Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7” x 44” Cardstock Identification Sign

Show drape color(s): Black
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE
General Exhibitor Move-in:
Wednesday, November 7, 2018 2:00 PM - 5:30 PM
Thursday, November 8, 2018 7:00 AM - 11:30 AM

Exhibit Hours:
Thursday, November 8, 2018 12:30 PM - 6:00 PM
Friday, November 9, 2018 7:30 AM - 2:00 PM

Exhibitor Move-out:
Friday, November 9, 2018 2:00 PM - 7:00 PM

Freight Reroute Begins*:
Friday, November 9, 2018 7:00 PM

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
Private Practice Section, APTA Annual Conference
UPSF - Shepard Exposition Services
5300 E 56th Ave
Commerce City, CO 80022

Direct Shipments Address
C/O Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Private Practice Section, APTA Annual Conference
Broadmoor Colorado Springs
15 Lake Circle
Colorado Springs, CO 80906

IMPORTANT DEADLINES
Exhibitor appointed contractor notification deadline: Thursday, October 11, 2018
Discount price deadline for standard Shepard orders: Thursday, October 18, 2018
Discount price deadline for custom Shepard rentals: Tuesday, October 9, 2018
First day for warehouse deliveries without a surcharge: Thursday, October 11, 2018
Last day for warehouse deliveries without a surcharge: Wednesday, October 31, 2018
Last day for warehouse deliveries*:
Friday, November 2, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Wednesday, November 7, 2018 at 8:00 AM

See Material Handling Rate sheet for all MH
Exhibitor Move Out

Friday, November 9, 2018  2:00 PM - 7:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Friday, November 9, 2018  7:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, November 9, 2018  7:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

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Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON Private Practice Section, APTA Annual Conference

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

ENTER your email address and password then click

NEW users: User name = Your Email Address (provided by Event Management)
Password = PPS18

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

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

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

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

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

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

Confirm your order, click and complete the payment process.

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

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

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Pay by Check ☐ Pay by Wire ☐

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

Credit Card #: ____________________________

Expiration Date: ____________________________

Billing Address:

City, St, Zip: ____________________________

Name on Card: ____________________________ Card # ____________________________

Expiration Date: ____________________________ Security Code ____________________________

Please complete the following information:

WIRE TRANSFER

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

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

Name of show that you are attending: Private Practice Section, APTA Annual Confer
Exhibiting Company Name
Booth Number
Account Name: Shepard Exposition Services, Inc.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL) PNCCUS33

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
Private Practice Section, APTA Annual Conference

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.

Cancellation or Event Postponement:
Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in Exhibitor Information:

Tax Exempt Status:

Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

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 at which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments: Are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undesignated authorizer agrees and acknowledges 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). Exhibit will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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 skipping and carpet colors are not selected, show colors will prevail.

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

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

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

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

Terms & Conditions:

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

Limits of Liability: If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of damage to 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 disappearances of exhibitor’s materials before same have been picked up for loading onto the show. All materials will be contracted at the time the materials are received at the loading dock of the exhibitor’s materials at the time of loading using document(s) submitted by the exhibitor not demanding exception to conditions of materials or piece counts shall be made, and said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier’s truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor’s designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

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

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline Thursday, October 11, 2018

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Exhibiting Company Address

Phone Fax Contact Email Address

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

☐ Booth Cleaning ☐ Material Handling ☐ Carpet ☐ Rental Furniture ☐ Exhibit Display Rentals ☐ Overhead Rigging/Labor ☐ Installation/Dismantling Labor ☐ Logistics/Transportation ☐ Other (please specify):

Step 3: Provide Third Party Contact Information

3rd Party Name

3rd Party Address

3rd Contact Name

3rd Contact Address

Phone Fax Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Credit Card #: ____________________________

Expiration Date: ___________ / ___________ / ___________

Billing Address:

City, ST, Zip:

Name on Card: (Please Print)

Card Holder Signature

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

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

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

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

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.
An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provided or other third party.

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

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

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

EAC employees must wear approved identification badges at all times while in the work area. 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.

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

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

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline Thursday, October 18, 2018

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

Event Code: L173551118

Connect With Us!

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Save Time and Money!

Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

Company Name: ____________________________ Booth # ________________

Contact Name ____________________________ Contact Email Address ____________________________

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #

Below Booth #

Right Booth #
### Step 1: Complete Exhibiting company information:

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

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

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

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

- **Company:**
- **Street Address:**
- **City:**
- **State:**
- **Zip:**

- Is there a loading dock?
- Is your building in a residential area?
- Any thing else we should know about your building:

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

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

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

- [ ] Advance Warehouse
- [ ] Direct to showsite

**Wednesday, November 7, 2018**

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

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

- [ ] Carpet (color):
- [ ] Monitors
- [ ] Other
- [ ] Total

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

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

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

- [ ] YES!
- [ ] No, I will arrange another carrier

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

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

Benefits of Shepard Logistics

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

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

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

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

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

Material Handling Process:
• Unloading the trade show freight from your carrier once it arrives at the receiving dock.
• Transporting your shipment to your booth space.
• Removing empty shipping containers (boxes, crates, and pallets) from your booth.
• Temporarily storing your empty shipping containers during the show.
• Returning empty shipping containers to your booth once the event is over.
• Transferring the freight back to the loading dock.
• Loading the items into your carrier’s delivery vehicle for return shipping.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**ADVANCE WAREHOUSE**

TO: (Exhibiting Company Name)  
Booth #:  

**UPSF - Shepard Exposition Services**  
5300 E 56th Ave  
Commerce City, CO 80022  

Delivery Hours: M-F, 8-4:30 PM  
For:  
Private Practice Section, APTA Annual Conference  
First day freight can arrive w/o a surcharge: October 11, 2018  
Last day freight can arrive w/o a surcharge: October 31, 2018  

**DIRECT TO SHOW**

TO: (Exhibiting Company Name)  
Booth #:  

**c/o Shepard Exposition Services**  
Broadmoor Colorado Springs  
15 Lake Circle  
Colorado Springs, CO 80906  

For:  
Private Practice Section, APTA Annual Conference  
MUST NOT BE DELIVERED PRIOR TO: November 7, 2018 @ 8:00 AM
Private Practice Section, APTA Annual Conference
Broadmoor Colorado Springs, Colorado Springs, CO
November 8 - 9, 2018

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

# of Crate

# of Skids

# of Cases

# of Cartons

Approx Total Weight

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER

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

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

Ground

2nd Day

Overnight

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

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

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

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairseventsenquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017
Private Practice Section, APTA Annual Conference  
Broadmoor Colorado Springs, Colorado Springs, CO  
November 8 - 9, 2018

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*
Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.
Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$121.60</td>
<td>$158.00</td>
<td></td>
</tr>
</tbody>
</table>

Direct to Showsite Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$110.10</td>
<td>$165.25</td>
<td>$143.25</td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Shipment</th>
<th>Weight</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60.75</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline: Thursday, October 18, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

GROUND RIGGING FORKLIFT RENTAL

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

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

Step 3: Describe the work to be performed:

Step 4: Choose your lift size:

**Forklift Rental - Up To 5,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$331.90</td>
<td>$431.50</td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$413.55</td>
<td>$537.50</td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$494.80</td>
<td>$643.25</td>
<td></td>
</tr>
</tbody>
</table>

**Forklift Rental - Up To 10,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$663.80</td>
<td>$863.00</td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$827.15</td>
<td>$1,075.25</td>
<td></td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$989.65</td>
<td>$1,286.50</td>
<td></td>
</tr>
</tbody>
</table>

Rate structure includes forklift and (1) operator only.

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

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

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

**Rigging Labor Rates (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$125.31</td>
<td>$162.90</td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$188.13</td>
<td>$244.55</td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$250.63</td>
<td>$325.80</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Riggers and Material Handlers (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$100.25</td>
<td>$130.35</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$150.50</td>
<td>$195.65</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$200.25</td>
<td>$260.65</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

**Event Code: L173551118**

<table>
<thead>
<tr>
<th>Connect With Us</th>
<th>email</th>
<th>phone</th>
<th>fax</th>
<th>mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(702) 507-5278</td>
<td>(702) 948-0341</td>
<td>5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118</td>
</tr>
</tbody>
</table>

Company Name: ________________________ Booth #: ________________________

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

**Total Forklift:**

**Amount Due:**

**NA**

**Tax:**

**Contact Name**

**Contact Email Address**
What is material handling (also referred to as drayage)?

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

Do I need to order a 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. Your crated shipment is billed per 100 lbs.

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
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 unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

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

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

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

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

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

MOBILE SPOTTING
Fee: $ 200.00 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.
Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td>Dock to Booth ST</td>
<td>140.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td>Booth to Dock ST</td>
<td>140.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td>Dock to Booth OT</td>
<td>190.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td>Booth to Dock OT</td>
<td>190.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Company Name: 

BOOTH: 

Contact Name: 

Please Sign: 

Card Reader Signature: 

Total Estimate: $ 

NA 

Tax*: $ 

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

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

Exhibiting Company Name ___________________________ Booth # ____________

Onsite Contact ___________________________ Onsite Cell Phone # ____________

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

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

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

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

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum) (35166)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**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). (35400)

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Sq Ft</td>
<td>0.80</td>
</tr>
<tr>
<td>Labor ST</td>
<td>$100.25</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$150.50</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$200.50</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Company Name: ___________________________ Booth # ____________

Total Onsite Storage: $ ____________

NA  Tax*: $ ____________

Amount Due: $ ____________
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline

Thursday, October 18, 2018

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

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

**Booth Vacuuming**

**Vacuum Once**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td></td>
<td>$0.52</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td></td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td></td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

**Daily Vacuum**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td></td>
<td>$1.04</td>
<td>$1.35</td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td></td>
<td>$0.95</td>
<td>$1.25</td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td></td>
<td>$0.85</td>
<td>$1.10</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
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<tbody>
<tr>
<td>47030</td>
<td></td>
<td>One Time Porter</td>
<td></td>
<td>$0.50</td>
<td>$0.65</td>
</tr>
<tr>
<td>47031</td>
<td></td>
<td>Daily Porter</td>
<td></td>
<td>$1.05</td>
<td>$1.35</td>
</tr>
</tbody>
</table>

**Specialty Services**

**Mopping and Carpet Shampooing**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td></td>
<td>Mop One Time</td>
<td></td>
<td>$0.65</td>
<td>$0.85</td>
</tr>
<tr>
<td>47022</td>
<td></td>
<td>Mop Daily</td>
<td></td>
<td>$1.15</td>
<td>$1.50</td>
</tr>
<tr>
<td>47013</td>
<td></td>
<td>Sham/One Time</td>
<td></td>
<td>$0.65</td>
<td>$0.85</td>
</tr>
</tbody>
</table>

**Display Wipe Down (invoiced by man hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td></td>
<td>One Time</td>
<td>$100.25</td>
<td>$150.50</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td></td>
<td>Daily</td>
<td>$100.25</td>
<td>$150.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Did you know....

