June 4-7, 2018

San Diego Convention Center

Exhibit Hall F

San Diego, CA

Dear GFX Exhibitor,

Thank you for choosing to exhibit at the 2018 Government Fleet Expo & Conference, being held at the San Diego Convention Center in San Diego, CA.

We are pleased to provide you with our easy-to-use Exhibitor Service Kit. The Kit is complete with a checklist of the pertinent services needed to ensure a successful and productive exhibition for your company.

EXHIBITOR STAFF AND GUEST REGISTRATION PROCEDURES:
Exhibitors will be allotted badges based on the number of booth spaces or vehicle spaces purchased. The badge form has been designed to register your staff and guests, all you need to do is check off the appropriate category box. If you go over your allotment of badges for staff or guests, you will need to purchase additional passes for $495.00 per person.

BADGE PICK-UP COUNTER
Exhibitor badges will be available for pick-up beginning at 8:00am Monday, June 4th. Staff that is onsite solely for the purpose of installing or dismantling your booth do not need an exhibitor badge from your allotment. Instead they will be required to wear a temporary worker pass that is valid for move-in and move-out hours. Temporary worker passes can be picked up at any of the main registration counters.

We can call you to personally review all deadlines and assist you with filling out mandatory show management forms. Many of the services provided are time-sensitive and offer pre-show discounts ***. . . read this kit carefully!***

If you have questions pertaining to the material enclosed, please contact us directly at 310-533-2529.

Sincerely,

Gina Madonna
Event Manager-GFX

Bobit Business Media
3520 Challenger Street, Torrance, CA 90503
Phone 800-576-8788, Fax 310-533-2511

MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your booth. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

DUE APRIL 25TH

☐ Official Event Guide Listing

Submit Online to Show Management- Click here to access online form
Your official event guide listing determines how your company and contact information will appear in the onsite printed program guide.

DUE MAY 14TH

☐ Carpet Order

Return to Shepard Exposition Services-Click here to access Shepard Online
The exhibit hall is NOT carpeted but GFX requires that all exhibit booths are carpeted or have comparable flooring. You can purchase carpet or you may bring your own flooring. If you choose to bring your own flooring be sure to thoroughly read the Union Jurisdictions to ensure you don't incur unexpected labor costs.

☐ Proof of Insurance

Return Online to Rainprotection Services- -Click here to access online form
Exhibitors shall deliver to GFX and/or Bobit Business Media or their appointed representatives, a certificate/evidence of insurance.

☐ Emergency Contact Information

Submit Online to Show Management- Click here to access online form
It is mandatory that we have an onsite point-of-contact contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

☐ Vehicle Specifications (Vehicle displays only.)

Submit Online to Show Management- Click here to access online form
This form is mandatory if you plan to display a vehicle. If you do not submit this form, your vehicle may be turned away at the show and you will not be permitted to move it into the exhibit hall. Exhibitors that are not displaying a vehicle may skip this form.

DUE MAY 31ST

☐ Booth Staff Pre-Registration

Submit Online to Custom Registration- Click here to access online form
Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the show!

PRINT AND POST QUICK REFERENCE SHEET

Exhibit Hall Schedule

Exhibitor Move-In

Monday, June 4	8:00am	-	5:00pm	All Vehicles Must Move in This Day
Tuesday, June 5	8:00am	-	10:00am	

Exhibit Hours

Monday, June 4	10:00am	-	12:30pm	GFX Block Party & Experience
Tuesday, June 5	11:00am	-	3:00pm	
Wed., June 6	11:30am	-	3:00pm	Early Dismantle Prohibited

Exhibitor Move-Out

Wed., June 6	3:00pm	-	7:00pm	Early Dismantle Prohibited

Important Deadline Snapshot

Event Guide Listing	**April 25**	Signs and Graphics	**May 14**
Custom Booth Rentals	**May 4**	Installation & Dismantle Labor	**May 14**
Exhibitor Appointed Contractor Form	**May 8**	Hotel Deadline for the Group Rate	**May 15**
Shipments Accepted at the Warehouse	**May 8**	Plants and Floral	**May 18**
Furniture & Accessories	**May 14**	Audio Visual & Computers	**May 21**
Electrical Service	**May 14**	Internet & Telecom	**May 21**
Emergency Contact Information	**May 14**	Booth Catering	**May 28**
Proof of Insurance	**May 14**	Advance Warehouse Shipments without a Surcharge	**May 29**
Vehicle Specifications	**May 14**	Exhibit Staff Pre-Registration	**May 31**
Carpeting	**May 14**	Last Day for Warehouse Deliveries (Surcharge after 5/29)	**June 1**
Booth Cleaning	**May 14**	Lead Retrieval / Badge Scanners	**June 1**
Sign Hanging Labor and Rigging	**May 14**	First Day Freight Can Arrive at the Facility	**June 4**

SHIPPING INFORMATION

Here's how to get your booth shipments from A to B.

Option 1: Advanced Warehouse - Recommended

Tuesday, May 29

If you ship your items to the Advanced Warehouse at Shepard Exposition Services, they will deliver them directly to your booth in the exhibit hall. The deadline to receive shipments without a surcharge is Tuesday, May 29th but you can call Shepard directly at (909) 212-7240 to make special arrangements. Shipments may arrive between May 29th and June 1st but may incur a surcharge. A Material Handling Agreement is mandatory.

Exhibiting Company Name & Booth #
Government Fleet Expo & Conference
Shepard Exposition Services c/o HTS
6855 Calle De Linea
San Diego, CA 92154

Option 2: Onsite – Worst Case Scenario

No earlier than: Monday, June 4

You can ship your items directly to show site but they CANNOT arrive before Monday, March 4th. Shipments arriving before this date will be refused by the facility. If you choose this option, Shepard will deliver the items to your booth once all other advanced freight has been delivered. A Material Handling Agreement is mandatory.

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
San Diego Convention Center, Halls F&G
111 W Harbor Dr.
San Diego, CA 92101

Material Handling Agreement

Now you need to get your shipment from the receiving area at the dock to your booth. No matter where you send your items a material handling fee will be assessed. You can view the fees online or you can call Shepard directly at (909) 212-7240 for an estimate. When in doubt always call Shepard customer service, they will expertly guide you through the process.

Important note: Do not ship your items to the business center at the hotel or convention center they are not equipped to receive large shipments and you may incur extra material handling fees in addition to those provided by Shepard Exposition Services.

OFFICIAL VENDORS

As you know, we post the exhibitor list online at www.GovFleetExpo.com. Unfortunately, this makes us vulnerable to unapproved and non-vetted companies soliciting you for everything from carpet to list rentals.

Please be advised that we strongly discourage you from working with any of these vendors as many are fraudulent or don't warn you of hidden costs. Below is a list of vendors that have been approved to contact you directly. When in doubt, email gina.madonna@bobit.com before signing on the dotted line!

DO NOT complete directory forms from Construct Data or the Fair Guide. They are not affiliated with the Government Fleet Expo & Conference.

GFX Approved Vendors

- Centerplate
- Convention Plant Creations (Floral)
- Custom Registration (Registration)
- Edlen Electrical Exhibition Services
- ELITEeXPO (Freight)
- Omni San Diego (Hotel Rooms)
- PSAV
- Rainprotection Insurance
- San Diego Convention Center
- Shepard Exposition Services (General Contractor)
- Smart City Networks

CONTRACTOR LIST

Audio Visual & Computer Rental
PSAV
111 West Harbor Drive.
San Diego, CA 92101
Ph: (619) 525-5444
Fx: (619) 525-5538
SanDiegoCC@psav.com

Business Center
FedEx Office
111 West Harbor Drive.
San Diego, CA 92121
Ph: (619) 525-5450
usa1324@fedex.com
Typically open Monday – Friday from 8:00am – 5:00pm and Saturday – Sunday from 9:00am – 5:00pm.

Catering
San Diego Convention Center
111 West Harbor Drive.
San Diego, CA 92101
Mary Forney
Ph: (619) 525-5818
Mary.forney@visitsandiego.com

Cleaning
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101
Ph: (619) 525-5468
boothcleaning@visitsandiego.com

Decorator / Furniture
Shepard Exposition Services
Contact: Customer Service
2315 W E Locust Ct.
Ontario, CA 91761
Ph: (909) 212-7240
Fx: (909) 218-8986
Event Code: C116560618
losangeles@shepardes.com

Electrical
Edlen Electrical Exhibition Services
1844 Imperial Ave.
San Diego, CA 92102
Ph: (619) 696-6625
Fax: (619) 696-7762
sandiego@edlen.com
https://ordering.edlen.com

Florist
Convention Plant Creations
827 Magazine Street
New Orleans, LA 70130
Ph: (800) 749-4524
Fx: (504) 524-5958
www.conventionplant.com

Freight
ELITeXPO Cargo Systems
Michael Reed
845 Commerce Drive
Southelgin, IL 60177
Ph: (800) 543-5484
Fx: (603) 889-0956
michaelr@elitexpo.com
www.elitexpo.com

Government Fleet Expo
Bobit Business Media
3520 Challenger Street
Torrance, CA 90503
Fx: (310) 533-2511
Ph: (310) 533-2576

Host Hotel
Omni San Diego
675 L Street
San Diego, CA 92101
Ph: (800) 849-6664
Book Online:
govefleetexpo.com/travel
Deadline: May 15, 2018

Insurance
Rainprotection
Ph: 800-528-7975
sales@rainprotetion.net

Registration & Badge Scanning
Government Fleet Expo
c/o Custom Registration, Inc.
2001 E Randol Mill Rd., Ste. 135
Arlington, TX 76011
Ph: (817) 277-7187
Fax: (817) 277-7616
Phone registrations only, for questions call 800-576-8788.

Telecommunications/ Internet
Smart City
5795 W. Badura Ave.Suite 110
Las Vegas, NV 89118
Ph: (888) 466-6911
Fax: (615) 401-1439
csr@smartcity.com
https://orders.smartcitynetworks.com

Please refer to the following telephone list when calling Bobit Business Media.

Event Operations

Gina Madonna
Event Manager
310-533-2529
310-533-2511 fax
Gina.madonna@bobit.com

Jane Swift
Event Assistant
310-533-2538
310-533-2511 fax
Jane.swift@bobit.com

Michelle Mendez, CMP
Director of Events
310-533-2453
310-533-2511 fax
michelle.mendez@bobit.com

Marketing

Irene Gruen
Senior Event Marketing Manager
310-533-5561
310-533-2511 Fax
irene.gruen@bobit.com

Rafael Aguilar
Marketing Specialist
310-533-2545
310-533-2511 Fax
rafael.aguilar@bobit.com

Danielle Israel
Marketing Coordinator
310-533-2542
310-533-2511 Fax
danielle.israel@bobit.com

Conferences and Education

Kaity Matsubara
Conference Manager
310-533-2556
310-533-2511 fax
kaity.matsubara@bobit.com

Sponsorship and Exhibit Sales

Eric Bearly
Publisher
310-533-2579
eric.bearly@bobit.com

Za Farley
Sales Manager
310-533-2475
Za.farley@bobit.com

Kevin Bearly
Sales Representative
720-255-2545
Kevin.bearly@fleetforte.com

GENERAL SHOW INFORMATION & RULES A- Z

In addition to the following general rules and information, please review the facility general rules policies and producers and the display guidelines.

Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by show management and the San Diego Convention Center.

AUDIO/VISUAL

Exhibitors requiring any audio/visual can make arrangements through PSAV, the official A/V provider. Order forms can be found here.

ARRANGEMENT OF EXHIBITS

GFX will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor. You must provide GFX with a drawing or schematic of your planned vehicle layout.

BOOTH DECORATION

Shepard Exposition Services is the official service contractor for the Government Fleet Expo & Conference.

Each 10' x 10' space will automatically be provided with the following:

1. **8' Backdrop, 3' Side Rail (inline booths only)**
2. **Drape Color: Blue, White, Gold**
3. **7" x 44" One Line Company Identification Sign (inline booths only)**

Carpet is mandatory and sold separately.

All order forms can be found online at Click here to access Shepard Online

Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

BUSINESS CENTER

The San Diego Convention Center is proud to have FedEx Office onsite. The UPS Store on-site business service center can handle printing, shipping, mailing, faxing, photocopying and other important details. The FedEx Office is typically open Monday - Friday 8:00am – 5:00pm and Saturday - Sunday 9:00am – 5:00pm.
Call (619) 525-5450 for additional details.

CARPET

The exhibit hall is NOT carpeted, but carpet is mandatory. You must order carpeting directly through Shepard Exposition Services unless you are bringing your own.

Please Note: If you are bringing your own carpet and it is over 100 sq. ft. in size, you must order labor for installation through Shepard Exposition Services. In addition, if you are bringing your own carpeting or flooring, you may be assessed material handling fees.

CART FEE

Shepard Exposition Services will unload P.O.V.'s (Privately owned vehicles, i.e. mini vans or cars; trucks such as U-Haul are not included.) using a motorized cart at the rate of **$125 round trip.**

CANCELLATION

Payment is refundable if GFX is notified in writing postmarked on or before **March 9, 2018,** except for an initial $500 fee. No refunds will be granted after March 9, 2018. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

CATERING

The San Diego Convention Center holds the exclusive rights to provide all food and beverages served in the convention center including bottled water and snacks. San Diego Convention Center can assist you with your food and beverage needs. More information contact Mary Forney at 619-525-5818 or mary.forney@visitsandiego.com. Full menu can be found www.visitsandiego.com

CEILING HEIGHT

The ceiling height for exhibit Hall F is 36'-4" - 64'-0".

CONTRACTED LABOR

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment.

EARLY TEARDOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy may be fined seniority points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.

ELECTRICAL CONTRACTOR

The Edlen Electrical Exhibition Services is the official electrical provider for GFX. They can assist in handling all of your electrical requirements. Order forms can be found online atwww.edlen.com

ELECTRICITY IS REQUIRED FOR ALL VEHICLE SPACES. All island and vehicle spaces must pre-order electricity and submit a diagram. If no electrical order is submitted, electrical services will not be available at move-in. This may delay your set-up and increase your electrical service costs.

EVENT GUIDE

The Official Event Guide will be distributed to all GFX attendees. The program will contain the following information: Details on seminars and special events, facility maps and floor plans, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts.

FINAL EVENT GUIDE COPY DEADLINE DATE IS APRIL 25, 2018.

Submit Online GFX2018/EventGuide

EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night.

Show Management is not responsible for lost, damaged or stolen articles and strongly advises that items that can be carried be locked up each night.

EXHIBITOR REGISTRATION

GFX has set up online registration for your convenience! With a login and password, which will be sent directly to your main contract in a separate email, you can simply register your staff, make any changes, and keep track of your staff badges.

We suggest that you use your badge allotments for your booth staff FIRST. Then distribute extras to your guests and clients. Please note that there will be **absolutely** no extra complimentary registrations awarded over your allotment.

All badges will be printed as filled out online. Company name changes will not be allowed.

PURCHASING EXTRA BADGES

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of **$495.00 per person**.

ALLOTMENT BREAKDOWN IS AS FOLLOWS:
10'x10' booths = 2 complimentary registrations per space
Custom Spaces = As indicated on your contract.

BADGES WILL NOT BE MAILED

All badges will be picked up at the Exhibitor Registration Counter on show site. To receive your badges, your company must have satisfied all booth payment requirements and be current with advertising invoices at Bobit Business Media.

FAQs

There is a collection of the most commonly asked questions about GFX available on our website www.GovFleetExpo.com/faq. If you have a question that is not listed there please contact us at (800) 576-8788 so that we can get the answer you need.

FLORAL & PLANT RENTALS

The Official Florist is Convention Plant Creations. Rates and order forms can be found online at www.conventionplant.com

FREIGHT CARRIER

ELITeXPO is the Official Carrier for GFX. See more information online at Elite Expo

GENERAL BUILDING POLICIES

Below are select building policies. Not all policies are listed and Show Management reserves the right to enforce all policies without prior notice. Please contact exhibitor customer service for more information.

Animals

With the exception of guide, signal or service animals, animals are not allowed in the facility without prior written approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, Show Management is ultimately responsible for the liability and sanitary needs associated with the animals.

Affixing of Graphic or Decorative Materials

Graphic wall, door and window clings are allowed with prior approval by the Event Manager. All locations must be approved and plotted on a diagram prior to installation. No clings of any sort are permitted on our carpeted areas.

Nothing may be taped, nailed, stapled, tacked or affixed to ceilings, walls, painted surfaces, fire sprinklers or fabric walls/ air walls. It is the responsibility of Show Management to inform your vendors, exhibitors, speakers and staff of the policy.
Check with your Event Manager for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged directly to show management.

Crate Storage

All empty crates and boxes must be removed and stored but Shepard Exposition Services and may not be stored in you exhibit space. Contact Shepard and make arrangements to have your crates and boxes returned to you at move-out.

Drones

The San Diego Convention Center does not allow drones of any kind inside the convention center or around the perimeter. For additional information, contact your Event Manager.

Food and Beverage Samples

Food and beverage product exhibitors who are germane to events and are lawful manufacturers or distributors of food and/or beverage products may distribute samples. Samples must be distributed from those specific exhibitor booth locations only. Samples may not exceed two ounces by weight of a solid product, and four ounces by volume of a nonalcoholic beverage product. All alcoholic beverage sampling must be serviced by the convention center's Food and Beverage Department. Approval for distribution of samples must be obtained prior to an event. Please contact the Catering Department at 619-525-5800, or your Event Manager for additional information prior to the event.

Gas Cylinders

All gas cylinders must be securely fastened to a carriage or to a fixed location at all times, and may be subject to Fire Marshal review.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to Show Management at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the convention center.

Pyrotechnics and Lasers

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by your Event Manager and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. Standby fire personnel may be required. Licensee will be charged by the convention center for the cost of standby personnel.

Safety

All display materials must be flame retardant according to California fire codes. A fire retardancy certificate of the display materials and the exhibitor booth construction must be posted or readily available within the exhibit. If smoke detectors are required for exhibit enclosures or for multi-level exhibit booths, or if the Fire Marshal deems necessary, special fire watch coverage will be in effect and billable when the exhibit or show is closed for business.

All show and exhibitor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.

Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.

Smoking

The convention center is a nonsmoking facility. By state law, and in the interest of public health, the San Diego Convention Center has adopted a non-smoking policy. There are designated areas outside the building where smoking is permitted.

Vehicles on Display

Please see the vehicle staging and safety page in this kit for more information.

MOVE-IN SCHEDULE

Move in will take place on Monday, June 4th from 8:00am – 5:00pm and continue on Tuesday, June 5th from 8:00am – 10:00am. Exhibits must be show ready by 10:00am. **All vehicles must move in on Monday June 4th.**

MOVE-OUT

Move-out hours are from 3:30pm - 7:00pm on Wednesday, June 6th. **Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined for the following show.** The hall must be completely cleared by 7:00pm on Wednesday. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.

OVERTIME-LABOR RATES ARE IN EFFECT AFTER 5:00PM ON WEEKDAYS AND ALL HOURS SATURDAY AND SUNDAY.

HOTEL ACCOMMODATIONS

Four Points by Sheraton
1617 First Avenue
San Diego, Ca 92101

GFX Discount Rate: Government Per Diem for Attendees (Current $167)
Discount Rate Ends: May 11, 2018
Book Online: www.govfleetexpo.com/travel

Book by Phone 619-595-3534
Reference: GFX June 2018

Deadline for Discounted Hotel Rates: May 15, 2018

INSURANCE CERTIFICATE

Exhibitors shall deliver to GFX and/or Bobit Business Media or Rainprotection, a certificate of insurance by **May 14, 2018**. See page 18 for more information.

SALES TAX

California State Sales Tax is 8.25%.

SECURITY

Show Management will arrange for general security during the exhibition. While management will make every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies exhibiting items able to be carried out to remove them at the close of each day.

For exhibitors requesting individual security service, call Show Management.

SUBLETTING SPACE

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

VEHICLE STAGING & DELIVERY

Move-In Information

- All vehicles will move into the exhibit hall on Monday, June 4th starting at 8:00am.
- A targeted move-in assignment will be sent two weeks before move-in.
- If you need to deliver, stage, and store your vehicle prior to move-in, GFX suggests the parking lots indicated below.
- Please note that show management is not permitted to accept or sign for vehicles upon delivery. A company representative must be present.
- Show management is not permitted to accept or claim the keys to any vehicles at any time.
- Targeted Vehicle Move-In: You will be sent your targeted move-in assignment two weeks before the event.

Staging and Delivery Lot

- GFX Recommends the 5th Avenue Landing (FAL) Lot located behind the convention center to deliver and park your vehicles.
- Parking fees vary and can be paid onsite via cash or credit card to the self-service machine.
- Due to the San Diego Rock & Roll Marathon, this lot as well as much of the downtown area will be inaccessible all day on Saturday, June 2nd and part of Sunday, June 3rd.
- In order to avoid traffic and closures, GFX suggests that you schedule the delivery of your vehicle(s) after 4:00pm on Sunday, June 3rd or any time before 8:00am on Monday, June 4th.
- We suggest that oversized vehicles be shipped direct to show site on move-in day.

Directions to the FAL Lot (from I5 South)

5th Avenue Landing Lot
600 Convention Center Way
San Diego, CA 92101

	From the I-5 South Take the FRONT ST exit, EXIT 17, toward CIVIC CENTER.	go 0.3 mi
↑	Stay STRAIGHT to go onto FRONT ST.	go 1.0 mi
←	Turn LEFT onto W HARBOR DR.	go 0.5 mi
→	Turn RIGHT onto PARK BLVD. (If you reach SIGSBEE ST you've gone about 0.5 miles too far)	go 0.2 mi
↑	PARK BLVD becomes CONVENTION WAY.	go 0.2 mi
●	600 CONVENTION WAY is on the LEFT.	119.0 mi

FIRE MARSHALL INSPECTION

Prior to driving your vehicle into the exhibit hall, your fuel-levels will be verified against the requirements below.

Please pass this information to your vehicle supplier and/or driver. Once the vehicle arrives onsite it is time consuming and very difficult to drive off or siphon excess fuel.

GAS FUEL TANKS - NO MORE THAN 1/4 OR 5 GALLONS FULL, WHICHEVER IS LESS.

Once your vehicle is inside the exhibit hall, please verify against this checklist in preparation for fire marshal inspection.

If you plan to leave your vehicle unattended you must leave the hood open and the driver door unlocked so the fire marshal can access your vehicle and leave the keys at the Shepard Exposition Services desk.

ALL vehicles must pass inspection to receive approval prior to remaining in the hall overnight.

Inspection Checklist:

- Fuel Tanks
  - Gas tanks are to be NO MORE THAN 1/4 or 5 GALLONS FULL, whichever is less.
- A locking gas cap or tape over the gas cap.
- Batteries shall be disconnected in an approved manner.
- A drip pan under the vehicle's drive train (motor to differential).Battery cables must be disconnected and the lead covered with electrical tape.
- Keys delivered Shepard Exposition Services OR
- Hood (or access to battery compartment) to be left open and the driver door unlocked.

Additional Regulations

- Vehicles cannot be removed during show hours.
- Refueling is prohibited by the facility.
- Floor plans must indicate where vehicles are to be located.
- Exhibitors are not permitted to reconnect the battery and turn on the engine at any time before vehicle move-out.
- Visqueen is not required but can be purchased from Shepard Exposition Services for a small fee.
- There is a mandatory MOTORIZED UNIT/VEHICLE SPOTTING FEE of per vehicle. It can be paid and arranged through Shepard Exposition Services.

FREE SHOW GUIDE LISTING

MANDATORY - DEADLINE: APRIL 25, 2018

STOP **This Form Must be Completed Online**
Click here to access online form

Your listing will appear as you type it below. Please be aware of the spelling, capitalization, punctuation of your information as you are responsible for its accuracy. Show Management is not responsible for the accuracy of your listing but reserves the right to make changes.

The final copy date is **APRIL 25, 2018**. If we do not receive this form on or before the due date, we will defer to your space application contract or a previous Show Program listing for company and product information.

After you submit this form, you will receive a copy of your listing at the email address provided below. You will also receive instructions on how to change or update your listing anytime on or before **APRIL 25, 2018**.

EMERGENCY CONTACT INFORMATION

MANDATORY DEADLINE: MAY 14, 2018

STOP **This Form Must be Completed Online**
Click here to access the online form

It is important that we have an onsite point-of-contact contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

VEHICLE SPECIFICATIONS

MANDATORY DEADLINE: MAY 14, 2018

STOP **This Form Must be Completed Online**
Click here to access the online form

This form is mandatory if you plan to display a vehicle. If you do not submit this form, your vehicle may be turned away at the show and you will not be permitted to move it into the exhibit hall. Exhibitors that are not displaying a vehicle may skip this form.

As a courtesy to your neighbor, we ask that any large vehicles be placed at least 5' in from the perimeter of your booth. Please refrain from creating a "walled-in" area as your booth display.

If you are displaying more than four vehicles, please submit this form again for your additional vehicles.

INSURANCE REQUIREMENTS - MANDATORY

MANDATORY DEADLINE: MAY 14, 2018

STOP **This Form Must be Completed Online**
Click here to access the online form

What is this?
Each exhibitor is required to provide a certificate of proof of insurance to Bobit Business Media/Government Fleet Expo & Conference naming the companies below as additional insured.

Does it apply to me?
Yes! It is **mandatory for every exhibitor** and you agreed to this regulation when signing and submitting your space contract. As an exhibitor, you are required to carry workmen's compensation and commercial general liability to include contractors, personal injury and blanket contractual liability insurance. You MUST provide this proof of coverage to move into the exhibit hall.

In addition, you are required to show proof of auto insurance if you are displaying a vehicle in the exhibit hall or driving a vehicle to the loading dock.

Why?
This blanket insurance will cover your company if someone gets hurt in your booth. This will protect your company from liability if a situation arises.

