

## FEBRUARY 2013

20<sup>th</sup> Wednesday ⇒ Company description due for Program Guide

## MARCH 2013

1<sup>st</sup> Friday ⇒ First date orders for lead retrieval are being taken (you will be sent a link)

21<sup>st</sup> Thursday ⇒ Company description (for program guide) proof sheet due

28<sup>th</sup> Thursday ⇒ Deadline date for Hotel Reservations

## APRIL 2013

1<sup>st</sup> Monday ⇒ Deadline date for providing names of all booth personnel & ordering dinner tickets

1<sup>st</sup> Monday ⇒ Deadline date for Advertising in the Program Guide

1<sup>st</sup> Monday ⇒ Deadline date for discount pricing on Exhibit Solution Booth Rentals and Accessories

3<sup>rd</sup> Wednesday ⇒ First day for warehouse deliveries without a surcharge-Shepard Exposition

3<sup>rd</sup> Wednesday ⇒ Exhibitor appointed contractor notification deadline

10<sup>th</sup> Wednesday ⇒ Deadline Date for discount prices on all Shepard's orders

12<sup>th</sup> Friday ⇒ List of 15 customers to receive free passes due

15<sup>th</sup> Monday ⇒ Deadline Date for discount on all electrical/utilities/air/water order-Nashville Convention Center

15<sup>th</sup> Monday ⇒ Deadline for providing Exhibitor Certificate of Insurance to the IADD

## APRIL 2013

19<sup>th</sup> Friday ⇒ Deadline for advance Lead Retrieval orders at \$99 (\$149 after this date)

19<sup>th</sup> Friday ⇒ Deadline for providing list of new products being exhibited (anything commercially introduced since last Odyssey)

23<sup>rd</sup> Tuesday ⇒ Last day for warehouse deliveries without a surcharge -Shepard

24<sup>th</sup> Wednesday ⇒ Pre-Printed Outbound Bill Of Lading and Shipping Labels through Shepard.

29<sup>th</sup> Monday ⇒ First day freight can arrive at show facility 8:00am – 4:30pm

29<sup>th</sup> Monday ⇒ Exhibitor Move-In and installation (Heavy Machinery) 8:00am – 4:30pm

30<sup>th</sup> Tuesday ⇒ Exhibitor Move-In 8:00am – 4:30pm

## MAY 2013

1<sup>st</sup> Wednesday ⇒ Show hours 10:00am – 5:00pm

2<sup>nd</sup> Thursday ⇒ Show hours 10:00am – 5:00pm

3<sup>rd</sup> Friday ⇒ Show hours 10:00am – 2:30pm

3<sup>rd</sup> Friday ⇒ Exhibitor Move-Out 2:30pm – 8:00pm only!

4<sup>th</sup> Saturday ⇒ Heavy Machinery Move-Out 8:00am – 4:00pm

4<sup>th</sup> Saturday ⇒ All freight must be out of the exhibit hall by 3:00pm or it will be re-routed at the exhibitor's expense. All exhibitors must be out of the hall by 4:00pm.

# International Association of Diecutting and Diemaking and Foil and Specialty Effects Association's

## ODYSSEY 2013

### EXHIBITOR RULES & REGULATIONS

#### SPONSORSHIP AND MANAGEMENT

IADD/FSEA Odyssey 2013 is an educational program produced by the International Association of Diecutting and Diemaking (IADD) and the Foil and Specialty Effects Association (FSEA). The IADD serves as Show Management, but has contracted with Susan Corcoran to serve as Exhibit Coordinator to handle all matters concerning exhibits in the Technology Hall. The IADD/FSEA will establish all exhibitor policies for the Odyssey. All matters not covered by these regulations are subject to a decision by the IADD/FSEA and the Exhibit Coordinator. These regulations may be amended at any time by the IADD/FSEA, and all amendments that may be so made shall be equally binding to all parties affected by them, as are the original regulations. IADD/FSEA authorizes its Exhibit Coordinator to implement and manage all elements covered in this document in its name.

#### ELIGIBILITY FOR PARTICIPATION

IADD/FSEA determines the eligibility of a company or product for exhibition in the program. Until an exhibitor's Booth and Techshop™ Space Application has been approved in writing by the Exhibit Coordinator, no rights to exhibit are granted. Upon submitting a Booth and Techshop™ Space Application, the company requesting exhibit space certifies that they have read and will comply with the written rules and regulations as described in this document. The IADD/FSEA may prohibit installation or request removal, wholly or in part, that in its opinion is not in keeping with the Association's character or purpose.

#### PAYMENT SCHEDULE

An initial deposit of \$500.00 for IADD or FSEA member companies (\$750.00 for non-members) for each requested booth or Techshop™ space must accompany the Space Application form. The Exhibit Coordinator will place requested booth spaces on hold for 7 working days pending the arrival of the deposit for the requested booth space(s). Deposits are non-refundable. A second equal deposit is due on September 1, 2012. Final payment for all booth and Techshop™ space is due January 15, 2013. If the balance due is not received by that date, the IADD/FSEA has sole discretion to reassign the space to applicants on the waiting list with no refund to the original exhibitor. Applications received after January 15, 2013 must be accompanied by payment in full.

All checks for payments of space must be made out to the International Association of Diecutting & Diemaking (IADD) and will be sent to: IADD/FSEA Odyssey 2011, 651 Terra Cotta Ave., Suite 132, Crystal Lake, IL 60014 U.S.A. There will be a \$25.00 charge assessed on all returned checks.

#### ASSIGNMENT OF BOOTH & TECHSHOP™ SPACE

Booths will be assigned according to a point system which rewards support of previous shows and IADD or FSEA membership (see exhibitor newsletter #2013-1), with previous exhibitors and IADD/FSEA member companies receiving priority. The IADD/FSEA reserves the

right to modify the floor plan to accommodate space sales or make changes as necessary to avoid potential conflicts between competing exhibitors. Should conditions dictate, the IADD/FSEA reserves the right to relocate exhibitors as necessary after consultation with the affected exhibitors.

#### SHOW DATES AND HALL HOURS

Wednesday	May 1, 2013	10:00 am - 5:00 pm
Thursday	May 2, 2013	10:00 am - 5:00 pm
Friday	May 3, 2013	10:00 am - 2:30 pm

#### INSTALLATION/DISMANTLING

Exhibitors shall move into the Exhibit Hall to set up booths 8:00 am to 4:30 pm on Monday, April 29 (heavy machinery) and Tuesday, April 30 (displays). Exhibitors will receive and follow a set-up/tear down schedule. All exhibits must be fully installed by 7:30 am on Wednesday, May 1. After that time, no installation work will be permitted without permission by the Exhibit Coordinator. If any exhibitor is not set up and in order by 7:30 am, the IADD/FSEA reserves the right to direct the official service contractor to set up the booth at the sole expense of the exhibitor, or make such other use of the space as deemed necessary or appropriate, with no refund made to the original exhibitor.

Arrangement and payment for transporting goods to and from the Odyssey, receiving, decorating and removal of exhibits are the responsibility of the exhibitor.

No exhibit shall be dismantled before the official closing of the Exhibit Hall at 2:30 pm on Friday, May 3, and NO PACKING of equipment and materials may begin until that time. All exhibits must be removed from the site by 4:00 pm on Saturday, May 4. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove their exhibit materials from the convention center before the end of dismantling as specified by the Show Management.

#### STANDARD BOOTH EQUIPMENT

Each 10 feet deep by 10 feet (3 m x 3 m) wide standard booth space includes an 8 feet (2.4 m) high backdrap and 3 feet (9 m) high side rails with draping. A company identification sign measuring 7 inches x 44 inches (177mm x 1,117mm) including the company name and booth number will be provided. 24-hour perimeter security will begin with set-up and conclude after all freight has been removed. The aisles will be carpeted; all exhibitors are responsible for carpeting their booths.

#### BOOTH CONSTRUCTION AND DISPLAY ARRANGEMENT

Standard booth size is 10 feet deep by 10 feet wide (3 m x 3 m) (100 square feet (9 square meters)). Standard in-line booths may not exceed a backwall height of 8 feet (2.4 meters), and no part of the equipment may exceed a height of 4 feet (1.2 meters) in the front half of the booth. All exposed parts of the display must be finished so as not to be objectionable to neighboring exhibitors.

Island booths, freestanding displays occupying 4 or more spaces in the exhibit area with aisles on all 4 sides, have a height limitation of 10 feet (3 meters) unless otherwise

noted. All display fixtures over 4 feet (1.2 meters) in height and placed within 10 feet (3 meters) of a neighboring exhibit must be confined to an area at least 5 feet (1.5m) from the aisle line. A sketch of island booths should be submitted to the Exhibit Coordinator at least 60 days prior to the show for approval of design. If not submitted, and the construction is determined to be in violation of the above restriction, the IADD/FSEA reserves the right to prohibit assembly, or direct revisions, at the exhibitors expense, to comply with these regulations.