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

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

Total Cleaning: $ 
NA Tax*: $ 
Amount Due: $
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO
November 8 - 9, 2018

Discount Deadline: Tuesday, October 9, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Quick and Easy Luxury!

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)
Order must be received 30 days in advance of show move in. 100 sq ft minimum

**Premium Plush Carpet 50 oz**

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
</table>
| White    | 03   |       | Premium| $10.45    |  | Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
| Black    | 06   |       | Premium| $10.45    |  |
| Crimson  | 74   |       | Premium| $10.45    |  |
| Dark Grey| 35   |       | Premium| $10.45    |  |
| Electric Blue | 91 | | Premium | $10.45 | |
| Silver Dollar | 34 | | Premium | $10.45 | |
| Sand     | 33   |       | Premium| $10.45    |  |
| Navy     | 22   |       | Premium| $10.45    |  |

**Premium Vinyl Flooring**

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Maple</td>
<td>03</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Vineyard Brown</td>
<td>06</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Laurel Brown</td>
<td>74</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Mountain Grey</td>
<td>35</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Electric Blue</td>
<td>91</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Silver Dollar</td>
<td>34</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Sand</td>
<td>33</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Rosemary Stone</td>
<td>22</td>
<td></td>
<td>Premium</td>
<td>$13.50</td>
</tr>
<tr>
<td>Snow</td>
<td>46004</td>
<td>50712</td>
<td>Light Oak</td>
<td>$9.25</td>
</tr>
<tr>
<td>Checkerboard</td>
<td>50711</td>
<td>50711</td>
<td>Dark Oak</td>
<td>Call for Quote!</td>
</tr>
</tbody>
</table>

**Elevated Hardwood**

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>50</td>
<td>1/2&quot; Padding for Vinyl</td>
<td>$4.95</td>
<td></td>
</tr>
</tbody>
</table>

Total Signature Flooring: $ 
7.250% Tax*: $ 
Amount Due: $ 

Company Name: ____________________________________________  Booth # __________________

Contact Name  Contact Email Address

Please Sign  Card Holder Signature
Order in just 3 Easy Steps!

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

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

Red (01) Silver Cloud (18) Deep Navy (22) Charcoal (17) Black (06) Beige (14)

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

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

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

Discount Deadline Thursday, October 18, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

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

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

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

Company Name: ____________________________ Booth # ____________________________

Contact Name ____________________________ Contact Email Address ____________________________

Card Holder Signature ____________________________
Regular Skirted Tables

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

Modernize your look!

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

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

Rental items found and in use in your booth are subject to "Regular" pricing.
Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td>4</td>
<td>42&quot;H X 30&quot;R</td>
<td>$337.85</td>
<td>$439.20</td>
<td>$439.20</td>
</tr>
<tr>
<td>50706</td>
<td>3</td>
<td>30&quot;H X 30&quot; R</td>
<td>$324.10</td>
<td>$421.35</td>
<td>$421.35</td>
</tr>
</tbody>
</table>

Regular Pedestal
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td>4</td>
<td>42&quot;H X 36&quot;R</td>
<td>$264.95</td>
<td>$344.45</td>
<td>$344.45</td>
</tr>
<tr>
<td>50032</td>
<td>3</td>
<td>30&quot;H X 36&quot;R</td>
<td>$247.70</td>
<td>$322.00</td>
<td>$322.00</td>
</tr>
</tbody>
</table>

Side Tables
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$124.65</td>
<td>$162.05</td>
<td>$162.05</td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$124.65</td>
<td>$162.05</td>
<td>$162.05</td>
</tr>
</tbody>
</table>

Total Sp Tables: $439.20 + $344.45 + $322.00 = $1105.65

7.250% Tax*: $439.20 * 0.0725 = $32.014

Amount Due: $1105.65 + $32.014 = $1137.664

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

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

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

Company Name: __________________________  Booth#: __________________________

Contact Name: __________  Contact Email Address: __________

Please Sign: ________

Card Holder Signature: ________
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline: Thursday, October 18, 2018

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

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

- Natural Feel
- Regular Seating
- Specialty Seating

Chairs and Stools

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$193.10</td>
<td>$251.05</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$158.60</td>
<td>$206.20</td>
<td></td>
</tr>
<tr>
<td>5024</td>
<td></td>
<td>Padded Stool</td>
<td>$159.25</td>
<td>$207.05</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$95.90</td>
<td>$124.65</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$130.70</td>
<td>$169.90</td>
<td></td>
</tr>
</tbody>
</table>

Discount Deadline: Thursday, October 18, 2018

Event Code: L173551118

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

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

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

Total Chairs: 
7.250% Tax*: 
Amount Due: 

Company Name: ___________________________ Booth# 

Contact Name: ___________________________ Contact Email Address: ___________________________
Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$195.85</td>
<td>$254.60</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$53.05</td>
<td>$68.95</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$120.85</td>
<td>$157.10</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$259.35</td>
<td>$337.15</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$92.05</td>
<td>$119.65</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$259.35</td>
<td>$337.15</td>
<td></td>
</tr>
</tbody>
</table>

Grids

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2’x8’ w/legs, each</td>
<td>$233.75</td>
<td>$303.90</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2’x8’ w/o legs, each</td>
<td>$175.10</td>
<td>$227.65</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$16.05</td>
<td>$20.85</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6” Hooks (12)</td>
<td>$5.05</td>
<td>$66.95</td>
<td></td>
</tr>
</tbody>
</table>

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

Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4’ x 8’ Horz.</td>
<td>$316.50</td>
<td>$411.45</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4’ x 8’ Vert.</td>
<td>$316.50</td>
<td>$411.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Total Display Furnishings: $7,250

7.250% Tax*: $ 

Amount Due: $ 

Company Name: 

Booth # 

Contact Name 

Contact Email Address 

Please Sign 

Card Holder Signature
Showcases & Risers

Event Code: L173551118

Connect With Us!
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341
mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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

Showcases

Stacking Shelves

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td>4</td>
<td>4' Full View</td>
<td>$977.35</td>
<td>$1,270.55</td>
</tr>
<tr>
<td>50068</td>
<td>6</td>
<td>6' Full View</td>
<td>$1,077.95</td>
<td>$1,401.35</td>
</tr>
<tr>
<td>50069</td>
<td>4</td>
<td>4' Quarter View</td>
<td>$977.35</td>
<td>$1,270.55</td>
</tr>
<tr>
<td>50070</td>
<td>6</td>
<td>6' Quarter View</td>
<td>$1,077.95</td>
<td>$1,401.35</td>
</tr>
</tbody>
</table>

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

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

Stacking Shelves

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50296</td>
<td>4</td>
<td>4&quot;x12&quot; Display Shelf</td>
<td>$109.55</td>
<td>$142.40</td>
</tr>
<tr>
<td>50297</td>
<td>6</td>
<td>6&quot;x12&quot; Display Shelf</td>
<td>$136.30</td>
<td>$177.20</td>
</tr>
</tbody>
</table>

Order per linear foot

<table>
<thead>
<tr>
<th>Code</th>
<th>Ft</th>
<th>Color</th>
<th>Item</th>
<th>Discount Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>20.30</td>
<td>26.40</td>
</tr>
</tbody>
</table>

Order per linear foot

<table>
<thead>
<tr>
<th>Code</th>
<th>Ft</th>
<th>Color</th>
<th>Item</th>
<th>Discount Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>20.30</td>
<td>26.40</td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________________________ Booth# __________________________

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

Card Header Signature

Please Sign

Total Showcase & Risers: $7,250.00
Tax*: $725.00
Amount Due: $
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline: Thursday, October 18, 2018

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

Drapes and Bars

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

Drape is per linear foot, 10’ minimum order.

**Skirting of Exhibitor Equipment**

- **Red 01**
- **Green 02**
- **Gold 04**
- **Blue 05**
- **Grey 10**
- **Burgundy 07**
- **White 03**

Order per linear foot.

Accessories

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

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

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

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

Company Name: ____________________________  Booth#: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign

Card Holder Signature

Total Drape and Accessories: $ ________

7.250%  Tax*: $ ________

Amount Due: $ ________
Power Up In Style.

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

**ROMA**

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

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

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Powered Tables

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

G30 Powered Tables
C) G30DWP Café 72"L 26"D 30"H

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

Charging Adapters
F) ADAPTW (white)
G) ADAPTBL (black)

Charging adapters are available to rent for all powered products.

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

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQL7 Center Cone w/Electrical Charging Outlet (white vinyl) 38" RND 51" H
BNQ417 Full Banquette w/Electrical Charging Outlet (white vinyl) 72" RND 51" H
BNQR17 Ottoman Ring (4 ottoman seats) (white vinyl) 72" RND 18" H
BNQ7 Quarter Curve Ottoman (white vinyl) 53" L 22" D 18" H
WHT12 Half Bench Ottoman (white vinyl) 39" L 22" D 18" H

Denotes Powered Products
Soft Seating
Create Engaging Booth Environments

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

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

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

REGIS
REGOTT End Table
(brushed metal)
16"L 15.5"D 14.5"H

MARCHÉ
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H
Soft Seating Collections

**BAJA**

A) BCHWHT Chair  
(white vinyl)  
36”L 30.5”D 28”H  
B) BLVWHT Loveseat  
(white vinyl)  
61”L 30.5”D 28”H

**FAIRFAX**

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

**NAPLES**

A) NPLCHR Chair  
(black vinyl)  
36”L 30”D 33.25”H  
NPLCHP (Powered)  
B) NPLSOF Sofa  
(black vinyl)  
87”L 30”D 31.25”H  
NPLSOP (Powered)  
C) NPLLOV Loveseat  
(black vinyl)  
62”L 30”D 33.25”H  
NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

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

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17" H

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

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

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

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

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

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

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

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

MADGRY Arm Chair
(light gray vinyl)
27" L 32" D 33" H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27" L 32" D 33" H

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

A) BCW
Madrid Chair
(white vinyl)
30”L 30”D 31”H

B) OCH
Madrid Chair
(black vinyl)
30”L 30”D 31”H

C) fairgW Chair
(white vinyl, brushed metal)
27”L 26”D 30”H

D) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35”L 27”D 40”H

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

F) HOPCH, Chair
(gray linen)
21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair
25.5”L 23.5”D 34”H