How do I get it?
It is actually a lot easier than it seems! You may already have coverage in place. A Certificate of Insurance may be obtained through your primary insurance agency, or you may be able to obtain a rider's policy on your homeowner's insurance, business/commercial or auto insurance. Call your insurance provider with the requirements below and they will guide you through the process.

If you don't already have coverage, you can use any provider you can easily purchase it from the provider below. General Liability is $99 and if you need auto they are happy to provide a quote. Again, if you already have coverage, you can just provide a certificate of insurance. If you don't, you can purchase it from the contact below.

RainProtection Insurance
ATTN: Sales
Phone: 800-528-7975
Email: sales@rainprotection.net

Sign up online at this link or find additional information in the kit.

What are the requirements?
a) Comprehensive General Liability- Insurance with limits not less than $1,000,000 each occurrence combined single limit for bodily injury or death and property damage, including coverage's for personal injury, contractual, and operation of mobile equipment, products and liquor and liability (if applicable); or $2,000,000 aggregate or its equivalent in Umbrella or Excess Liability Coverage;

b) Worker' Compensation- Insurance as required by your home state; and Employers Liability Insurance- with limits not less than $1,000,000 for each occurrence

c) Automobile Liability Insurance- with limits set by the underwriter for bodily injury and property damage, including coverage's for display, owned, non-owned and hired vehicles, including loading and unloading operators.

Insurance Disclaimers, exhibitors are required to provide liability insurance and hold harmless the organizers of Government Fleet Expo & Conference, Bobit Business Media, Shepard Exposition Services, San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities. Please send your insurance form to Show Management by **MAY 14, 2018**.

Non-Liability, it is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither the Government Fleet Expo & Conference nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor.

On signing the Application/Contract, exhibitor releases and agrees to indemnify the Government Fleet Expo & Conference, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

No Waiver, the failure on the part of either party to insist upon a strict performance by the other party or any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.

Certificate Holder: Government Fleet Expo & Conference/ Bobit Business Media, 3520 Challenger St., Torrance, CA 90503

Additional Insured: Bobit Business Media, Shepard Exposition Services, San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities.

If you have any questions, please contact Rainprotection at 800-528-7975 or sales@rainprotection.net**.**

EXHIBIT STAFF PRE-REGISTRATION

DEADLINE: MAY 31, 2018

This Form Must be Completed Online
Go to www.govfleetexpo.com/register

How to Access the Exhibitor Registration System

All exhibitor registrations must be completed online and will NOT be accepted via fax or email.

Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the Show!

With a login and password, which will be sent directly to your main contact in a separate email, you can register your staff, make changes and keep track of your staff badges.

https://www.customreg.com/exhibitorregistration28/login.aspx?show=bbm_gfx_062018&IDevent1=1
Username: [email address from your space contract]
Password: [zip code from your space contract]

Complimentary Badge Allotments

ALLOTMENT BREAKDOWN IS AS FOLLOWS:
10'x10' booths = 2 complimentary registrations per space
Custom Spaces = As indicated on your contract.

Please note that there will be absolutely no extra complementary registrations awarded over your allotment.

The Government Fleet Expo & Conference has a strict policy restricting attendance to exhibiting suppliers and government fleet professionals only. We do this to protect your investment and keep non-exhibiting suppliers from "selling" in the aisles. We ask that you do not allocate your complimentary passes to other non-exhibiting suppliers.

Purchasing Extra Badges

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of **$395.00 per person**. There are no exhibit hall only passes available.

BADGES WILL NOT BE MAILED: All badges must be picked up at the Exhibitor Registration Counter on show site. To receive your badges, your company must have satisfied all booth payment requirements and be current with advertising invoices with Bobit Business Media.

HOTEL & TRAVEL INFORMATION

DEADLINE: MAY 11, 2018

Make your hotel reservations now! The Four Points by Sheraton Downtown has set up special rates for Government Fleet Conference exhibits. Hurry, availably is limited and discount rates expire.

Four Points by Sheraton Downtown

1617 First Avenue
San Diego, CA 92101

GFX Discount Rate: Government Per Diem for Attendees (Current $167)
Discount Rate Ends: May 11, 2018
Book Online: www.govfleetexpo.com/travel

Book by Phone: 800-THE-OMNI (800-849-6664)
Reference: Government Fleet Expo

Book in the Block

Did you know that by booking your room at the Government Fleet Expo & Conference Headquarters Hotel, you are supporting the show?

Here are some important reasons why you should book inside the Government Fleet Expo & Conference hotel block:

Booking in the block helps the fiscal livelihood of the show. Government Fleet Expo & Conference is bound by contract to fulfill a specific block of rooms in order to offer you a special rate. If we don't meet the quota, we are financially responsible for any unused rooms. That may eventually result in increased registration or exhibit booth fees.

Be where all the action is! The educational sessions, exhibit hall and networking events are all located near the host hotel. There is no need for taxi cab costs. Also, all of the other attendees are staying at the host hotel so you can network and talk shop anywhere on site.

BEWARE of Travel Scams

Government Fleet Expo & Conference is committed to providing you with the best travel deals around. Government Fleet Expo & Conference Management is the official travel provider for the show and does not work with an outside third-party vendor. Any offers from other hotels and/or travel agencies are not endorsed by Government Fleet Expo & Conference or Bobit Business Media. Don't be fooled by offers from other parties using the Government Fleet Expo & Conference name – they are NOT affiliated with Government Fleet Expo & Conference or Bobit Business Media. Remember, if the offer seems too good to be true, it probably is. At the very least, prior to booking with a party other than Government Fleet Expo & Conference, please check the prospective vendor's rating at www.bbb.org.

Passport Rules

DO YOU NEED A PASSPORT?

There are new rules regarding air travel. Of course you will need a passport when traveling from outside the US. However, you will also need to show your passport in ADDITION to your government photo ID when traveling from these US states.

- Kentucky
- Maine
- Minnesota
- Missouri
- Montana
- Oklahoma
- Pennsylvania
- South Carolina
- Washington

There are limited exceptions for states that applied for an extension. However, you should plan early if you live in one of these states and apply for a new or renewed passport right away.

HOW TO GET A PASSPORT?

If you live inside the United States, visit the official Department of State US Passport page for instructions.

If you live outside of the United States, please check for the passport application rules for your country.

US TRAVEL VISAS

To find out more information on obtaining a visa to visit the United States, please visit the official Department of State US Visa page.

More Leads, More Exposure, More Market Share

Program

Generate interest in your product or service by participating in the GFX **New Product Exhibitor Program**. New and existing leads will surely stop by on the show floor if you give them something new and exciting to learn about. Whether you have products, services or technology you are sure to create a buzz with the New Product Program. **Oh, did we forget to mention? Participation is free - there is no cost to you!**

What is it?

Basically, it is a program to encourage exhibitors to launch something new at GFX. In exchange, participants in the program will receive bonus marketing and promotions. Everybody wins!

Benefits

- Special designation next to your company name online.
- Special designation next to your company name and product listing in the official event guide.
- Special designation on the floorplan in the official event guide.
- Exclusive recognition in the email promotion announcing the new product program participants.
- A special new product program 8.5” x 11” table sign to display at your booth.

Conditions

In order to participate, there must be something new about your product or service since July 1, 2017. Here are some examples to give you ideas.

- A new extended warranty program for the public sector.
- A new version, module or feature of software or technology.
- An addition to your existing product line or acquisition.
- A new lease structure that caters to government fleets.

THERE IS STILL TIME TO CREATE SOMETHING NEW – SO START THINKING!

Sign Up (By April 25th to meet print deadlines)

Company Name: _____

Contact: _____ **Phone:** _____ **Email:** _____

Tell us what’s new! Email or fax a description, pictures, news release - anything and everything you have to let us know what new and exciting things you have planned for GFX. Return this form and requested information by fax at (310) 533-2511 or by email to gina.madonna@bobit.com

Shepard

the YOU! experience

Show Information

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

Connect With Us!

email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

BOOTH PACKAGE

Standard booth package items

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, White, Gold

Aisle carpet color: Eclipse

Option Exhibit Package Items (Contracted Through Show Management)

(1) 6'x30" Skirted Table - Blue
(2) Side Chairs
(1) Wastebasket
(1) 500 Watt/5Amp Electrical Service (Edlen)

The exhibit hall is not carpeted, but carpet is mandatory. Each exhibitor must order carpeting directly through Shepard Exposition Services unless they are bringing their own.

**** Your exhibit booth does NOT come with a table and chairs unless you purchased a package on your space contract ****

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, June 4, 2018	8:00 AM - 5:00 PM	**All vehicles in this day**
	Tuesday, June 5, 2018	8:00 AM - 10:00 AM	
Exhibit Hours:	Tuesday, June 5, 2018	11:00 AM - 3:00 PM	
	Wednesday, June 6, 2018	11:00 AM - 3:30 PM	
	**** Early dismantle prohibited***		
Exhibitor Move-out:	Wednesday, June 6, 2018	3:30 PM - 7:00 PM	
Driver check In Time:	Wednesday, June 6, 2018	6:00 PM	

See Material Handling Rate sheet for all MH related fees!

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
Shepard Exposition Services c/o HTS
6855 Calle De Linea
San Diego, CA 92154

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
San Diego Convention Center, Halls F&G
111 W Harbor Dr
San Diego, CA 92101

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Tuesday, May 8, 2018

Discount price deadline for standard Shepard orders: Monday, May 14, 2018

Discount price deadline for custom Shepard rentals: Friday, May 4, 2018

First day for warehouse deliveries without a surcharge: Tuesday, May 8, 2018

Last day for warehouse deliveries without a surcharge: Tuesday, May 29, 2018

**** The Advance Warehouse is closed on Monday, May 28th due to the holiday***

Last day for warehouse deliveries*: Friday, June 1, 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: Monday, June 4, 2018 **at** 8:00 AM

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Discount Deadline Monday, May 14, 2018

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

Event Code: C116560618

Connect With Us!

email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Quick Facts

Ancillary Vendor Information

Electrical Services	Edlen	www.edlen.com, sandiego@edlen.com	619-696-6625
Utilities	Smart City Networks	orders.smartcitynetworks.com, csr@smartcity.com	888-446-6911
Audio Visual	PSAV	sandiego@psav.com	619-525-5444
Lead Retrieval	Custom Registration	www.customreg.com/leads, code: GFX18	817-277-7187
Floral	Convention Plant Creations	www.conventionplant.com	800-749-4524
Catering	San Diego Convention Center	mary.forney@visitsandiego.com	619-525-5818

Exhibitor Move Out

Wednesday, June 06, 2018 3:30 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 Wednesday, June 06, 2018 6:00 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 Wednesday, June 06, 2018 6:00 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 your official carrier, ELITeXpo. For peace of mind and easy set up, contact ELITeXPO 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.

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

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email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON Government Fleet Expo & Conference

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

ENTER your email address and password then click Login

NEW users : User name = Your Email Address (provided by Event Management)
Password = GFEC18

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

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

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

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

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

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

Confirm your order, click Checkout Booth 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 CHAT 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

(909) 212-7240

losangeles@shepardes.com

Shepard

the YOU! experience

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

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Payment Authorization

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth # _____

Street Address: _____ Phone: _____

City, St, Zip: _____ Fax: _____

Contact Name: _____

Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐

MasterCard VISA AMERICAN EXPRESS

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

Credit Card #: _____

Expiration Date: _____ (Month / Year / Security Code)

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign ✖ Card Holder Signature _____

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

WIRE TRANSFER

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

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

Name of show that you are attending Government Fleet Expo & Conference

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: losangeles@shepardes.com

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

Government Fleet Expo & Conference

Terms & Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

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phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Third Party Payment Authorization

Discount Deadline Tuesday, May 08, 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 _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign ✖ _____

Exhibiting Company Authorized Signature

_____

Exhibiting Company Authorized Name - Please Print

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

☐ All Services

☐ Carpet ☐ Exhibit Display Rentals ☐ Installation/Dismantling Labor

☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

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

CREDIT CARD INFORMATION (Required for all forms of payment)

MasterCard VISA AMERICAN EXPRESS

Credit Card #: _____

Expiration Date: _____ (Month / Year / Security Code)

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign ✖ _____

Card Holder Signature

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

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

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

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

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

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Exhibitor Appointed Contractor

Discount Deadline Tuesday, May 08, 2018

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

Exhibiting Company Name _____ Booth # _____ Contact Email Address _____

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

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

Exhibitor Appointed Contractor _____

Contact Name _____

Street Address _____

City _____

Phone # _____

Description of proposed service for Exhibitor _____

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

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

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

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

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

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

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

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

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

Exhibitor Please Sign

✖ Exhibitor Signature _____

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Grids

Discount Deadline Monday, May 14, 2018

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

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 #

Right Booth #

Below Booth #

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.

**** The Advance Warehouse is closed on Monday, May 28th due to the holiday***

Shipping Labels

Advance Shipping Labels

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

Shepard Exposition Services c/o HTS

6855 Calle De Linea

San Diego, CA 92154

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

For:

Government Fleet Expo & Conference

First day freight can arrive w/o a surcharge:
May 8, 2018
Last day freight can arrive w/o a surcharge:
May 29, 2018

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #:

Shepard Exposition Services c/o HTS

6855 Calle De Linea

San Diego, CA 92154

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

For:

Government Fleet Expo & Conference

First day freight can arrive w/o a surcharge:
May 8, 2018
Last day freight can arrive w/o a surcharge:
May 29, 2018

Direct Shipping Labels

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

C/O:

SHEPARD EXPOSITION SERVICES

San Diego Convention Center, Halls F&G

111 W Harbor Dr

San Diego, CA 92101

For:

Government Fleet Expo & Conference

MUST NOT BE DELIVERED PRIOR TO:
June 4, 2018 @ **8:00 AM**

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #:

C/O:

SHEPARD EXPOSITION SERVICES

San Diego Convention Center, Halls F&G

111 W Harbor Dr

San Diego, CA 92101

For:

Government Fleet Expo & Conference

MUST NOT BE DELIVERED PRIOR TO:
June 4, 2018 @ 8:00 AM

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Outbound Material Handling Authorization & Shipping Labels

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June 5 - 6, 2018

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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 _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

Step 2: Tell us Where your items are going:

Company _____

Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need? _____

Step 5: Who is picking up your shipment?

_____ **OFFICIAL SHOW CARRIER: ELITeXPO** OTHER _____

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
_____ 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.

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Material Handling Rates

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

What is Material Handling?

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

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

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

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

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	237.00	308.00	
	35010	35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	165.00	247.50	214.50	
	35030	35043	35038	

Light Weight (Shipments under 40 pounds)

Under 40	Total Shipment	Total
	118.50	
	35400	

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.

Small Package Tips

Consolidate! Shipments that weigh under 40 pounds total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for 1 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 packge or bill of lading.

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

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

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

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

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

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

Company

Booth #

Please Sign

✖ Card Holder Signature

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Forklift Rental

Discount Deadline Monday, May 14, 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 - 8:30 PM

DT - Double-time: All day Saturday & Sunday, all other hours and holidays

GROUND RIGGING FORKLIFT RENTAL

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

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

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

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

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	369.30	480.00	
35039		OT Hourly Rental	469.65	610.50	
35067		DT Hourly Rental	568.75	739.50	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	738.55	960.00	
35049		OT Hourly Rental	939.25	1221.00	
35069		DT Hourly Rental	1137.50	1478.75	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	1107.85	1440.25	
35066		OT Hourly Rental	1408.90	1831.50	
35070		DT Hourly Rental	1706.25	2218.25	

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

Rate structure includes forklift and (1) operator only.

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

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

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

Rigging Labor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST Hourly Rental	154.06	200.30	
35086		OT Hourly Rental	231.25	300.65	
35099		DT Hourly Rental	307.50	399.75	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST Hourly Rental	123.25	160.25	
35100		OT Hourly Rental	185.00	240.50	
35101		DT Hourly Rental	246.00	319.80	

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

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

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

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

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

Total Forklift: _____

NA Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are small package shipments?

Shipments that weight a under 40 pounds. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipements with out 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.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

What are C**rated** 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).

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Material Handling Info

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

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

•Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

•Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

•Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

•Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

•Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

•No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

•Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate 123.25 Per Hour (OT/DT may apply)

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

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

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

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

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

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

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

UNCRATED SHIPMENTS Rate as shown on Material Handling Rate Form

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

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

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

PADDED VAN DELIVERIES Surcharge: $8.00/CWT 35041

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

MARSHALING YARD Surcharge: $30 per Shipment 35250

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

REWEIGH OF SHIPMENTS Surcharge: $25.00 per forklift load 35282

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

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

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

SMALL SHIPMENTS

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

ENVELOPE DELIVERIES Surcharge: $10.50 per envelope 35007

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

MOBILE SPOTTING Fee: Refer to Mobile Spotting Fee order form

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

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Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Discount Deadline Monday, May 14, 2018

Event Code: C116560618

Connect With Us!

email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Mobile/Vehicle Spotting

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

Important Rules and Regulations

- No more than ¼ tank of gas or five gallons, whichever is less
- A locking gas cap or tape over the gas cap.
- Batteries shall be disconnected in an approved manner.
- A drip pan under the vehicle's drive train (motor to differential).
- Vehicles shall not be moved during show hours.
- Refueling is prohibited in the facility.
- Floor plans must indicate where vehicles are to be located.

Code	Qty	Item	Discount	Regular
35108		Motorized Unit/Vehicle Spotting	$ 175.00	$ 225.00

All motorized units/vehicles must arrive on Monday, June 4th, between 8:00 AM & 5:00 PM according to a targeted schedule. Vehicles arriving after 5:00 PM will be charged an additional $100 late fee for each vehicle.

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: $
NA Tax*: $
Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Cartload Service

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

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

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

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

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

Code	# of Trips	Item	Rate	Total
35158		Roundtrip	125.00	

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 - 8:30 PM
DT - Double-time: All day Saturday & Sunday, all other hours and holidays

Total Estimate: $
NA Tax*: $
Amount Due: $

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.
Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____ BOOTH : _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Signature Flooring

Discount Deadline Friday, May 04, 2018

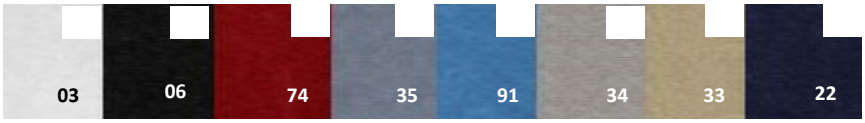
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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



White | Black | Crimson | Dark Grey | Electric Blue | Silver Dollar | Sand | Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	10.45	

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

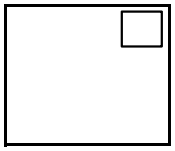
Premium Vinyl Flooring

Light Maple (83)

Vineyard Brown (61)

Laurel Brown (62)

Mountain Grey (63)


Snow (89)

Checkerboard (82)

Rosemary Stone (64)

Elevated Hardwood

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	13.50	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	4.95	

Total Signature Flooring: $

7.750% Tax*: $

Amount Due: $

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

Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign

✖ Card Holder Signature

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Carpet and Padding

Discount Deadline Monday, May 14, 2018

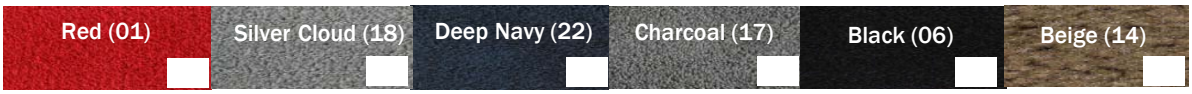
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

The exhibit hall is not carpeted, but carpet is mandatory. Each exhibitor must order carpeting directly through Shepard Exposition Services unless they are bringing their own.

Order in just 3 Easy Steps!

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	7.55	9.80	
46003		Rental 1000+ sqft	6.55	8.50	
46002		Purchase sqft	18.55	24.10	

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

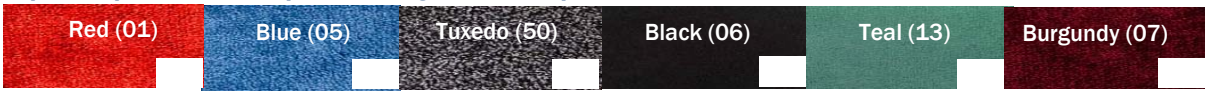
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	1.35	1.75	
50008		1" Padding	2.65	3.45	
50010		Visqueen	0.40	0.50	

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

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	264.70	344.10	
50256		10' x 20'	493.85	642.00	
50257		10' x 30'	736.65	957.65	
50258		10' x 40'	979.35	1273.15	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	6.25	8.15	
50581		400 - 900 sq ft	5.65	7.35	
50582		900+ sq ft	5.15	6.70	

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

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

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

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.

Total Carpet and Padding: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Regular Tables

Discount Deadline Monday, May 14, 2018

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

Regular Skirted Tables

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

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	147.55	191.80	
50046			6'L X 30"H X 24'W	181.35	235.75	
50050			8'L X 30"H X 24"W	229.90	298.85	
50043			4'L X 42"H X 24"W	179.35	233.15	
50047			6'L x 42"H x 24"W	229.70	298.60	
50051			8'L x 42"H X 24" W	270.15	351.20	
50052			4th Side 30"	89.70	116.60	
50171			4th Side 42"	89.70	116.60	

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

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	105.10	136.65	
50044		6'L X 30"H X 24'W	125.45	163.10	
50048		8'L X 30"H X 24"W	147.90	192.25	
50041		4'L X 42"H X 24"W	118.45	154.00	
50045		6'L x 42"H x 24"W	147.90	192.25	
50049		8'L x 42"H X 24" W	165.05	214.55	

Stretch Fabric Table Covers

Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	268.95	
50700		Red - Fabric Table Cover w/Table	268.95	
50700		Blue - Fabric Table Cover w/Table	268.95	
50700		Black - Fabric Table Cover w/Table	268.95	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: $

7.750% Tax*: $

Amount Due: $

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

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

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

Company Name: _____ Booth # _____

Contact Name

Please Sign

✖ Card Holder Signature

Contact Email Address

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Specialty Tables

Discount Deadline Monday, May 14, 2018

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

Natural Feel Pedestal

Maple Top

Code	Qty	Item	Discount	Regular	Total
50707		40"H X 30"R	337.85	439.20	
50706		30"H X 30" R	324.10	421.35	

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

Regular Pedestal

Gray fleck top

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

Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	264.95	344.45	
50032		30"H X 36" R	247.70	322.00	

Side Tables

18" H X 24"W

Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	124.65	162.05	
50031		Sq 18"H X 24" W	124.65	162.05	

Total Sp Tables: $

7.750% Tax*: $

Amount Due: $

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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

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Chairs and Stools

Discount Deadline Monday, May 14, 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

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	193.10	251.05	
50704		Natural Feel Chair	158.60	206.20	

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

Regular Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	159.25	207.05	
50020		Side Chair	95.90	124.65	
50021		Arm Chair	130.70	169.90	

Specialty Seating

Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	177.05	230.15	
51086		Director Chair	98.95	128.65	

Total Chairs: $

7.750% Tax*: $

Amount Due: $

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

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

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign

✖ Card Holder Signature

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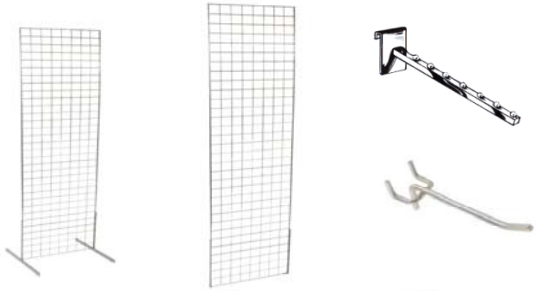
Display Furniture

Standard Display Accessories

Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	195.85	254.60	
50094		Floor Easel	53.05	68.95	
50095		22x28 Sign Holder	120.85	157.10	
50175		Bag Rack	259.35	337.15	
50092		Coat Rack	92.05	119.65	
50093		Garment Rack	259.35	337.15	

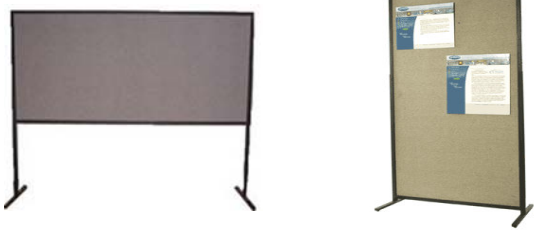
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	233.75	303.90	
50237		2'x8' w/o legs, each	175.10	227.65	
50242		7-Ball Waterfall	16.05	20.85	
50104		6" Hooks (12)	51.50	66.95	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	316.50	411.45	
50061		4' x 8' Vert.	316.50	411.45	

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: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Showcases & Risers

Discount Deadline Monday, May 14, 2018

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

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

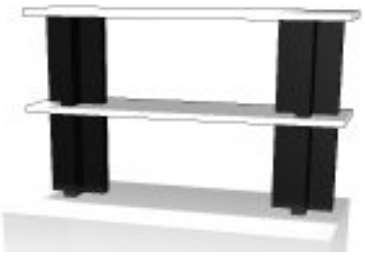
Showcases

Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	977.35	1270.55	
50068		6' Full View	1077.95	1401.35	
50069		4' Quarter View	977.35	1270.55	
50070		6' Quarter View	1077.95	1401.35	

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



Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	109.55	142.40	
50297		6' x12" Display Shelf	136.30	177.20	

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

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

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	20.30	26.40	

Order per linear foot

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

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

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

Total Showcase & Risers: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name Contact Email Address

Please Sign ✖ Card Holder Signature _____

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Drape, Skirting & Misc

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Discount Deadline Monday, May 14, 2018

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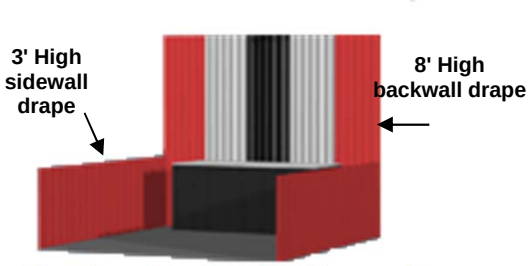
Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	24.85	32.30	
50074			3' high drape	18.40	23.90	
50088		NA	8' upright with base	34.25	44.55	
50349		NA	6'-10' cross bar	22.80	29.65	
50348		NA	7'-12' crossbar	22.80	29.65	

Red 01, White 03, Blue 05, Black 06, Grey 10, Burgundy 07

**** Must be approved by Show Management***

Skirting of Exhibitor Equipment

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	20.30	26.40	

Order per linear foot

Accessories

Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	172.40	224.10	
50710		Natural Feel Tab Lamp	124.15	161.40	
50708		Natural Feel Recept	75.85	98.60	
50091		Wastebasket	26.15	34.00	
50185		Drawing Bowl	48.70	63.30	
50427		Tensa Stanchion, each	109.40	142.20	

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.