Cylinders containing oxygen, compressed air or other gases must be secured by a strap, stand or cart in an upright position to prevent tipping.

#### CANCELLATION/REDUCTION OF SPACE

Notification of space cancellation or reduction must be made in writing to the Show Management Company. Deposits paid for assigned spaces are non-refundable. There are no refunds for cancellations or reductions received after November 1, 2012. The IADD/FSEA assumes no responsibility for having included the name of the cancelled exhibitor or description of their products in program materials.

#### MATERIAL HANDLING AND EXHIBITOR SERVICES

IADD/FSEA will announce an Official Service Contractor. Exhibitor Service Kits containing information and order forms for furnishings, freight handling, labor, and ancillary services will be sent to exhibitors 120 days prior to the start of the program.

#### SUBLETTING SPACE

Exhibitors may not assign, sublet, or apportion any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

#### USE OF SPACE

Exhibitors are encouraged to offer information that is educational, professional and instructional. All exhibitors must conduct exhibits in a dignified and professional manner. All activities must be limited to the confines of the rented space, and must not impede traffic or interfere with the activity of other exhibitors. Unless part of the Odyssey program and approved by the IADD/FSEA, publicizing and/or maintaining any extraneous activities, including hospitality suites, inducements, demonstrations or displays away from the exhibit area during exhibit hours or program hours is not permitted. Dissemination of food or beverages is allowed only if they are purchased from the convention center and may be subject to additional rules and regulations.

#### EXHIBITOR BADGES

Exhibitors will be furnished with two exhibitor badges for company personnel for each 10 x 10 feet (3 m x 3 m) booth or Techshop space leased. Additional exhibitor booth personnel are required to register as Exhibitor Personnel at the reduced registration fee of \$225.00 per person. This registration allows the

individual to attend all education sessions. The Awards Banquet is ticketed separately.

#### **STAFFING**

Exhibitors must open their exhibit on time and staff the booth at all times during show hours. A designated booth manager shall represent the exhibitor in connection with set-up, operation, and dismantling of the exhibit. Only representatives who are employed by the exhibiting company and who are working in the booth are to be registered as booth personnel. False certification of individuals as exhibitor's representatives, sharing of exhibitor's badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be just cause for expelling the violator from the program. All exhibitors must be 18 years of age or older.

#### **ADVERTISING**

Exhibitors are invited to advertise in the Odyssey Show Guide, the IADD's publication "The Cutting Edge," or the FSEA's publication "Inside Finishing." Information on rates, mechanical specifications and copy deadline may be obtained from the IADD by phoning 1-800-828-4233 or 1-815-455-7519, by faxing 1-815-455-7510 or by email at [cccrouse@iadd.org](mailto:cccrouse@iadd.org). Information may be obtained from the FSEA at 1-785-271-5816, faxing 1-785-271-6404 or by email at [jeff@fsea.com](mailto:jeff@fsea.com).

#### **USE OF ODYSSEY LOGO**

Exhibitors wishing to use the Odyssey logo in any promotion, newsletter, etc. must first have written permission from the Exhibit Coordinator and may be asked to provide a sample of its intended use.

#### **GIVEAWAYS**

Novelty giveaways, souvenirs and drawing awards must be submitted to the IADD/FSEA for review and approval no later than 30 days prior to the show. The IADD/FSEA encourages prudent use and distribution of giveaways.

#### **AUXILIARY AIDS OR SERVICES**

In compliance with the Americans with Disabilities Act, the IADD/FSEA wishes to ensure that no individual with a disability is excluded, denied services or otherwise treated differently from other individuals. Each exhibitor shall be responsible for compliance within its exhibit space, including the provision of auxiliary aids and services as needed.

#### **MUSIC AND VISUAL EFFECTS**

Exhibitors' use of music and audiovisual devices with sound are permitted only in those locations and at such decibel density as not to interfere with the activities of other exhibitors.

License agreements covering recorded music are the responsibility of the exhibitor, and each exhibitor is required to indemnify and hold the IADD/FSEA harmless from any liability arising out of the use of copyrighted music.

#### **HAZARDOUS WASTE DISPOSAL**

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death, or pollutes the air, water or land. Exhibitors who generate hazardous waste material must conform to requirements of all regulatory agencies having jurisdiction in the location of hazardous waste and make appropriate arrangements for proper disposal thereof.

#### **PHOTOGRAPHY**

Picture taking other than by official photographers is subject to approval by Show Management or the Exhibit Coordinator, including during set-up and dismantling. Only the exhibitor may grant permission to have their exhibit and/or products photographed.

#### **SMOKING**

The Odyssey program is designated as a non-smoking meeting. Smoking is prohibited in IADD/FSEA meeting rooms, the exhibit hall and social functions.

#### **LABOR/SAFETY/FIRE CODES**

The exhibitor is responsible for knowledge of and compliance with all union requirements and fire and safety codes established by the Nashville Convention Center, Nashville, TN. Booth decorations must be flameproofed. Electrical wiring must conform with all federal, state and municipal government requirements and to the National Electric Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

#### **LIABILITY**

Each exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to exhibitor's displays, equipment and other property brought upon the premises of the Nashville Convention Center, and shall indemnify and hold harmless the IADD/FSEA, the Nashville Convention Center and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims from any cause whatsoever by reason of the use of occupancy of the exhibit space by the exhibitor or his assigns. The exhibitor must surrender space occupied by him in the same condition as it was in the commencement of occupation. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. In holding the Odyssey program, the Associations do not act as the agent of the exhibitor, the Nashville Convention Center, the Exhibit Coordinator, the Exhibition Services Company, or any other party providing services to the program. Claims against any other party other than the Associations are to be submitted directly to the party involved.

#### **INSURANCE**

Exhibitors must make provision for safeguarding their materials, equipment and displays at all times. Exhibitors are advised to carry special insurance to cover exhibit materials against loss or damage, and public liability insurance against injury to the persons and property of others. As a courtesy to exhibitors, perimeter security for the exhibit hall will be furnished during installation, dismantling and show days. This is not to be interpreted as a guarantee against loss or theft of any kind.

#### **USE OF EXHIBITOR APPOINTED CONTRACTORS**

Exhibitors choosing to use labor services other than those provided through the Exhibition Services Contractor must notify the Exhibit Coordinator at least 30 days in advance of the first day of move-in.

#### **SOCIAL FUNCTIONS**

Only exhibiting companies may request the use of function rooms in the Nashville Convention Center or the Hilton Nashville Hotel. Breakfast functions must end at least 15 minutes prior to the opening of the official program each day. All uses of meeting rooms in the Nashville Convention Center or the Hilton Nashville Hotel must be approved by the IADD/FSEA. Hospitality rooms may not open prior to 5:00 pm in the evening on evenings when the IADD/FSEA does not have scheduled events. Any function not approved by the IADD/FSEA which would compete for attendee's time, either during the hours of the exhibition hall or other association programs, is strictly prohibited.

#### **TERMINATION OF RIGHT TO EXHIBIT**

As the organizer, the IADD/FSEA reserves the right to terminate without notice an exhibitor's right to exhibit if an exhibitor or any of his representatives fails to observe the conditions of this contract, or in the opinion of the IADD/FSEA or its Exhibit Coordinator, conducts themselves in an unethical manner. Such exhibitors will be dismissed without refund.

#### **ODYSSEY PROGRAM CANCELLATION**

If any part of the Exhibit Hall is damaged, or if circumstances make it impossible for the IADD/FSEA to permit an exhibitor to occupy the space assigned during a portion or entirety of the period covered, the exhibitor will be charged for space only for the period space was or could have been occupied by the exhibitor, and the IADD/FSEA releases any and all claims for damages caused by such action.

#### **GENERAL**

All matters and questions not covered by these regulations are subject to the decision of the IADD/FSEA and the Exhibit Coordinator. These regulations may be amended at any time by the IADD/FSEA and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

#### **For further information contact:**

Cindy C. Crouse, CAE, CEO  
**International Association of Diecutting and Diemaking**  
651 Terra Cotta Ave., Suite 132  
Crystal Lake, IL 60014  
Tel: 1-800-828-4233 or 1-815-455-7519  
Fax: 1-815-455-7510  
Email: [info@odysseyexpo.org](mailto:info@odysseyexpo.org)

#### **For exhibiting information contact:**

Susan M. Corcoran, CMP, Exhibit Coordinator  
**IADD/FSEA Odyssey 2013**  
20 Winter St., Kingston, MA 02364 U.S.A.  
Tel: 1-617-840-7202  
Fax: 1-781-582-3944  
Email: [exhibit@odysseyexpo.org](mailto:exhibit@odysseyexpo.org)



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600

Customer Service Fax: +1 (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: G110160513

## SHOW INFORMATION

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

#### BOOTH PACKAGE

Items provided in your in-line booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

The exhibit hall is not carpeted. However, the aisles will be carpeted in Tuxedo (black/grey blend). Booth spaces are not carpeted, but floor covering is **REQUIRED** and will be enforced by show management. If the floor is not covered by **Tuesday 4pm**, show management will have carpeting installed at the exhibitor's expense. Adhesive tiles, carpet, etc are not to be used on the floor and all expenses due to damage or cleaning of the floor will be billed back to the exhibitor.