A) OCMESp (espresso vinyl)
B) OCMtAu (taupe fabric)
C) OCMWHT (white vinyl)
**Group Seating**

**ZENITH**

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

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

**LAGUNA**

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

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

**MALBA**

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

MALGRN Chair  
(green)  
20"L 20"D 32"H
Styles & Shapes

Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H
E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H
F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H
H) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

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

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

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

**Marche Swivel**

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<th>Color Options</th>
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<tr>
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<td>A) MAR001 (white vinyl)</td>
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<tr>
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<td>D) MAR007 (plum fabric)</td>
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<td>F) MAR002 (gray fabric)</td>
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<td>G</td>
<td>17&quot;RND 18&quot;H</td>
<td>G) MAR006 (rose quartz fabric)</td>
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<tr>
<td>H</td>
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<td>H) MAR003 (linen fabric)</td>
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<tr>
<td>I</td>
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<td>I) MAR004 (raspberry fabric)</td>
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<tr>
<td>J</td>
<td>17&quot;RND 18&quot;H</td>
<td>J) MAR008 (meadow green fabric)</td>
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**Marche Swivel Ottomans**

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**ENDLESS Square**

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<tr>
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<td>I) END02B (black)</td>
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<tr>
<td>J</td>
<td>34&quot;L 34&quot;D 15&quot;H</td>
<td>J) END02W (white)</td>
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**ENDLESS Curved**

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<tr>
<td>L</td>
<td>60.5&quot;L 37.5&quot;D 15&quot;H</td>
<td>L) END01W (white)</td>
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**Beverly Bench**

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<td>A) BVLYWH (white vinyl)</td>
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<tr>
<td>B</td>
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<td>B) BVLYBK (black vinyl)</td>
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<tr>
<td>C</td>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>C) BVLYGR (gray fabric)</td>
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<tr>
<td>D</td>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>D) BVLYRD (red fabric)</td>
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<td>E</td>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>E) BVLYOB (ocean blue fabric)</td>
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<td>F</td>
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<td>F) BVLYLN (linen fabric)</td>
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<td>G</td>
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<td>G) BVLYBN (brown fabric)</td>
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<td>H</td>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>H) BVLYBM (burlap fabric)</td>
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**HWT12 Half Bench**

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<tr>
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<td>I) HWT12B (black)</td>
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**ENDLESS Square**

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<tr>
<td>L</td>
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**Regis Bench**

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<tr>
<td>M</td>
<td>47&quot;L 15.5&quot;D 16&quot;H</td>
<td>M) BNQ7 Quarter Curve (white vinyl)</td>
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**CUBL20 Edge**

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<tr>
<td>P</td>
<td>20&quot;L 20&quot;D 20&quot;H</td>
<td>P) CUBL20 Edge (white plastic)</td>
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**Sally Stool**

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<tr>
<td>O</td>
<td>12&quot; Round 17&quot;H</td>
<td>O) SAL Sally Stool (white)</td>
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**LED Cube**

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<td>P) LED Cube (white plastic)</td>
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**Regis Bench**

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**CUBL20 Edge**

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**CUBL20 Edge**

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<td>20&quot;L 20&quot;D 20&quot;H</td>
<td>P) LED Cube (white plastic)</td>
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</table>
Accent Tables

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

A.

B.

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

C.

D.

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

A.

B.

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)

C.

D.
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48”L 26”D 18”H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
End Tables
23”L 23”D 22”H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47”L 15.5”D 16’H
F) REGOTT End Table
16”L 15.5”D 16.5”H

SILVERADO
(glass, chrome)
G) E1E End Table
24” Round 22”H
H) C1E Cocktail Table
36” Round 17”H

OLIVER
(walnut finish)
I) EOLI End Table
22” Round 22”H
J) COLI Cocktail Table
47”L 27”D 19”H

RUSTIC
(wood)
K) ETBL E-Table
21”L 15 5”D 27.5”H
L) TMBTBL Timber Table
16” Round 17”H

M) AURA
Aura Round Table
(white metal)
15” Round 22”H

N) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only
Conference Tables

Powered Conference Table Module
(2) AC and (2) USB outlets.
Available for all conference tables except Geo, Merlin, Atomic and Work Tables.

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

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60’L 48”D 29”H
E) MADC08 8’ Table
96’L 60”D 29”H
F) MADC10 10’ Table
120’L 48”D 29”H
Mix & Match

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

Atomic Round Tables (glass, chrome)
A) 42ATO 42"RND 30"H (not shown)
36ATO 36"RND 30"H

Geo Rounded Square Tables
42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

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

G) MERLIN Merlin Multi Use Table
(gray laminate, black) 46"L 29"D 30"H
H) WD3 Work Table
(white laminate, white) 48"L 24"D 30"H

Conference Tables (graphite nebula)
I) CB3 8'
96"L 48"D 29"H
J) CB2 6'
72"L 42"D 29"H

Conference Tables (granite)
K) C508GR 8'
96"L 44"D 29"H
L) CT10GR 10'
120"L 46"D 29"H
M) CT06GR 6'
72"L 36"D 29"H
Executive Seating

**Pro Executive High Back Chair**
25"L 24"D 48"H Adjustable.
- A) PROEXE (white classic vinyl)
- B) PROEXB (black vinyl)

**PROMDB Pro Executive Mid Back Chair**
(black vinyl)
24"L 22"D 40"H Adjustable

**PROMID Pro Executive Mid White Chair**
(white vinyl)
24"L 22"D 40"H Adjustable

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

**SY1 Altura Steno Chair**
(black crepe)
25"L 26"D 21"H
Café Tables

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

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

30" Round Café Tables
Standard Black Base
30" Round 29" H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30" Round 29" H
C) 3OWHHC (white laminate top)
D) 3O5THC (silver textured)

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

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

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA

LIQUID STEEL BLUE  RED  MADISON/GRAY ACAJOU

Café Tables
Standard Black Base
30” Round 29”H
A) ZTG (silver textured)
B) ZTI (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white laminate)
E) ZTA (Madison/gray acajou)

36” Round 29”H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30” Round 29”H
I) 30SBHC (liquid steel blue)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36” Round 29”H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

Mix & Match
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25”L 22”D 32”H
B) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

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

**Ventura Communal Bar Tables**
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) VNTMNP (solid)
C) VNTBWW (grommets)
White Top
D) VNTBMW (grommets)
E) VNTBNP (solid)

**G30 Powered Café Tables**
(silver frame, white top)
72"L 26"D 30"H
A) G30DWP

**G30 Communal Café Tables**
(silver frame)
72"L 26"D 30"
Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)
Bar Tables

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

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

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30”RND 45”H

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

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

F) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**
- Standard Black Base
  - 30" Round 42"H
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)
- 36" Round 42"H
  - H) VTW (white laminate)
  - I) VTN (graphite nebula)
  - J) VTP (maple)

**Hydraulic Chrome Base**
- 30" Round 45"H
  - K) 30GRHB (graphite nebula)
  - L) 30MTHB (maple)
  - M) 30STHB (silver textured)
  - N) 30BRHB (red)
- 36" Round 45"H
  - O) 36WTHB (white laminate)
  - P) 36GRHB (graphite nebula)
  - Q) 36MTHB (maple)

**Style & Design**

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

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

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

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21"L 22"D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17"L 20"D 45"H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

L) BS001 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H

M) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H

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

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Mix & Match
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
   (gray acajou) 60"L 20"D 29"H
C) PROMDB Pro Executive Mid Back Chair
   (black vinyl)
   24"L 22"D 40"H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl)
   25"L 24"D 48"H Adjustable
TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate) 60"L 30"D 30"H
B) TECH Tech Desk, Powered
   (black metal, laminate) 60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
   (black metal, laminate) 16"L 20"D 28"H

Charging Adapters
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

ACCENT LAMPS
MASON LAMPS
   (brushed silver)
A) LA15 Floor Lamp 18" Round 55"H
B) LA14 Table Lamp 16" Round 26"H

SHELVING
C) PSHCCS Posh Shelving
   (Chrome, Acrylic) 36"L 18"D 72"H
D) BC8 Madison Bookcase
   (gray acajou) 36"L 12"D 72"H
Powered Pedestals

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.

**Charging Adapters**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Color</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>E)</td>
<td>ADAPTW (white)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F)</td>
<td>ADAPTB (black)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Powered Tech Desk

**Charging Adapter**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Color</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>D)</td>
<td>ADAPTB (black)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Black metal, laminate
- 60"L 30"D 30"H

B) TECH Tech Desk, Powered

- Black metal, laminate
- 60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

- Black metal, laminate
- 16"L 20"D 28"H

Charging adapters are available to rent for all powered products.
Show Essentials

MARTINI BAR
A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

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

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

TABLET STANDS

A) TBSTND (black)
   14"L 13"D 44.5"H

B) TBSTDW (white)
   14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR Brochure Holder
   (black)
   8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
   (black)
   14.85"L 7.17"D 1"H

E) TBNTR Wireless Printer Holder
   (black)
   3.3"L 1.9"D 5.28"H

Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

Denotes AC and USB charging outlets
Cocktail Tables

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<tr>
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<th>Item</th>
<th>Discount</th>
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<td>$493.50</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
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<td>C1C-Geo Rect., Glass/Chrome</td>
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<td>COLI - Oliver Cocktail Table</td>
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<td></td>
<td>C1W-Sydney, White</td>
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<td></td>
<td>C1WP-Sydney White, Powered!</td>
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<td>$635.45</td>
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<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$384.80</td>
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<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
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Occasional End Tables

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<td>ALE100-Alondra, Glass/Chrome</td>
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<td>ALE200-Alondra, Wood/Chrome</td>
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<td></td>
<td>E1FWB-Geo, Wood/Black</td>
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<td>E1C-Geo, Glass/Chrome</td>
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<td>EOLI-Oliver End Table</td>
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<td>CUBTBL-Edge LED Cube</td>
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<td>AURA End Table</td>
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<td>ETBL-E Table, Wood</td>
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<td>TMBTBL Timber Table, Wood</td>
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<td>REGOTT-Regis End Table</td>
<td>$288.60</td>
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Don't forget device adapters/chargers for your powered tables!