Total Drape and Accessories: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

Power Up In Style.

Denotes Powered Products

ROMA

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

ROMA

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 DETAIL

Powered Seating

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

A.

POWERED DETAIL

B.

C.

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

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

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

Powered Tables

A.

POWERED DETAIL

B.

C.

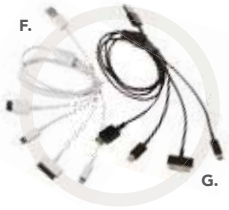
POWERED DETAIL

D.

E.

POWERED DETAIL

F.



G.

Charging adapters are available to rent for all powered products.

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

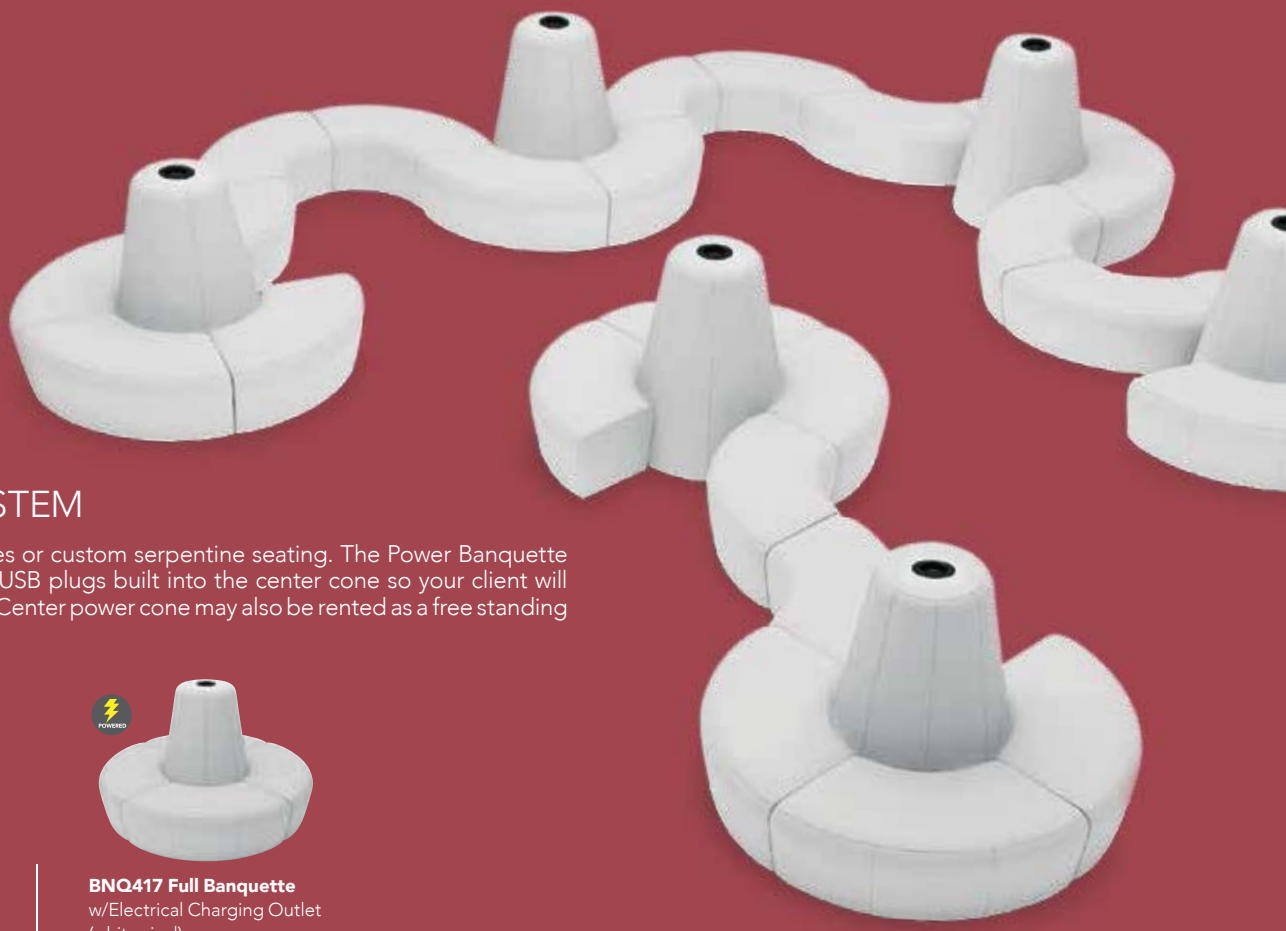
G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

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

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

Powered Banquettes.

Denotes Powered Products

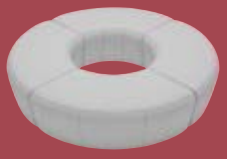


MODULAR SYSTEM

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.

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

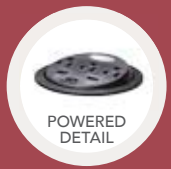
BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72"RND 51"H



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



Detail of Electrical Charging Outlet

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 16.5"H

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

Soft Seating Collections

Available in Power

A.

B.

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

A.

B.

FAIRFAX

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

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

A.

B.

C.

NAPLES

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

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

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

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

A.

B.

ALLEGRO

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

A.

B.

C.

TANGIERS

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

A.

B.

C.

KEY LARGO

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

A.

B.

C.

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

SWANSON

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

MADDEN

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

Accent Chairs

A.

B.

C.

D.

E.

F.

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) FAIRCW 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

A.

B.

C.

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

MALBA

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

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

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

J.

I.

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

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

O.

P.

Q.

Beverly Bench
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

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

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge LED Cube
(white plastic)
20"L 20"D 20"H
A/C power only

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

Marche Swivel

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

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

Accent Tables

ALONDRA

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

ALONDRA

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

GEO

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

GEO

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

Styles & Shapes

Available in Power

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

SYDNEY
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
27"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

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

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

MADISON

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

Styles & Shapes

A.

C.

D.

E.

F.

G.

H.

I.

J.

K. | L.

M.

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

Mix & Match

N.

O.

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

Executive Seating

A.

Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

B.

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)

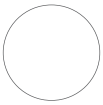
Hydraulic Chrome Base
30" Round 29"H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

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

A.

B. | G.

C. | H.

D. | F.

E.

I.

J. | N.

K. | O.

L.

M.

Café Tables
Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (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

Denotes AC and USB charging outlets

Charging adapters are available to rent for all Powered Table Products.

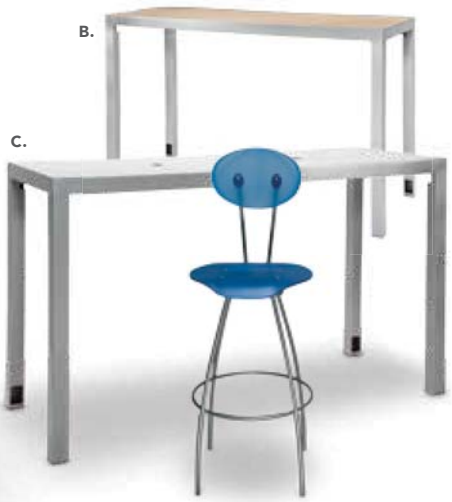
Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

A.

B.

C.



Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

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

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

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

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

Black Top
VNTBNP (solid)

Table Top Options

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

G30 CAFÉ TABLES

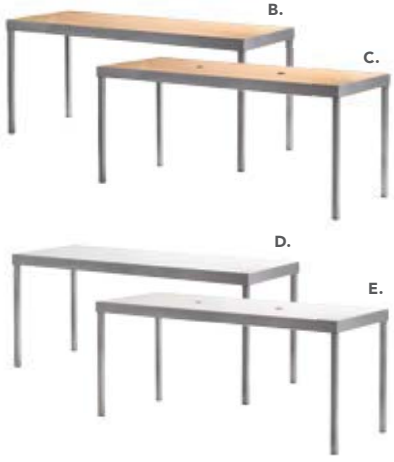
A.

B.

C.

D.

E.



G30 Powered Café Tables
72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

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)
30"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

Customize And Create

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)

Bar Tables
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

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

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

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

Banana Barstools
21"L 22"D 41.75
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

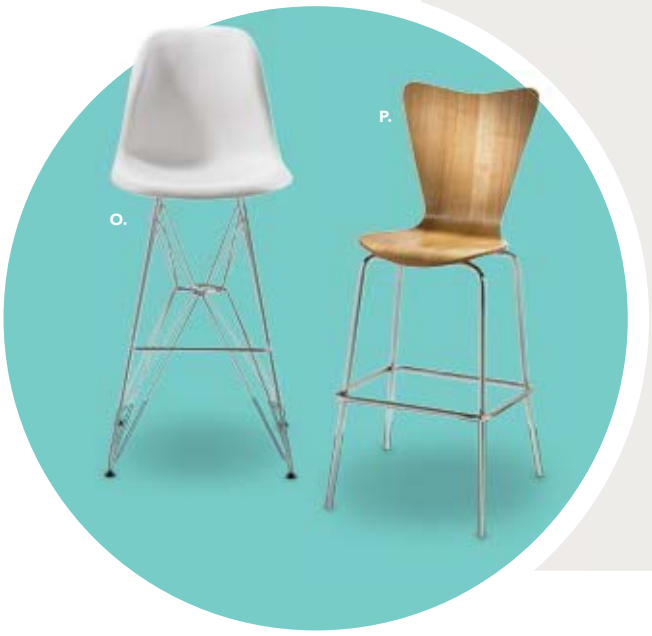
M) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H

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

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

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



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

A.

DESK FRONT

DESK BACK

B.

CREDENZA FRONT

CREDENZA BACK

TECH COLLECTION

Denotes AC and USB charging outlets

A.

POWERED DETAIL

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

B.

C.

Charging Adapters
D) ADAPTB (black)

D.

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.

B.

C.

D.

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

Denotes AC and USB charging outlets

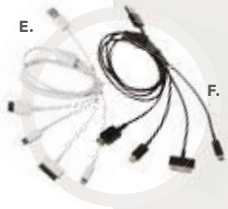
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

Powered Locking Pedestal
A) PDL36W (white)
24"L 24"D 36"H
B) PDL42W (white)
24"L 24"D 42"H
C) PDL36B (black)
24"L 24"D 36"H
D) PDL42B (black)
24"L 24"D 42"H

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)

Charging adapters are available to rent for all powered products.



Powered Tech Desk

Denotes AC and USB charging outlets

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Charging Adapter
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Show Essentials

REFRIGERATORS

C.

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

D.

A.

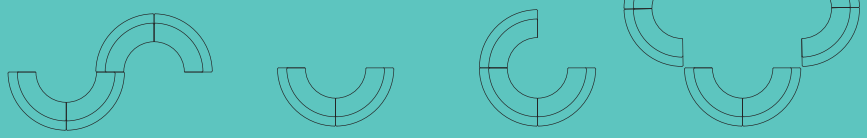
MARTINI BAR

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

B.

Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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

White Red Green Blue

A.

B.

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

Denotes AC and USB charging outlets

A.

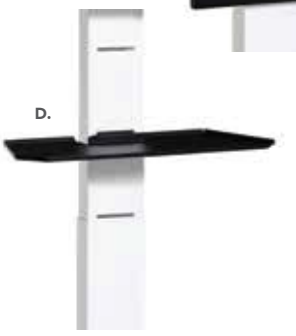
B.

(BACK VIEW)

Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

C.

D.



E.

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

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Cocktail & Occasional Tables

Discount Deadline Monday, May 14, 2018

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

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	379.60	493.50	
	ALC100-Alondra, Glass/Chrome	457.60	594.90	
	ALC200-Alondra, Wood/Chrome	457.60	594.90	
	C1FWB-Geo, Wood/Black	400.40	520.50	
	C1C-Geo Rect., Glass/Chrome	343.20	446.15	
	COLI - Oliver Cocktail Table	327.60	425.90	
	C1W-Sydney, White	384.80	500.25	
	C1WP-Sydney White, Powered!	488.80	635.45	
	C1Y-Sydney, Black	384.80	500.25	
	C1YP-Sydney Black, Powered!	488.80	635.45	
	REGBEN-Regis Bench Table	392.60	510.40	

Don't forget device adapters/ chargers for your powered tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	33.80	43.95	
	ADAPTW-Charging Adapter,white	33.80	43.95	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	361.40	469.80	
	ALE100-Alondra, Glass/Chrome	330.20	429.25	
	ALE200-Alondra, Wood/Chrome	330.20	429.25	
	E1FWB-Geo, Wood/Black	348.40	452.90	
	E1C-Geo, Glass/Chrome	338.00	439.40	
	EOLI-Oliver End Table	291.20	378.55	
	E1W-Sydney, White	348.40	452.90	
	E1Y-Sydney, Black	348.40	452.90	
	CUBTBL-Edge LED Cube	270.40	351.50	
	AURA End Table	197.60	256.90	
	ETBL-E Table, Wood	244.40	317.70	
	TMBTBL Timber Table, Wood	234.00	304.20	
	REGOTT-Regis End Table	288.60	375.20	

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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.

Total Exec Tables Furnishings: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign

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Ottomans

Discount Deadline Monday, May 14, 2018

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Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	358.80	466.45	
	END02W-Square, White Leather	358.80	466.45	
	END01B-Curved, Black Leather	572.00	743.60	
	END01W-Curved, White Leather	572.00	743.60	
	SAL Sally Stool	124.80	162.25	
	CUBL20-Edge Lighted Cube	270.40	351.50	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	REGBEN Regis Bench, Brushed Metal	392.60	510.40	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	192.40	250.10	
	VIB02-Vibe Cube, Blue	192.40	250.10	
	VIB03-Vibe Cube, Pink	192.40	250.10	
	VIB04-Vibe Cube, Red	192.40	250.10	
	VIB05-Vibe Cube, Yellow	192.40	250.10	
	VIB06-Vibe Cube, Gold/Bronze	192.40	250.10	
	VIB07-Vibe Cube, Champagne	192.40	250.10	
	VIB08-Vibe Cube, Orange	192.40	250.10	
	VIB09-Vibe Cube, White Wtrproof	192.40	250.10	
	VIB10-Vibe Cube, Black Wtrproof	192.40	250.10	
	VIB11 Vibe Cube, Steel Blue Vinyl	192.40	250.10	
	VIB12 Vibe Cube, Silver Vinyl	192.40	250.10	
	Vibe13-Vibe Cube, Purple Vinyl	192.40	250.10	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	551.20	716.55	
	BVLYBN Bev Bench Brown Fabric	551.20	716.55	
	BVLYGR Bev Bench Grey Fabric	551.20	716.55	
	BVLYLN Bev Bench Linen Fabric	551.20	716.55	
	BVLYOB Bev Bench Ocean Fabric	551.20	716.55	
	BVLYRD Bev Bench Red Fabric	551.20	716.55	
	BVLYWH Bev Bench White Vinyl	551.20	716.55	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	254.80	331.25	
	MAR002-Marche Swivel, Grey	254.80	331.25	
	MAR003-Marche Swivel, Linen	254.80	331.25	
	MAR008-Marche Swivel, Mdw Grn	254.80	331.25	
	MAR009, Marche Swivel, Pear	254.80	331.25	
	MAR007-Marche Swivel, Plum	254.80	331.25	
	MAR004-Marche Swivel, Raspberry	254.80	331.25	
	MAR005-Marche Swivel, Red	254.80	331.25	
	MAR006-Marche Swivel, Rose Qtz	254.80	331.25	
	MAR001-Marche Swivel, White	254.80	331.25	

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Total Ottomans: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

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Soft Seating

Discount Deadline Monday, May 14, 2018

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Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	2540.20	3302.25	
	SFA002- Allegro Sofa	956.80	1243.85	
	NPLSOF-Naples Sofa, Black Vinyl	1144.00	1487.20	
	SO2-3pc. South Beach, P. Suede	2181.40	2835.80	
	TANSOF-Tangiers Sofa, Beige	907.40	1179.60	
	KEYSOF-Key Largo Sofa	647.40	841.60	
	FAIRSW-Fairfax Sofa	652.60	848.40	
	S01- South Beach Sofa, P.Suede	907.40	1179.60	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	501.80	652.35	
	HOPLV-Hopi Loveseat, Grey Linen	509.60	662.50	
	TANLOV Tangiers Loveseat	946.40	1230.30	
	BLVWHT Baja Loveseat White Vinyl	1089.40	1416.20	
	MNCHLV- Munich Armless Loveseat	1131.00	1470.30	
	NPLLOV- Naples Loveseat, Blk Vinyl	962.00	1250.60	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	743.60	966.70	
	NPLCHR-Naples Chair, Black Vinyl	798.20	1037.65	
	TANCHR-Tangiers Chair, Beige	590.20	767.25	
	CHR002-Allegro Chair	670.80	872.05	
	KEYCHR-Key Largo Chair	429.00	557.70	
	FAIRCW-Fairfax Chair	470.60	611.80	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	865.80	1125.55	
	SFAPWR-Roma Sofa, powered	1393.60	1811.70	
	NPLCHP-Naples Chair, powered	865.80	1125.55	
	NPLSOP-Naples Sofa, powered	1393.60	1811.70	
	NPLLOP-Naples Loveseat, powered	1198.60	1558.20	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	488.80	635.45	
	OCB-Key West Tub, Black	543.40	706.40	
	MADGRY-Madden Arm Chair,Grey	579.80	753.75	
	BCW-Madrid Chair, White	1021.80	1328.35	
	LABREA-La Brea Swivel Chair	561.60	730.10	
	HOPCH-Hopi Chair, Grey Linen	327.60	425.90	
	MNCHCC Munich Corner Chair	772.20	1003.85	
	MNCHCH Munich Armless Chair	637.00	828.10	
	OCH Madrid Chair, Black	1021.80	1328.35	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	374.40	486.70	
	OCMWHT-Meeting Chair, White	343.20	446.15	
	OCMESP-Meeting Chair, Expresso	379.60	493.50	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette-Powered!	3138.20	4079.65	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	BNQTL7- Center Cone, White Vinyl	990.60	1287.80	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	OTS-South Beach Wedge	434.20	564.45	

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

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Total Soft Seating: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

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Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	616.20	801.05	
	CE1-Geo Table, Sq. Chrome	434.20	564.45	
	CF1-Geo Table, Sq. Black	434.20	564.45	
	CE2-Geo Table, Chrome	616.20	801.05	
	CB2-6' Graphite Table	647.40	841.60	
	CB3-8' Graphite Table	761.80	990.35	
	CB1-42" Round, Graphite Nebula	525.20	682.75	
	C508GR-8', Granite	761.80	990.35	
	CT10GR-10', Granite	1144.00	1487.20	
	CT06GR-6', Granite	647.40	841.60	
	PWRUSB-Powered Table Module	104.00	135.20	
	CB8-42" Round Madison, Grey	236.60	307.60	
	MADC10-10' Madison, Grey	1313.00	1706.90	
	MADC05-5' Madison, Grey	657.80	855.15	
	MADC08-8' Madison, Grey	1313.00	1706.90	
	CONF42-42" Round, White lam	525.20	682.75	
	36ATO Atomic 36" Round, Glass	434.20	564.45	
	42ATO Atomic 42" Round, Glass	434.20	564.45	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	88.40	114.90	
	RSTDIN-Rustique w/ arms, Gunmetal	179.40	233.20	
	CS8-Berline Chair, Black	174.20	226.45	
	CS9-Berlin Chair, Red	174.20	226.45	
	XCHR-Christopher Chr, White Vinyl	143.00	185.90	
	CH002-Wendy Chair, Acrylic	161.20	209.55	
	SC10 Razor Chair	106.60	138.60	
	SC3-Brewer Chair, Onyx	239.20	310.95	
	XC6-Altura Guest Chair	421.20	547.55	
	LMCHR-Laguna Chair, Maple/Chrome	202.80	263.65	
	MALGRY-Malba Chair, Grey	156.00	202.80	
	MALGRN-Malba Chair, Green	156.00	202.80	
	CS4-Syntax Chair, Black/Chrome	283.40	368.40	
	ZENCHR-Zenith Chair-White/Chrome	228.80	297.45	
	SY1-Altura Task Chair	270.40	351.50	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	507.00	659.10	
	PROEXB-Executive Chair High Back	507.00	659.10	
	PROGB-Guest Executive Chair	356.20	463.05	
	PROMDB-Exec Mid-Back, Black	332.80	432.65	
	PROMID-Executive Chair Mid Back	322.40	419.10	

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Total Conference: $

7.750% Tax*: $

Amount Due: $

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Contact Name _____ Contact Email Address _____

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Café and Communal Tables

Discount Deadline Monday, May 14, 2018

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

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	306.80	398.85	
	ZTP-36" Maple Top/Black Base	335.40	436.00	
	ZTJ-30" Graphite Top/Black Base	306.80	398.85	
	ZTN-36" Graphite Top/Black Base	335.40	436.00	
	ZTG-30" Silver Textured Top	306.80	398.85	
	ZTQ-36" White Laminate Top	335.40	436.00	
	ZTB-30" Red Top/Black Base	306.80	398.85	
	ZTH-30" Steel Blue Top/Black Base	317.20	412.35	
	ZTA-30" Grey Top/Black Base	317.20	412.35	
	30WH29 -30" White Laminate	325.00	422.50	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	410.80	534.05	
	30GRHC-Graphite Nebula, Chrome	410.80	534.05	
	30STHC-Silver Textured, Chrome	410.80	534.05	
	30BRHC-Brushed Red Top, Chrome	410.80	534.05	
	30SBHC-Steel Blue Top, Chrome	452.40	588.10	
	30MAHC-Grey Top, Chrome	410.80	534.05	
	30WHHC-White Laminate	444.60	578.00	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	447.20	581.35	
	36GRHC-Graphite Nebula, Chrome	447.20	581.35	
	36WTHC-White Top, Chrome	447.20	581.35	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	725.40	943.00	
	G30DMW-Café w/ Grmt, Maple	725.40	943.00	
	G30DWS-Café, White Top	725.40	943.00	
	G30DWW-Café w/ Grmt, White	725.40	943.00	
	G30DWP-Café Table-Powered!	834.60	1085.00	

42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	907.40	1179.60	
	VNTMNP Communal Table Maple Top	907.40	1179.60	
	VNTWNP Communal Table White Top	907.40	1179.60	
	VNTBMW Comm Table Maple Top w/ Grom	907.40	1179.60	
	VNTBWW Comm Table White w/ Grom	907.40	1179.60	

Don't forget device adapters/ chargers for your powered tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	33.80	43.95	
	ADAPTW-Charging Adapter, white	33.80	43.95	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	1071.20	1392.55	
	VNTWHT Communal Table White Top	1071.20	1392.55	

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Total Cafe: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	338.00	439.40	
	VTP-36" Maple Top/Black Base	361.40	469.80	
	VTJ-30" Graphite Top/Black Base	338.00	439.40	
	VTN-36" Graphite Top/Black Base	361.40	469.80	
	VTG-30" Silver Textured Top	338.00	439.40	
	VTW-36" White Laminate Top	361.40	469.80	
	VTB-30" Red Top/Black Base	338.00	439.40	
	VTH-30" Steel Blue/Black Base	348.40	452.90	
	30WH42 30" White Laminate,	356.20	463.05	
	VTA-30" Grey Top/Black Base	338.00	439.40	
	RSTSQT Rustique Square Metal Bar Table	374.40	486.70	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	410.80	534.05	
	30MTHB-Maple Top, Chrome	410.80	534.05	
	30STHB-Silver Texture, Chrome	410.80	534.05	
	30BRHB-Brushed Red, Chrome	410.80	534.05	
	30SBHB-Steel Blue Top, Chrome	410.80	534.05	
	30WHHB White Laminate, Chrome	444.60	578.00	
	30MAHB-Grey Top, Chrome	410.80	534.05	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	447.20	581.35	
	36MTHB, Maple Top, Chrome	447.20	581.35	
	36WTHB-White Top, Chrome	447.20	581.35	

Barstools

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

Bars

	BRC-Circle Martini Bar	5298.80	6888.45	
	BR1-Martini Bar	1840.80	2393.05	

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

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

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

Total Bar: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign

✖ Card Holder Signature

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Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

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mail 2315 W E Locust Court, Ontario, CA, 91761

Executive Accessories

Discount Deadline Monday, May 14, 2018

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

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	702.00	912.60	
	JD8-Madison Executive Desk, Grey	829.40	1078.20	
	BC8-Madison Bookcase, Grey	600.60	780.80	
	TECH3B-Tech Desk w/drawers-Powered!	761.80	990.35	
	TECH-Tech Desk-Powered	616.20	801.05	
	TECH3-3-drawer File Cbnt w/Casto	202.80	263.65	

Product Display- Pedestals

	PDL36B-Ped, Locking-Powered!	689.00	895.70	
	PDL42B-Ped, Locking-Powered!	816.40	1061.30	
	PDL36W-Ped, Locking-Powered!	689.00	895.70	
	PDL42W-Ped, Locking-Powered!	816.40	1061.30	

Product Display- Shelving

	PSHCCS-Posh Shelving	704.60	916.00	

Refrigerators

	R1R-White 14 Cubic Feet	1185.60	1541.30	
	R1Q-White 4 Cubic Feet	416.00	540.80	

Lamps

	LA15-Mason Silver Floor Lamp	301.60	392.10	
	LA14-Mason Silver Table Lamp	197.60	256.90	

Mobile Tablet Stands

	TBSTDW-Mobile Tablet Stand, Black	192.40	250.10	
	TBSTND-Mobile Tablet Stand, White	192.40	250.10	

Mobile Tablet Accessories*

	TBBCHR-Tablet, brochure holder	88.40	114.90	
	TBSHLF-Tablet, charging shelf	88.40	114.90	
	TBPNTR-Tablet, print stand	88.40	114.90	

Have a Powered product? Order the Adapter to make charging easy!