Show drape color(s): Plum, Grey

Aisle carpet color: Tuxedo

#### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, April 29, 2013	8:00 AM - 4:30 PM
	Tuesday, April 30, 2013	8:00 AM - 4:30 PM
Exhibit Hours:	Wednesday, May 1, 2013	10:00 AM - 5:00 PM
	Thursday, May 2, 2013	10:00 AM - 5:00 PM
	Friday, May 3, 2013	10:00 AM - 2:30 PM
Exhibitor Move-out:	Friday, May 3, 2013	2:30 PM - 8:00 PM
	Saturday, May 4, 2013	8:00 AM - 4:00 PM
Freight Re-route Time:	Saturday, May 4, 2013	3:00 PM

#### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, April 3, 2013
Discount price deadline for all Shepard orders:	Wednesday, April 10, 2013
First day for warehouse deliveries without a surcharge:	Wednesday, April 3, 2013
Last day for warehouse deliveries without a surcharge:	Tuesday, April 23, 2013
First day freight can arrive at show facility:	Monday, April 29, 2013 at 8:00 AM

#### SHIPPING ADDRESSES

##### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

2013 IADD/FSEA ODYSSEY

c/o Shepard Exposition Services

45 Teledyne Place

La Vergne, TN 37086

##### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

2013 IADD/FSEA ODYSSEY

Nashville Convention Center

601 Commerce Street

Nashville, TN 37203

**ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.**



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
Customer Service Fax: +1 (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: G110160513



## ONLINE ORDERING INSTRUCTIONS

### 2013 IADD/FSEA ODYSSEY



May 1, 2013 - May 3, 2013  
Nashville Convention Center  
Nashville, TN 37203


### \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

- GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on **2013 IADD/FSEA ODYSSEY**
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users:** User name = Your Email Address (provided by Show Management)  
Password = ODYSSEY
  - Previous 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, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated, update your profile and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**  
**+1 (404) 720-8600**  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)





### PAYMENT POLICY

**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.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**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.

**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.

**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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### 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.

### 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 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 that 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.

### SHEPARD'S 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."



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
 Customer Service Fax: +1 (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G110160513

## THIRD PARTY PAYMENT AUTHORIZATION

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013  
 Nashville Convention Center  
 Nashville, TN 37203

**Discount Deadline: April 10, 2013**

**The following information must be completed and the form returned to Shepard by the deadline date.**

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.

#### SERVICES TO BE COVERED BY THIRD PARTY

- All services
- Rental Furniture       Exhibit Display Rentals       Overhead Rigging/Labor
- Carpet       Cleaning       Installation/Dismantling Labor
- Material Handling \*Please complete the Material Handling Authorization Form
- Logistics/Transportation      Notes: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

#### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:      
Month Year

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Security Code:



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
 Customer Service Fax: +1 (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G110160513

## EXHIBITOR APPOINTED CONTRACTOR

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013  
 Nashville Convention Center  
 Nashville, TN 37203

**Deadline Date: April 3, 2013**

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR 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 additionally insured for the time period of the show (including move-in and move-out days).

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

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

~ Non-official contractor 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.

**The following information must be completed and the form returned to Shepard by the deadline date.**

Name of Non-official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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Event Code: G110160513 **Discount Deadline: April 10, 2013**

## SIGNATURE SERIES PACKAGES

2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE					200 SERIES PACKAGE																				
~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy					~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy																				
~ 6'Lx42"H Skirted Counter (Select Color) 50047 <input type="checkbox"/> (01) Red <input type="checkbox"/> (04) Gold <input type="checkbox"/> (07) Burgundy <input type="checkbox"/> (02) Green <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (03) White <input type="checkbox"/> (06) Black <input type="checkbox"/> (13) Teal					~ 30" Star Base Pedestal Table 50032 ~ (2) Padded Arm Chairs 50021 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																				
~ (2) Padded Stools with Back 50024 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ 200 lbs. Material Handling* 35030/35010					~ 1 Meter Locking Cabinet (LC3) 66284 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																				
<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66320</td> <td>478.25</td> <td>621.75</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66320	478.25	621.75		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66323</td> <td>484.70</td> <td>630.10</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66323	484.70	630.10	
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300 SERIES PACKAGE					400 SERIES PACKAGE																				
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<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66326</td> <td>617.45</td> <td>802.70</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66326	617.45	802.70		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66329</td> <td>2191.25</td> <td>2848.65</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66329	2191.25	2848.65	
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66326	617.45	802.70																							
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66329	2191.25	2848.65																							

\*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.



**GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).

**GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

Discount	Regular
104.50	135.85
302.50	393.25

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal:	\$
9.250% Tax*:	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



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Event Code: G110160513

**Discount Deadline: April 10, 2013**

**EXPO FURNISHINGS**

**2013 IADD/FSEA ODYSSEY**

**May 1, 2013 - May 3, 2013**

**Nashville Convention Center**

**Nashville, TN 37203**

**TABLES - ALL DISPLAY TABLES ARE 24" WIDE**



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

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

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	105.60	137.30	
50046			6'L X 30"H	129.80	168.75	
50050			8'L X 30"H	164.45	213.80	
50043			4'L X 42"H	128.35	166.85	
50047			6'L x 42"H	164.40	213.70	
50051			8'L x 42"H	193.25	251.25	
50052			4th Side 30"	64.20	83.45	
50171			4th Side 42"	64.20	83.45	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	75.25	97.85	
50044		6'L X 30"H	88.05	114.45	
50048		8'L X 30"H	105.90	137.65	
50041		4'L X 42"H	84.70	110.10	
50045		6'L x 42"H	105.90	137.65	
50049		8'L x 42"H	118.10	153.55	

**RISERS - WOODEN PLANKING, 8" WIDE**

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	45.55	59.20	
50084		6'L X 6"H	58.05	75.45	
50086		8'L X 6"H	73.60	95.70	
50083		4'L X 12"H	92.25	119.95	
50085		6'L x 12"H	114.80	149.25	
50087		8'L x 12"H	127.95	166.35	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	21.90	28.45	
50078		6'L X 6"H	30.80	40.05	
50080		8'L X 6"H	39.90	51.85	
50077		4'L X 12"H	42.50	55.25	
50079		6'L x 12"H	60.70	78.90	
50081		8'L x 12"H	74.20	96.45	

**STANDARD SEATING**



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	66.00	85.80	
50021		Arm Chair	93.50	121.55	
50024		Stool w/back	104.50	135.85	

**STANDARD ACCESSORIES**



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	19.25	25.05	
50094		Floor Easel	37.95	49.35	
50245		Literature Rack	145.85	189.60	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	185.65	241.35	
50092		Coat Rack	65.90	85.65	
50093		Garment Rack	185.65	241.35	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	54.10	70.35	
50102		Velvet Rope, 7'	86.45	112.40	
50095		Sign Holder, 22x28	128.50	167.05	

**SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.**

50058		Sateen Skirting	14.45	18.80	
-------	--	-----------------	-------	-------	--

Please choose color from skirted table section.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Total Expo Furnishings:	\$
9.250% Tax:	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



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Event Code: G110160513

**CARPETING & CLEANING**

**2013 IADD/FSEA ODYSSEY**

May 1, 2013 - May 3, 2013  
Nashville Convention Center  
Nashville, TN 37203

**Discount Deadline: April 10, 2013**

**FLOOR COVERING REQUIRED**

**EXPO CARPET - 16 OZ.**

**Choose Color:**

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Blue (05)	<input type="checkbox"/>	Teal (13)	<input type="checkbox"/>
Tuxedo (50)	<input type="checkbox"/>	Burgundy (07)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	170.50	221.65	
50256	10' x 20'	324.50	421.85	
50257	10' x 30'	484.00	629.20	
50258	10' x 40'	643.50	836.55	

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

**SPECIAL CUT EXPO CARPET**

50006	Per Square Foot	3.20	4.15	
-------	-----------------	------	------	--

Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

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.

**PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING**

**Choose Color:**

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Navy (22)	<input type="checkbox"/>	Charcoal (17)	<input type="checkbox"/>
Silver Cloud (18)	<input type="checkbox"/>	Cobalt (21)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	5.15	6.70	
46003	Rental 1000+/sq.ft	4.40	5.70	
46002	Purchase/sq.ft.	13.20	17.15	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

**PADDING & VISQUEEN**

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.85	1.10	
50008	1" Padding	1.95	2.55	
50010	Visqueen	0.35	0.45	

**BOOTH DIMENSIONS**

What is your booth size (ft.)?

X  =  sq. ft.

**BOOTH CLEANING - Minimum 100 sq.ft.**

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.37	0.50	
47002	Daily Vacuum	1.11	1.45	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

**PERIODIC PORTER SERVICE**

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.45	0.60	
47031	Daily Porter Svc	1.30	1.70	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	\$
9.25% Tax*	\$
Amount Due:	\$

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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## SPECIALTY FURNISHINGS/ACCESSORIES

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

#### SPECIALTY CHAIRS AND TABLES



36" Diameter  
30" or 42" H

24" W x 18" H

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	70.20	91.25	
51090	Director's Stool	125.50	163.15	
50032	Ped. Table, 30"	184.40	239.70	
51089	Ped. Table, 42"	184.40	239.70	
50030	Rnd Side Table	89.20	115.95	
50031	Sq. Side Table	89.20	115.95	

#### SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	699.50	909.35	
50068	Full View 6'	771.55	1003.00	
50069	Quarter View 4'	699.50	909.35	
50070	Quarter View 6'	771.55	1003.00	

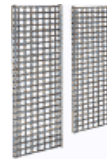
Colors and styles of showcases may vary depending on location and availability.

#### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	40.90	53.15	
50098	Refrigerator	532.70	692.50	
50088	8' Upright	24.55	31.90	
50089	8' Crossbar	16.35	21.25	

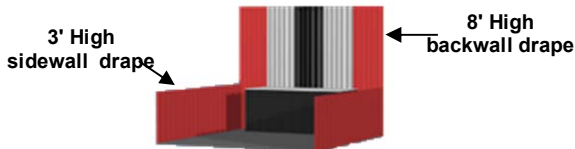
#### GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	167.20	217.35	
50237	2'X8' w/o legs, each	125.35	162.95	
50242	7-Ball Waterfall	11.50	14.95	

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

#### 1/4" PERFBORAD & VELCRO TACK BOARD



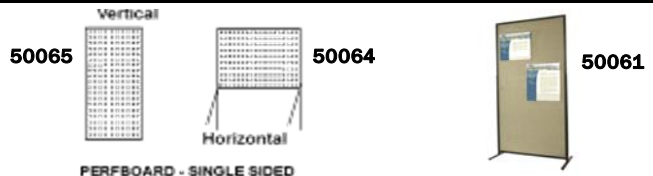
#### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	16.65	21.65	
50074	3' High	13.15	17.10	

Choose Color: Minimum 4' panel rental required.

- Red (01)     Blue (05)     Grey (10)  
 White (03)     Black (06)     Burgundy (07)



Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	225.70	293.40	
50064	4'X8' Horz., 1/4"holes	225.70	293.40	
50104	6" Hooks (12)	36.85	47.90	
50060	4' X 8' Horz.	226.45	294.40	
50061	4' x 8' Vert.	226.45	294.40	

Total Specialty Furnishings/Accessories:	\$
9.250% Tax*:	\$
Amount Due:	\$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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\* All tax rates are subject to change.



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# EXECUTIVE FURNITURE

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
<b>Key West - Black</b>				
	SOM	674.75	877.20	
	LSM	598.25	777.75	
	OCB	490.50	637.65	
<b>Lisbon - Charcoal Leather</b>				
	SOC	887.05	1153.15	
	LSC	800.05	1040.05	
	CHC	587.85	764.20	
<b>Memphis</b>				
	MPS	634.80	825.25	
	MPC	450.45	585.60	
<b>Astro</b>				
	SOQ	826.05	1073.85	
	CHQ	546.15	710.00	
<b>Newport</b>				
	SED	1725.30	2242.90	
	LSD	770.50	1001.65	
	CHD	424.40	551.70	
<b>Miscellaneous Seating</b>				
	SO1	765.20	994.75	
	OCU	471.35	612.75	
	OCW	921.80	1198.35	
	OCY	229.55	298.40	
<b>Ottomans</b>				
	OSA	365.20	474.75	
	OTP	436.60	567.60	
	OTM	455.60	592.30	
	OTH	139.10	180.85	
	VIB02	105.00	136.50	



### COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
<b>Cocktail Tables</b>				
	C1E	323.45	420.50	
	C1F	295.70	384.40	
	C1C	304.30	395.60	
	COLI	193.35	251.35	
<b>End Tables</b>				
	E1E	304.30	395.60	
	E1F	276.50	359.45	
	E1C	285.25	370.85	
	EOLI	181.50	235.95	
<b>Lamps</b>				
	LA15	171.25	222.65	
	LA14	116.00	150.80	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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\* All tax rates are subject to change.

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
 Customer Service Fax: +1 (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G110160513

## EXECUTIVE FURNITURE

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center  
 Nashville, TN 37203

**Discount Deadline: April 10, 2013**

#### CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
<b>Geo Tables - 29" High</b>				
	CE2 (60"L)	494.00	642.20	
	CF2 (60"L)	476.50	619.45	
	CE1 (42"L)	340.90	443.15	
	CF1 (42"L)	323.45	420.50	
<b>Graphite Nebula - 29" High</b>				
	CB2 (6'L)	532.25	691.95	
	CB3 (8'L)	645.25	838.85	
	CB1 (42"RND)	436.55	567.50	
<b>Mahogany - 29" High</b>				
	CC6 (6'L)	494.00	642.20	
	CC7 (8'L)	608.70	791.30	
	CC8 (10'L)	968.70	1259.30	
	CC5 (42"RND)	434.10	564.35	
<b>Miscellaneous Conf. Table - 29" High</b>				
	CG1 (42"RND)	351.30	456.70	



#### CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Panton</b>				
	OTO	521.75	678.30	
	SC9	229.55	298.40	
<b>Luxor - Black Leather</b>				
	XC3	427.90	556.25	
	XC2	464.35	603.65	
	XC1	494.00	642.20	
<b>Altura - Black Crepe</b>				
	XC6	380.95	495.25	
	XC5	419.15	544.90	
	XC4	455.60	592.30	
<b>Brewer</b>				
	SC3	203.50	264.55	
	SC2	203.50	264.55	
<b>Miscellaneous Chairs</b>				
	SC8	189.55	246.40	
	SC1	217.35	282.55	
	SC4	217.35	282.55	
	SC6	266.15	346.00	



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**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$

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Event Code: G110160513

**Discount Deadline: April 10, 2013**

# EXECUTIVE FURNITURE

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### BAR TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 42" High</b>				
	VTN	287.05	373.15	
	VTM	287.05	373.15	
<b>30" Round x 42" High</b>				
	VTK	276.95	360.05	
	VTJ	276.95	360.05	
	VTF	314.05	408.25	
	VTC	276.95	360.05	
	WTJ	351.10	456.45	
	WTF	386.70	502.70	



### BARS

Qty.	Item	Discount	Regular	Amount
<b>Martini Bars - 47" High</b>				
	BR1	1609.15	2091.90	
	BRC	4631.65	6021.15	



### BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Ohio - Chrome, 31" High</b>				
	BS3	211.05	274.35	
	BS2	211.05	274.35	
	BS1	211.05	274.35	
<b>Banana - Chrome, 30" High</b>				
	BST	283.75	368.90	
	BSS	283.70	368.80	
<b>Oslo - 30" High</b>				
	BSD	295.50	384.15	
	BSC	295.50	384.15	
<b>Miscellaneous</b>				
	BSL (29"H)	224.55	291.90	
	BSN (29"H)	319.10	414.85	
	BCE (32"H)	261.70	340.20	



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Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
9.250% Tax*	\$
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## EXECUTIVE FURNITURE

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

#### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 29" High</b>				
	ZTP	266.75	346.80	
	ZTN	266.75	346.80	
	ZTM	266.75	346.80	
	XTP	359.65	467.55	
	XTN	359.65	467.55	
	XTM	359.65	467.55	
<b>30" Round x 29" High</b>				
	ZTK	239.80	311.75	
	ZTJ	239.80	311.75	
	XTK	330.95	430.25	
	XTJ	330.95	430.25	
	XTF	364.65	474.05	



ZTP-36"  
ZTK-30"



ZTN-36"  
ZTJ-30"



ZTM-36"



XTP-36"  
XTK-30"



XTN-36"  
XTJ-30"



XTM-36"