Adapters/Chargers

<table>
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<td>ADAPTB-Charging Adapter, black</td>
<td>$33.80</td>
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<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$33.80</td>
<td>$43.95</td>
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</table>

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

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

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

**Private Practice Section, APTA Annual Conference**

**Broadmoor Colorado Springs, Colorado Springs, CO**

**November 8 - 9, 2018**

**Discount Deadline** Thursday, October 18, 2018

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

**Don't forget device adapters/chargers for your powered tables!**
<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>END02B-Square, Black Leather</td>
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<tr>
<td></td>
<td>END02W-Square, White Leather</td>
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<td>$466.45</td>
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<tr>
<td></td>
<td>END01B-Curved, Black Leather</td>
<td>$572.00</td>
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<tr>
<td></td>
<td>END01W-Curved, White Leather</td>
<td>$572.00</td>
<td>$743.60</td>
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<td></td>
<td>SALL Sally Stool</td>
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<td>CUBL20-Edge Lighted Cube</td>
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<td>WHT12-Half Bench, White Vinyl</td>
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<td>BNG7-Quarter Curve, White Vinyl</td>
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<td>BNGR17-Ottoman Ring, White Vinyl</td>
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<td></td>
<td>REG BEN Regis Bench, Brushed Metal</td>
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<td>$510.40</td>
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<table>
<thead>
<tr>
<th>Qty.</th>
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<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
<td></td>
<td>BVLYBK Bev Bench Black Vinyl</td>
<td>$551.20</td>
<td>$716.55</td>
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<td></td>
<td>BVLYBN Bev Bench Brown Fabric</td>
<td>$551.20</td>
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<td></td>
<td>BVLYGR Bev Bench Grey Fabric</td>
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<td></td>
<td>BVLYLN Bev Bench Linen Fabric</td>
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<td></td>
<td>BVLYOB Bev Bench Ocean Fabric</td>
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<td></td>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$551.20</td>
<td>$716.55</td>
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<td></td>
<td>BVLYWH Bev Bench White Vinyl</td>
<td>$551.20</td>
<td>$716.55</td>
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<table>
<thead>
<tr>
<th>Qty.</th>
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<tbody>
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<td></td>
<td>MAR010-Marche Swivel, Blue</td>
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<tr>
<td></td>
<td>MAR002-Marche Swivel, Grey</td>
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<td></td>
<td>MAR003-Marche Swivel, Linen</td>
<td>$254.80</td>
<td>$331.25</td>
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<td></td>
<td>MAR004-Marche Swivel, Raspberry</td>
<td>$254.80</td>
<td>$331.25</td>
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<td></td>
<td>MAR005-Marche Swivel, Red</td>
<td>$254.80</td>
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<td>MAR006-Marche Swivel, Rose Qtz</td>
<td>$254.80</td>
<td>$331.25</td>
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<td></td>
<td>MAR001-Marche Swivel, White</td>
<td>$254.80</td>
<td>$331.25</td>
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</tr>
</tbody>
</table>

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Company Name: ___________________________  Booth# ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Card Holder Signature: ___________________________  Please Sign

Total Ottomans: $____________  7.250% Tax*: $____________  Amount Due: $____________
#Soft Seating

Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline: Thursday, October 18, 2018

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## Sofas and Sectionals

<table>
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<th>Qty.</th>
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<tr>
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<td>SFA002- Allegro Sofa</td>
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<td>NPLSOF-Naples Sofa, Black Vinyl</td>
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<td>SO2-3pc. South Beach, P. Suede</td>
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<td></td>
<td>TANSOF-Tangiers Sofa, Beige</td>
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<td>KEYSOF-Key Largo Sofa</td>
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<td>FAIRSW-Fairfax Sofa</td>
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<td>SO1- South Beach Sofa, P. Suede</td>
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## Accent Chairs

<table>
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<td>OCB-Key West Tub, Black</td>
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<td>MADGRY-Madden Arm Chair, Grey</td>
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<td>BCW-Madrid Chair, White</td>
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<td>LABREA-La Brea Swivel Chair</td>
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<td>HOPCH-Hopi Chair, Grey Linen</td>
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<td></td>
<td>MNCHCC Munich Corner Chair</td>
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<td>MNCHCH Munich Armless Chair</td>
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<td>OCH Madrid Chair, Black</td>
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## Loveseats

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<td>HOPLV-Hopi Loveseat, Grey Linen</td>
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<td>TANLOV-Tangiers Loveseats</td>
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<td>MNCHLV- Munich Armless Loveseat</td>
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## Club Chairs

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<tbody>
<tr>
<td></td>
<td>BCHWHT Baja Chair, White Vinyl</td>
<td>$743.60</td>
<td>$966.70</td>
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<tr>
<td></td>
<td>NPLCHR-Naples Chair, Black Vinyl</td>
<td>$798.20</td>
<td>$1,037.65</td>
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<tr>
<td></td>
<td>TANCHR-Tangiers Chair, Beige</td>
<td>$590.20</td>
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<tr>
<td></td>
<td>CHRPWR- Allegro Chair</td>
<td>$570.80</td>
<td>$787.05</td>
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<tr>
<td></td>
<td>KEYCHR-Key Largo Chair</td>
<td>$429.00</td>
<td>$557.70</td>
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</tr>
<tr>
<td></td>
<td>FAIRCW-Fairfax Chair</td>
<td>$470.60</td>
<td>$611.80</td>
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</table>

## Powered Seating

<table>
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<td>CHRPWR- Roma Chair, powered</td>
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<td>SFA002-Roma Chair, powered</td>
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<td>NPLCHP-Naples Chair, powered</td>
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<td>$1,125.55</td>
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<td>NPLLLOP-Naples Loveseat, powered</td>
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## Meeting Chairs

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<td></td>
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<td>OCMWHT-Meeting Chair, White</td>
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<tr>
<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$379.60</td>
<td>$493.50</td>
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## Modular System

<table>
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<tr>
<td></td>
<td>BNOQ17-Full Banquette-Powered!</td>
<td>$3,138.20</td>
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<td>BNO17-Ottoman Ring, White Vinyl</td>
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<td></td>
<td>BNO7-Quarter Curve, White Vinyl</td>
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<td>BNO17- Center Cone, White Vinyl</td>
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<td>WHT12-Half Bench, White Vinyl</td>
<td>$514.80</td>
<td>$669.25</td>
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<tr>
<td></td>
<td>OTS-South Beach Wedge</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________  Booth# ____________

Please Sign

[Signature]

Card Holder Signature

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

Event Code: L173551118

Total Soft Seating: $_________________________

7.250% Tax*: $_________________________

Amount Due: $_________________________

Contact Name ___________________________  Contact Email Address ___________________________

Phone (702) 507-5278  Fax (702) 948-0341  Mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CF2-Geo Table, Black</td>
<td>$616.20</td>
<td>$801.05</td>
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</tr>
<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF1-Geo Table, Sq. Black</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
<td>$616.20</td>
<td>$801.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB2-6' Graphite Table</td>
<td>$647.40</td>
<td>$841.60</td>
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</tr>
<tr>
<td></td>
<td>CB3-8' Graphite Table</td>
<td>$761.80</td>
<td>$990.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB1-42&quot; Round, Graphite Nebula</td>
<td>$525.20</td>
<td>$682.75</td>
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<tr>
<td></td>
<td>C508GR-8', Granite</td>
<td>$761.80</td>
<td>$990.35</td>
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<tr>
<td></td>
<td>CT10GR-10', Granite</td>
<td>$1,144.00</td>
<td>$1,487.20</td>
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<tr>
<td></td>
<td>CT06GR-6', Granite</td>
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<td>$841.60</td>
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<tr>
<td></td>
<td>PWWRUSB-Powered Table Module</td>
<td>$104.00</td>
<td>$135.20</td>
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<tr>
<td></td>
<td>CB8-42&quot; Round Madison, Grey</td>
<td>$236.60</td>
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<tr>
<td></td>
<td>MADC10-10' Madison, Grey</td>
<td>$1,313.00</td>
<td>$1,706.90</td>
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<tr>
<td></td>
<td>MADC05-5' Madison, Grey</td>
<td>$657.80</td>
<td>$855.15</td>
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<tr>
<td></td>
<td>MADC08-8' Madison, Grey</td>
<td>$1,313.00</td>
<td>$1,706.90</td>
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<td></td>
<td>CONF42-42&quot; Round, White Jam</td>
<td>$525.20</td>
<td>$682.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36ATO Atomic 36&quot; Round, Glass</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
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<tr>
<td></td>
<td>42ATO Atomic 42&quot; Round, Glass</td>
<td>$434.20</td>
<td>$564.45</td>
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### Group & Guest Seating

<table>
<thead>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Duet-Black, Chrome</td>
<td>$88.40</td>
<td>$114.90</td>
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<tr>
<td></td>
<td>RST DIN-Rustique w/ arms, Gunmetal</td>
<td>$179.40</td>
<td>$233.20</td>
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<tr>
<td></td>
<td>CS8-Berlin Chair, Black</td>
<td>$174.20</td>
<td>$226.45</td>
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</tr>
<tr>
<td></td>
<td>CS9-Berlin Chair, Red</td>
<td>$174.20</td>
<td>$226.45</td>
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</tr>
<tr>
<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$143.00</td>
<td>$185.90</td>
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<tr>
<td></td>
<td>CH002-Wendy Chair, Acrylic</td>
<td>$161.20</td>
<td>$209.55</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
<td>$106.60</td>
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<tr>
<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$239.20</td>
<td>$310.95</td>
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<tr>
<td></td>
<td>XC6-Altura Guest Chair</td>
<td>$421.20</td>
<td>$547.55</td>
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<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$202.80</td>
<td>$263.65</td>
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<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$156.00</td>
<td>$202.80</td>
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<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
<td>$156.00</td>
<td>$202.80</td>
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<tr>
<td></td>
<td>CS4-Syntax Chair, Black/Chrome</td>
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<td>$368.40</td>
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<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
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<td>$297.45</td>
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<td></td>
<td>SY1-Altura Task Chair</td>
<td>$270.40</td>
<td>$368.40</td>
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### Executive Seating

<table>
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<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>507.00</td>
<td>659.10</td>
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</tr>
<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>507.00</td>
<td>659.10</td>
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</tr>
<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
<td>356.20</td>
<td>463.05</td>
<td></td>
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<tr>
<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>322.40</td>
<td>419.10</td>
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<tr>
<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>332.80</td>
<td>432.65</td>
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</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ___________________________  Booth# ___________________________

Total Conference: $__________________________  Amount Due: $__________________________

7.250% Tax*: $__________________________  

Card Holder Signature: 

Please Sign
# Café Tables

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZTK-30” Maple Top/Black Base</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTP-36” Maple Top/Black Base</td>
<td>$335.40</td>
<td>$436.00</td>
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<tr>
<td></td>
<td>ZTJ-30” Graphite Top/Black Base</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36” Graphite Top/Black Base</td>
<td>$335.40</td>
<td>$436.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30” Silver Textured Top</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36” White Laminate Top</td>
<td>$335.40</td>
<td>$436.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30” Red Top/Black Base</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTH-30” Steel Blue Top/Black Base</td>
<td>$317.20</td>
<td>$412.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30” Grey Top/Black Base</td>
<td>$317.20</td>
<td>$412.35</td>
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<tr>
<td></td>
<td>30WH29 -30” White Laminate</td>
<td>$325.00</td>
<td>$422.50</td>
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**Café Tables - Chrome Base 36”, Hydraulic**