Chargers and Adapters

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	33.80	43.95	
	ADAPTW-Charging Adapter, white	33.80	43.95	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	470.60	611.80	
	WD3-Work Table	452.40	588.10	

Ordering Tablet Accessories?

Don't forget to also order the Tablet Stand!

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

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

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

Total Exec Accessories: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Graphics and Signs

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

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Connect With Us!

email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Discount Deadline Friday, May 04, 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

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	197.95	257.35	
	70010	Horz., 22" x 28"	197.95	257.35	
	70011	Vertical, 28" x 44"	301.55	392.00	
	70012	Horz., 28" x 44"	301.55	392.00	
	70025	Meterboard, 39" x 90.75"	610.30	793.40	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft.- Vertical	25.10	32.65	
	70071	Grommets, per sq. ft. - Horizontal	25.10	32.65	
	70066	Pockets, per sq. ft. - Vertical	27.00	35.10	
	70072	Pockets, per sq. ft.- Horizontal	27.00	35.10	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	53.75	69.90	
	70021	Velcro, per ft, min. 5 ft.	3.50	4.55	
	70004	7" x 44" ID Sign	59.20	76.95	
	50094	Floor Easel	53.05	68.95	
	50095	22x28 Sign Holder	120.85	157.10	

Table Clings

Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	210.60	273.80	

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.

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.

Total Graphics: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ BOOTH : _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Upload Deadline Friday, May 04, 2018

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

Event Code: C116560618

Connect With Us!

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mail 2315 W E Locust Court, Ontario, CA, 91761

Graphic File Upload Instructions

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

Address: **https://files.shepardes.com/folders/show?path=FTP+Files%2FDrop+Off%2F-2018%2F06_Government+Fleet+Expo+%26+Conference%2FEXHIBITOR+UPLOADS**

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: **losangeles@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.

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Graphic Guidelines

ACCEPTABLE FILE FORMATS

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

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

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

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts.

Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

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

ARTWORK GUIDELINES

Document Size & Specs

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

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

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

Vector

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

Raster

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

Resolution

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

Vector Logo at 200%

Raster Logo at 200%

High Resolution Logo

Low Resolution Logo

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Hanging Rental Signs

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

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phone (909) 212-7240

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mail 2315 W E Locust Court, Ontario, CA, 91761

Order Deadline Friday, May 04, 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.

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics

CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	6035.6	7846.30
69142	16' x 48"	9592.5	12470.25

SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	7339.3	9541.10

TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	5938.9	7720.55

WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	2615.45	3400.10
69146	48" Double	3480.35	4524.45

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.

Total Hanging Sign Rental: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name Contact Email Address

Please Sign

✖ Card Holder Signature _____

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.

**** The Advance Warehouse is closed on Monday, May 28th due to the holiday***

Hanging Sign Shipping Labels

RUSH

ADVANCE WAREHOUSE
HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

Shepard Exposition Services c/o HTS

6855 Calle De Linea

San Diego, CA 92154

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

For: Government Fleet Expo & Conference

First day freight can arrive w/o a surcharge:

May 8, 2018

Last day freight can arrive w/o a surcharge:

May 29, 2018

RUSH

ADVANCE WAREHOUSE
HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

Shepard Exposition Services c/o HTS

6855 Calle De Linea

San Diego, CA 92154

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

For: Government Fleet Expo & Conference

First day freight can arrive w/o a surcharge:

May 8, 2018

Last day freight can arrive w/o a surcharge:

May 29, 2018

Event Code: C116560618

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Discount Deadline Monday, May 14, 2018

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

Connect With Us!

email losangeles@shepardes.com

phone (909) 212-7240

fax (909) 218-8986

mail 2315 W E Locust Court, Ontario, CA, 91761

Structural Integrity Statement

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

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

Government Fleet Expo & Conference
San Diego Convention Center, Halls F&G
Shepard Exposition Services

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

Exhibiting Company _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

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Hanging Signs 101

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

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Need a Hanging Sign? Check out our Hanging Signs Rentals!

Things to Know!

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

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

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

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

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

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

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

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

Hanging Sign Checklist

- [ ] Complete and Submit Payment Authorization Form
- [ ] Order Assembly labor to have your sign built by Shepard Certified Riggers
- [ ] Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- [ ] Order necessary Chain Motors, Rotating Motors and Truss
- [ ] Place electrical orders (if necessary)
- [ ] Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- [ ] Package Hanging Sign(s) in a separate container from exhibit materials
- [ ] Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- [ ] Ship Hanging Sign(s) to the Advance Warehouse by: **Tuesday, May 29, 2018**

Have questions or need more help? Our knowledgeable staff is ready to assist...give us a call!

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Hanging Sign & Overhead Rigging

Discount Deadline Monday, May 14, 2018

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

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

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
DT - Double-time: All day Saturday & Sunday, all other hours and holidays

Step One: Tell Us About Your Sign

Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height _____ Width _____ Length _____ Weight _____

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

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		**154.06**	**200.30**	$
69151	OT		**231.25**	**300.65**	$
69152	DT		**307.50**	**399.75**	$

Please indicate who will be supervising ASSEMBLY:

○ Shepard Supervision 68069 ○ Exhibitor Supervised

**Supervisory fee is 30% of total cost or $60, whichever is greater.

Exhibitor Contact _____

Date of Assembly _____ Start Time _____

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

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		**154.06**	**200.30**	$
69154	OT		**231.25**	**300.65**	$
69155	DT		**307.50**	**399.75**	$

Please indicate who will be supervising DISASSEMBLY:

○ Shepard Supervision 68073 ○ Exhibitor Supervised

**Supervisory fee is 30% of total cost or $60, whichever is greater.

Exhibitor Contact _____

Date of Disassembly _____ Start Time _____

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

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		**0.00**	**0.00**	$

Date of Install _____ Start Time _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		**0.00**	**0.00**	$

Date of Removal _____ Start Time _____

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

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

***Additional fees apply for all rigging points. Each pick point will incur an additional $150.00 for motor points, and $100.00 for regular points to your rigging rate as mandated by the facility.**

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

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

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

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

Total Overhead Rigging: $ _____

NA Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Overhead Rigging Equipment

Discount Deadline Monday, May 14, 2018

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

Black (06) ☐ Silver(15) ☐

Truss*

Code	QTY	Item	Discount	Regular	Amount
69094		12" Silver Box Truss (Per FT)	28.40	36.90	
69094		12" Black Box Truss (Per FT)	28.40	36.90	
69038		12" Silver Corner Block	106.55	138.50	
69038		12" Black Corner Block	106.55	138.50	
70067		Design Fee (Hourly)	177.60	230.90	

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

***Additional fees apply for all rigging points. Each pick point will incur an additional $150.00 for motor points, and $100.00 for regular points to your rigging rate as mandated by the facility.**

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	603.80	784.95	
69016		Half Ton Hoist/Chain Motor	532.75	692.60	
69101		1/4 Ton Hoist/Chain Motor	319.60	415.50	
69019		Rotating Motor 500 LB Limit	568.25	738.75	
69020		Rotating Motor 200 LB Limit	319.60	415.50	

Rotate Clockwise (right) ☐ Rotate Counterclockwise (left) ☐

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

losangeles@shepardes.com

Include the following items with your Truss and Motor Order:

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

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

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

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

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

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

Total Rigging Equipment: $ _____

7.750% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

LABOR JURISDICTIONS
SAN DIEGO, CA

LABOR
California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Painter’s decorator union exhibit labor claims jurisdiction for installation and dismantling. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

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

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. 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.

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

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phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court, Ontario, CA, 91761

Shepard Blue Supervised Labor

Choose **Shepard Blue** for your labor needs and leave your worries behind!

Discount Deadline Monday, May 14, 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 - 8:30 PM
DT - Double-time: All day Saturday & Sunday, all other hours and holidays

Shepard Blue Supervised Labor **Supervisory fee is 30% of total cost or $60, whichever is greater.

Code		Discount	Regular	+30%
68066	ST	123.25	160.25	30%
68067	OT	185.00	240.50	30%
68068	DT	246.00	319.80	30%

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Step One: Choose Your **Service**

___ Installation
___ Dismantling
___ Both

Step Two: How Many **People**?

Installation #
Dismantling #
Both #

Step Three: How Many **Hours**?

Installation #
Dismantling #
Both #

Step Four: When Should the Build be **Complete**?

Installation Date: Time:
Dismantling Date: Time:
Both Date: Time:

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

Inbound Freight

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
# of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
Contact Arrival Date _____ Time Build Should be Complete _____
Booth Size: _____ X _____ Carpet: ___ Ordered from Shepard ___ Exhibitor Owned Carpet ___ Carpet Padding

Drawings/Photos/Instructions: Attached ___ Emailed to Shepard ___ With the Exhibit ___ In crate # _____

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

Graphics: ___ With Exhibit ___ Shipped Separately

Other Services Ordered: ___ Overhead Rigging ___ Cleaning ___ AV

Outbound Shipping: # of Crates _____ # of Cartons _____ #of Fiber Cases _____ # of Pallets _____

Ship To: _____ Phone # _____
Must Arrive at Destination By: _____
Name of Carrier _____
Method: ___ Common ___ Air ___ Van ___ Other Date Carrier is Scheduled to Pick Up Freight _____
If Your Carrier doesn't show? ___ Reroute with SLS *Allow time for empty return when scheduling your pick up
___ Send to warehouse for pick up ($400 minimum charge)

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

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

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM
DT - Double-time: All day Saturday & Sunday, all other hours and holidays

Exhibitor Supervised Labor

Code		Discount	Regular	Estimate
68060	ST	123.25	160.25	
68061	OT	185.00	240.50	
68062	DT	246.00	319.80	

(68063/68064/68065)

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step One: Choose your service

___ Installation
___ Dismantling
___ Both

Step Two: How many people?

Installation # ___
Dismantling # ___
Both # ___

Step Three: How many hours?

Installation # ___
Dismantling # ___
Both # ___

Step Four: Any other details?

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

Step Five: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name ___
Cell ___ Email: ___

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.
To determine square footage amount, multiply the width of your booth space by the length of your booth space.
Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	246.50	320.45	

Flooring Type:
☐ Carpet Rolls ☐ Padding
☐ Carpet Squares ☐ Other

Is electrical to be installed under your carpet? ☐ Yes ☐ No (Please forward Shepard a diagram of your electrical layout.)

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

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate $ ___
NA Tax*: $ ___
Amount Due: $ ___

Company Name: ___ Booth # ___

Contact Name ___ Contact Email Address ___

Please Sign

✖ Card Holder Signature ___

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Inline Booth Rentals

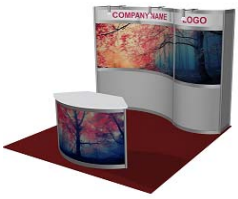
Order Deadline Friday, May 04, 2018

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

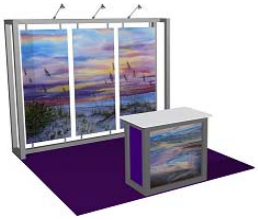
Turnkey Rental Designs Make Exhibiting Easier!

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



The Jonathon



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	3764.75	4894.20
66471		The Eddie- 10' x 20'	6130.60	7969.80
66474		The Jonathon - 10' x 10'	2626.40	3414.30
66475		The Jonathon - 10' x 20'	4597.25	5976.45

The Pierce

The Madison

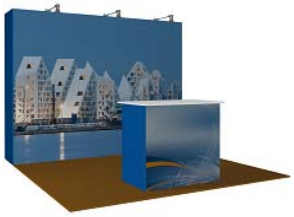
Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	3257.75	4235.10
66478		The Pierce - 10' x 20'	6185.60	8041.30
66484		The Madison - 10' x 10'	3950.55	5135.70
66485		The Madison - 10' x 20'	4682.15	6086.80

The Grant

The Harrison

Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	4170.00	5421.00
66487		The Grant- 10' x 20'	5779.50	7513.35
66492		The Harrison - 10' x 10'	3833.50	4983.55
66493		The Harrison - 10' x 20'	5633.15	7323.10

The Hamilton



The Lucy

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	2671.30	3472.70
66468		The Hamilton- 10' x 20'	4679.80	6083.75
66473		The Lucy - 10' x 10'	2414.25	3138.55

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.
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Total Inline Rentals: $ _____

7.750% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Custom Exhibit Counters

Order Deadline Friday, May 04, 2018

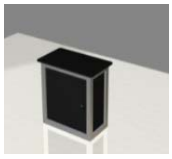
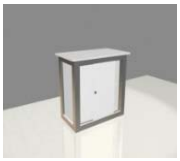
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products Metal Colors Black (06) Silver (15) White (03) Panel Colors Black (06) White (03

Locking Cabinets

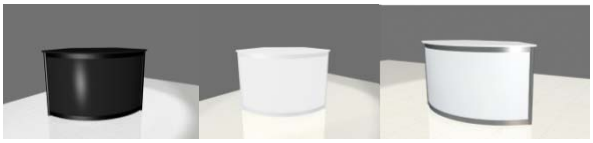
LC1 1Meter Wide LC2 1.5 Meters Wide LC3

Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	925.60	1203.30		
66283		LC2	5' L x 3' 6" H x 1' 9" D	1123.20	1460.15		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	682.75	887.60	Silver Only	

Reception Counters

RC2 RC3

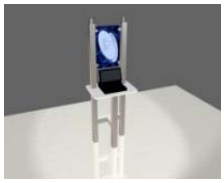


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	9"L x 2' 3"D x 3' 3"H x 2' 3	951.85	1237.40		
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	2064.75	2684.20		

Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1 CS2



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!

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	1200.75	1561.00		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	699.85	909.80		380mm x 580mm

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Total Counter Rentals: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name Contact Email Address

Please Sign

✖ Card Holder Signature _____

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Custom Product Display and Charging Stations

Order Deadline Friday, May 04, 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.

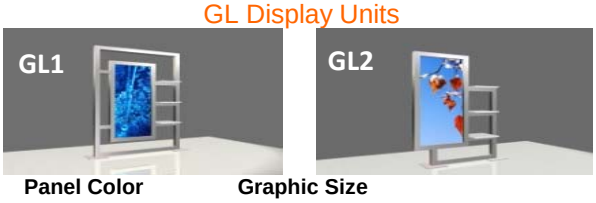
Choose Your Unit & Customize to Fit Your Products!

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

Product Displays

Gondolas

GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	6" L x 1' 9" D x 5' H x 1' 9"	648.55	843.10			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	641.15	833.50	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	1105.20	1436.75	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview

Square

Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	" L X 1' 9" D x 3' 3" H X 1' 9	1248.80	1623.45		
66272		Square	9" L x 1" 9" D x 7' H x 1" 9'	1347.80	1752.15		

Charging Units

SCS3

PCS

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	455.00	591.50		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	2121.60	2758.10	Black Only	250mm x 700mm

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Custom Product Display Rentals: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Fabex Booth Rentals

Order Deadline Friday, May 04, 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

Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	2482.50	3227.25
66558		FX2M1 10' w/Monitor	4491.00	5838.30

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	3037.65	3948.95
66562		FX2M1H 10' w/Monitor	5046.15	6560.00

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

10x20 Fabric Booth Rental Display

Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	4303.00	5593.90
66560		FX2M2 10' x 20' w/Monitor	6311.50	8204.95
66567		FX2H2 10' x 20'	4799.55	6239.40
66563		FX2M2H 20' w/Monitor	6808.05	8850.45

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

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

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

Total Fabex Rental: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Fabex Backlit Booth Rentals

Order Deadline Friday, May 04, 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.

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

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

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	2503.20	3254.15	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	3868.55	5029.10	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	5233.95	6804.15	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'

Don't forget to order Power for your backlighting!

FX 13- 8' h x 30'

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Total Fabex Backlit: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ BOOTH : _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Island Booth Rentals

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

Connect With Us!

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

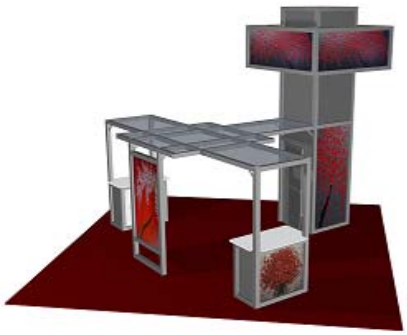
Order Deadline Friday, May 04, 2018

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

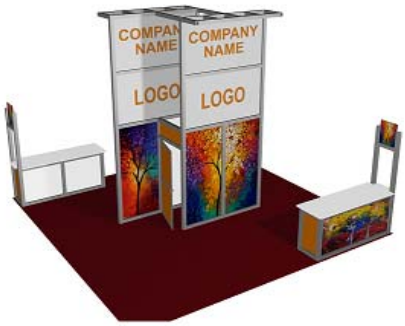
Turnkey Rental Designs Make Exhibiting Easier!

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

The Monroe



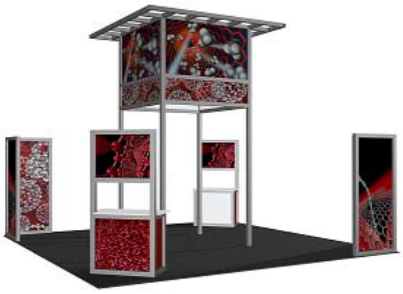
The Washington



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 Tyler

The Garfield



Code	Qty	Item	Discount	Regular
66494		The Monroe	9583.65	12458.75
66368		The Washington	13753.70	17879.80
66495		The Tyler	10234.85	13305.30
66496		The Garfield	10022.60	13029.40

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.

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 Island Rentals: $ _____

7.750% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

Connect With Us!

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

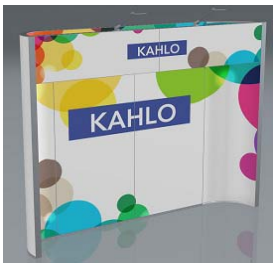
Artisan Exhibit Rentals

Order Deadline Friday, May 04, 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 Artisan Rentals

Van Gogh



Kahlo

Warhol

O'Keefe

Code	Qty	Item	Discount	Regular
66601		Van Gogh 10' x 10'	2671.30	3472.70
66602		Kahlo 10' x 10'	3239.75	4211.70
66604		Warhol 10' x 10'	4150.90	5396.15
66605		O'Keefe 10' x 10'	3514.90	4569.35

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

10x20 Artisan Rentals

DaVinci

Pollock

Banksy

Code	Qty	Item	Discount	Regular
66607		DaVinci 10x20 Rental	6495.50	8444.15
66608		Pollock 10x20 Rental	6226.35	8094.25
66609		Banksy 10x20 Rental	6862.40	8921.10

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 Artisan: $

7.750% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name Contact Email Address

Please Sign

✖ Card Holder Signature _____

Government Fleet Expo & Conference

San Diego Convention Center - San Diego, California

June 5 - 6, 2018

Event Code: C116560618

Order Deadline Friday, May 04, 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.

Connect With Us!

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Artisan Island Exhibit Rentals

20x20 Picasso

Code	Qty	Item	Discount	Regular
66610		Picasso 20x20	14126.45	18364.40

20x20 Rembrandt

Code	Qty	Item	Discount	Regular
66611		Rembrandt 20x20	19750.25	25675.35

Kiosks

Code	Qty	Item	Discount	Regular
66606		Monet Kiosk	1606.80	2088.85
66603		Dali Kiosk	2671.30	3472.70

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

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

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 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 Artisan Island: $ _____

7.750% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

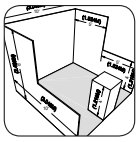
Please Sign

✖ Card Holder Signature _____

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Contents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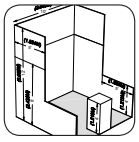
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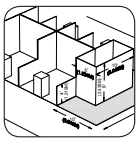
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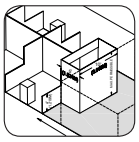
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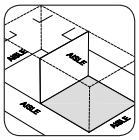
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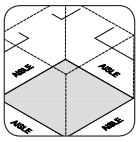
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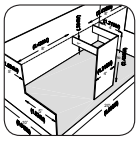
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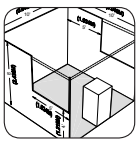
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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.

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Linear Booth

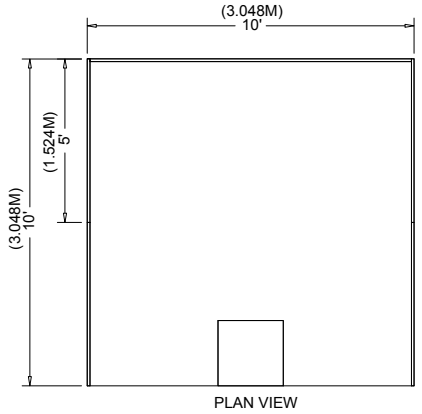
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

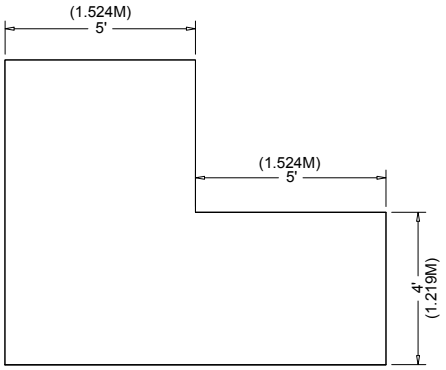
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



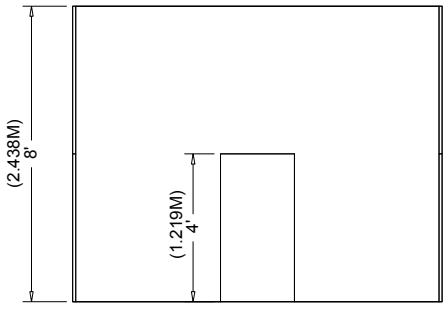
PLAN VIEW



LEFT SIDE VIEW

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



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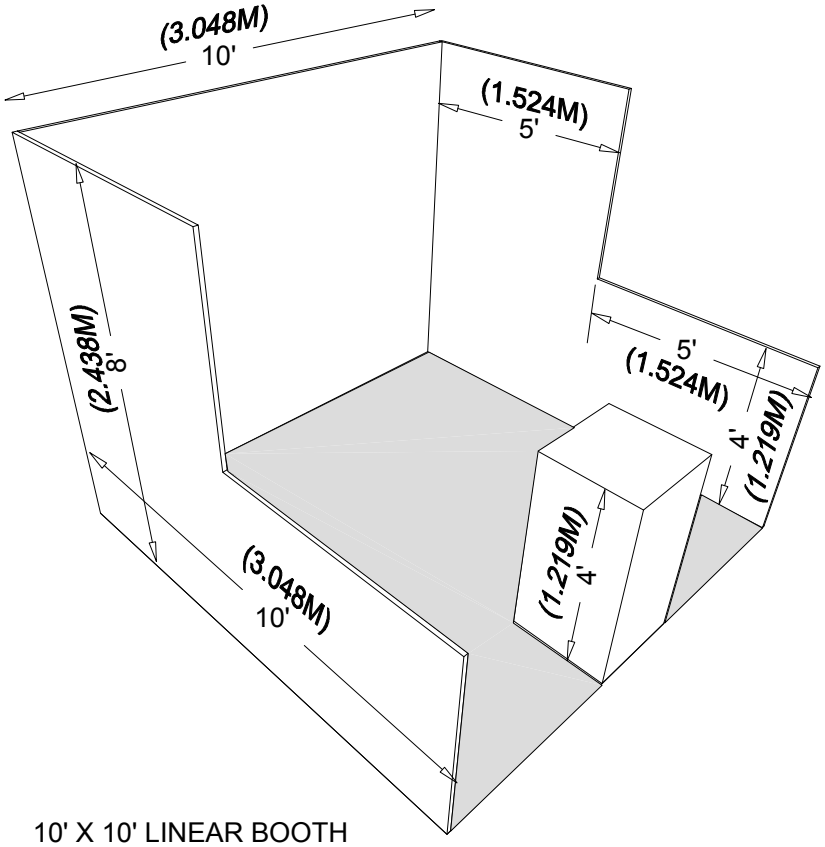

10' X 10' LINEAR BOOTH

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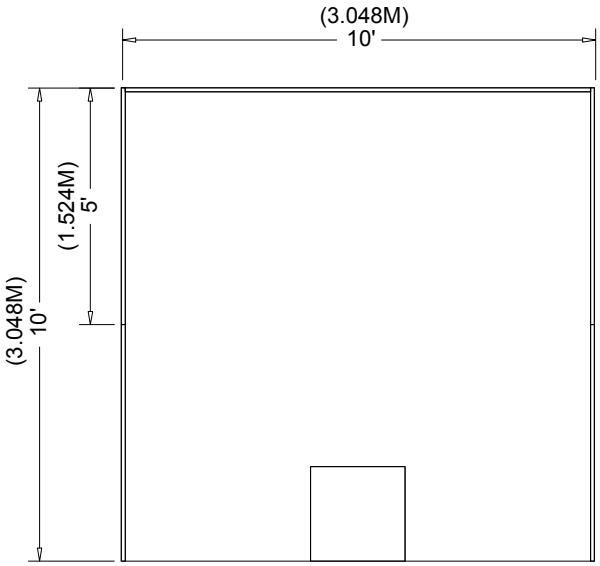
Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