XTF-30"

#### STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
<b>Stacking Chair, 37" High</b>				
	CS8	128.30	166.80	
	CS9	128.30	166.80	
<b>Altura - Black Crepe</b>				
	SY1	231.35	300.75	
	DF1	342.75	445.60	

CS8



CS9



SY1



DF1



#### PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
<b>Product Display</b>				
	PMB36	309.30	402.10	
	PMB42	364.55	473.90	
	PDK	532.25	691.95	
	PDL	544.35	707.65	
	BC6	395.05	513.55	
	BC7	386.70	502.70	
	ET1	395.05	513.55	
	ET2	395.05	513.55	
<b>Training Room</b>				
	CP5	462.65	601.45	
	PO3	553.85	720.00	
	PO1	351.10	456.45	
	WD2	406.95	529.05	
	CO4	351.10	456.45	
<b>Lateral Files</b>				
	L26	489.70	636.60	
	L27	462.65	601.45	
<b>Refrigerator</b>				
	R1Q	322.50	419.25	

#### PEDESTALS

PMB36  
PDH  
PDK  
PDL

#### COLOR

Black  
Graphite  
Graphite  
Black

#### SIZE

24"Lx24"Dx36"H  
24"LX24"DX42"H  
30"LX30"DX42"H  
24"LX24"DX42"H

#### Graphite



#### PDL



BC6



BC7



ET1



ET2



CP5



PO3



PO1



WD2



CO4



L26



L27



R1Q



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Event Code: G110160513

**Discount Deadline: April 1, 2013**

# EXHIBIT SOLUTIONS BOOTH RENTALS

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
<b>The San Diego</b>					
66250		10' x 10'	2507.90	3260.25	
66251		10' x 20'	4115.65	5350.35	
66252		10' x 30'	7716.85	10031.90	

#### The Chicago

66253		10' x 10'	2411.60	3135.10	
66254		10' x 20'	3376.05	4388.85	
66255		10' x 30'	4581.30	5955.70	

#### The Salt Lake City

66256		10' x 10'	1543.30	2006.30	
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#### The Saint Louis

66265		10' x 10'	1344.05	1747.25	
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#### The Las Vegas

66268		20' x 20' Island	8996.55	11695.50	
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#### The Phoenix

66269		10' x 10'	2829.50	3678.35	
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#### The Detroit

66257		10' Truss Unit	6424.30	8351.60	
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Code	Qty.	Description	Discount	Regular	Amount
<b>The Los Angeles</b>					
66259		10' x 10'	1664.80	2164.25	
66260		10' x 20'	3086.75	4012.80	
66261		10' x 30'	4662.25	6060.95	

#### The New York

66262		10' x 10'	2186.45	2842.40	
66263		10' x 20'	4151.85	5397.40	
66264		10' x 30'	6302.05	8192.65	



Salt Lake City



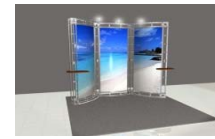
Saint Louis



Las Vegas



The Phoenix



The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at +1 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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Event Code: G110160513

**Discount Deadline: April 1, 2013**

## EXHIBIT SOLUTIONS ACCESSORIES

2013 IADD/FSEA ODYSSEY

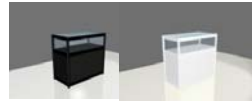
May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Showcases</b>					
66270		Quartermview	893.80	1161.95	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	816.75	1061.80	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	964.65	1254.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**Quartermview Showcase**

4' 6" W X 1' 9" D x 3' 3" H



**Triangular Showcase**

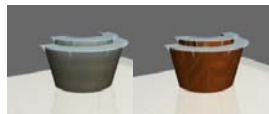
1' 9" W x 1' 9" D x 7' H



**Square Showcase**

1' 9" W x 1' 9" D x 7' H

<b>Reception Counters</b>					
66274		RC1	1917.20	2492.35	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	708.50	921.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1536.90	1997.95	



**RC1**

7' 9" W x 3' 5" D x 3' 9" H



**RC2**

4' 9" W x 2' 3" D x 3' 3" H



**RC3**

5' 3" W x 3' 3" D x 3' 6" H

<b>Computer Stands</b>					
66285		CS1	893.80	1161.95	
66286		CS2	520.90	677.15	
<b>Literature and Product Display</b>					
66277		Gondola	473.35	615.35	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	836.00	1086.80	
66279		GL2	791.00	1028.30	
66280		LS1	252.45	328.20	
66281		LS2	167.15	217.30	



**CS1**

**CS2**

CS1 - 3' W x 1' 9" D x 6' 3" H

CS2 - 2' 3" W x 1' 6" D x 6' 3" H



**Gondola**

3' 6" W x 1' 9" D x 5' H



**GL1**

**GL2**

GL1 - 5' 4" W x 1' 3" D x 8' H

GL2 - 4' 3" W x 1' 3" D x 7' H



**LS1**

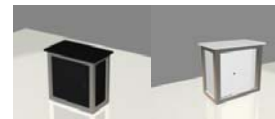
**LS2**

<b>Locking Cabinets</b>					
66282		LC1	662.40	861.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	803.90	1045.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	488.75	635.40	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**LC1 - 1 meter wide**

3' 6" W x 1' 9" D x 3' 6" H



**LC3**

3' 9" W x 2' 3" D x 3' 6" H



**LC2 - 1.5 meters wide**

5' W x 1' 9" D x 3' 6" H

Please complete the following:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Subtotal \$

**Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

9.250% Tax\* \$

**Authorized Signature:** \_\_\_\_\_

Amount Due: \$

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Event Code: G110160513

**Discount Deadline: April 10, 2013**

## EXHIBIT SOLUTIONS TRAFFIC BUILDER

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

#### TRAFFIC BUILDER RENTALS

### INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

Looking for ways to engage attendees? This compact, custom electronic charging unit does it all. With four separate stations to charge virtually any type of electronic device, this unit sits easily in your booth space with your custom message and it's flashing light, providing an often needed convenience on the show floor to potential prospects and customers.

Please note electricity must be ordered separately - you may find the form in the Utilities section of the service manual.

#### Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		1595.00	2073.50	

Items included in package: (2) 12"W x 30" H double-sided banners:  
 ~ (1) - one displaying the text Phone Charging Station on your background artwork  
 ~ (1) - one with any logos, text or artwork of your choice.

Info on the ports of the unit:

~ 4 ports: 2 "Lenmar" 6 port USB Hub Charging Stations and 2 iPhones  
 \* The lenmar can simultaneously charge up to 6 USB compatible devices, including cell phones, MP3 players, PDA's, Blue Tooth headsets, etc.  
 \* The phones that it can charge are Motorola RAZR/Q, Blackberry, Samsung, LG, Mini USB, and Macro USB

#### Artwork Submission Information

Submit your company logo/branding by one of the following:  
 ~ Email attachment (4 mgs or smaller to [lrubin@shepardes.com](mailto:lrubin@shepardes.com))  
 ~ FTP (.zip compression), for FTP information call 404-720-8652  
 ~ CD-ROM, mail to address at top of page  
 When sending disks, please label them with the following:  
 Exhibitor Co. Name, Booth #, Show Name, Show Date  
 Acceptable Software & Formats  
 ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat  
 ~ Files should be formatted in high-resolution quality, 100-300 dpi  
 ~ Vector-based artwork preferred with fonts converted to outline



Please fax completed form to Exhibit Solutions Department at +1 404-720-8757.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$

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### **LABOR**

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

### **EXHIBIT LABOR JURISDICTION**

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

### **MATERIAL/FREIGHT HANDLING JURISDICTION**

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

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

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

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

### **GRATUITIES /BREAKS**

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

### **IN GENERAL**

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

### **SAFETY**

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



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Event Code: G110160513

Discount Deadline: April 10, 2013

# LABOR ORDER FORM

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

Are you requesting this labor for assembling your hanging sign?  Yes  No

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

**I will need Shepard Supervised Labor for (please check one):**

Installation  Dismantling  Both Install/Dismantle

**I will need Exhibitor Supervised Labor for (please check one):**

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066T		ST	61.00	79.30	30% **	
68067T		OT	91.50	118.95	30% **	
68068T		DT	122.00	158.60	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060T		ST	61.00	79.30	
68061T		OT	91.50	118.95	
68062T		DT	122.00	158.60	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday, 8:00 AM - Midnight

DT - Double time: All other hours and holidays

**If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:**

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	122.00	158.60	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_

Carpet install date/time: \_\_\_\_\_

**Please note:** - Hours are based on estimates, you will be invoiced for actual time incurred.

- Requested times are not guaranteed and are based on availability.

- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal	\$	
9.250% Tax*	\$	
Amount Due:	\$	

### SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_

# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_

Is shipment?  Crated  Uncrated

Tracking/Pro #: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_

Deliver Shipment To: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Type of Service (air, van line, ground, etc.): \_\_\_\_\_

*If for any reason your shipment is not picked up by your carrier, please choose one of the following options:*

Force freight through preferred carrier:

Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size:  x

Forklift required?  Yes  No

Carpet is?  owned  rented from Shepard

Carpet padding?  Yes  No

Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered (please check all that apply)

Electrical  Furniture  A/V Equipment

Booth Cleaning  Telephone/Internet

#### Electrical Information:

Electrical should go under the carpet (diagram is attached)

Electrical drawings are attached

Electrical drawings are with exhibit in crate number

Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Departure date/time: \_\_\_\_\_

Please complete the following: **Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600

Customer Service Fax: +1 (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G110160513

Discount Deadline: April 10, 2013

# GROUND RIGGING/FORKLIFT RENTAL

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### GROUND RIGGING FORKLIFT RENTAL

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_  
Requested date/time: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	62.50	81.25	
35039		Overtime Hourly Rental	268.80	349.50	
35067		Double-time Hourly Rental	310.75	404.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	100.00	125.00	
35049		Overtime Hourly Rental	537.65	699.00	
35069		Double-time Hourly Rental	621.50	808.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	680.65	884.75	
35066		Overtime Hourly Rental	806.45	1048.50	
35070		Double-time Hourly Rental	932.25	1212.00	

### CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday, 8:00 AM - Midnight

DT - Double time: All other hours and holidays

### RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	61.00	79.30	
35100		Overtime Hourly Rate	91.50	118.95	
35101		Double-time Hourly Rate	122.00	158.60	

#### PLEASE NOTE:

Rate structure includes lift 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.

#### PLEASE NOTE:

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.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600

Customer Service Fax: +1 (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: G110160513

**Discount Deadline: April 10, 2013**

# SIGN ORDER FORM

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	141.65	184.15	
70010		Horz., 22" x 28"	141.65	184.15	
70011		Vertical, 28" x 44"	215.80	280.55	
70012		Horz., 28" x 44"	215.80	280.55	
70025		Meterboard, 39" x 90.75"	436.75	567.80	
<b>Accessories</b>					
70017		Blank Foamcore, 4'x 8'	38.50	50.05	
70021		Velcro, per ft. min. 5 ft.	2.55	3.30	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	18.00	23.40	
70071		grommets, per sq. ft. - Horizontal	18.00	23.40	
70066		Pockets, per sq. ft. - Vertical	19.30	25.10	
70072		Pockets, per sq. ft.- Horizontal	19.30	25.10	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	42.35	55.05	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$	
9.250% Tax*	\$	
Amount Due:	\$	

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

### SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

#### File Submission Media

- ~ CD-ROM
  - ~ Email attachment (4 mgs or smaller only)
  - ~ FTP (.zip compression), call for FTP information
- When sending disks, please label them with the following:  
Exhibitor Co. Name, Booth #, Show Name, Show Date

#### Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

#### Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

#### Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858  
Shepard Logistics Fax: +1 404-720-8733  
Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)  
Event Code: G110160513

# SHEPARD LOGISTICS SERVICES

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013  
Nashville Convention Center  
Nashville, TN 37203

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION	SHIPPING INFORMATION																
<p>• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.</p> <p>Requested Pick Up Date: _____</p> <p>Hours of Operation: _____</p> <p>Company _____</p> <p>Address _____</p> <p>_____ (City) (State) (Zip)</p>	<p>Items to be shipped</p> <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr> <td>Crates</td> <td>_____</td> </tr> <tr> <td>Cartons (cardboard)</td> <td>_____</td> </tr> <tr> <td>Cases/Trunks (fiber) (color) _____</td> <td>_____</td> </tr> <tr> <td>Skids/Pallets</td> <td>_____</td> </tr> <tr> <td>Carpet (color) _____</td> <td>_____</td> </tr> <tr> <td>Other _____</td> <td>_____</td> </tr> <tr> <td><b>Total Pieces</b></td> <td><b>Total Wt.</b></td> </tr> </tbody> </table> <p>Declared Value \$ _____ Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.</p>	Number of Pieces	Est. Weight	Crates	_____	Cartons (cardboard)	_____	Cases/Trunks (fiber) (color) _____	_____	Skids/Pallets	_____	Carpet (color) _____	_____	Other _____	_____	<b>Total Pieces</b>	<b>Total Wt.</b>
Number of Pieces	Est. Weight																
Crates	_____																
Cartons (cardboard)	_____																
Cases/Trunks (fiber) (color) _____	_____																
Skids/Pallets	_____																
Carpet (color) _____	_____																
Other _____	_____																
<b>Total Pieces</b>	<b>Total Wt.</b>																

### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)  
**2013 IADD/FSEA ODYSSEY**  
c/o Shepard Exposition Services  
45 Teledyne Place  
La Vergne, TN 37086

Warehouse Deadline April 23, 2013  
Date

I will be shipping to **SHOW SITE**  
c/o Shepard Exposition Services  
(Company Name, Booth#)  
**2013 IADD/FSEA ODYSSEY**  
Nashville Convention Center  
601 Commerce Street  
Nashville, TN 37203

Delivery date: April 29, 2013

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_  
Loading Dock  Yes  No Lift Gate \_\_\_\_\_  
Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**Ship to Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Deliver By Date: \_\_\_\_\_  
Number of labels: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

**FAX COMPLETED FORM TO 404-720-8733**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

**Exhibiting Co. Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

# SHIPPING LABELS


2013 IADD/FSEA ODYSSEY

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 45 Teledyne Place La Vergne, TN 37086</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>2013 IADD/FSEA ODYSSEY</b>	
First day freight can arrive w/o a surcharge: April 3, 2013	
Last day freight can arrive w/o a surcharge: April 23, 2013	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 45 Teledyne Place La Vergne, TN 37086</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>2013 IADD/FSEA ODYSSEY</b>	
First day freight can arrive w/o a surcharge: April 3, 2013	
Last day freight can arrive w/o a surcharge: April 23, 2013	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Nashville Convention Center 601 Commerce Street Nashville, TN 37203</b>
	For: <b>2013 IADD/FSEA ODYSSEY</b>
<b>MUST NOT BE DELIVERED PRIOR TO: April 29, 2013 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Nashville Convention Center 601 Commerce Street Nashville, TN 37203</b>
	For: <b>2013 IADD/FSEA ODYSSEY</b>
<b>MUST NOT BE DELIVERED PRIOR TO: April 29, 2013 @ 8:00 AM</b>	

## HANGING SIGN SHIPPING LABELS

2013 IADD/FSEA ODYSSEY

### HANGING SIGN SHIPPING ADDRESS LABELS

**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.

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____  c/o Shepard Exposition Services 45 Teledyne Place La Vergne, TN 37086
	For: <b>2013 IADD/FSEA ODYSSEY</b> First day freight can arrive w/o a surcharge: <b>April 3, 2013</b> Last day freight can arrive w/o a surcharge: <b>April 23, 2013</b>

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____  c/o Shepard Exposition Services 45 Teledyne Place La Vergne, TN 37086
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Shepard Exposition Services

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Event Code: G110160513

# MATERIAL HANDLING AUTHORIZATION

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to:  Advance Warehouse  Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (city, state): \_\_\_\_\_

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

### MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

#### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$82.00	\$123.00	\$106.50		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
<b>Advance Shipments to Warehouse</b>					
	\$91.00	\$118.25			
	Crated	Special Handling			
	35010 / 35013	35036			
<b>Pieces</b>	<b>Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>				
	\$45.50	\$91.00			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$73.75	\$110.75	\$96.00		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391 / 35399	35394 / 35402		
<b>Advance Shipments to Warehouse</b>					
	\$82.00	\$106.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
<b>Overtime</b>					
	Overtime: 30% fee for every overtime application			30%	

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# MATERIAL HANDLING INFORMATION

## 2013 IADD/FSEA ODYSSEY

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

#### OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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.

#### LATE SHIPMENTS

Surcharge: 25%

35003

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

#### UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

#### OFF-TARGET DELIVERIES

Surcharge: 15%

35004

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

#### PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge 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: Maximum \$25.00

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: \$10.00 per piece, Minimum \$40.00

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 Package Consolidation

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

#### 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.

#### SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

#### ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

#### WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

#### Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

#### MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, 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. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



### MATERIAL HANDLING Q&A

#### 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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

#### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### 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, fibercases, 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.

### MATERIAL HANDLING CHARGES

#### 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. For 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.

### SMALL PACKAGES

#### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

#### 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.

### CRATED~UNCRATED~SPECIAL HANDLING

#### What are CRATED materials?

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

#### What are UNCRATED materials?

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

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), 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.