<table>
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<th>Discount</th>
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<th>Amount</th>
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<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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<tr>
<td></td>
<td>30SBHC-Steel Blue Top, Chrome</td>
<td>$452.40</td>
<td>$588.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$444.60</td>
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**G30 and Ventura Communal Tables**

**30” High Tables**

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<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>G30DMS-Café, Maple Top</td>
<td>$725.40</td>
<td>$943.00</td>
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<tr>
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<td>G30DMW-Café w/ Grm, Maple</td>
<td>$725.40</td>
<td>$943.00</td>
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<tr>
<td></td>
<td>G30DWS-Café, White Top</td>
<td>$725.40</td>
<td>$943.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWW-Café w/ Grm, White</td>
<td>$725.40</td>
<td>$943.00</td>
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<tr>
<td></td>
<td>G30DWP-Café Table-Powered!</td>
<td>$834.60</td>
<td>$1,085.00</td>
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</table>

**42" High Tables**

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
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<td>VNTBNP Communal Table Black Top</td>
<td>$907.40</td>
<td>$1,179.60</td>
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<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$907.40</td>
<td>$1,179.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$907.40</td>
<td>$1,179.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$907.40</td>
<td>$1,179.60</td>
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</tr>
<tr>
<td></td>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$907.40</td>
<td>$1,179.60</td>
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**Adapters/Chargers**

<table>
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<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>ADAPTB-Charging Adapter, black</td>
<td>$33.80</td>
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<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$33.80</td>
<td>$43.95</td>
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**Powered! 42” High Tables**

<table>
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<th>Amount</th>
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<tr>
<td></td>
<td>VNTWHT Communal Table White Top</td>
<td>$1,071.20</td>
<td>$1,392.55</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Company Name: ____________________________ Booth# ____________________________

Please Sign

Card Holder Signature
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline Thursday, October 18, 2018

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

---

**Bar Tables - All Black Base**

<table>
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<th>Item Description</th>
<th>Discount</th>
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<th>Amount</th>
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</thead>
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<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$361.40</td>
<td>$469.80</td>
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</tr>
<tr>
<td></td>
<td>VTV-36&quot; Graphite Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36&quot; White Laminate Top</td>
<td>$361.40</td>
<td>$469.80</td>
<td></td>
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<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTH-30&quot; Steel Blue/Black Base</td>
<td>$348.40</td>
<td>$452.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30&quot; White Laminates</td>
<td>$356.20</td>
<td>$463.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
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<tr>
<td></td>
<td>RSTSQT Rustique Square Metal Bar Table</td>
<td>$374.40</td>
<td>$486.70</td>
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</table>

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

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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SBHB-Steel Blue Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminates, Chrome</td>
<td>$444.60</td>
<td>$578.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
</tbody>
</table>

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

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$447.20</td>
<td>$581.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36MTHB, Maple Top, Chrome</td>
<td>$447.20</td>
<td>$581.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$447.20</td>
<td>$581.35</td>
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</table>

**Barstools**

<table>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$340.60</td>
<td>$442.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
<td>$340.60</td>
<td>$442.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$397.80</td>
<td>$517.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$397.80</td>
<td>$517.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$197.60</td>
<td>$256.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS75-Apex White Vinyl</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XBAR-Christopher White Vinyl</td>
<td>$247.00</td>
<td>$321.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$254.80</td>
<td>$331.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSR-Syntax, Black/Chrome</td>
<td>$309.40</td>
<td>$402.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$228.80</td>
<td>$297.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSD-Oslo, Blue</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSC-Oslo, White</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLLY-Lift Barstool, Grey Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
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**Bars**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BRC-Circle Martini Bar</td>
<td>$5,298.80</td>
<td>$6,888.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BR1-Martini Bar</td>
<td>$1,840.80</td>
<td>$2,393.05</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ________________________________  Booth#: ________________

Contact Name __________________________________  Contact Email Address

Please Sign

Card Holder Signature

Event Code: L173551118

Connect With Us!

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

---

**Total Bar:** $______  **7.250% Tax:** $______  **Amount Due:** $______

---

**Discount**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BST-Banana, White/Chrome</td>
<td>$340.60</td>
<td>$442.80</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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<td>$397.80</td>
<td>$517.15</td>
<td></td>
</tr>
<tr>
<td>BS003-Zoey, Swivel Black</td>
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<td></td>
</tr>
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<td>$256.90</td>
<td></td>
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<td>$398.85</td>
<td></td>
</tr>
<tr>
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<td>$398.85</td>
<td></td>
</tr>
<tr>
<td>APS75-Apex White Vinyl</td>
<td>$306.80</td>
<td>$398.85</td>
<td></td>
</tr>
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<td>$331.25</td>
<td></td>
</tr>
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<td>$402.20</td>
<td></td>
</tr>
<tr>
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<td>$297.45</td>
<td></td>
</tr>
<tr>
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<td>$358.80</td>
<td>$466.45</td>
<td></td>
</tr>
<tr>
<td>BSC-Oslo, White</td>
<td>$358.80</td>
<td>$466.45</td>
<td></td>
</tr>
<tr>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td>ROLLLY-Lift Barstool, Grey Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$288.60</td>
<td>$375.20</td>
<td></td>
</tr>
<tr>
<td>BRC-Circle Martini Bar</td>
<td>$5,298.80</td>
<td>$6,888.45</td>
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</tr>
<tr>
<td>BR1-Martini Bar</td>
<td>$1,840.80</td>
<td>$2,393.05</td>
<td></td>
</tr>
</tbody>
</table>

---

**Company Name:** ________________________________  **Booth#: **___________

---

**Signature**

Card Holder Signature

---

**Contact Name** ________________________________  **Contact Email Address**
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Discount Deadline Thursday, October 18, 2018

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

Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$702.00</td>
<td>$912.60</td>
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</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$829.40</td>
<td>$1,078.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$600.60</td>
<td>$780.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$761.80</td>
<td>$990.35</td>
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</tr>
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<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$616.20</td>
<td>$801.05</td>
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<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$202.80</td>
<td>$263.65</td>
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Product Display- Pedestals

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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$689.00</td>
<td>$895.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$816.40</td>
<td>$1,061.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$689.00</td>
<td>$895.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$816.40</td>
<td>$1,061.30</td>
<td></td>
</tr>
</tbody>
</table>

Product Display- Shelving

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<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$704.60</td>
<td>$916.00</td>
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Refrigerators

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<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>R1R-White 14 Cubic Feet</td>
<td>$1,185.60</td>
<td>$1,541.30</td>
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<td>R1Q-White 4 Cubic Feet</td>
<td>$416.00</td>
<td>$540.80</td>
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Lamps

<table>
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<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$301.60</td>
<td>$392.10</td>
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</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$197.60</td>
<td>$256.90</td>
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</table>

Mobile Tablet Stands

<table>
<thead>
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<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$192.40</td>
<td>$250.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSTND-Mobile Tablet Stand, White</td>
<td>$192.40</td>
<td>$250.10</td>
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</tbody>
</table>

Mobile Tablet Accessories*

<table>
<thead>
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<th>Item Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBBCHR-Tablet, brochure holder</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBPNTR-Tablet, print stand</td>
<td>$88.40</td>
<td>$114.90</td>
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</table>

Chargers and Adapters

<table>
<thead>
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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$33.80</td>
<td>$43.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$33.80</td>
<td>$43.95</td>
<td></td>
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Work & Multi-Use Tables

<table>
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<th>Item Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$470.60</td>
<td>$611.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$452.40</td>
<td>$588.10</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Exec Accessories: $

7.250% Tax*: $

Amount Due: $

Contact Name  Contact Email Address

Please Sign

Card Holder Signature
Private Practice Section, APTA Annual Conference  

Broadmoor Colorado Springs, Colorado Springs, CO  

November 8 - 9, 2018  

Discount Deadline: Tuesday, October 9, 2018  

Order with complete Payment Authorization 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.  

**Foam Core Signs, Single sided**  

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Regular</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$257.35</td>
<td>$197.95</td>
<td>$257.35</td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$257.35</td>
<td>$197.95</td>
<td>$257.35</td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$392.00</td>
<td>$301.55</td>
<td>$392.00</td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$392.00</td>
<td>$301.55</td>
<td>$392.00</td>
<td></td>
</tr>
<tr>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$793.40</td>
<td>$610.30</td>
<td>$793.40</td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl Banners with Digital Printing**  

<table>
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<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Regular</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$68.95</td>
<td>$53.75</td>
<td>$68.95</td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$68.95</td>
<td>$53.75</td>
<td>$68.95</td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$35.10</td>
<td>$27.00</td>
<td>$35.10</td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$35.10</td>
<td>$27.00</td>
<td>$35.10</td>
<td></td>
</tr>
</tbody>
</table>

**Accessories**  

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Regular</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$69.90</td>
<td>$53.75</td>
<td>$69.90</td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$4.55</td>
<td>$3.50</td>
<td>$4.55</td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$76.95</td>
<td>$59.20</td>
<td>$76.95</td>
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</tr>
<tr>
<td>50904</td>
<td>Floor Easel</td>
<td>$68.95</td>
<td>$53.05</td>
<td>$68.95</td>
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</tr>
<tr>
<td>50905</td>
<td>22x28 Sign Holder</td>
<td>$157.10</td>
<td>$120.85</td>
<td>$157.10</td>
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</tr>
</tbody>
</table>

**Table Clings**  

Table clings are made to fit our Pedestal table tops!  

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Regular</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$273.80</td>
<td>$210.60</td>
<td>$273.80</td>
<td></td>
</tr>
</tbody>
</table>

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

Due to the custom nature of this product, no refunds or cancellations are available.  