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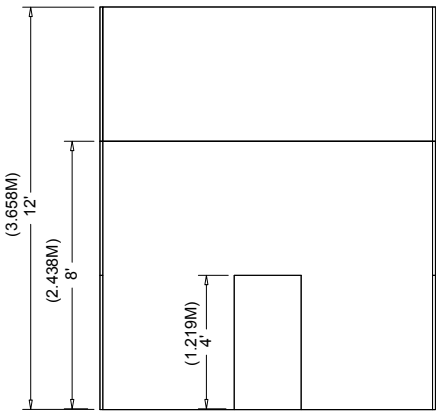

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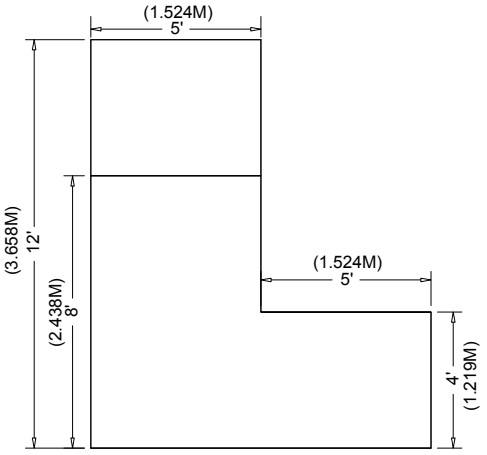
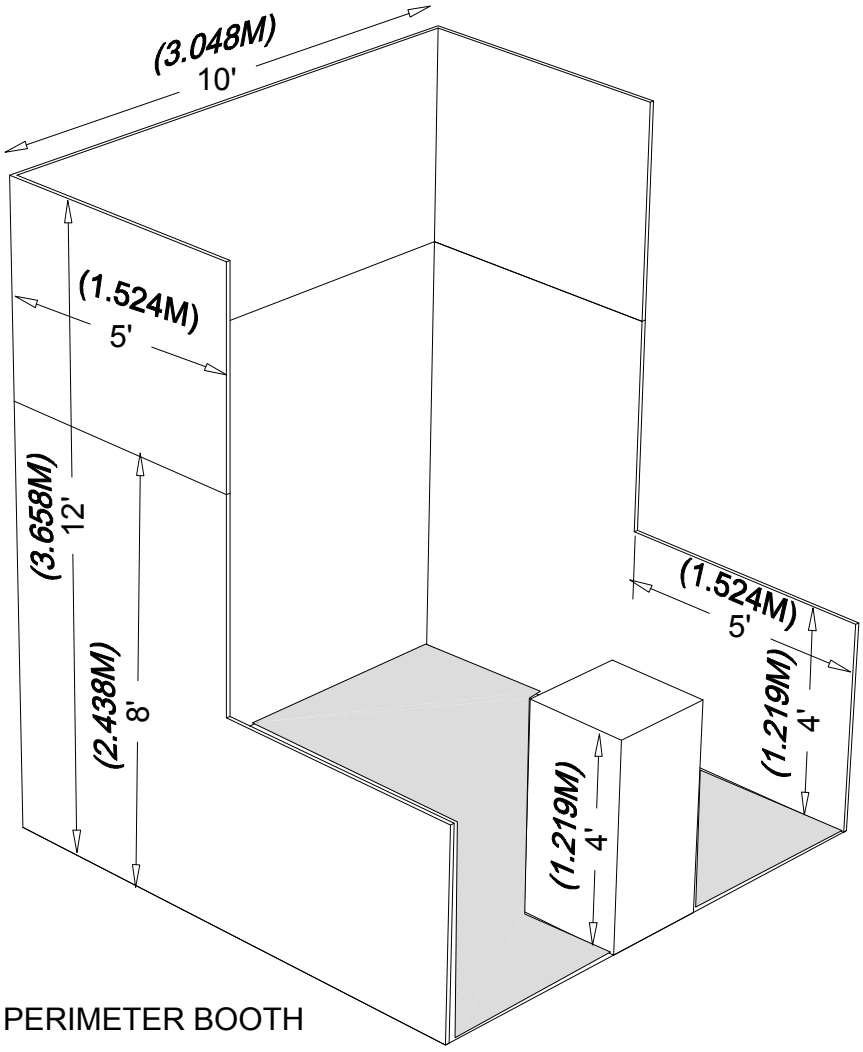


LEFT SIDE VIEW



10' X 10' PERIMETER BOOTH

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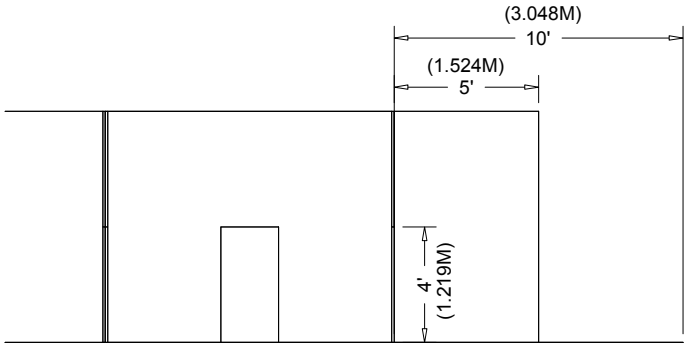
End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



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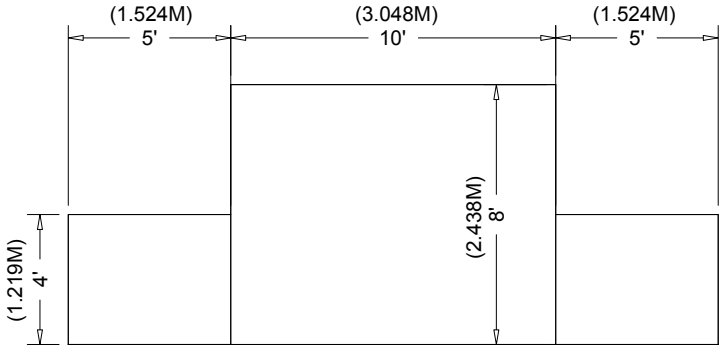

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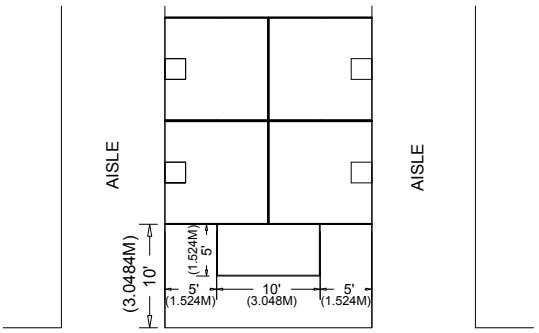
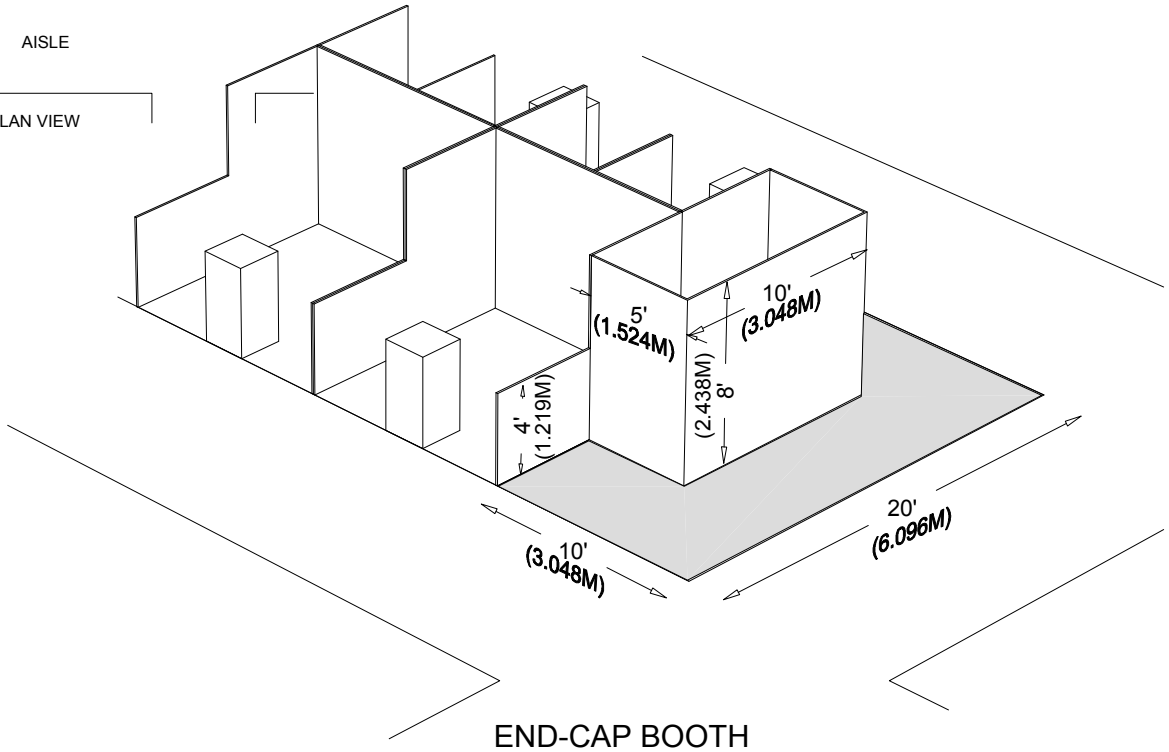


AISLE

PLAN VIEW



END-CAP BOOTH

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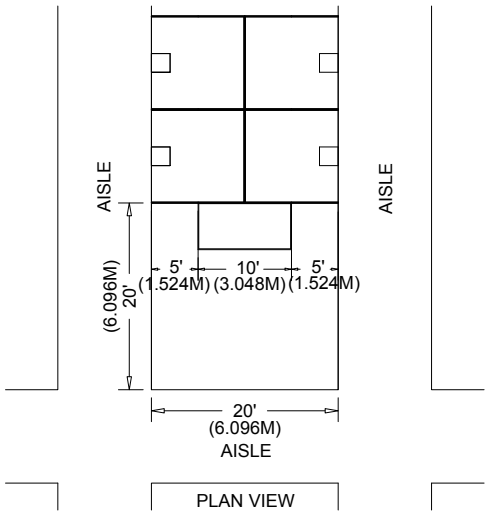
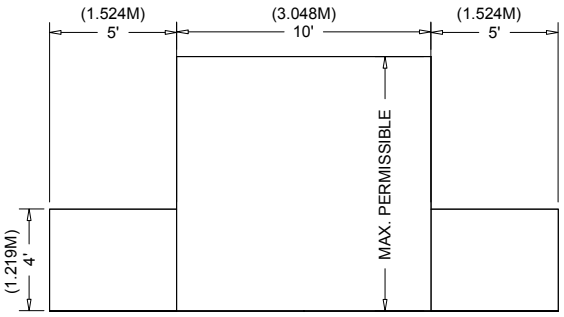
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."



Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



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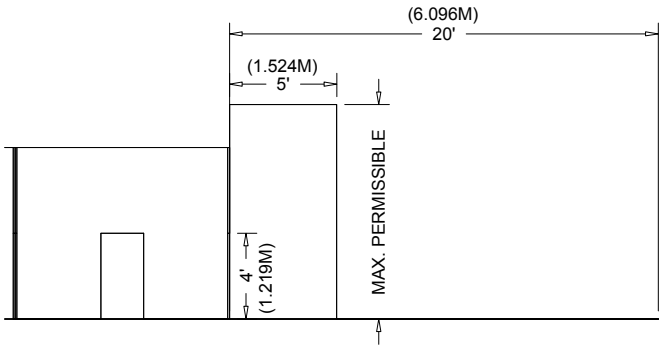

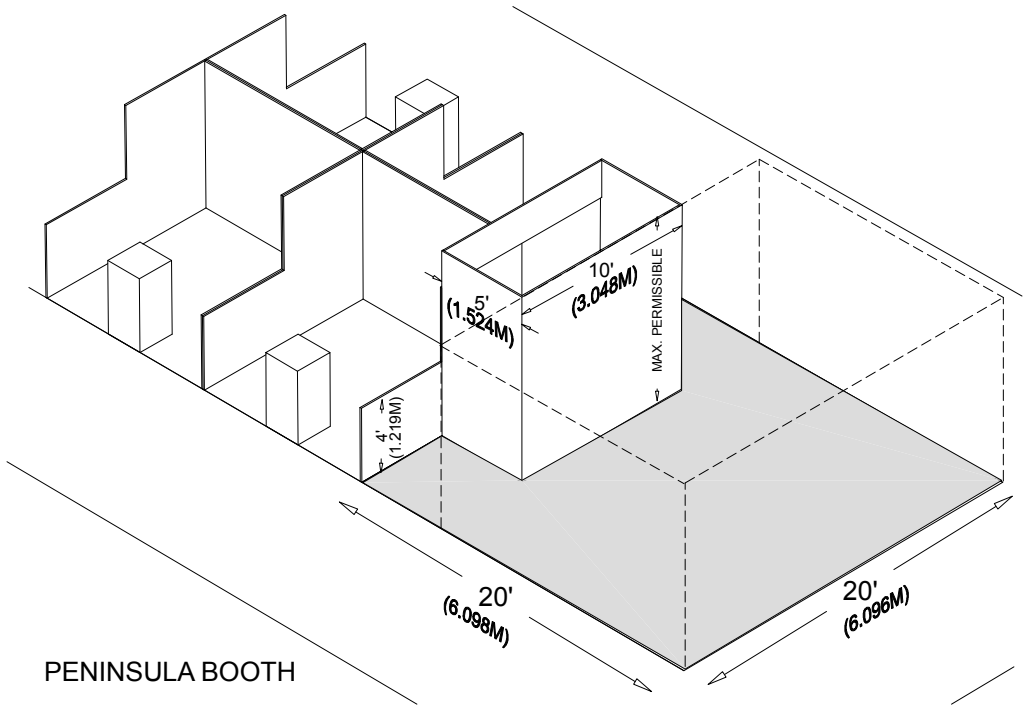

PENINSULA BOOTH

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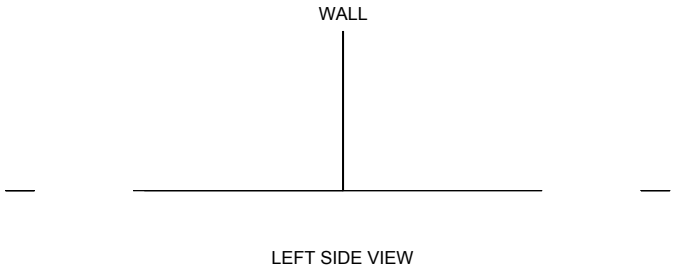
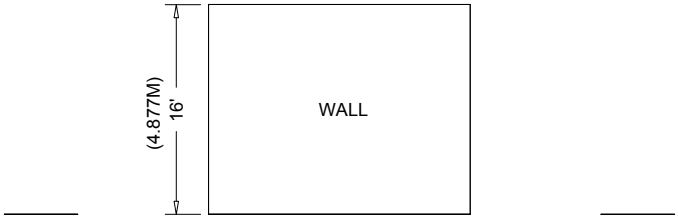
Split Island Booth

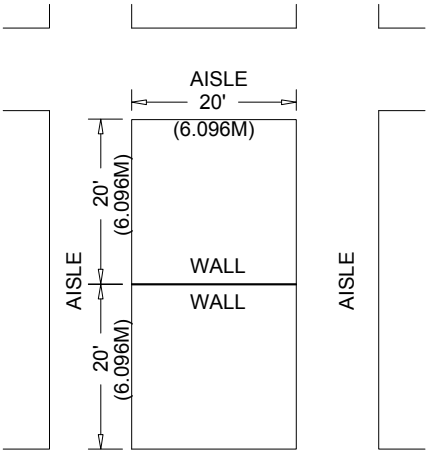
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

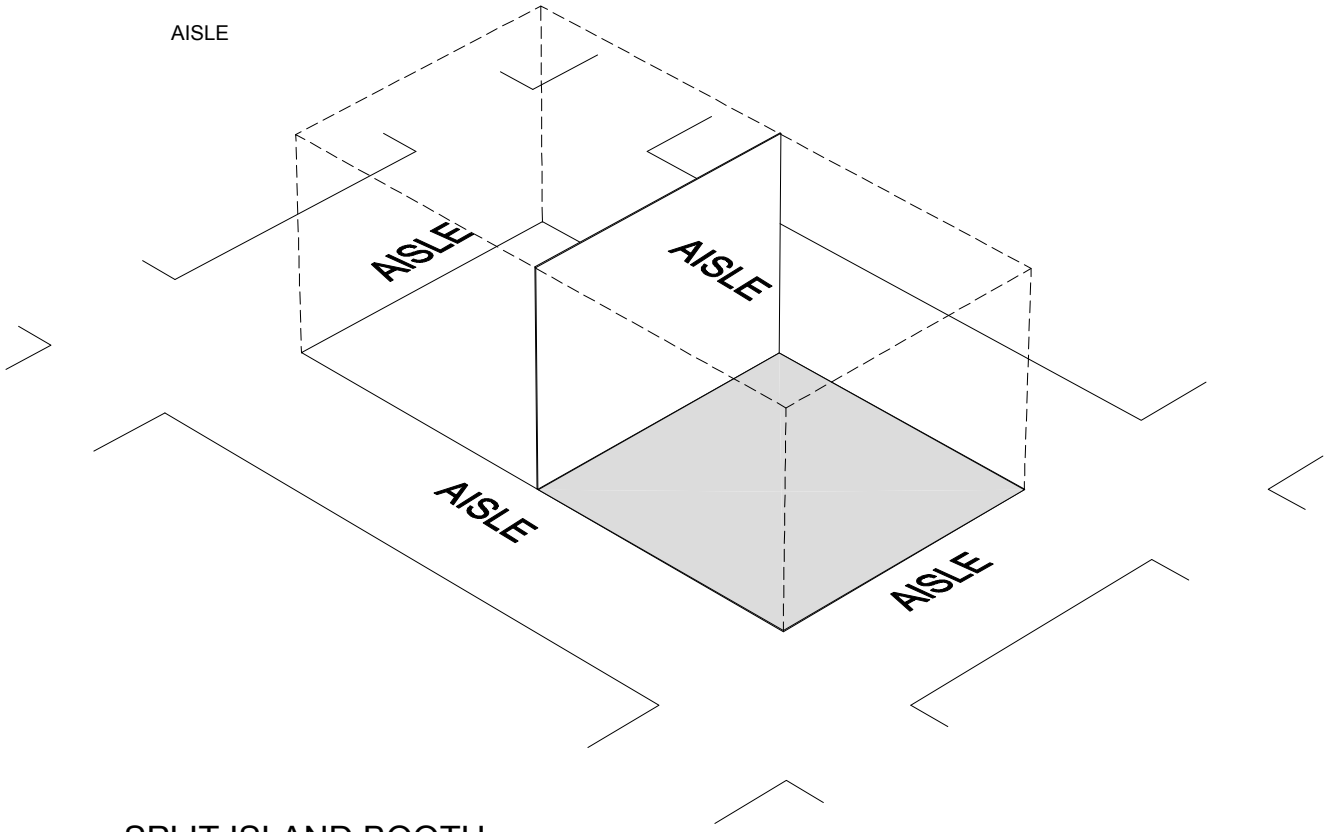


LEFT SIDE VIEW



FRONT VIEW





SPLIT ISLAND BOOTH

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Island Booth

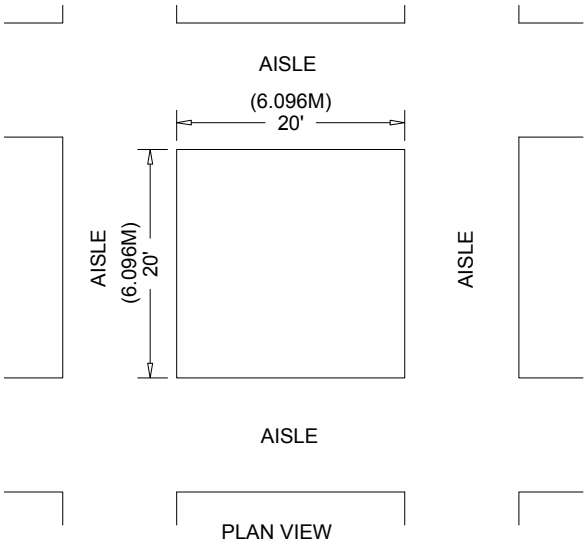
An Island Booth is any size booth exposed to aisles on all four sides.

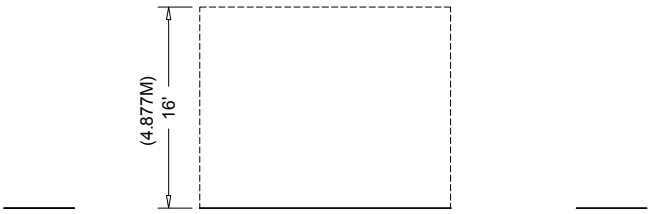
Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

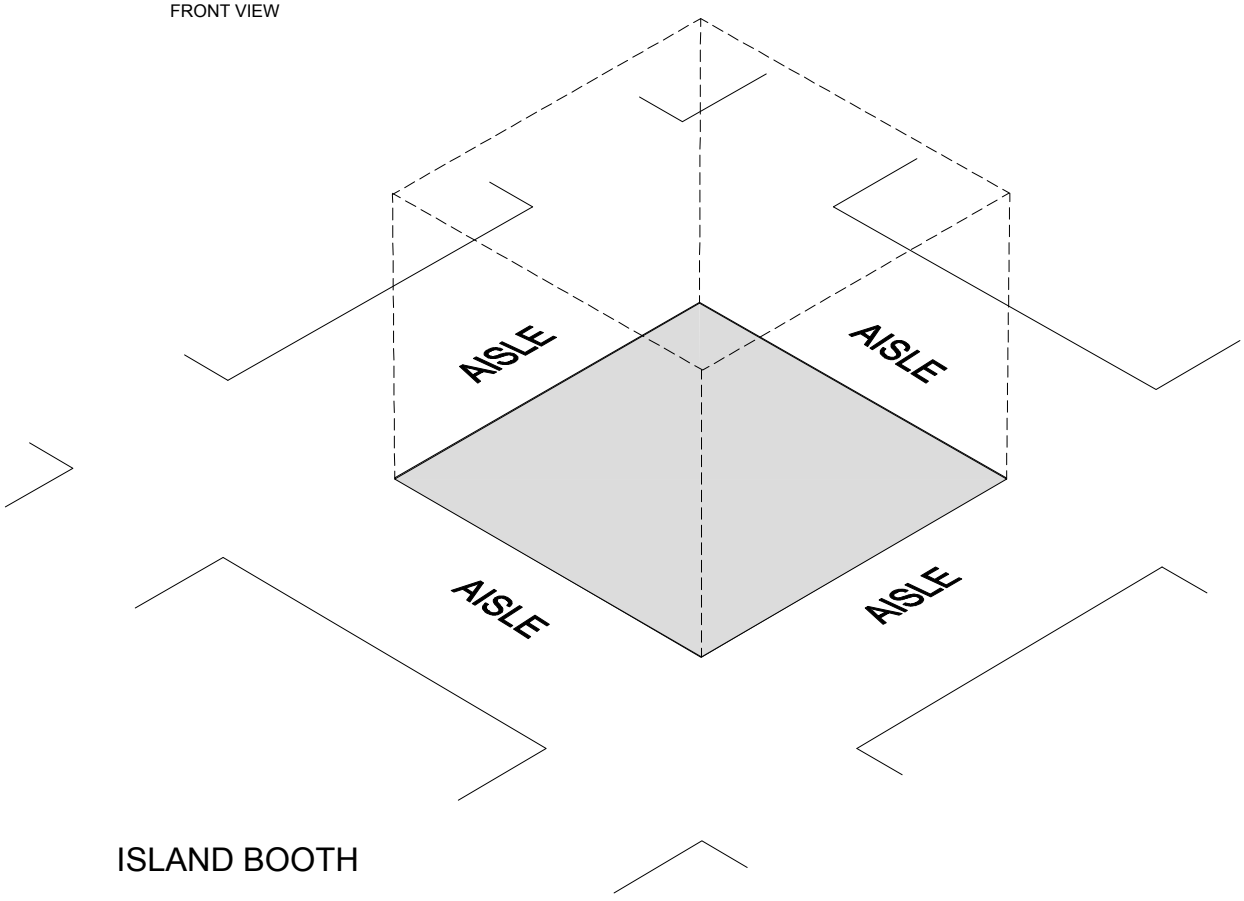
Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.





