Cleveland	EV	'ENT:												
1 St Clair Av	1 St Clair Ave, NE, Cleveland, OH 44114 Phone: (216) 928-1310 www.clevelandconventions.com		CILIT	Y:	Ηυ	untington Convention Center of Cleveland									
www.cle	velandcónventions.com	DA	DATES:								EVENT	· #			
	FI	INANC		LY RE	SPO	NSIBL	EC	OMP	AN	(
COMPANY NA	AME:										PHC	NE:			
ADDRESS:											FAX				
CITY:					9	ST:						ZIP:			
COUNTRY:					(CELL:									
EMAIL:															
			ME	THOD) OF	ΡΑΥΛ	٨EN	T							
	ons require a credit ca nerican Express, Masterc														
COMPAN	IY CHECK					BA	NK	WIRE	TRA	NSF	ER IN	FORMATI	ON		
checks mu	ake check payable to: Cen ust be drawn on U.S. Banks at require labor a credit ca	only. F	or the	ose				conta cleve				. com for wi	ire/ACH ir	nform	ation.
Please r Booth # on	reference the Event Name listed n all checks and/or electronic p	d above ayments	and ye s.	our											
	ARD nvenience, we will use this aut irges will be sent to the email c										acco	unt prior to	event clo	osing.	А сору
		MASTER	RCAR		A	MEX		DISC	cov	ER					
		C	REDIT		RD II	NFOR/	MAI	ION							
CARDHOLDER	NAME:														
ADDRESS:						CITY:						ST:		ZIP:	
CREDIT CARD	NUMBER:											EXF	P. DATE:		
CVV NUMBER:	:		1	[HIRD	PART	ΥΡΑΥΝ	/EN	L'Ś AE	S (or	NO	I			
CARD HOLDER	r sign:						PRI	NT NA	ME:						
EMAIL:															
By signing ar	nd placing this order, I a	ccept	all p	ayme	ent	SER\	/ICI	Ε ΤΟ	TAL	.S					
	the terms and condition r forms completed.	ns outlir	ned o	on all				В	ooth	Cle	aning	Charges			
service orde	ronns completed.							Inter	net/T	elep	hone	Charges			
										Se	curity	Charges			
PLEASE	AUTHORIZED SIGNATURE ABOVE								Mar	nual I		essing Fee			\$15.00
SIGN	AUTHORIZED SIGNATURE ABOVE											UB TOTAL			
	PRINT NAME ABOVE	TOD	DAY'S DA	ATE ABOV	/E	Tc			the s	Surch	arge d	TAX (8%) only, unless provided.			
											Т	OTAL DUE			

Center Internet & Telecom Distribution Service Delivery -Terms & Conditions

1. The Center is the **exclusive provider and installer of all Voice**, **Data and Network** services (wired and wireless). All services ordered on the provided form or via the Center Priority Exhibitor Services online order system, or onsite at the Center Exhibitor Service Desk are covered by these terms and conditions.

2. The use of the network connection(s) provided by Center may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.

3. All devices for which Center directly or indirectly provides Internet/Network connectivity must pay a device charge or purchase an Center assigned IP address.

4. Incentive Price applies when a completed order with payment is received no later than 21 days prior to the first day of move-in. Standard Price applies to (a) all orders received from One (1) to (21) days before show move-in has started or (b) orders received on or before the 21 days Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Standard Price plus an additional 20% x Standard Price. A few select events require a longer lead time; for best pricing, please consult your exhibitor information or contact exhibitor services.

5. Conditions for processing service contract for On-time Installation: (a) Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. (b) Full payment for service(s) must accompany signed contract/method of payment form (c) Incomplete contract forms will delay processing, please provide all information requested. (d) Booth number(s) must be identified on face of contract. (e) Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the 1st day of move-in to avoid additional charges. (f) Customer provided/ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide with Circuit Number and Provider's name. (g) Late orders/changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).

6. Internet/Network – 10/100 Mbps, full-duplex, auto-sensing, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered to the back of the booth, or location most convenient to install unless a specific drop location is noted.

7. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet/Network services. This includes, but is not limited to, Premium Internet & Basic Internet. The Center can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.

8. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.

9. Internet Security Disclaimer: The Center does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. By signing the contract/order form/method of payment form or submitting an order online the Customer is agreeing to hold its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

10. VIRUS PROTECTION REQUIREMENT – WARNING: The Center requires that all devices directly or indirectly accessing the Center's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts network(s) will be disconnected from the network(s) with or without prior notice at the Center's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/ or problem resolution. No refunds will be issued Customer(s) as the result of the Center's actions to disconnect disruptive device(s).