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

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

Total Graphics: $  

7.250% Tax*: $  

Amount Due: $  

Company Name:  

BOOTH:  

Contact Name  

Contact Email Address  

Please Sign  

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


Username:  sesftp

Password:  ftpftp

1 Name your files in this format: Company Name_Booth#_Panel Letter  example:  Shepard_1905_A
2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
   You may click the Upload Files button and select the files you need to upload.
3 When upload is complete, email the name of your files to:  lasvegas@shepardes.com
   As the subject line use:  "Show Name" FTP Upload

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.
**ACCEPTABLE FILE FORMATS**

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

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

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

**FONTS**

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

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

**ARTWORK GUIDELINES**

**Document Size & Specs**

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

**COLOR**

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

**ARTWORK FILE TYPES & RESOLUTION**

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

**Vector**

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

**Raster**

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

**Resolution**

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
Attention Getting ● High Visibility ● Great Branding
Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

All Rentals Include:
- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Basic harness
- Weighs under 75 pounds
- Rigging not included

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

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

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

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

Total Hanging Sign Rental: $____________________
7.250% Tax*: $____________________
Amount Due: $____________________
HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

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

ADVANCE WAREHOUSE
HANGING SIGN

TO:
(Exhibiting Co. Name)

Booth #:

For:
Private Practice Section, APTA Annual Conference

First day freight can arrive w/o a surcharge:
October 11, 2018
Last day freight can arrive w/o a surcharge:
October 31, 2018

UPSF - Shepard Exposition Services
5300 E 56th Ave
Commerce City, CO 80022
Delivery Hours: M-F, 8-4:30 PM
LABOR
Colorado is NOT a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own non mechanized tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Full time employees of an exhibiting company may install and dismantle their own display provided the work can be completed in under 60 (sixty) minutes without the use of mechanized tools. Any outside or additional labor required for install, dismantle or decorating of display is to be performed by union labor.

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

Exhibitors may handle their own materials delivered via their company owned vehicle as long as items are hand carried by one person in one trip. Exhibitors may not bring or use carts, pallet jacks, or other material handling equipment. Exhibitors may not unload carriers, couriers, etc.

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
**Shepard Blue Supervised Labor**  
---  
**Supervisory fee is 30% of total cost or $60, whichever is greater.**  

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>+30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST $100.25</td>
<td>$130.35</td>
<td>30%</td>
</tr>
<tr>
<td>68067</td>
<td>OT $150.50</td>
<td>$195.65</td>
<td>30%</td>
</tr>
<tr>
<td>68068</td>
<td>DT $200.50</td>
<td>$260.65</td>
<td>30%</td>
</tr>
</tbody>
</table>

---  
**Step One:** Choose Your Service  
**Step Two:** How Many People?  
**Step Three:** How Many Hours?  
**Step Four:** When Should the Build be Complete?  
Date: ____________  
Time: ____________  
Date: ____________  
Time: ____________  
Date: ____________  
Time: ____________  

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

**Inbound Freight**  
Carrier Name __________________________  
Tracking or Pro # __________________________  
Estimated Weight __________________________  
Estimated Arrival Date __________________________  

**Set Up Information:**  
Company Contact Name: __________________________  
Email __________________________  
Cell Phone # __________________________  
Contact Arrival Date __________________________  
Time Build Should be Complete __________________________  
Booth Size: ____________  
X __________________________  
Carpet: __________________________  
Ordered from Shepard __________________________  
Exhibitor Owned Carpet __________________________  
Carpet Padding __________________________  

**Drawings/Photos/Instructions:**  
Attached __________________________  
Emailed to Shepard __________________________  
With the Exhibit __________________________  
In crate # __________________________  

**Electrical Placement**  
(exhibitor is responsible to order)  
Emailed to Shepard __________________________  
Drawing Attached __________________________  
Drawing with Exhibit __________________________  
Does Electrical go UNDER carpet? Yes No __________________________  

**Graphics:**  
With Exhibit __________________________  
Shipped Separately __________________________  

**Other Services Ordered:**  
Overhead Rigging __________________________  
Cleaning __________________________  
AV __________________________  

**Outbound Shipping:**  
# of Crates __________________________  
# of Cartons __________________________  
# of Fiber Cases __________________________  
# of Pallets __________________________  
Ship To: __________________________  
Phone # __________________________  
Must Arrive at Destination By: __________________________  
Name of Carrier __________________________  
Date Carrier is Scheduled to Pick Up Freight __________________________  

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

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

---  
**Spend a Little, Save a Lot**  
Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!  

---  
**Choose Shepard Blue for your labor needs and leave your worries behind!**
Exhibitor Supervised Labor

Step One: Choose your service

- Installation
- Dismantling
- Both

Step Two: How many people?

- #

Step Three: How many hours?

- #

Step Four: Any other details?

- Any special tools needed? Ladders? Lifts?
- Details:

Step Five: Schedule

- Installation Request:
  - Date:
  - Start Time:
  - End Time:

- Dismantle Request:
  - Name:
  - Cell:
  - Email:

Requested times are not guaranteed and are based on availability.

Helpful Hints!

- Send your booth to the Advance Warehouse so it will be onsite when you arrive.
- Send a detailed drawing and instructions to us prior to the event.
- When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.
- Is electrical to be installed under your carpet? [ ] Yes [ ] No
- (Please forward Shepard a diagram of your electrical layout.)

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td></td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td></td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>200.50</td>
<td>260.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Floors Type:

- [ ] Carpet Rolls
- [ ] Carpet Squares
- [ ] Padding
- [ ] Other

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

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Company Name: ___________________________ Booth # ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Order Deadline: Tuesday, October 9, 2018

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

Turnkey Rental Designs Make Exhibiting Easier!

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

The Eddie

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie - 10' x 10'</td>
<td>$3,764.75</td>
<td>$4,894.20</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie - 10' x 20'</td>
<td>$6,130.60</td>
<td>$7,969.80</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,626.40</td>
<td>$3,414.30</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$4,597.25</td>
<td>$5,976.45</td>
</tr>
</tbody>
</table>

The Jonathon

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66476</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$3,833.50</td>
<td>$4,983.55</td>
</tr>
<tr>
<td>66477</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$5,633.15</td>
<td>$7,323.10</td>
</tr>
</tbody>
</table>

The Pierce

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10' x 10'</td>
<td>$3,257.75</td>
<td>$4,235.10</td>
</tr>
<tr>
<td>66479</td>
<td></td>
<td>The Pierce - 10' x 20'</td>
<td>$6,185.60</td>
<td>$8,041.30</td>
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</tbody>
</table>

The Madison

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66480</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$3,950.55</td>
<td>$5,135.70</td>
</tr>
<tr>
<td>66481</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$4,894.20</td>
<td>$6,086.80</td>
</tr>
</tbody>
</table>

The Grant

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66482</td>
<td></td>
<td>The Grant - 10' x 10'</td>
<td>$4,170.00</td>
<td>$5,421.00</td>
</tr>
<tr>
<td>66483</td>
<td></td>
<td>The Grant - 10' x 20'</td>
<td>$5,779.50</td>
<td>$7,513.35</td>
</tr>
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</table>

The Harrison

<table>
<thead>
<tr>
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<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66484</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$3,833.50</td>
<td>$4,983.55</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$5,633.15</td>
<td>$7,323.10</td>
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</tbody>
</table>

The Hamilton

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66486</td>
<td></td>
<td>The Hamilton - 10' x 10'</td>
<td>$2,671.30</td>
<td>$3,472.70</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Hamilton - 10' x 20'</td>
<td>$4,679.80</td>
<td>$6,083.75</td>
</tr>
</tbody>
</table>

The Lucy

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66488</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$2,414.25</td>
<td>$3,138.55</td>
</tr>
</tbody>
</table>

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

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

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

Total Inline Rentals: $7.250%

Tax*: $_____

Amount Due: $_____

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign

Card Holder Signature
Choose Your Counter & Customize to Fit Your Exhibit!
Color choices for all products  
Metal Colors  Black (06)  Silver (15)
Panel Colors  Black (06)  White (03)

**Locking Cabinets**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
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</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$925.60</td>
<td>$1,203.30</td>
<td>Black</td>
<td>Silver</td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,123.20</td>
<td>$1,460.15</td>
<td>Black</td>
<td>Silver</td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$682.75</td>
<td>$887.60</td>
<td>Silver</td>
<td>Silver Only</td>
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</tbody>
</table>

**Reception Counters**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>9&quot;L x 2' 3&quot;D x 3' 3&quot;H x 2' 3&quot;D</td>
<td>$951.85</td>
<td>$1,237.40</td>
<td>Black</td>
<td>Silver</td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot;H x 3' 3&quot;D</td>
<td>$2,064.75</td>
<td>$2,684.20</td>
<td>Black</td>
<td>Silver</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
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<th>Regular</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3''L x 6'' W X 1' 9&quot; D</td>
<td>$1,200.75</td>
<td>$1,561.00</td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 3' 6&quot;H x 1' 6&quot;D</td>
<td>$699.85</td>
<td>$909.80</td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create something just for you!

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________
Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays
- Metal Colors: Black (06), Silver (15)
- Panel Colors: Black (06), White (03)

**Product Displays**

- **Gondolas**
  - Code: 66277, Item: Gondola, Product Size: 3' 6" L x 1' 9" D x 5' H, Discount: $648.55, Regular: $843.10
  - Code: 66278, Item: GL1, Product Size: 5' 4" L x 8' H x 1' 3" D, Discount: $641.15, Regular: $833.50
  - Code: 66279, Item: GL2, Product Size: 4' 3" L x 7' H x 1' 3" D, Discount: $1,105.20, Regular: $1,436.75

- **GL Display Units**
  - GL1
    - Panel Color: NA
    - Graphic Size: 674mm x 1682mm
  - GL2
    - Panel Color: NA
    - Graphic Size: 674mm x 1682mm

**Showcases**

- **Quarterview**
  - Code: 66270, Item: Qtrview, Product Size: 4' 6" L x 1' 9" D x 3' 3" H, Discount: $1,248.80, Regular: $1,623.45

- **Square**
  - Code: 66272, Item: Square, Product Size: 1' 9" L x 1' 9" D x 7' H, Discount: $1,347.80, Regular: $1,752.15

**Charging Units**

- **SCS3**
  - Code: 66166, Item: SCS3, Product Size: 20" L x 2' H x 20" D, Discount: $455.00, Regular: $591.50

- **PCS**
  - Code: 66430, Item: PCS, Product Size: 3' L x 3' D x 1' 9" H, Discount: $2,121.60, Regular: $2,758.10

---

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

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Custom Product Display Rentals: $7,250. Tax*: $ . Amount Due: $
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO
November 8 - 9, 2018

Order Deadline: Tuesday, October 9, 2018
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10’ x 10’</td>
<td>$2,482.50</td>
<td>$3,227.25</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10’ w/Monitor</td>
<td>$4,491.00</td>
<td>$5,838.30</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10’ x 20’</td>
<td>$4,303.00</td>
<td>$5,593.90</td>
</tr>
<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10’ x 20’ w/Monitor</td>
<td>$6,311.50</td>
<td>$8,204.95</td>
</tr>
<tr>
<td>66561</td>
<td></td>
<td>FX2H1 10’ x 10’</td>
<td>$3,037.65</td>
<td>$3,948.95</td>
</tr>
<tr>
<td>66562</td>
<td></td>
<td>FX2M1H 10’ w/Monitor</td>
<td>$5,046.15</td>
<td>$6,560.00</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
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10x20 Fabric Booth Rental Display

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

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

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

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

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

Total Fabex Rental: $7,250.00
Tax*: $750.00
Amount Due: $7,000.00

Company Name: ___________________________  Booth #: _______________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign Card Holder Signature
Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1: Choose Your Booth Size**
**Step 2: Send Us Your Full Color Graphics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>66564</td>
<td></td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,503.20</td>
<td>$3,254.15</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,868.55</td>
<td>$5,029.10</td>
<td>6088mm x 2436mm</td>
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<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,233.95</td>
<td>$6,804.15</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

*Don't forget to order Power for your backlighting!*

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**Company Name:**

**BOOTH:**

**Contact Name**

**Contact Email Address**

Please Sign
Turnkey Rental Designs Make Exhibiting Easier!