FRONT VIEW



ISLAND BOOTH

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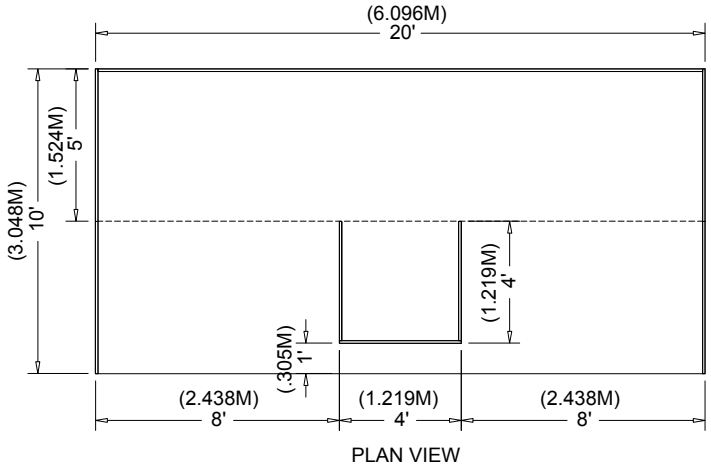
Extended Header Booth 20ft (6.10m) or Longer

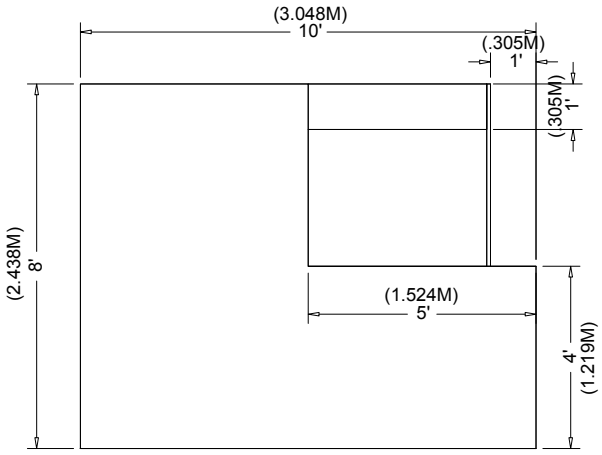
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

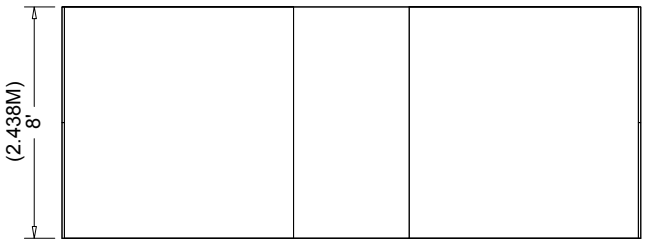
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

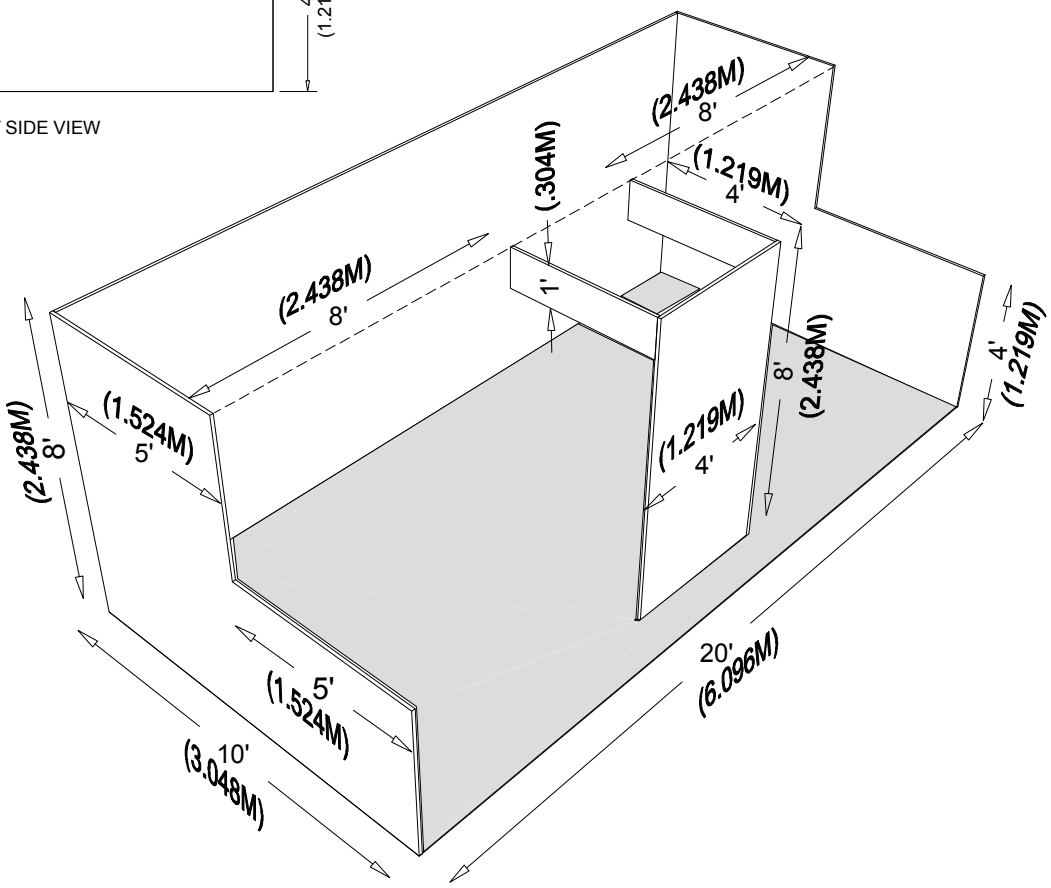


PLAN VIEW



LEFT SIDE VIEW





10' X 20' EXTENDED HEADER BOOTH

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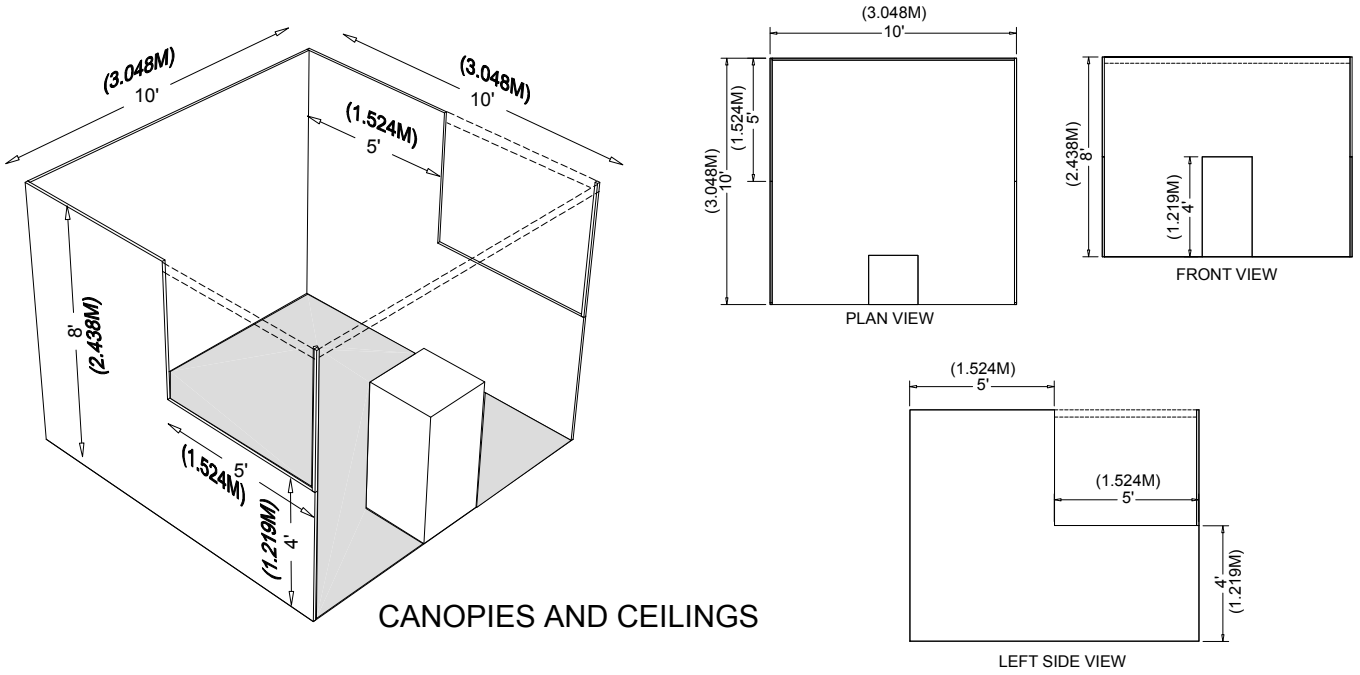
Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

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Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

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Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

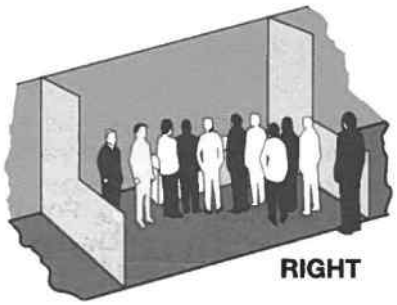
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

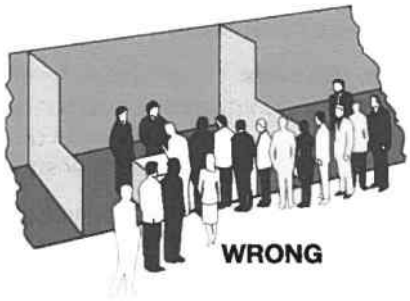
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.





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Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at **www.osha.gov** for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

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Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

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Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large Peninsulas and Islands with long high walls can create a "tunnel-like" effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

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12700 Park Central Drive, Suite 308
Dallas, TX 75251-1500
USA

www.iaee.com

ORDER INSTRUCTIONS

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

A. Electrical Order

B. Motor Power—Order electrical services for motor power. If unsure, please call EDLEN.

C. Lighting Order

Step 3 Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.

A. What electrical work in your booth space needs to be performed by Edlen Electricians.

B. How power is delivered to your booth in the facility (from the floor or ceiling).

C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required
Forms include the following:

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. **Motor Power**
This form is used for the distribution of power on the floor or ceiling your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required for motor power in the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

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FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** $50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:			
CHECK #:			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL:	THIRD PARTY PAYMENT? YES or NO		

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.

ELECTRICAL ORDER

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

E ☐ M ☐ **Advance Payment Deadline Date: 05/14/18**

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

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

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			140.00	210.00	
1000 WATTS (10 AMPS)			251.00	377.00	
1500 WATTS (15 AMPS)			305.00	458.00	
2000 WATTS (20 AMPS)			323.00	485.00	
MISC. REQUIREMENTS					

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		26.00	26.00	
POWER STRIP		26.00	26.00	

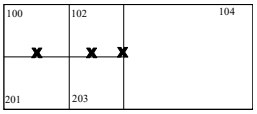
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

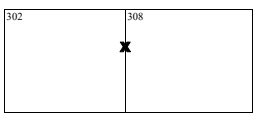
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

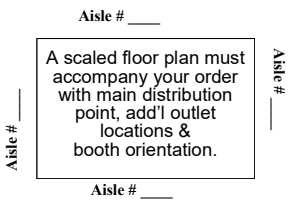
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



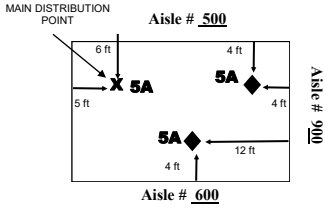
(IN-LINE BTHS) (PENINSULA)



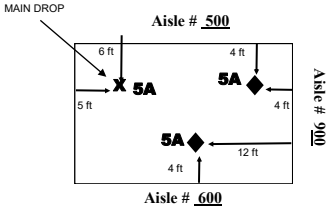
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 05/14/18

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form
There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. **Motor Power**
This form is used to estimate electrical labor required for motor power in your booth.

Step 3 Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Hardwiring of any electrical apparatus
6. Installation of all overhead static lighting
7. Assembly & installation of all lighting attached to truss

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   - A. The electrical layout must indicate each power outlet and its location with exact measurements.
   - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
   - A. Date:_____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   - A. Describe flooring:_____
   - B. Estimated date and time flooring installation will begin. Date:_____ Time:_____
4. Show site supervisor:

   Name _____ Cell # _____

   Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$120.00	
	OT	$240.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:

LIGHTING ORDER

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

E ☐ M ☐ **Advance Payment Deadline Date: 05/14/18**

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)

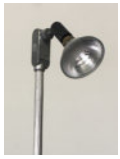
Call for a Quote. Composite crew required. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install, remove & focus once. Please add labor according to need.

* Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	302.00	453.00		250.00		120.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Pole lights are placed along the side rail or back wall of inline booths.
* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	140.00	210.00		120.00						
8 FT POLE WITH 2 LIGHTS	186.00	279.00		120.00						

* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	130.00	195.00		120.00						

TRACK LIGHTING (Price includes power for the fixture)

Rates below are a Per Fixture cost. Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Call to discuss HANGING options for track lighting.
* Track is black with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	00.00	00.00		00.00		N/A				N/A
4' TRACK WITH 3 FIXTURES	00.00	00.00		00.00		N/A				N/A
4' TRACK WITH 4 FIXTURES	00.00	00.00		00.00		N/A				N/A
ADDT'L MR 16 LIGHT FIXTURES	00.00	00.00		N/A		N/A				N/A

FLOOR PLAN
Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

ELECTRICAL LAYOUT

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN HALL ____ & THE CEILING IN HALL ____

Power is delivered from a floor port or dropped from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _____

OUTLET LEGEND

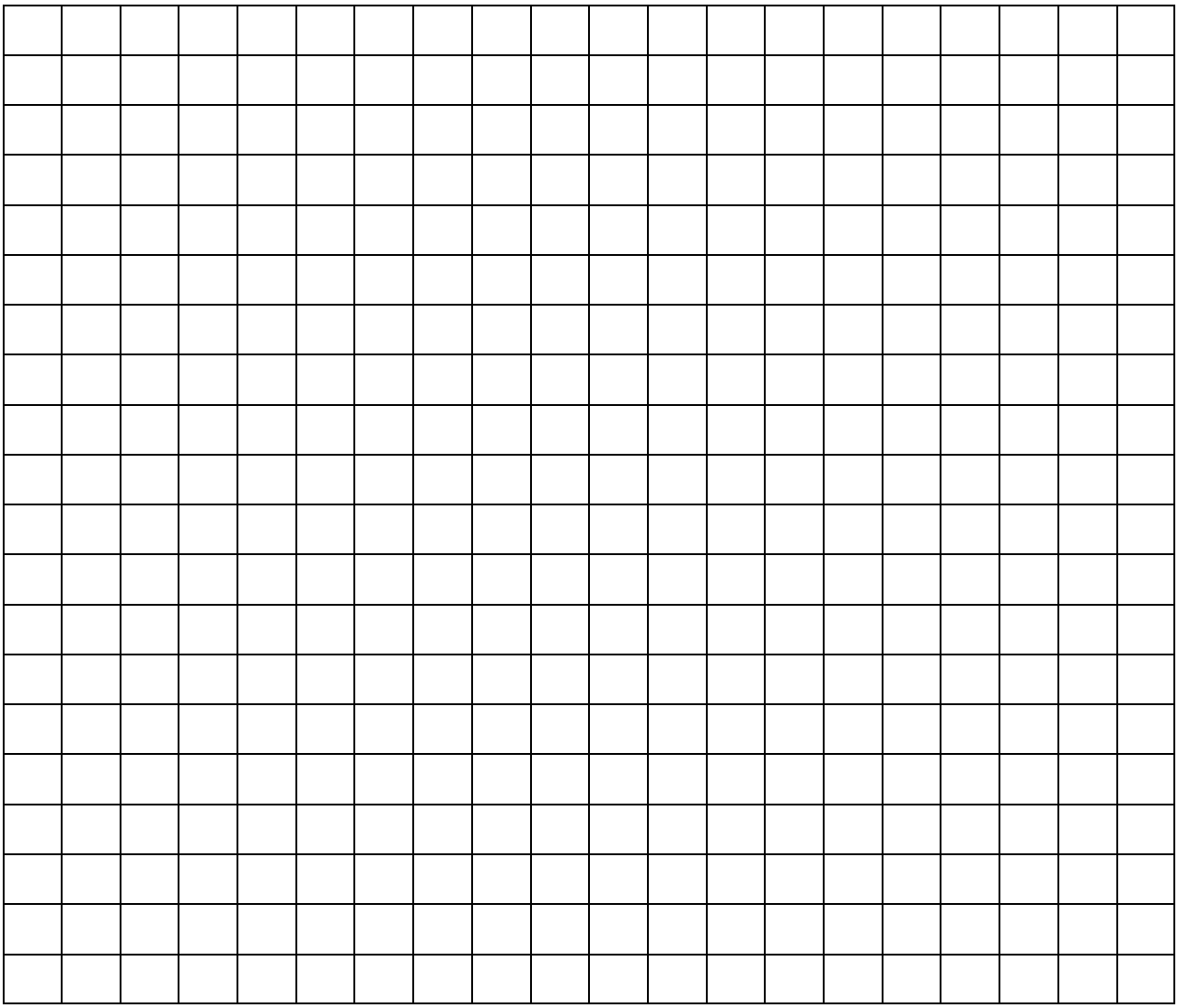
X = Main Distribution Point
▲ = 5amp/500 watt
◆ = 10amp/1000 watt
★ = 15amp/1500 watt
● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



METHOD OF PAYMENT

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

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DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** $50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:			
CHECK #:			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL:	THIRD PARTY PAYMENT? YES or NO		

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.

ELECTRICAL ORDER

EDLEN
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E ☐ M ☐ **Advance Payment Deadline Date: 05/14/18**

EXHIBITOR:		**BTH #**	
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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

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

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			140.00	210.00	
1000 WATTS (10 AMPS)			251.00	377.00	
1500 WATTS (15 AMPS)			305.00	458.00	
2000 WATTS (20 AMPS)			323.00	485.00	
MISC. REQUIREMENTS					

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		26.00	26.00	
POWER STRIP		26.00	26.00	

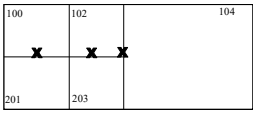
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

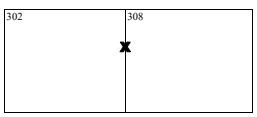
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

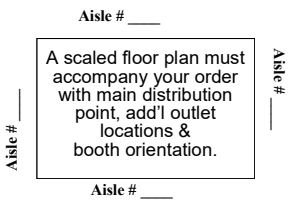
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



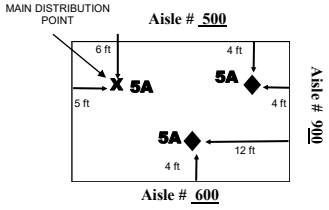
(IN-LINE BTHS) (PENINSULA)



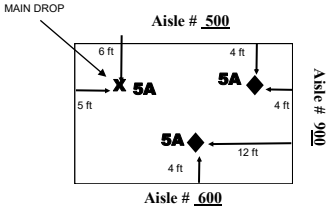
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 05/14/18

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form
There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. **Motor Power**
This form is used to estimate electrical labor required for motor power in your booth.

Step 3 Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Hardwiring of any electrical apparatus
6. Installation of all overhead static lighting
7. Assembly & installation of all lighting attached to truss

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   - A. The electrical layout must indicate each power outlet and its location with exact measurements.
   - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
   - A. Date:_____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   - A. Describe flooring:_____
   - B. Estimated date and time flooring installation will begin. Date:_____ Time:_____
4. Show site supervisor:

   Name _____ Cell # _____

   Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$120.00	
	OT	$240.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:

LIGHTING ORDER

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

E ☐ M ☐ **Advance Payment Deadline Date: 05/14/18**

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)

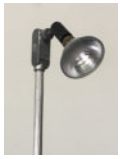
Call for a Quote. Composite crew required. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install, remove & focus once. Please add labor according to need.

* Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	302.00	453.00		250.00		120.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Pole lights are placed along the side rail or back wall of inline booths.
* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	140.00	210.00		120.00						
8 FT POLE WITH 2 LIGHTS	186.00	279.00		120.00						

* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	130.00	195.00		120.00						

TRACK LIGHTING (Price includes power for the fixture)

Rates below are a Per Fixture cost. Pricing = Light rental + 2 hours labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Call to discuss HANGING options for track lighting.
* Track is black with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	00.00	00.00		00.00		N/A				N/A
4' TRACK WITH 3 FIXTURES	00.00	00.00		00.00		N/A				N/A
4' TRACK WITH 4 FIXTURES	00.00	00.00		00.00		N/A				N/A
ADDT'L MR 16 LIGHT FIXTURES	00.00	00.00		N/A		N/A				N/A

FLOOR PLAN
Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

ELECTRICAL LAYOUT

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Ave., San Diego, CA 92102
Phone: (619) 696-6625 Fax: (619) 696-7762
sandiego@edlen.com

Advance Payment Deadline Date: 05/14/18

EXHIBITOR:		**BTH #**	
EVENT:	**GFX 2018**		
FACILITY:	**SAN DIEGO CONVENTION CENTER**		
DATES:	**JUNE 5-6, 2018**	EVENT #068008SD	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN HALL ____ & THE CEILING IN HALL ____

Power is delivered from a floor port or dropped from the ceiling to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _____

OUTLET LEGEND

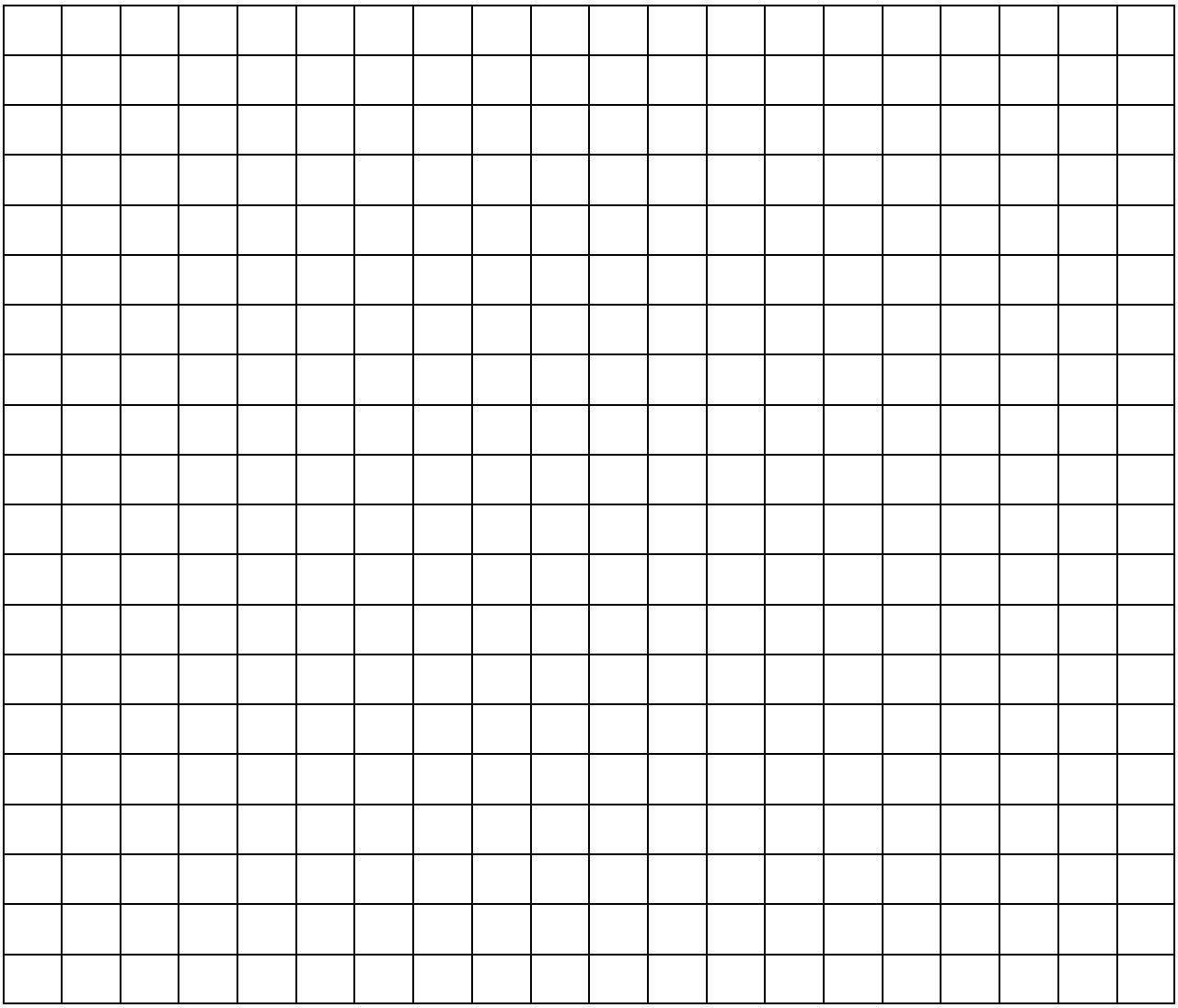
X = Main Distribution Point
▲ = 5amp/500 watt
◆ = 10amp/1000 watt
★ = 15amp/1500 watt
● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

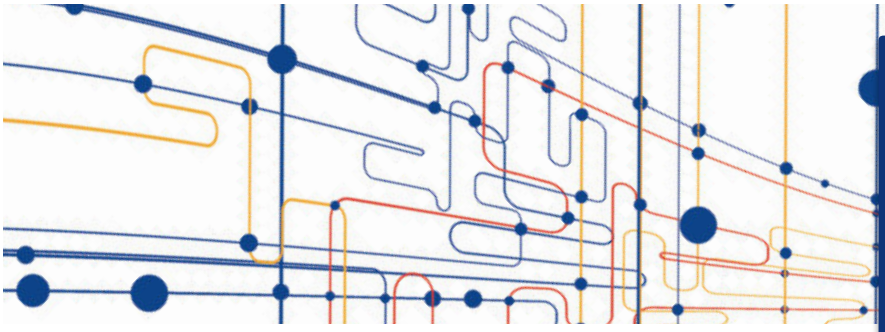
Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Smart City Wireless Services

San Diego Convention Center



WiFi Connection Guide

• Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*

• If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

• If you have already created an account and are returning for an additional session, click LOGIN.

*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

• **Exhibitor Internet**

Available in Exhibit Halls and Sail Pavilion only. Not available in common areas (hallway, meeting rooms, or lobby areas).

*Connectivity speeds up to 1.54Mbps up/1.54Mbps down.

5 GHz wireless frequency only

- 1 day for $79.99
- 3 day for $159.99
- 5 day for $239.99

• **Instant Internet**

Available in all Lobby areas, Meeting Rooms and Sail Pavilion only (unless used as an Exhibit Hall.)