#### 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.)

#### 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, therefore it means per 100 lbs.

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### 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 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.

### SIGNATURE SERIES SHIPPING

#### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

### LIABILITY INSURANCE

#### 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 SHIPMENTS

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).



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
Customer Service Fax: +1 (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: G110160513

## SPECIAL MACHINERY MATERIAL HANDLING

### 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013  
Nashville Convention Center  
Nashville, TN 37203

#### SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

#### THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty	Item Description	Standard	1 way OT	2 way OT	Special Handling ST	Special Handling OT	Special Handling 2-OT
35233		2,501 - 5,000 LBS	\$21.00	\$26.25	\$31.50	\$26.25	\$31.50	\$36.75
35235		5,001 - 10,000 LBS	\$17.00	\$21.25	\$25.50	\$21.25	\$25.50	\$29.75
35237		10,001 - 20,000 LBS	\$15.00	\$18.75	\$22.50	\$18.75	\$22.50	\$26.25
35238		20,001 - 30,000 LBS	\$13.00	\$16.25	\$19.50	\$16.25	\$19.50	\$22.75
35240		30,001 + LBS	\$13.00	\$16.25	\$19.50	\$16.25	\$19.50	\$22.75

**30% surcharge will be assessed for work performed during overtime hours.**  
**60% surcharge will be assessed for work performed during double time hours.**

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

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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

#### SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

**Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.**

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

\* All tax rates are subject to change.



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600  
 Customer Service Fax: +1 (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G110160513

**OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST**

**2013 IADD/FSEA ODYSSEY**

**May 1, 2013 - May 3, 2013**  
**Nashville Convention Center**  
**Nashville, TN 37203**

**PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS**

**DEADLINE FOR REQUESTS: April 24, 2013**

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

**SHIP TO ADDRESS:**

COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

**NUMBER OF LABELS REQUESTED:** \_\_\_\_\_

**CARRIER SELECTION**

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER: \_\_\_\_\_

**\*\*If selecting a carrier other than Shepard Logistics, you must schedule the pickup.**

**OUTBOUND SHIPMENT REQUIREMENTS:**

1. Shepard will print and deliver your BOL and Shipping Labels to your booth prior to the close of the
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.

**\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

**TRANSPORTATION CHARGES BILLING ADDRESS:**

SAME AS SHIP TO ADDRESS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: +1 (404) 720-8600

Customer Service Fax: +1 (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G110160513

Discount Deadline: April 10, 2013

# OVERHEAD RIGGING/HANGING SIGN

## 2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### RIGGING GUIDELINES

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers. Please complete the Labor Order Form to have your sign/truss assembled. Include set-up instructions for fixtures needing assembly.

Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.

Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.

Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

### RIGGING CREW

Installation					
Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	480.70	624.90	\$
69002		OT	547.80	712.15	\$
69005		DT	614.90	799.35	\$

Dismantling					
Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	480.70	624.90	\$
69004		OT	547.80	712.15	\$
69006		DT	614.90	799.35	\$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday, 8:00 AM - Midnight

DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: \$

9.250% Tax\*: \$

Estimated Amount Due: \$

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.

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

### SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (blueprint if available) so hanging anchor points can be determined.

Type:  Cloth  Wood  Metal  Truss  Other: \_\_\_\_\_

Shape:  Square  Triangle  Rectangle Other: \_\_\_\_\_

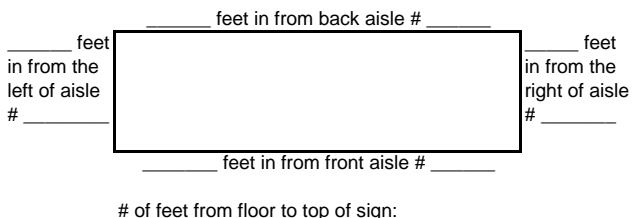
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight: \_\_\_\_\_

### PLACEMENT DIAGRAM

Placement diagrams are REQUIRED for all hanging signs.

Please fill out below or email diagrams to atlanta@shepardes.com



### REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

- Shepard Supervision
- Exhibitor Supervision
- Display House (EAC)

If not choosing Shepard Supervision, please request date and time.

Install: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dismantle: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please note: Date/times are not guaranteed.

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Exhibit Solutions Sales Phone: +1 (404) 720-8652

Exhibit Solutions Sales Fax: +1 (404) 720-8757

Customer Service Email: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

Event Code: G110160513

Discount Deadline: April 10, 2013

## CUSTOM HANGING SIGN RENTAL

2013 IADD/FSEA ODYSSEY

May 1, 2013 - May 3, 2013

Nashville Convention Center

Nashville, TN 37203

### Want to **STAND OUT** on the show floor?

### Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

#### STANDARD FRAMING, SIZES AND FABRIC



#### The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	971.60	1,263.10
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,668.90	2,169.55
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,261.45	2,939.90



#### The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	4,549.00	5,913.70
69135		23.5'x3.25' S-Shape - Double-sided Graphic	6,141.15	7,983.50



#### The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	3,246.05	4,219.85

### We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!

EXHIBIT SOLUTIONS: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

+1 404-720-8652

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ 9.250% Tax\*: \$ \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

\* All tax rates are subject to change.

## 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

**Dravage** – 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 required extra labor, equipment, ir 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.



# Nashville Convention Center Electrical Service Order Form

Phone: +1 615-742-2100

Fax: +1 615-742-2119

Email: [orderservices@nashville.gov](mailto:orderservices@nashville.gov)

Online Order: [www.nashvilleconventionctr.com](http://www.nashvilleconventionctr.com)

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$70	\$99	\$
501 - 1000 Watts (10 amps, single outlet)		\$80	\$105	\$
1001 - 1500 Watts (15 amps, single outlet)		\$90	\$120	\$
1501 - 2000 Watts (20 amps, single outlet)		\$100	\$145	\$
Subtotal Connections			Subtotal	\$
Special Placement Labor (1 hr) Overhead Drop if applicable (2 x # Drops)		See Labor Rate Schedule Below		\$
<b>Standard Totals</b>				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
Subtotal Connections			Subtotal	\$
<b>Miscellaneous Totals</b>				\$

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
<b>10 amps:</b> <input type="checkbox"/> neutral required?		\$105	\$155	\$
<b>20 amps:</b> <input type="checkbox"/> neutral required?		\$125	\$205	\$
<b>30 amps:</b> <input type="checkbox"/> neutral required?		\$225	\$375	\$
<b>40 amps:</b> <input type="checkbox"/> neutral required?		\$275	\$500	\$
<b>50 amps:</b> <input type="checkbox"/> neutral required?		\$325	\$515	\$
<b>60 amps:</b> <input type="checkbox"/> neutral required?		\$340	\$560	\$
<b>Add'l 10 amps:</b> <input type="checkbox"/> neutral required?		\$65	\$80	\$
<b>100 amps:</b> <input type="checkbox"/> neutral required?		\$530	\$750	\$
<b>200 amps:</b> <input type="checkbox"/> neutral required?		\$900	\$1100	\$
<b>400 amps:</b> <input type="checkbox"/> neutral required?		\$1100	\$1500	\$
Subtotal Connections			Subtotal	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
<b>Total 208V Single Phase</b>				\$

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
<b>10 amps:</b> <input type="checkbox"/> neutral required?		\$145	\$225	\$
<b>20 amps:</b> <input type="checkbox"/> neutral required?		\$195	\$300	\$
<b>30 amps:</b> <input type="checkbox"/> neutral required?		\$280	\$460	\$
<b>40 amps:</b> <input type="checkbox"/> neutral required?		\$305	\$600	\$
<b>50 amps:</b> <input type="checkbox"/> neutral required?		\$380	\$750	\$
<b>60 amps:</b> <input type="checkbox"/> neutral required?		\$450	\$825	\$
<b>Add'l 10 amps:</b> <input type="checkbox"/> neutral required?		\$65	\$80	\$
<b>100 amps:</b> <input type="checkbox"/> neutral required?		\$705	\$1000	\$
<b>200 amps:</b> <input type="checkbox"/> neutral required?		\$1305	\$1900	\$
<b>400 amps:</b> <input type="checkbox"/> neutral required?		\$2605	\$3500	\$
Subtotal Connections			Subtotal	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
<b>Total 208V 3 Phase</b>				\$

480V <small>Please call Service Representative for Quote. 615-742-2100</small> <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
Total Labor Hours (2 x Connection total)			\$	\$
<b>Total 480V</b>				\$

HOURLY LABOR RATE SCHEDULE: <small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
	Advance Rate (if Rcvd 14 days prior)	Floor Order	
Monday - Friday; 8:00 a.m. - 5:00 p.m.	\$55	\$75	
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)	\$80	\$120	
Holidays	\$110	\$150	
OverHead Drop	\$75	\$80	