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66494</td>
<td>The Monroe</td>
<td>$9,583.65</td>
<td>$12,458.75</td>
</tr>
<tr>
<td>66368</td>
<td>The Washington</td>
<td>$13,753.70</td>
<td>$17,879.80</td>
</tr>
<tr>
<td>66495</td>
<td>The Tyler</td>
<td>$10,234.85</td>
<td>$13,305.30</td>
</tr>
<tr>
<td>66496</td>
<td>The Garfield</td>
<td>$10,022.60</td>
<td>$13,029.40</td>
</tr>
</tbody>
</table>

Monitors also available! Contact us for details!

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

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Total Island Rentals: $  
7.250% Tax*: $  
Amount Due: $  

Company Name: ____________________________________________________________________________ Booth #  

Contact Name ____________________________________________________________________________ Contact Email Address  

Card Holder Signature
10x10 Artisan Rentals

Van Gogh

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66601</td>
<td>Van Gogh 10’ x 10’</td>
<td>$2,671.30</td>
<td>$3,472.70</td>
</tr>
<tr>
<td>66602</td>
<td>Kahlo 10’ x 10’</td>
<td>$3,239.75</td>
<td>$4,211.70</td>
</tr>
<tr>
<td>66604</td>
<td>Warhol 10’ x 10’</td>
<td>$4,150.90</td>
<td>$5,396.15</td>
</tr>
<tr>
<td>66605</td>
<td>O’Keefe 10’ x 10’</td>
<td>$3,514.90</td>
<td>$4,569.35</td>
</tr>
</tbody>
</table>

10x20 Artisan Rentals

DaVinci

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66607</td>
<td>DaVinci 10x20 Rental</td>
<td>$6,495.50</td>
<td>$8,444.15</td>
</tr>
<tr>
<td>66608</td>
<td>Pollock 10x20 Rental</td>
<td>$6,226.35</td>
<td>$8,094.25</td>
</tr>
<tr>
<td>66609</td>
<td>Banksy 10x20 Rental</td>
<td>$6,862.40</td>
<td>$8,921.10</td>
</tr>
</tbody>
</table>

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

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

ESSRentals@shepardes.com
Private Practice Section, APTA Annual Conference

Broadmoor Colorado Springs, Colorado Springs, CO

November 8 - 9, 2018

Order Deadline: Tuesday, October 9, 2018

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

20x20 Picasso

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66610</td>
<td></td>
<td>Picasso 20x20</td>
<td>$14,126.45</td>
<td>$18,364.40</td>
</tr>
</tbody>
</table>

20x20 Rembrandt

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66611</td>
<td></td>
<td>Rembrandt 20x20</td>
<td>$19,750.25</td>
<td>$25,675.35</td>
</tr>
</tbody>
</table>

Kiosks

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66606</td>
<td></td>
<td>Monet Kiosk</td>
<td>$1,606.80</td>
<td>$2,088.85</td>
</tr>
<tr>
<td>66603</td>
<td></td>
<td>Dali Kiosk</td>
<td>$2,671.30</td>
<td>$3,472.70</td>
</tr>
</tbody>
</table>

Monitors are not included in the rental price. Contact us for pricing!

Contact Name: ________________________________ Booth #: ________________________________

Card Holder Signature: ________________________________

Event Code: L173551118

Connect With Us!

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

Please Sign

Company Name: ________________________________

Contact Email Address: ________________________________

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

Total Artisan Island: $________ 7.250% Tax*: $________ Amount Due: $________

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

ESSRentals@shepardes.com

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Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

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

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

NAME OF EVENT: ___________________________ EVENT START DATE: __________ End Date: __________

EVENT WEBSITE: __________________________ PHONE #: _______________________

VENUE ADDRESS with City, State & Zip:

<table>
<thead>
<tr>
<th>METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Form: _ American Express _ MasterCard _ Visa _ Discover _ Check (Payable to “Insurance for Exhibitors”)</td>
</tr>
<tr>
<td>Cardholder Name: ___________________________ Cardholder Address: ___________________________</td>
</tr>
</tbody>
</table>

Any special wording or coverage needed: ____________________________________________

Any Additional Information or notes: ________________________________________________

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

Exhibiting Company/Insured: ___________________________ Contact Name: ___________________________

Address: ___________________________ City: ___________________________ State: __________ Zip code: ___________

Email: ___________________________ Country: ___________________________ Telephone: ___________________________

Description of Business/Exhibit: __________________________________________________________________

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

<table>
<thead>
<tr>
<th>Excluded Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Serving</td>
</tr>
<tr>
<td>Amusement Devices</td>
</tr>
<tr>
<td>Animals</td>
</tr>
<tr>
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</tr>
<tr>
<td>Animals</td>
</tr>
<tr>
<td>Entertainment &amp; Film Industry</td>
</tr>
<tr>
<td>Hot Wax Impressions</td>
</tr>
<tr>
<td>Mechanical/Amusement Devices</td>
</tr>
<tr>
<td>Massage</td>
</tr>
<tr>
<td>Oxygen / Aromatherapy</td>
</tr>
<tr>
<td>Weight-Loss Products</td>
</tr>
<tr>
<td>Water Activities</td>
</tr>
<tr>
<td>Storefront Operations</td>
</tr>
<tr>
<td>Watercraft Exhibits on Water</td>
</tr>
</tbody>
</table>

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

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

| Additional Insured #1: ___________________________ Additional Insured #2: ___________________________ |
| Address, City, ST, Zip: ___________________________ Address, City, ST, Zip: ___________________________ |

Any special wording or coverage needed: _____________________________________________________________

Any Additional Information or notes: _________________________________________________________________

**TERMS and CONDITIONS**

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

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

I understand that no property is covered on this policy: _____ I want a quote for property coverage: ________
**Shepard Glossary**

**Advanced Freight** – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier).

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

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

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

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. . $1,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift/Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibit material, machinery and equipment.

**Hard Wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Special Handling** – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST Labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
Send all correspondence to the attention of:
Conference Planning Department
P.O. Box 1439, Colorado Springs, CO 80901
Phone: 719-471-6121/Fax: 719-471-6231  E-mail: eventcenter@broadmoor.com

Ordering: To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date. Please see “TERMS AND CONDITIONS PAGE” for further information.

Pricing: All prices are for show dates only. Extensive hook-ups may require additional charges. Please call The BRO©DMOOR Conferences Services Department for price and availability of any additional requirements.

Payment: Payment must be made in advance by credit card or check made payable to the BRO©DMOOR. Requests will not be honored until payment is received. On-site orders will be charged at a 20% higher rate.

Connections: To prevent overloading circuits, exhibitors will not be permitted to connect into the building’s existing electrical system, only in the electrical box installed at your booth. Rates The Broadmoor does not supply labor for connecting or running electrical inside booth area.

<table>
<thead>
<tr>
<th>Show Name</th>
<th>Show Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time Required</td>
<td>Date &amp; Time Out</td>
</tr>
<tr>
<td>Exhibitor/ Company Name</td>
<td>Booth #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Check #</td>
<td>Visa</td>
</tr>
</tbody>
</table>

Cardholder’s Name
Credit Card No. (First 4 and last 4 digits only):
__ ____-XXXX-XXXX-______
Exp. Date
Signature

NOTE: Please do not provide the full credit card number. We will contact you by phone or email for the remaining digits.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>800-1000 Watts - 10 AMP (two outlet duplex)</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>20 AMP Dedicated Circuit</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>30 AMP Dedicated Circuit</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>30-50 AMP Single Phase</td>
<td></td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>60-100 AMP Single Phase</td>
<td></td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td>20-100 AMP Three Phase</td>
<td></td>
<td>$475.00</td>
<td></td>
</tr>
<tr>
<td>150-200 AMP Three Phase</td>
<td></td>
<td>$525.00</td>
<td></td>
</tr>
<tr>
<td>400 AMP AMP Three Phase</td>
<td></td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Additional Extension Cord</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: PLEASE SEE TERMS AND CONDITIONS FOR EXHIBITORS AND DISPLAYS

NOTE: Current Available —
110 Volt, AC, Single Phase 60 Cycle
208 Volt, AC, Single Phase 60 Cycle
208 Volt, AC, Three Phase 60 Cycle

<table>
<thead>
<tr>
<th>Email for receipt:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
General Information: Internet Accessibility will be placed in your booth as requested on this form. Wired and wireless connectivity are offered and available at various costs. If wireless Internet is chosen that the SSID is Broadmoor Meeting unless a specific SSID is purchased. Wired and wireless both require devices to connect with a group code and agree to terms via a web browser, if that isn’t possible the screen can be bypassed at an additional cost. Other IT services are also available, please check with your sales representative for more details.

Pricing: Base pricing for an event is $250 per day and includes setup and 5Mbps of internet to share for the group (wireless setup is free with initial setup). Additional bandwidth can be purchased at the rate of $500 per day for each additional 5Mbps of bandwidth. As listed below Wired is an additional $100 per day.

Payment: Payment must be made in advance by credit card or check made payable to The BROADMOOR. Requests will not be honored until payment is received. On site orders will be charged at a 20% higher rate.

<table>
<thead>
<tr>
<th>Description</th>
<th># of Connections</th>
<th># of Days</th>
<th>5Mbps Price per Connection per day</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Access</td>
<td></td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Internet Access</td>
<td></td>
<td></td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

Email for receipt: Date:
Ordering: We have the capability to install direct inward dial telephone and computer hook-ups. We have a limited number of telephones available, thus we do ask that you complete this form and return it with your payment to the above address at least two weeks prior to installation date in order to adequately meet your requirements.

Pricing: Please note any additional specific requirements. Availability and additional costs may be obtained from your conference catering manager.