Not available in Exhibit Halls A – H.

*Connectivity speeds up to 768k up/768k down.

- 1 day for $12.95

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

• **Complimentary WiFi**

Available in all lobby space only.

Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 619-525-5500 or visit us online at www.smartcitynetworks.com

ELITeXPO

SHIP WITH CONFIDENCE

Official Carrier

Government Fleet 2018

June 4th - 6th, 2018

San Diego Convention Center - San Diego, CA

- Multiple Shipping Services to Fit Any Budget
- Personal A/E to Assist with Shipment Coordination
- Pre-printed Shipping Documents
- E-mail Shipment Status Updates and Online Tracking
- All-Risk Insurance for Exhibit Freight and Plasma Monitors
- Storage Available Between Shows
- Onsite Representation and Service Desk
- No-wait Time Charges Into or Out of Show

ELITeXPO

www.elitexpo.com **800.543.5484**

Government Fleet 2018
June 4th - 6th, 2018
San Diego Convention Center - San Diego, CA

ELITeXPO

OFFICIAL AIR & VAN LINE CARRIER

Schedule your Quote/Pick Up using any of these options:

WEB: www.elitexpo.com
FAX: 847-531-7084
EMAIL: sales@elitexpo.com
CALL: 800-543-5484

Quote/Shipping Request

FREIGHT

Shipper Contact	
Phone # / Fax #	
Email	

FROM		TO	
Company		Company	
Event Name*		Event Name *	
Hall Name *		Hall Name *	
Scientific Exhibit #		Scientific Exhibit #	
Address		Address	
City,St.,Zip		City, St.,Zip	
Contact		Contact	
Phone #	Fax #	Phone #	Fax #
Pick Date: / /	Time:	Delivery Date:	Time:

Special Instructions:

Pieces	Description of Articles, Special Marks, and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Must count pieces)			
	Carpet			
	Carpet Padding			
	TOTALS			

IMPORTANT INSURANCE INFORMATION
PLEASE READ NOW !!!

Min cargo liability agreed to be not more than .50/lb. Or $50.00 whichever is greater, unless a higher amount is requested and additional All Risk Insurance charges are paid thereon. Please contact an ELITeXPO sales rep to discuss the benefits in purchasing additional insurance.

Service Requested

Check One		Payment			
	Next Day		ELITeXPO Acct. #		
	Second Day		*CREDIT CARD*	Account #	Exp. Date
	3 - 5 Day Economy		American Express		
	Van Line Service		Master Card		
	Other:		Discover		
			Visa		

	Request Pre-Printed Address Labels and Shipping Form
	Schedule return shipment

Cardholder's Name

Signature

COMMENTS

For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ELITeXPO Account Rep. Please complete the information above.

EXHIBITOR CLEANING INFORMATION

SHOW & CONTACT INFORMATION

Orders processed online at: https://boothcleaning.sdccc.org

Phone: 619.525.5468 | Email: boothcleaning@visitsandiego.com

Show: Government Fleet Expo GFX-2108 Discount Deadline: May 14th, 2018

PRICE LIST

The San Diego Convention Center Corporation (SDCCC) is the exclusive cleaning contractor. Exhibitor Appointed Contractors (EAC's) are not permitted to provide this service. Discount available for services ordered fourteen (14) days before first day of move in. Cost of Cleaning Services will be invoiced on the total area of your booth. Due to material and labor costs, orders cancelled before move-in will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

Description	Discount Price	Regular Price
Vacuum Per Day (per sq. ft. per day)	$0.44	$0.66
Porter Service: SDCCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering are required to order porter service. Calculated by total booth size.		
0-500 sq. ft. booth size	$110.00	$144.00
501-1500 sq. ft. booth size	$121.00	$174.00
1501-3000 sq. ft. booth size	$145.00	$209.00
Porter Service Labor: Continuous labor presence in booth charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.		
Continuous labor	$52.00	$74.88

Additional services can be ordered at the service desk on the first day of exhibitor move-in.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Service Desk. SDCCC will be unable to adjust invoices after the close of the show.

SAN DIEGO CONVENTION CENTER

Term and Conditions/Payment Policy

1. **San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services.** This includes but is not limited to Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing and Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
    a. **Exemptions:** Typical wiping/cleaning of booth displays, equipment, fixtures, display cases and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or General Service Contractors ("GSC").
2. **Discount Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **On-Line orders placed within 14 days of move-in or on-site after show move-in will be priced at the on-site rate.**
3. **Conditions for processing service order form for on-time service: (a)** Full payment for service (s) must be made at time of order. **(b)** Booth number(s) must be identified at time of order. **(c)** Orders for requested service must be completed on-line or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request can't be accomplished then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
4. Exhibitor has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or GSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move in will be charged **100%.**
6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.
7. Credit will not be given for services already completed.
8. Order form prices are based upon current rates and are subject to change without notice.
9. SDCC accepts payments in US dollars with the following Credit Cards; (AmEx, MasterCard, Visa).
10. Any refunds due in the amount of $10.00 or less will not be refunded.

LIMITATION OF LIABILITY

Limited Warranty. SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services ("the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SDCC of such fact, by written notice prior to close of the Show/Event, and, as Customer's sole and exclusive remedy, SDCC will either: (a) replace the Services to correct any defects in performance without any additional charges to you, or (b) in the event that such replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SDCC for the services hereunder with respect to such calendar year.

The foregoing warranties will not apply to the extent that: (a) the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

DISCLAIMER OF WARRANTY. THE FOREGOING CONSTITUTE SDCC's ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MECHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Indemnification.

Customer agrees to indemnify, defend, and hold harmless SDCC, The City of San Diego, The San Diego Unified Port District and its current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorney's fees) brought by a third party arising out of, or in connection with a breach of Customer's representations, warranties, covenants and agreements set forth in the Customer Contract to the extent attributable to Customer's negligence or willful misconduct.

In claiming any indemnification hereunder, The SDCC shall promptly provide Customer with written notice of any claim which SDCC believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so choses, provided that SDCC may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC shall not be final without SDCC's written consent, which shall not be unreasonably withheld.

The terms of these provisions shall survive the expiration or termination of the Customer Contract.

LIMITATION OF LIABILITY. EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCCS ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES OF UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THOSE DEFICIENT SERVICES.

THE FOREGOING LIMITATION IS A FUNDAMANTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.

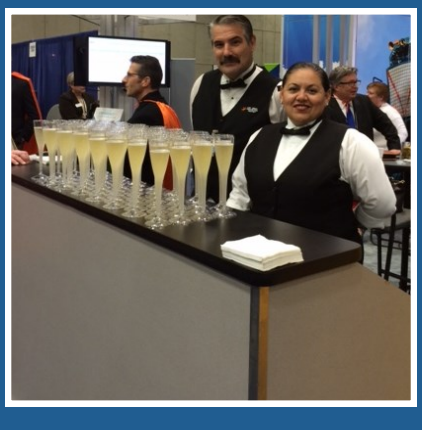
NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

The San Diego Convention Center Welcomes

GFX GOVERNMENT FLEET EXPO & CONFERENCE

We look forward to assisting you with all of your food and beverage needs during your event scheduled

June 5th-June 6th, 2018



AVOID LATE ORDER FEES:

Ordering Deadline Date is

Monday May 28, 2018

Please contact Mary Forney at 619-525-5818 or

email: mary.forney@visitsandiego.com

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the San Diego Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.** This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.

SAN DIEGO
convention center

BOOTH CATERING GUIDE

2018

06.06.2017

VISITSANDIEGO.COM

GENERAL INFORMATION

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

POLICIES

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department. THIS INCLUDES BOTTLED WATER.
- Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to Centerplate.
- Initial order, as well as additional services ordered on site, will be billed to the customer's credit card.
- A 20% service charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.
- Disposable service ware is used on all food and beverage functions on the Exhibit floor.
- A $30.00++ "Trip Charge" will apply for each food and beverage delivery.
- Centerplate requires that a SDCCC Bartender dispense all alcoholic beverages.
- Menu items and prices are subject to change without notice.
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

CANCELLATION POLICY

- Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

STAFFING

BOOTH ATTENDANT*	$30.00 PER HOUR
BARTENDER*	$30.00 PER HOUR
CHEF*	$75.00 PER HOUR
DELIVERY FEE	$30.00 PER TRIP

* Requires a 4 hr. minimum

EXHIBITOR BOOTH CATERING DOES NOT SUPPLY TABLES FOR YOUR BOOTH.
YOU MUST ORDER THESE THROUGH YOUR SERVICE CONTRACTOR.

Please be advised that all food and beverage items in the exhibit halls must be purchased through the booth catering department –this includes bottled water.
To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event
A $30.00++ delivery fee will be applied to all orders.

BEVERAGES

COFFEE SERVICE

FRESHLY BREWED COFFEE* (gallon) $65.00
Freshly Brewed Coffee, Decaffeinated Coffee or Hot Teas (Black and Herbal)

FRESHLY BREWED STARBUCKS COFFEE* (gallon) $75.00
Freshly Brewed Starbucks Coffee, Decaffeinated Starbucks Coffee or Hot Teas (Tazo)

**Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins*
**Price per Gallon, 3-gallon minimum required..*

BEVERAGE SERVICE

ASSORTED CANNED SODA*	$96.00
AQUAFINA BOTTLED SPRING WATER*	$96.00
BOTTLED SPARKLING WATER*	$108.00
ASSORTED BOTTLED FRUIT JUICES*	$114.00
ASSORTED GATORADE* (20 oz.)	$140.00
ICED TEA***	$45.00
LEMONADE***	$45.00
ASSORTED JUICES*** Orange, Cranberry, or Grapefruit	$45.00

** (24) Beverages per case, (1) Case Minimum Required*
**** Price per gallon, (3) Gallon Minimum Required.*

A $30.00++ delivery fee will be applied to all above orders.

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3.5 gallon) — $185.00
Choice of flavors: Strawberry, Lemon, Red Raspberry, Peach, Mango or Red Raspberry Pomegranate infused with seasonal Fresh Fruit

INFUSED ICED TEA* (3.5 gallon) — $240.00
Choice of flavors: Red Raspberry, Red Raspberry Pomegranate, Peach, Mango or Passion Fruit infused with seasonal Fresh Fruit

INFUSED LEMONADE* (3.5 gallon) — $240.00
Red Raspberry, Red Raspberry Pomegranate or Strawberry infused with seasonal Fresh Fruit

**Delivered in a 3.5 gallon decorative infusion jar, includes disposable cups and napkins.*
Approximately 50 /7oz cups per container
Exhibitor to provide: Table or counter

WATER SERVICE

WATER DISPENSER — $55.00
Rental price per day. Rental Begins on first day of delivery, not first day of usage. Client must have a space that has (1) regular wall socket available for electrical power. Requires 100 volt, 15 amp electrical service.

(3) GALLON JUG OF WATER — $35.00

ICE (Price per 40 Pounds) — $30.00

A $30.00++ delivery fee will be applied to all above orders.

BREAKFAST (10 person minimum required)

CONTINENTAL BREAKFAST $18.75
Assorted Fruit Juices
Freshly Baked Breakfast Pastries and Muffins
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

BREAKFAST ENHANCEMENT (Not offered a la carte)

ENGLISH MUFFIN BREAKFAST SANDWICH
with Scrambled Eggs, Pork Sausage and Cheddar Cheese $6.75

FROM THE BAKERY Price per dozen; (3) dozen minimum required

ASSORTED DANISH	$49.00
ASSORTED MUFFINS	$46.00
ASSORTED DONUTS	$46.00
ASSORTED BISCOTTI	$45.50
ASSORTED SCONES	$48.00
ASSORTED BAGELS WITH CREAM CHEESE	$49.00
FRESHLY BAKED COOKIES	$39.00
FRESHLY BAKED BROWNIES	$42.00
GOURMET CUPCAKES	$68.00
CENTERPLATES SIGNATURE CHOCOLATE DIPPED CRANBERRY MACAROONS	$43.00
CHOCOLATE DIPPED STRAWBERRIES	$45.00

SHEET CAKES
(Choice of fruit or cream filling – Includes disposable cake knife, plates, forks and napkins)

FULL SHEET CAKE* (80 SLICES)	$475.00
HALF SHEET CAKE* (40 SLICES)	$250.00

**Custom Artwork available starting at $200.00++; pricing may vary depending on intricacy of logo/design. Contact your Catering Sales Manager for more information.*

A $30.00++ delivery fee will be applied to all above orders.

FROM THE PANTRY

DOMESTIC CHEESE DISPLAY WITH CRACKERS (Serves 20 guests)	$170.00
SEASONAL VEGETABLE CRUDITÉ WITH DIP (Serves 20 guests)	$160.00
SLICED FRESH FRUIT	$140.00
WHOLE FRESH FRUIT (Serves 20 guests)	$60.00
POTATO CHIPS AND DIP (Serves 20 guests)	$140.00
TORTILLA CHIPS WITH PICO DE GALLO (Serves 20 guests)	$120.00
MIXED NUTS (2 pounds)	$88.00
TRADITIONAL SNACK MIX (2 pounds)	$48.00
MINTS (2 pounds)	$56.00
PRETZEL TWISTS (2 pounds)	$42.00
GRANOLA BARS (24 individual bars)	$90.00
ASSORTED INDIVIDUAL BAGS OF CHIPS	$3.00

A $30.00++ delivery fee will be applied to all above orders.

BUFFET LUNCHEON (Minimum of 10 guests)

GOURMET DELI BUFFET $47.00
Assorted Pre-made Sandwiches –Turkey, Roast Beef, Vegetarian and Submarine
Mustard and Mayonnaise, Chef's Selection of Deli Salad, Assorted Bags of Individual
Chips, Assorted Whole Fruit and Assorted Cookies

BOX LUNCHEON (10 box lunch minimum required)

BOX LUNCH $27.75
Choice of Turkey, Roast Beef or Vegetarian Sandwich
Served with Individual Bag of Chips, Freshly Baked Cookie and Canned Soda

GOURMET WRAP BOX LUNCH $30.00
Southwest Roast Beef Wrap with Grilled Peppers, Grilled Turkey with Pesto Wrap or
Grilled Vegetable Wrap
Served with Gourmet Potato Chips, Pasta Salad, Gourmet Brownie and Canned Soda

GOURMET SALAD BOX LUNCH $27.25
Chinese Chicken Salad or Grilled Chicken Caesar Salad
Served with Gourmet Potato Chips, Gourmet Brownie and Canned Soda

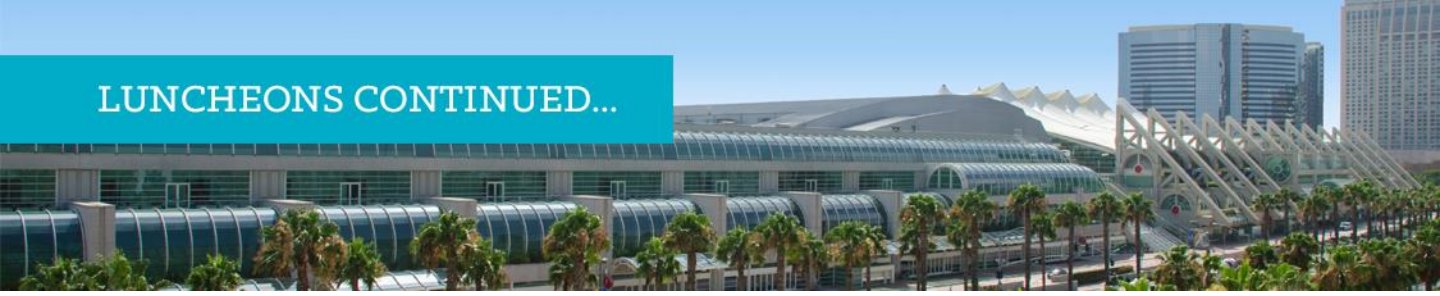
LUNCHEON SANDWICHES

ITALIAN SUBMARINE SANDWICH (serves 10) $100.00
Salami, Mortadella, Cappicola, Provolone Cheese, Lettuce and Tomato
On a 2-Foot Loaf of Crusty French Bread
Italian Dressing or Mustard and Mayonnaise

ALL AMERICAN SANDWICH PLATTER (serves 20) $200.00
An assortment of Traditional American Meats and Cheeses to include
Roast Beef, Ham, Turkey, Swiss and American Cheeses
Lettuce, Tomato and your Choice of Mustard or Mayonnaise

PLATTER OF ASSORTED MINI-SANDWICHES
Forty Mini-Sandwiches to include: $200.00
Turkey, Roast Beef, Ham and Chicken Salad

A $30.00++ delivery fee will be applied to all above orders.



LUNCHEON SIDE SALADS (Each bowl serves 20 guests)

GARDEN SALAD $120.00
Mixed Field Greens, Tomatoes, Carrot Curls and Cucumbers
Choice of Ranch, Italian or Bleu Cheese Dressings
Served with Hearth Baked Rolls and Butter

CHICKEN CAESAR SALAD $140.00
Crisp Romaine Lettuce, Sliced Breast of Chicken and Garlic Croutons
Traditional Caesar Dressing
Served with Hearth Baked Rolls and Butter

MEDITERRANEAN SALAD $160.00
Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken,
Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes,
Kalamata Olives
Lemon Herb Vinaigrette
Served with Hearth Baked Rolls and Butter

A $30.00++ delivery fee will be applied to all above orders.

COLD HORS D'OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

CHIMICHURRI SHRIMP SKEWER	$75.00
WILD MUSHROOM BAGUETTE	$63.00
AHI POKE With Wakami Salad, Tobiko and a Wonton Chip	$72.00
CURRY CHICKEN ON TOASTED BRIOCHE	$66.00
ANTIPASTO SKEWER with Artichoke, Tomato, Kalamata Olive and Mozzarella	$75.00
STRAWBERRY STUFFED BRIE	$75.00

HOT HORS D'OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

DATE STUFFED WITH BLUE CHEESE WRAPPED IN BACON with Green Onion and Teriyaki Glaze	$72.00
MEDITERRANEAN CHICKEN KABOB with Figs and Roasted Tomatoes	$81.00
COCONUT CRUSTED SHRIMP with Ginger Sweet Chile	$81.00
ANDOUILLE SAUSAGE EN CROUTE with Whole Grain Mustard	$72.00
TANDOORI CHICKEN BROCHETTE	$69.00
CARNITAS TAQUITOS with Cilantro Cream Fraiche	$66.00

A $30.00++ delivery fee will be applied to all above orders.

DESSERT STATIONS

20 guest minimum required per order

CHEESECAKE BITES STATION — $14.75

New York Cheesecake Squares
Vanilla Bean and Scented Strawberry Compotes
Chocolate Fondue, Hazelnut Caramel Sauces
Toasted Almonds, Coconut and Whipped Cream
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

PETIT PATISSERIE STATION — $16.00

A gourmet selection of Miniature French Pastries, Petit Fours,
Mini Tartlets, Chocolate Truffles and Chocolate Dipped Strawberries
Client to Supply:
4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

A $30.00++ delivery fee will be applied to all above orders.

ACTION STATIONS

Minimum guarantee per day will apply, plus a one-time set-up fee of $100.00++

ICE CREAM NOVELTY CART — $775.00

(1) Ice Cream Cart
Standard Cart to include: (163) Assorted Ice Cream Novelties
(Assorted Ice Cream Novelties)
Additional Ice Cream Novelties @ $4.75++ each
Should you desire an experienced Booth Attendant to distribute the product,
a $30.00++ per hour/four hour minimum labor fee will apply.
Client to Supply:
110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

PREMIUM DOVE ICE CREAM CART — $775.00

(1) Ice Cream Cart
Standard Cart to include: (100) Dove Ice Cream Novelties
(Assorted Dove Ice Cream Novelties)
Additional Ice Cream Novelties @ $7.75++ each
Should you desire an experienced Booth Attendant to distribute the product,
a $30.00++ per hour/four hour minimum labor fee will apply.
Client to Supply:
110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

A $30.00++ delivery fee will be applied to all above orders.

ACTION STATIONS CONTINUED…

Minimum guarantee per day will apply, plus a one-time set-up fee of $100.00++

GOURMET SOFT PRETZEL STATION — $775.00

To Include: (130) Freshly Baked Gourmet Soft Pretzels
served with your choice of Nacho Cheese or Traditional Yellow Mustard
Heated Pretzel display Case, Napkins and Appropriate Supplies
Additional Pretzels @ $6.00++ each
A Booth Attendant is required. A $30.00++ per hour/(4) hour minimum labor fee will apply
Client to Supply: 110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

POPCORN CART — $775.00

To Include: popcorn and (258) Popcorn Bags and Napkins
Additional Bags of Popcorn @ $3.00++ each
A Booth Attendant is required to pop the corn and distribute the product to your guests @ $30.00++ per hour
Client to Supply:
110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

FRESH BAKED GOURMET CHOCOLATE CHIP COOKIE STATION — $700.00

Featuring David's Premium Gourmet Chocolate Chip Cookies
To Include: (213) Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies
Additional Cookies @ $3.25++ each
A Booth Attendant is required to bake and distribute the product to your guests.
A $30.00++ per hour/(4) hour minimum labor fee will apply.
*A portion of the cookies will be pre-baked and delivered to your booth on trays.
Client to Supply: 120 volt single phase (10.9) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

FROZEN BLENDED BEVERAGE STATION — $800.00

Frozen non-alcoholic specialty drink with choice of (2) Flavors-Strawberry, Wild Berry or Mango
Includes (145) 7oz. Blended beverages
Additional frozen drinks @ $5.50++ each
A Booth Attendant is required to distribute the product.
Minimum Guarantee of $800.00
A (2)-hour set-up time is required on the Show Floor.
A $30.00++ per hour/(4) hour minimum labor fee will apply.
Client to Supply: 110 volt single phase (6.5) amp · 4x4 work space
Minimum of one (6) ft table · Trash Removal · Clean Up

A $30.00++ delivery fee will be applied to all above orders.

ACTION STATIONS CONTINUED…

Minimum guarantee per day will apply, plus a one-time set-up fee of $100.00++

CAPPUCCINO CART — $950.00

To Include: Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer
(190) Cups of Cappuccino and Espresso included.
(1) Experienced Booth Attendant, for a maximum of (4) hours
Cappuccino Machine set-up
(Machine is attached to a stainless steel cart to accommodate water supply and storage.)
Additional Cups of Cappuccino and Espresso @ $5.00++ each
Minimum guarantee of $950.00 per day will apply, plus a one-time set-up fee of $100.00++.
Should you desire service for a longer period of time; a $30.00++ per hour labor fee will apply.
Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp 4x4 work space and storage area · Trash Removal · Clean Up

STARBUCKS CAPPUCCINO CART — $1425.00

To Include: Starbucks Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer
(259) Cups of Cappuccino and Espresso Included
(1) Experienced Starbucks Barista for a maximum of (4) hours
Cappuccino Machine set-up
(Machine is attached to a stainless steel cart to accommodate water supply and storage.)
Additional Cups of Cappuccino and Espresso @ $5.50++ each
Minimum guarantee of $1425.00 per day will apply, plus a one-time set-up fee of $100.00++.
Should you desire service for a longer period of time; a $30.00++ per hour labor fee will apply.
Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp 4x4 work space and storage area · Trash Removal · Clean Up

STARBUCKS SHAKEN TEA STATION — $950.00

To Include: (180) 12 oz. Cups of Tazo Iced Black Tea or Tazo Iced Passion Tea, handcrafted using a martini style shaker, Starbucks Logo Cups, Napkins and Appropriate Supplies
Additional Cups of Tea @ $5.25++ each
Minimum guarantee of $950.00 per day will apply, plus a one-time set-up fee of $100.00++.
(2) Booth Attendants Required.
*An additional Booth Runner may be required depending on volume.
A $30.00++ per hour/(4) hour minimum labor fee will apply for each attendant.
Client to Supply: 4x4 work space and storage area · Minimum of one (6) ft table Trash Removal · Clean Up

A $30.00++ delivery fee will be applied to all above orders.

BOOTH CATERING ALCOHOL SALES INFORMATION

All alcohol sales and consumption in the San Diego Convention Center are regulated by the California. Alcoholic Beverage Control and Centerplate is responsible for the administration of these regulations. No alcoholic beverages are allowed to be served by anyone other than San Diego Convention Center Food and Beverage Department Bartenders. Centerplate prohibits exhibitors and event participants from removing alcohol from the San Diego Convention Center.

DELUXE HOUSE WINE (bottle)	
Beringer- Cabernet Sauvignon, Canyon Road Chardonnay	$32.00
PREMIUM HOUSE WINE (bottle)	
Storypoint - Chardonnay	$36.00
Chateau Souverain - Cabernet Sauvignon	$36.00
CQ SIGNATURE DRINKS (50 drink minimum)	$9.25
Assorted Flavors	
DOMESTIC BEER (case)	
Budweiser, Bud Light, O'Doul's Amber (non-alcoholic)	$132.00
IMPORT BEER (case)	$174.00
Stella Artois, Corona Extra	
LOCAL CRAFT BEER (case)	$174.00
Karl Strauss - Red Trolley	
Stone – Delicious IPA (Gluten Reduced)	
DRAFT BEER - DOMESTIC (keg)	$600.00
Bud Light	
DRAFT BEER - IMPORTED (keg)	$775.00
Heineken, Sam Adams	
DRAFT BEER - CRAFT BREW (keg)	$775.00
Red Trolley	
SPARKLING WINE - CHAMPAGNE (bottle)	
William Wycliff, *California*	$32.00
LaMarca Prosécco, *Veneto, Italy*	$40.00
Maschio Prosécco , *Veneto, Italy*	$48.00
Chandon Brut Classic, *California*	$56.00
Martinelli's Sparkling Apple Cider (non-alcoholic)	$27.00

A Bartender is required to distribute all alcoholic beverages.
A $30.00++ per hour/(4) hour minimum labor fee will apply, plus a one time set up fee of $100.00++.
Client to Supply: 4x4 work space · Trash Removal · Clean Up

**Special order wines, beers and champagnes are sold by the case only and are not based on consumption*

A $30.00++ delivery fee will be applied to all above orders.