11. Use of Network Connection: (a) Services provided by the Center are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Center services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of services shall not disrupt any of the Center or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Center or other associated networks. Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

12. Limited Availability: T-1/DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.

13. Wireless Specific: (a) Center is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Center are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Center exhibitor services department 21 days in advance of show move-in to investigate the potential of engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the customers expense.

14. Unless otherwise directed, Center is authorized to cut floor coverings to permit installation of service.

15. Internet Performance Disclaimer: Center does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbone(s) beyond the Facility.

16. Only Center personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Center for this service contract shall remain the property of Center.

17. CANCELLATION – There is a minimum \$150 or 10% Cancellation Fee (whichever is higher). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed/quoted. Credit will not be given for service(s) installed and not used.

18. Service problems must be reported to the Center Exhibitor Service Desk located on the show floor. Service claims will not be considered unless filed in writing by Customer prior to close of show.

19. Any additional cost incurred by Center to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of Center or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

20. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Exhibitor Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Center Exhibitor Service Desk within one (1) hour following close of the show.

21. The prices listed on this contract **do not include Federal**, **State**, **Local or Other Taxes and Tax surcharges**. Taxes/Tax surcharges will be included on your final bill.

22. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).

23. The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.

24. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance.

25. International Calls and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Center will provide a detailed listing of all toll/billable type calls made from applicable services.

26. Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.

27. In the case of a billable type call(s) which is not connected, but where the called telephone is allowed to ring for more than 28 seconds, Center's automated billing system will automatically place a charge on your account as if the call had been completed. To avoid such charges, we suggest that you observe the time when placing calls.

28. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.

29. Prices are based upon current rates and are subject to change without notice.

30. A valid Method of Payment form with authorized credit card number and signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

Center Financial Terms & Conditions - Limits & Liability

- 1. The Licensor (Center) acts as a Fiscal Agent for its Exclusive and Preferred Contractors. By signing the order form and/or the Method of Payment form, the Licensee (individual Exhibiting Company) grants the Licensor the ability to act as the fiscal agent and binds the Licensee to pay for the services as if the Licensee had entered into separate contract with the individual service providers. The Licensor as fiscal agent will invoice and collect for services ordered via the online ordering system or manual transmission of the order to the Licensors Exhibitor Services Department. The Licensor will provide the Licensee with a consolidated statement of services at the time the order is processed.
- Licensor (Center) reserves the exclusive right to furnish, install, or provide data and telecommunications services, electrical, compressed air, water, and drain. Such services will be provided to the requestor on the receipt of a written order and will be charged based on current rates.
- Licensor (Center) has established exclusive contracts for Food & Beverages Services, Electrical, Air, Water, Drain, telecommunication and Internet services. Licensor (Center) has established a non-exclusive, preferred contract for Audio Visual Services. If the licensee chooses to contract for services with the preferred contractor, those services are incorporated into this agreement.
- 4. Licensor will provide consolidated invoice for all services post event, normally 3-5 business days.
- 5. Online ordering for all services is the preferred and recommended method for ordering services. A \$25.00 order processing charge will be added to orders received via alternate methods, including, but not limited to: fax, email, USPS, courier, common carrier, etc.
- 6. The Licensor requires that all services are prepaid prior to delivery of services. Orders received without payment will not be processed.
- 7. A valid and authorized credit card must be on file for any billable additions or modifications to the respective orders, regardless of payment method.
- 8. Online orders are generally due 21 days prior to the show start date, but may be longer based on show size and complexity. Please refer to your exhibitor package for advanced order deadline dates.
- 9. Center accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Center**
- 10. There will be a \$25 service charge for all returned checks or for declined credit cards. Any orders processed manually (fax, email, or hard copy) rather than online will be charged a \$25.00 processing fee.
- 11. All services are subject to sales tax (currently 8%). Resale certificates are not acceptable for tax exemption.
- 12. Due to the cost of processing checks, any refunds due in the amount of \$50.00 or less will not be refunded except upon written request, prior to the close of the show OR in person at the Exhibitor Service Desk.
- 13. Any unpaid balance after close of show will incur a 1.5% / month service charge.
- 14. Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately.
- 15. No credits will be given for service interruptions based on non-payment. Credit will not be given for services installed and not used.
- 16. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Center Exhibitor Services Manager within 21 calendar days prior to show opening.
- 17. Exhibitor/Licensee holds Center and its exclusive electrical contractor (EDLEN) harmless for any and all losses of power beyond Center's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 18. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Center its attorney fees or applicable agency fees.
- 19. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and declined credit cards.
- 20. By signing the order form and/or the Method of Payment form, exhibitor/licensee hereby agrees to all applicable terms and conditions
- 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
- 22. Prices are based upon current rates and are subject to change without notice.
- 23. Utility services provided by Edlen managed by Center