Payment: Payment must be made in advance by credit card or check made payable to The BRODMOOR. Requests will not be honored until payment is received. On site orders will be charged at a 20% higher rate.

<table>
<thead>
<tr>
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<tr>
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<td>Date &amp; Time Out</td>
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<tr>
<td>Exhibitor/Company Name</td>
<td>Booth #</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Contact</td>
<td>Phone #</td>
</tr>
<tr>
<td>Cardholder’s Name</td>
<td>Card #</td>
</tr>
</tbody>
</table>

*Set-up fee does not include cost of long distance phone calls*

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Phone/Modem Line with local long distance access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is a direct inward dial phone. It is necessary to dial “9” for all outgoing calls.</td>
<td></td>
<td></td>
<td>$225.00 each</td>
</tr>
<tr>
<td>Poly Com Speaker Phone</td>
<td></td>
<td></td>
<td>$175.00</td>
</tr>
<tr>
<td>(Phone Line required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 FT Line Cord (For Laptop and Modem)</td>
<td></td>
<td></td>
<td>$11.00</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Signature: ____________________ Date: ____________________
Exhibitors at **PPS 2018** are being offered the following methods for securing comprehensive contact information about each prospect that visits your booth.

Regardless of which method you choose, it’s quick, it’s convenient and it’s accurate.

**Guaranteed Availability Deadline: October 19, 2018**

* After this date, availability may be limited and all equipment provided on a first come, first served basis

*Please note: there are substantial price savings if you order your units early.*

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Premium Badge Reader" /></td>
<td><strong>Premium Badge Reader</strong> - Portable scanner with ergonomic design allows left or right handed operation for effortless scanning and data entry. Full color graphic LCD display and touch screen: Take notes, select qualifiers, browse, search, &amp; edit leads. Built in prize draw feature. Add up to 60 custom qualifiers. Communicate wirelessly to optional printer or send activity directly to your PC with optional SideKick. Access leads by downloading anytime in your booth to your USB key. After the event, you can access via a web portal or have them emailed to you automatically. No electricity required to operate: 30+ hour battery life. Weighs approx. 11oz – Dimensions: 4.5” x 3.75” x 1.35”</td>
<td>Early Rate (thru 9/28/18) $350  Advance Rate (thru 10/19/18) $375  On-Site (after 10/19/18) $400</td>
</tr>
<tr>
<td><img src="image2.png" alt="Standard Badge Reader" /></td>
<td><strong>Standard Badge Reader</strong> - Portable scanner with ergonomic design allows left or right handed operation for effortless scanning. Monochrome LCD display &amp; thumbwheel navigation: Set or edit qualifiers, browse leads, prize draw feature. Add up to 32 custom qualifiers. Communicate wirelessly to optional printer or send activity directly to your PC with optional SideKick. Access leads when you return the reader via a web portal or have them emailed to you. No electricity required to operate: 30+ hour battery life. Weighs approx. 7.5oz – Dimensions: 4.25” x 3” x 1.25”</td>
<td>Early Rate (thru 9/28/18) $325  Advance Rate (thru 10/19/18) $350  On-Site (after 10/19/18) $375</td>
</tr>
</tbody>
</table>

**Order online:** [https://orders.expotools.biz/pps2018](https://orders.expotools.biz/pps2018)  
FAX TO: (514) 337-6006  
Questions? Call (866) 229-8470
## ExpoLeads Mobile
- Our mobile app, ExpoLeads Mobile, allows you to capture and qualify trade show leads directly from your Smartphone or tablet.

Platforms currently supported by ExpoLeads Mobile include iOS and Android. Simply download the ExpoLeads Mobile application from the Apple or Google app stores to install it on your device. Then, order a license for each device that needs to access the event data.

You can generate leads by scanning barcodes or manually entering badge numbers to capture the attendee contact information. After capturing the lead information you can add qualifiers, notes, pictures and even run surveys.

Leads are available for export at any time during or after the show via a secure web portal.

<table>
<thead>
<tr>
<th>Pricing</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Early Rate</strong></td>
<td>(thru 9/28/18) $225 – 1st license $99 – ea add’t license</td>
</tr>
<tr>
<td><strong>Advance Rate</strong></td>
<td>(thru 10/19/18) $250 – 1st license $129 – ea add’t license</td>
</tr>
<tr>
<td><strong>On-Site</strong></td>
<td>(after 10/19/18) $275 – 1st license $149 – ea add’t license</td>
</tr>
</tbody>
</table>

## Wireless Printer
- direct interface to ExpoTool’s portable scanners to generate paper printouts of sales leads. Exceptionally fast and quiet, using thermal printing technology.

The internal Lithium-ion battery can be recharged quickly using the AC adapter, and provides up to 40,000 lines of printing on a single charge.

The printer can be set on a counter or tabletop located within approximately 40 feet of the badge scanners and activity will be transmitted wirelessly so there are no cables required.

Printing is initiated automatically from the badge scanner whenever a badge is scanned - no additional buttons to press or menus to navigate.

| Show Rate        | $75 ea (includes full roll of paper. Extra rolls available on-site for $2.00) |

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**Order online:** [https://orders.expotools.biz/pps2018](https://orders.expotools.biz/pps2018)

**FAX TO:** (514) 337-6006  **Questions? Call:** (866) 229-8470
### Lead Retrieval Order Form

**PPS 2018**

**November 7 - 10, 2018**

**The Broadmoor**

**Colorado Springs, CO.**

**Pre-order Deadline: October 19, 2018**

---

**Company Name:**

**Booth Number:**

**Address:**

**Suite/Floor:**

**City:**

**State:**

**Zip:**

**Country:**

**Contact Name:**

**Email Address:**

**Company Phone:**

**Company Fax:**

**On-site Contact Name:**

**On-site Mobile Phone:**

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**Rental Options**

*Note: Fees are for duration of Exhibition.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Early (ends 9/28/18)</th>
<th>Advance (ends 10/19/18)</th>
<th>On-Site (after 10/19/18)</th>
<th>Qty</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoTools Premium Badge Reader: Portable, with 30+ hour battery &amp; color LCD touch screen: Take notes, add qualifiers, browse, search, &amp; edit leads, prize draw feature. Download on demand to USB Key you supply or purchase.*</td>
<td>$350</td>
<td>$375</td>
<td>$400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ExpoTools Standard Badge Reader: Portable, with 30+ hour battery &amp; monochrome LCD display &amp; thumbwheel navigation: Set/Edit qualifiers, browse leads, prize draw feature. Leads may be saved post event to USB Key you supply or purchase.*</td>
<td>$325</td>
<td>$350</td>
<td>$375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ExpoLeads Mobile App: (1) License for mobile lead retrieval and survey app for android and apple smartphones &amp; tablets. License required for each device. Leads immediately pushed to the internet and available via password protected portal. User configurable custom qualifiers &amp; survey questions. + ExpoLeads Mobile App additional discounted license</td>
<td>$225</td>
<td>$250</td>
<td>$275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USB Thumb Drive: Your leads provided on a thumb drive when equipment is returned.</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Printer: Portable, can run on battery or AC power. Serves multiple Premium or Standard badge readers. Includes (1) 85ft roll of thermal paper.</td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery of rental equipment to booth** (specify delivery date: _____________ )</td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Qualifiers (see page 2 for more information)</td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Due:**

---

**NOTES:**

*Optional wireless printer. Leads available on secure portal post event. **Equipment will be available for pickup during exhibitor setup hours. ***Leads also emailed and available online 24-48 hours from return of equipment or on your own USB.

---

**Payment Options**

- [ ] Visa
- [ ] MasterCard
- [ ] American Express
- [ ] Discover

**Credit Card Number:**

Exp. Date (MM/YY):  

**CCV Code:**

**Cardholder Name (as it appears on card):**

**Billing Address:**

**City:**

**State:**

**Zip:**

I have read and agree to the Terms and Conditions. I authorize payment using the method selected above:

**Authorized Signature:**

**Date:**

---

**Order online:**  [https://orders.expotools.biz/pps2018](https://orders.expotools.biz/pps2018)

**FAX TO:** (514) 337-6006  
**Questions? Call (866) 229-8470**

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Page 3 of 4
**Custom Qualifier Options** Enter custom qualifiers below and they will be pre-loaded into the ExpoTools Badge Reader.

Qualifiers can be added to the badge information after it has been read by the ExpoTools Badge Reader. Qualifiers can be up to 24 characters long. Default qualifiers are “Hot Lead, Cold Lead, Follow-up 30 days, Follow-up 60 days, Follow-up 90 days”.

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
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<th>26.</th>
<th>27.</th>
<th>28.</th>
<th>29.</th>
<th>30.</th>
<th>31.</th>
<th>32.</th>
</tr>
</thead>
</table>

1. **Terms and Conditions**

   Your signature denotes acceptance of the Terms and Conditions on this order form and is required prior to processing. Full payment and an Authorized Signature must accompany this order to secure the rental equipment.

2. Orders placed after the Pre-Order Deadline will be subject to availability.

3. All equipment is offered on a rental basis only and must be returned to ExpoTools at the end of the rental period and is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to additional charges, payable by the exhibiting company, up to the full replacement cost of $2495 per reader, $795 per printer or sidekick.

4. Equipment must be picked up on show site at the designated pickup area. Equipment not picked up within 4 hours after the start of the exhibition may be re-rented without refund.

5. Equipment not returned within 1 hour of the close of the exhibition will be subject to a $75 late charge per day until returned to ExpoTools.

6. ExpoTools is not responsible for the type or amount of data provided to exhibitors by show management.

7. ExpoTools shall not be liable for any special, incidental or consequential damages arising from the loss of data, for any reason, arising from or related to the use of this equipment. ExpoTools' sole liability for damage for any cause whatsoever shall be limited to the total fee paid for the rental of the equipment.

8. There are no refunds in the event of a cancellation by the exhibitor or by show management.
Exhibitor Audio Visual Order Form

Office: (888) 250-8801    Fax: (949) 579-9039

Technician Notes: Please Complete

Type of inputs needed for monitor: HDMI or VGA?

Monitors 21" - 32", Table Stand or Mount on Kiosk?

Monitors 42" - 50", Table Stand or 6' Chrome Stand

Please email or fax completed order to Abe Domingo at abe@clarityexperiences.com

A confirmation email will be sent back to you to ensure accuracy

This is a sampling of available equipment. If needed, please call for a customized quote or special requests.

** Terms of Agreement: Each equipment listed above are priced on a per-day basis. To guarantee equipment availability, this order should reach us 10 days prior to requested deliver. Cancellations received 48 hours of the scheduled delivery date are subject to a fee of 50% of the order. Cancellations received on the day of scheduled deliver or "no-shows" are subject to the full amount of the order.