SPECIALTY BARS

SOUTH OF THE BORDER MARGARITA BAR — $1113.75

To Include: (135) Margaritas on the Rocks
Additional Margaritas @ $8.25++ each
Minimum guarantee of $1113.75 per day will apply, plus a one-time set-up fee of $100.00++.
A Bartender is required to mix and distribute the beverages.
A $30.00++ per hour/(4) hour minimum labor fee will apply for each bartender.
Client to Supply: 8x8 work space · Trash Removal · Clean Up

MARTINI BAR — $1113.75

To Include: (135) Martinis
Choice of Traditional, Cosmopolitan, Blue Hawaiian or Appletini
Additional Martinis @ 8.25++ each
Minimum guarantee of $1113.75 per day will apply, plus a one-time set-up fee of $100.00++.
A Bartender is required to mix and distribute the beverages.
A $30.00++ per hour/(4) hour minimum labor fee will apply for each bartender.
Client to Supply: 8x8 work space · Trash Removal · Clean Up

CRAFT COCKTAILS — $1110.00

To Include: (120) Drinks
Additional Drinks @ $9.25++ each
Choose (1):
THE 1848: Mango Vodka, Lime Juice, Lemongrass Syrup & Club Soda. Garnished with a Cucumber
FINEST CITY FIZZ: Pineapple Vodka, Rum, Habenero Lime Syrup, Lime Juice, & Club Soda. Garnished with Lime
BEACH BREEZE: Rum, Lime Juice, and Pineapple Juice. Garnished with Pineapple
Minimum guarantee of $1110.00 per day will apply, plus a one-time set-up fee of $100.00++.
A Bartender is required to mix and distribute the beverages.
A $30.00++ per hour/(4) hour minimum labor fee will apply for each bartender.
Client to Supply: 8x8 work space · Trash Removal · Clean Up

HOSTED BAR · on consumption — $1025.00

To Include: Deluxe Wine, Domestic and Imported / Craft Beers, Bottled Water and Soda.
Minimum guarantee of $1025.00 per day will apply
A Bartender is required to mix and distribute the beverages.
A $30.00++ per hour/(4) hour minimum labor fee will apply for each bartender.
Client to Supply: 8x8 work space · Trash Removal · Clean Up

A $30.00++ delivery fee will be applied to all above orders.

BOOTH CATERING | ORDER FORM

Centerplate holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the San Diego Convention Center without the written approval of Centerplate - this includes bottled water. **Centerplate requires that a SDCC bartender dispense all alcoholic beverages.**

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: _____
Billing Address: _____
City: _____ State: _____
Zip: _____
Phone: _____ Fax: _____ Email: _____
Booth #: _____ Event : _____
Representative: _____ Title: _____
On-Site Contact: _____ On-Site Cell #: _____

MENU ITEMS · SUPPLIES · EQUIPMENT

DELIVERY DATE	DELIVERY TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

DELIVERY FEE · BARTENDER · BOOTH STAFF · KITCHEN LABOR

START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

COMMENTS:

SUBTOTAL	
20% SERVICE CHARGE	
SUBTOTAL WITH SERVICE CHARGE	
7.75% CA STATE TAX	
TOTAL ESTIMATED CHARGES	

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

Event Name: _____

Exhibitor Name: _____

On-Site Contact: _____ On-Site Cell #: _____

ONE OPTION BELOW MUST BE SELECTED:

- ❑ Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
- ❑ Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: _____ Credit Card Type: _____

Cardholder's Name: _____ Exp. Date: _____

CID #: _____

❑ Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _____

City _____ State _____ Zip _____

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE. CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____ **DATE** _____

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:
SAN DIEGO CONVENTION CENTER
ATTN: FOOD AND BEVERAGE DEPARTMENT
111 W. HARBOR DRIVE, SAN DIEGO, CA 92101
PHONE (619) 525-5800 • FAX (619) 525-5858

GFX GOVERNMENT FLEET EXPO & CONFERENCE

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.

BOOTH CATERING | FAX COVER PAGE

TODAYS DATE: _____

ATTENTION: **BOOTH CATERING DEPARTMENT – SAN DIEGO CONVENTION CENTER**

FAX NUMBER: **(619)-525-5858** # OF PAGES FAXED: _____

FROM: (CONTACT NAME) _____

(COMPANY NAME) _____

(FAX NUMBER) _____ (EMAIL) _____

EVENT NAME: _____ **BOOTH NUMBER:** _____

EVENT START DATE: _____ **CONTACT PHONE NUMBER:** _____

COMMENTS:

_____

_____

_____

_____

_____

_____

_____

_____

SAN DIEGO CONVENTION CENTER

BOOTH CATERING DEPARTMENT

EXHIBIT BOOTH

FOOD & BEVERAGE POLICY

CENTERPLATE holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food, beverage or alcohol into the San Diego Convention Center without the written approval of CENTERPLATE; this includes private labeled bottled water. Exhibitors are not permitted to sell food or beverage in the San Diego Convention Center.

BOOTH SAMPLING:

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

- Product must be germane to the show/event.
- Food samples are restricted to: 2oz portion.
- Beverage samples (non-alcoholic) are restricted to: 4oz. fluid portion

If the exhibitor/event participant meets the above criteria, simply submit the Booth Sampling/Waiver Authorization form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

If you are a manufacturer or manufacturers' representative and wish to *exceed* the sample size requirements, submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with a contract for the applicable waiver fee.

BOOTH WAIVER :

Exhibitors/event participants utilizing "traffic builders" (i.e. bottled water, popcorn, coffee, smoothies, full sized candy bars, etc.) that compete with food or beverage provided by Centerplate must submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with the applicable corkage fees due.

ALCOHOLIC BEVERAGES:

All alcohol sales and consumption in the San Diego Convention Center are regulated by the California Alcoholic Beverage Control and Centerplate is responsible for the administration of these regulations. Centerplate prohibits exhibitors and event participants from bringing in or removing alcohol from the San Diego Convention Center. No alcoholic beverages are allowed to be served by anyone other than San Diego Convention Center Food and Beverage Department Bartenders.

ALL THE AFOREMENTIONED POLICIES WILL BE E STRICTLYADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.

BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

Event Name_____Date(s)_____

EXHIBITOR/EVENT PARTICIPANT On Site Cell #_____

Name_____Contact_____

Email Address_____

Address_____

City_____State_____Zip_____

Phone_____Fax_____

Booth #_____

Item(s) and portions to be distributed_____

Quantity to be distributed_____

Purpose_____

Approved:

_____Date_____

Booth Catering Manager/F&B Department

Corkage/Waiver fees that apply to this approval: _____

Sampling Support Services

Please contact us at (619) 525-5818, no later than 21 days prior to your event to order Kitchen Prep Time, Equipment, Storage, Staffing, Ice, Bottled Water or other support services required for your sample distribution

Please fax this form no later than 21 days prior to your event:

San Diego Convention Center

Food & Beverage Department

111 West Harbor Drive

San Diego, Ca 92101

Phone: 619-525-5818 · Fax: 619-525-5858

ELITeXPO

SHIP WITH CONFIDENCE

Official Carrier

Government Fleet 2018

June 4th - 6th, 2018

San Diego Convention Center - San Diego, CA

- Multiple Shipping Services to Fit Any Budget
- Personal A/E to Assist with Shipment Coordination
- Pre-printed Shipping Documents
- E-mail Shipment Status Updates and Online Tracking
- All-Risk Insurance for Exhibit Freight and Plasma Monitors
- Storage Available Between Shows
- Onsite Representation and Service Desk
- No-wait Time Charges Into or Out of Show

ELITeXPO

www.elitexpo.com **800.543.5484**

Government Fleet 2018
June 4th - 6th, 2018
San Diego Convention Center - San Diego, CA

ELITeXPO

OFFICIAL AIR & VAN LINE CARRIER

Schedule your Quote/Pick Up using any of these options:

WEB: www.elitexpo.com
FAX: 847-531-7084
EMAIL: sales@elitexpo.com
CALL: 800-543-5484

Quote/Shipping Request

FREIGHT

Shipper Contact	
Phone # / Fax #	
Email	

FROM		TO	
Company		Company	
Event Name*		Event Name *	
Hall Name *		Hall Name *	
Scientific Exhibit #		Scientific Exhibit #	
Address		Address	
City,St.,Zip		City, St.,Zip	
Contact		Contact	
Phone #	Fax #	Phone #	Fax #
Pick Date: / /	Time:	Delivery Date:	Time:

Special Instructions:

Pieces	Description of Articles, Special Marks, and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Must count pieces)			
	Carpet			
	Carpet Padding			
	TOTALS			

IMPORTANT INSURANCE INFORMATION
PLEASE READ NOW !!!

Min cargo liability agreed to be not more than .50/lb. Or $50.00 whichever is greater, unless a higher amount is requested and additional All Risk Insurance charges are paid thereon. Please contact an ELITeXPO sales rep to discuss the benefits in purchasing additional insurance.

Service Requested

Check One		Payment			
	Next Day		ELITeXPO Acct. #		
	Second Day		*CREDIT CARD*	Account #	Exp. Date
	3 - 5 Day Economy		American Express		
	Van Line Service		Master Card		
	Other:		Discover		
			Visa		

	Request Pre-Printed Address Labels and Shipping Form
	Schedule return shipment

Cardholder's Name

Signature

COMMENTS

For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ELITeXPO Account Rep. Please complete the information above.

LEAD RETRIEVAL SCANNER RENTAL

Order Online: You can securely rent your reader online at www.customreg.com/leads and use code: **GFX18**	**Fax (817) 277-7616** Call us if you have any questions. **Phone (817) 277-7187** Federal Tax ID# 75-2691030	**Mail your order form to:** Custom Registration Inc. 2001 E. Randol Mill Rd, Ste. 135 Arlington, TX 76011

Deadline for advance orders is June 1st, 2018

Please Type or Print Clearly

Company Name_____ **Contact**_____ **Booth Number**_____

Address_____

City_____ **State**_____ **Zip**_____

Phone_____ **Fax**_____ **email**_____

Onsite Contact _____ **email** _____

Reader Options

	By 6/1/18	Onsite
☐ **Handheld Scanner:** **(includes:** Battery Powered Handheld Scanner. Leads will be e-mailed to the address above**)**	**$300**	**$325**
☐ **Handheld Scanner with Ad hoc Notes:** **(includes:** Battery Powered Handheld Scanner. Leads will be e-mailed to the address above**)**	**$325**	**$350**
☐ **Leadr Phone App:** **(includes:** Phone app for iPhone and Android**)**	**$250**	**$275**

Additional Services

☐ **Personalized Action Codes:** Allows you to attach your specific qualifiers, products, or services to a lead. ***Please attach a list of your sales qualifiers only if you purchase this service.**	**$60**	**$60**
☐ **Delivery and Set-up: Date:**_____ **Time:** _____ ***complete only if you purchase the delivery option. If not, you may pick up the unit at* the service desk.**	**$55**	**$55**
☐ **USB Jump Drive with your leads:**	**$50**	**$50**

All equipment must be returned at the end of the show to avoid additional charges as stated in the terms and conditions below.

Accepted Methods of Payment ***(Send payment to: Custom Registration, Inc. at the address listed above)***

( ) Check ( ) Visa ( ) American Express ( ) MasterCard Total $_____

Account #_____ **Exp. Date**_____

Name on Card _____ **Signature**_____

TERMS AND CONDITIONS

1. Custom Registration agrees to provide the equipment and services listed in this agreement at the prices stated.
2. Custom Registration shall not be liable for any incidental or consequential damages arising from the loss of information, for any reason, arising from or related to Custom Registration's equipment. Custom Registration's liability for damage for any cause whatsoever shall be limited to the total price for the goods and services provided by Custom Registration.
3. Customer hereby agrees to immediately pay Custom Registration for any damage to said equipment or any loss of said equipment. Loss of a PDF scanner, reader, printer, or download unit requires a payment of $2,500.00 from exhibitor to Custom Registration.
4. Custom Registration must receive cancellation requests at the address on this agreement at least one week prior to the opening of this event. Requests for cancellation that are received by this deadline will be refunded in an amount to 75% of the total price of the order. Cancellation requests or refunds will not be accepted after this deadline.
5. It is agreed that the governing law pertaining to this contract will be the law of the State of Texas.

A SIMPLE & EFFICIENT SALES LEAD TRACKING SYSTEM

Offered by

Custom Registration

The official lead retrieval and registration provider for the Government Fleet Expo!

PLACE YOUR ORDER NOW TO ENSURE AVAILABILITY!

The lead retrieval **Barcode Scanner System** is a compact device that allows you to scan a barcode on a prospective buyer's name badge, and automatically capture his or her name, company, address, including telephone and fax numbers, and email addresses*,* and sales qualifiers directly into an excel spreadsheet.

With our Handheld System Rental, you will receive a scanner that:

1) Records the attendee information directly to the scanner and the leads will be e-mailed to the key-contact post show.
2) Does not produce a paper print out.
3) You will also receive a sheet of generic sales qualifying codes to effectively categorize your leads.

Our Additional Services include:

PERSONALIZED ACTION CODES-are questions, services, or products that you would like to attach to an attendee. Qualifying codes are an excellent way to determine what action should be taken after the event. Some examples would be: HOT LEAD, SEND LITERATURE, Sales Rep. Bob Jones, or Product X Y & Z.
SYSTEM DELIVERY & SET UP-just let us know the day and time that your representative will be available for us to deliver your scanner system to your booth.
JUMP DRIVE-get your leads on or Jump Drive before you leave!
AD-HOC NOTES – This feature allows you to hand type custom notes on each lead scanned

Complete the order form and send to:

Custom Registration, Inc.
2001 E. Randol Mill Road, Suite 135
Arlington, TX 76011
to reserve your system TODAY!

If you have any questions about lead tracking services or need more information to make your decision, please feel free to give us a call at **817 635-4170.** A representative will be glad to assist you.

Convention Plant Creations Inc.

Send Payment To: Corporate Office
827 Magazine Street / New Orleans, LA 70130
(800) 749-4524 Fax: (504) 524-5958
www.conventionplant.com

GFX GOVERNMENT FLEET EXPO & CONFERENCE

Professional Floral Services	Cost Ea	Qty.	Total	Notes
SPECIAL MONEY SAVING PACKAGE RENTALS				
Assortment A (For typical 100 foot booth)	$140.00			**ASSORTMENT A (for typical 100' booth):** two 3-foot bushy trees, one tabletop plant, all with black or white containers.
Assortment B (For typical 200 foot booth)	$190.00			**ASSORTMENT B (for typical 200' booth):** three 3-foot trees, one tabletop plant, all with black or white containers.
FLORAL ARRANGEMENTS				**RENTAL POLICY**
Fresh Floral Arrangement (not to exceed 10" wide x 10" tall) Height: Width: Color:	$95.00			• All materials and plants available on a rental basis only. • Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. • All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.
Fresh Floral Arrangement Custom Design Height: Width: Color:	$105.00			
GREEN & BLOOMING PLANT RENTALS				
Mum Plants (Indicate number & color) Yellow White Lavender	$45.00			
Seasonal Flowering Plants (azaleas, etc.)	$55.00			
Small Ivy	$45.00			
Large: □ Fern □ Ivy	$55.00			**PAYMENT POLICY**
3 Foot green plant	$55.00			• All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order. • Adjustments cannot be made after the close of the show. • A 1.5% per month finance charge applies to balances over thirty days. • US funds or credit card. Tax ID # 72 - 1141497 • If tax exempt, you must include a copy of your tax-exempt form. • Please inquire about wire transfers if needed.
4 Foot green plant	$65.00			
5 Foot green plant	$75.00			
6 Foot green plant	$99.00			
Taller plants & trees priced upon request	Call			
INDICATE YOUR CHOICE OF CONTAINERS BELOW				
Container Colors: ___White ___Black	No Charge			
FLORAL ORDER TOTAL				
Sub Total of Above Order		$		
On site mark up begins on or after 05/18/18	20%	$		
Sales Tax	7.75%	$		
Grand Total		$		

ADDITIONAL SERVICES AVAILABLE ON REQUEST

• Please have a designer see us in our booth on: Date: _____ Time: _____Contact: _____
Also, plant design for hospitality suites, luncheons, banquets and parties.

GFX 18 / June 4-7, 2018 / San Diego Convention Center / San Diego, CA

Company		Booth #
Booth Rep	Authorized Signature	
Address		Phone #
City	State	Postal Code
Payment Amount Enclosed $	□ Check	□ Credit Card
CREDIT CARD PAYMENTS, PLEASE COMPLETE ATTACHED FORM		

Convention Plant Creations, Inc. www.conventionplant.com

827 Magazine Street / New Orleans, LA 70130 1-800-749-4524 Fax: (504)524-5958

CREDIT CARD AUTHORIZATION FORM:

I, _____, hereby authorize *Convention Plant Creations, Inc.* to charge my credit card account in the amount of $_____.

( )VISA ( ) MASTERCARD ( ) AMERICAN EXPRESS ( ) DISCOVER

Card Number:_____

Expiration Date: _____/_____ VID Code:_____

Credit Card Billing Address:
Street:_____

City:_____ State:_____

Zip Code: _____ Country: (if not USA) _____

Phone Number:_____ E mail address:_____

Convention Name or Event Name: GFX GOVERNMENT FLEET EXPO & CONFERENCE

Booth #:_____

Company Name:_____

As the credit card holder, I hereby authorize receipt of goods and services at the event listed above.

_____ _____

Cardholder's Signature Date

As the credit card holder, I also authorize *Convention Plant Creations, Inc.* to charge my credit card for any additional floral items added on site, verbally approved by me or my staff.

Your completion of this form helps us to protect you, our valued customers, from credit card fraud. *Convention Plant Creations* will keep all information entered on this form strictly confidential.

PSAV PRESENTATION SERVICES

GFX GOVERNMENT FLEET EXPO & CONFERENCE

SAN DIEGO convention center

EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM

Show:	Show Dates:		Time:
Booth #:	Delivery Date:	Prefered two hour window that on-site contact can be present at booth to receive equpment.	From: To:
Company Name:	Pick-Up Date:		Time:
On Site Contact:			

If you have a special request or need additional equipment, please call PSAV at 619.525.5444

Video Players & Accessories	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
USB Media Player (Video & Picture Player from USB Device)		$18.00	$21.00		
Blu-Ray Player		$125.00	$150.00		
DVD Player		$75.00	$90.00		
32" Rolling Cart w/Black Drape		$30.00	$36.00		
54" Rolling Cart w/Black Drape		$60.00	$72.00		

Audio Equipment	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
Wired Microphone: Handheld or Lavalier (circle one)		$65.00	$78.00		
Wireless Microphone: Handheld or Lavalier (circle one)		$190.00	$228.00		
Powered Speaker with Floor Stand		$141.00	$169.20		
Sound System with (2) powered speakers, (2) stands and (1) **Wired** Microphone: Handheld or Lavalier (circle one)		$462.00	$554.40		
Sound System with (2) powered speakers, (2) stands and (1) **Wireless** Microphone: Handheld or Lavalier (circle one)		$587.00	$704.40		

Flat Screen Monitors and Office Equipment ** Monitors can display both computer and video signals	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
Laptop PC (Windows 7)		$225.00	$270.00		
Black and White Laser Printer		$195.00	$234.00		
19" LED Monitor on Table Stand		$135.00	$162.00		
24" LED Monitor on Table Stand		$220.00	$264.00		
32" LED Monitor on Table Stand		$240.00	$288.00		
46" LED Monitor on Table Stand		$470.00	$564.00		
55" LED Monitor on Table Stand		$655.00	$786.00		
65" LED Monitor on Table Stand		$735.00	$882.00		
Deluxe Monitor Floor Stand		$70.00	$84.00		
Monitor Wall Mount**		$82.00	TBD		

** Client to arrange with exhibitor setup contractor to mount the bracket to booth. PSAV will then attach the monitor to the installed bracket

Projection Equipment	Qty	DAILY RATE Advanced	DAILY RATE On Site	Days Used	Total
LCD Projector Package (3200 Lumens), with tripod Screen		$640.00	$768.00		
Screen Package (5'-8', with stand, power strip and extension cord)		$185.00	$222.00		

Special Notes:

Customer Information

Address:

State: Zip:

Ordered By:

Telephone #:

Email:

Orders received within **24 hours prior** will be subject to the **ON-SITE DAILY RATE**

Ordering Instructions

The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used.
Please include applicable sales tax on equipment rental.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we ask that you forward an exemption certificate for the state of California.

To guarantee the advanced rate, the order should reach us **10 working days prior** to delivery.
Equipment availability is subject to change without notice.

CANCELLATIONS
Cancellation of equipment ordered must be received **24 hours prior** to delivery date to avoid a one day equipment charge plus Labor.
If services have already been provided at the time of cancellation, **50% of original charges** will be applied.

Equpment is charged per day.
No charge for equipment rental one day prior to show opening. (setup day)

Rental Totals **Pre Payment is required on all orders**

SUBTOTAL	1	
20% Service Charge	2	
DELIVERY/SETUP/PICKUP	3	$100.00
SAN DIEGO SALES TAX - 7.75% of Subtotal line 1 and 2	4	
TOTAL AMOUNT DUE	5	

Return for Processing

PSAV
San Diego CA 92101
619.525.5444
Fax 619.525.5338
SanDiegoCC@psav.com

Payment by Check

Equipment can not be set until check is received.

For Credit Card Payments

For your protection, PSAV does not accept credit card information through fax or e-mail.
If you will be paying by credit card, a PSAV representative will call for credit card information.
Please don't forget to provide a phone number.

THE CITY OF SAN DIEGO

Liquid or Gas Fueled Vehicles or Equipment Located Indoors

The purpose of these guidelines is to inform and familiarize event promoters, sponsors and vendors with special events information and general fire safety regulations that are enforced in the City of San Diego by San Diego Fire-Rescue Department regarding liquid or gas fueled vehicles inside assembly buildings.

I. Permits/Plans

A. A Special Events permit shall be required along with approved floor plans for the exhibit halls and separate site plans for demonstration of vehicles.

1. Exhibit hall floor plans shall include location of all vehicles.

2. Use of front driveway shall not obstruct exits, sidewalk or the fire lane.

3. Vehicles **SHALL NOT** enter the building/structure without clearance from the Fire Code Official or his authorized representative.

4. The vehicle owners will need to fill out the "Vehicle Make", "Model", "Color" and "License Plate Number" on the "Permit Authorization Form" and presented to the Fire Code Official or his authorized agent before any vehicle enters the building/structure.

5. The Fire Code Official or his authorized agent shall verify the fuel amount of ¼ tank or 5 gallons whichever is less and shall sign or initial the "Permit Authorization Form".

6. Fuel gauges not working or no fuel gauges on vehicles. There really is no way to check to make sure the fuel tank is only ¼ full. All vehicles **SHALL** have working fuel gauges or the fuel tanks shall be completely emptied.

7. Defueling or fueling of boats, vehicles or other fueled equipment **SHALL NOT** be conducted **INSIDE** of the building/structure.

8. Fuel tanks and fill openings shall be closed and sealed to prevent tampering.

Fire Prevention Bureau
Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903
Tel (619) 533-4400 Fax 544-6806

9. Exhibitors must be present or assigned a time for verification of battery cable disconnection. Vehicles **SHALL NOT** be left inside with batteries connected.

10. Vehicles **SHALL NOT** be allowed to enter the event **DURING** the time the show is open.

11. Permit authorization forms shall be displayed on the dashboard at all times until the Fire Code Official gives the ok to remove them.

12. 20 feet of clear space in front of exhibit hall exits shall be adhered to.

13. Vehicles **SHALL NOT** be displayed in foyers, corridors or hallways.

14. Flame certificates shall be required from those exhibitors that will be bringing in tents, canopies or other decorations; prior to entering the event.

15. Any special effects, haze machines or similar effects shall be approved by the Fire Code Official prior to event. A demonstration shall be required prior to the event opening.

16. Combustible storage **SHALL NOT** be placed under vehicles.

17. Combustible materials (handouts) shall be limited to a one-day supply and shall be stored in a neat and orderly manner.

18. Separate floor space shall be set aside for the news/radio stations that are encroaching on aisle exit ways; or news/radio stations shall be contained completely within a booth space.

19. Open flame torches or heating devices **SHALL NOT** be used for adding lettering, decals or numbers on vehicles that are located inside the building/structure.

20. Vehicle booth displays that may obstruct exit signs shall have floor plans submitted to the Fire Code Official for review.

21. Vehicles shall not be displayed under two story/double-decker booths

Fire Prevention Bureau
Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903
Tel (619) 533-4400 Fax 544-6806

B. When compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:

1. The quarter turn-shutoff valve or other shutoff valve of the CNG or LP gas container shall be closed and the engine operated until it stops. Valves shall remain closed while the vehicle is indoors.

2. The hot lead of the battery shall be disconnected.

C. Duel-fueled vehicles equipped to operate on gasoline and CNG or LP gas shall comply with the above requirements.

D. LNG and Hydrogen vehicles shall be emptied with the fuel gauge reading zero before entering the building/structure.

E. REMOVAL. The Fire Code Official is authorized to require the removal of fueled equipment from locations where the presence of such equipment is determined by the Fire Code Official to be hazardous.

II. Inspections

When in the opinion of the Fire Code Official an after-hours inspection is needed. An inspection shall be conducted prior to the event opening and or during the event. A fee will be charged at the current adopted rate.

III. Fire Code Official

Fire Code official reserves the right to amend, modify or increase the level of fire safety to the above listed requirements on a case by case basis.

Fire Prevention Bureau
Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903
Tel (619) 533-4400 Fax 544-6806