Section Totals <small>Labor included</small>	Amount
Standard Electrical Outlets: 120 Volts	\$
Miscellaneous Electrical Supplies	\$
208V / Single Phase Connection	\$
208V / Three Phase Connection	\$
480V / Quoted Totals	\$
<b>Sub Totals:</b>	\$
For 24 Hour Power, Add 50% To Connections	<b>Add 50%</b> \$
IF Paying by Debit or Credit, Add 2.30%	<b>Add 2.30%</b> \$
<b>TOTAL DUE:</b>	
	<b>\$</b>

<p><b>Payment Authorization &amp; Fees:</b> <i>Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center. TERMS AND CONDITIONS on page 2.</i></p> <p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p><input type="checkbox"/> Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ - _____ Expiration: _____</p> <p>Card Name: _____ Signature: _____ Date: _____</p> <p style="text-align: center;">Make check payable to: <b>Nashville Convention Center</b></p>	<p style="text-align: center;">NCC Use Only</p> <p style="text-align: center;">Installed by _____ Date _____</p> <p style="text-align: center;"><small>Confirmation of orders provided upon request</small></p> <p style="text-align: center;"><b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor</p> <p><input type="checkbox"/> Special Placement (Diagram Attached)</p> <p><input type="checkbox"/> Standard Booth (Back of Booth)</p>
<p><b>Fax To: 615.742.2119      Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203</b></p>	

## **Nashville Convention Center Terms and Conditions of Electrical Services**

### **Standard Electrical Services:**

120 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Single Phase, 60 Cycle

208 Volt, S.C., Three Phase, 60 Cycle

480 Volt, A.C., Three Phase, 60 Cycle

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Nashville Convention Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than NCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an NCC electrician. However, all service connections and overload protection to such equipment must be made by an NCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Nashville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Nashville Convention Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Any changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Nashville Convention Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Nashville Convention Center for the service ordered shall remain the property of the Nashville Convention Center and shall be removed by Nashville Convention Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any NCC supplied equipment removed from the booth.
12. Submission of this order authorizes Nashville Convention Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for NCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, NCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Nashville Convention Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by NCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to NCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the NCC to charge the credit card provided for payment of services ordered. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.



# Nashville Convention Center

## Natural Gas, Compressed Air, Water & Drain Service Order Form

Phone: +1 615-742-2100 / Fax: +1 615-742-2119

Email: [orderservices@nashville.gov](mailto:orderservices@nashville.gov)

Online Order: [www.nashvilleconventionctr.com](http://www.nashvilleconventionctr.com)

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	(See Labor Section) Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$130	\$175	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$100	\$125	
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	(See Labor Section) Amount
Service charge for 1st Connection (Drain not included) <small>( Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$125	\$150	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$60	\$90	
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	(See Labor Section) Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$95	\$115	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$45	\$65	
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	(See Labor Section) Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$225	
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	(See Labor Section) Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$250	\$275	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$200	

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate <small>(if received 14 days prior)</small>	Floor Rate	(Add Labor Here) Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$55	\$75	
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$80	\$120	
Holidays		\$110	\$150	

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.**

	<b>Sub-Total:</b>
	If Paying by Debit or Credit Add 2.30%
<b>Payment Authorization &amp; Fees:</b> Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center. <b>TERMS AND CONDITIONS on page 2.</b>	<b>Total Due:</b>

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ <div style="text-align: right; font-size: small;">Make check payable to <b>Nashville Convention Center</b></div> <input type="checkbox"/> Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ Card Name: _____ Signature: _____ Date: _____	<b>NCC USE ONLY</b> Installed by _____ Date _____ Confirmation of orders provided upon request <b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)
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**Fax To: 615.742.2119    Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203**

## Nashville Convention Center Terms and Conditions of Utility Services

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Nashville Convention Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than NCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from NCC staff. However, all service connections to such equipment must be made by NCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Nashville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Nashville Convention Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Nashville Convention Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
7. All material and equipment furnished by the Nashville Convention Center for the service ordered shall remain the property of the Nashville Convention Center and shall be removed by Nashville Convention Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any NCC supplied equipment removed from the booth.
8. Submission of this order authorizes Nashville Convention Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for NCC staff and do not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Nashville Convention Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by NCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to NCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.



**Nashville Convention Center**  
**Communications and Technology**  
**Service Order Form**  
 Phone: +1 615-742-2021 / Fax: +1 615-742-2119  
 Email: [communications@nashville.gov](mailto:communications@nashville.gov)  
 Online Order: [www.nashvilleconventionctr.com](http://www.nashvilleconventionctr.com)

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

TELEPHONE SERVICES: Includes 1 cable drop with an RJ11 jack for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$230	\$300	
Voice Mail (requires a digital multi line phone set)		\$75	\$80	
Optional Telephone Services - Digital Multi-line Phone Set		\$55	\$75	
Optional Telephone Services - Polycom Conference Speakerphone		\$105	\$150	
Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges. See Terms & Conditions		Yes	No	
ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695	

INTERNET ACCESS SERVICES: Does NOT include power. Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Wired Ethernet Service (256 Kbps) with 1 Computer Connection		\$405	\$495	
Wired Ethernet Service (512 Kbps) with 1 Computer Connection		\$795	\$895	
Wired Ethernet Service (768 Kbps) with 1 Computer Connection		\$850	\$950	
Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection		\$900	\$1,095	
Wired Ethernet Service (2 Mbps) with 1 Computer Connection		\$1,800	\$2,190	
Each Additional Ethernet Computer Connection		\$130	\$195	
WI-FI (Up to 128 Kbps) with 1 Computer Connection		\$200	\$225	
WI-FI (Up to 256 Kbps) with 1 Computer Connection		\$400	\$450	
For Custom Bandwidth packages, please email or call		Quote	Quote	
Co-Location(s) Per Device		\$500	\$500	
Fiber Optic Cable Dry Pair		\$800	\$800	
VLAN Setup and Configuration		\$2,500	\$2,500	

MISCELLANEOUS SERVICES & EQUIPMENT RENTAL: Does NOT include power.	QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount
Desktop Computer with 17" Flat Panel Monitor for duration of show		\$305	\$400	
Laptop Computer		\$350	\$425	
21" Flat Panel Monitor		\$225	\$250	
Fax Machine		\$100	\$110	
Printer		\$125	\$150	
Internal Networking - Room to room, per connection charge.		\$250	\$350	
Tech Support/Labor (per hour)		\$70	\$75	
Miscellaneous Equipment:				

LONG DISTANCE:	Minutes	Usage Rate	Amount
Total Long Distance Charges (per minute Domestic / per minute Int'l.)		\$0.50 / \$3.00	
Comments:	<b>Sub-Total:</b>		
	If Paying by Debit or Credit Add 2.30%		
	<b>Grand Total:</b>		

**Payment Authorization & Fees:** Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.30% per transaction by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center. **TERMS AND CONDITIONS on page 2.**

Company check or US Bank money order in the amount of \$ \_\_\_\_\_  
 Make check payable to  
**Nashville Convention Center**

Credit Card: American Express \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_ - \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Service Placement**

For special placement, please fax a drawing and add 1 hour labor.  
 Island Booth (Middle of Booth)  
 Standard Booth (Back of Booth)

**Fax To: 615-742-2119 Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203**

**Nashville Convention Center**  
**Terms and Conditions**  
**COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM**

\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

1. **PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
2. **EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from NCC in good condition to the NCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
3. **UNLESS OTHERWISE DIRECTED**, Nashville Convention Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
4. **PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize NCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds in full** will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by NCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service** issues m or carried over services installed by NCC and/or its sub-contractors. **G.** Internet speeds are not guaranteed. **H.** Power must be ordered separately. Price does NOT inclu
5. **ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
6. **TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by NCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long** distance telephone service providers for voice services will be NCC's selected provider(s). **E. NCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
7. **NCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be** issued one user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, NCC cannot guarantee any level of performance or accessibility beyond our gateway. The NCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of NCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. NCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by NCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
8. **NCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, NCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. NCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
9. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. NCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE NCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by NCC without prior authorization. **C. At no time**, while connected to the NCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the NCC network must, at NCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
10. **INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or NCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
11. **COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
12. **OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Nashville Convention Center.**
13. **NCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and NCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than NCC, it's representatives, agents, subcontractors or employees, or any other cause beyond NCC's reasonable control. In no event shall NCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
14. **COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from NCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
15. **ONLY NCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of NCC.
16. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. NCC reserves the right to limit use of outside communication devices, including wireless devices.
17. **PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
18. **PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax. Please note that payments made by these methods will be assessed a **convenience fee of 2.30% per transaction** by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.

*The Nashville Convention Center serves as its own Exclusive Telecommunications and Internet Service Provider.*