



2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC
April 8, 2020

Event Code: M135460420
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

- 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Blue
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Blue, White
Aisle carpet color: Eclipse

Exhibit Show Schedule

Table with 4 columns: Activity, Date, Start Time, End Time. Includes General Exhibitor Move-in, Exhibit Hours, Exhibitor Move-out, and Freight Reroute Begins.

Shipping Addresses

See Material Handling Rate Form for all related fees.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
2020 Government Procurement Conference
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia,MD 21046

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
2020 Government Procurement Conference
Walter E. Washington Convention Center
801 Mt Vernon PI NW
Washington,DC 20001

Important Deadlines

- Discount price deadline for custom Shepard rentals: Monday, March 9, 2020
Exhibitor appointed contractor notification deadline: Monday, March 9, 2020
First day for warehouse deliveries without a surcharge: Monday, March 9, 2020
Discount price deadline for standard Shepard orders: Wednesday, March 18, 2020
Last day for warehouse deliveries without a surcharge: Tuesday, March 31, 2020
Last day for warehouse deliveries\*: Friday, April 3, 2020

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

First day freight can arrive at show facility: Tuesday, April 7, 2020 at 8:00 AM

**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline** Wednesday, March 18, 2020

Event Code:

M135460420

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

**Shepard Mailing Address** 7079 Oakland Mills Rd, Columbia, MD 21046**Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.****Service Desk Hours** (subject to change)

Tuesday, April 7, 2020 11:00 AM to 4:00 PM

Wednesday, April 8, 2020 9:00 AM to 4:00 PM

Wednesday, April 8, 2020 4:00 PM to 6:00 PM

**Exhibitor Move Out**

Wednesday, April 8, 2020 4:00 PM to 6:00 PM

**Dismantle & Move out Information**

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

All exhibitor materials must be removed from the facility by Wednesday, April 8, 2020 6:00 PM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, April 8, 2020 6:00 PM

**Post Show Paperwork & Labels**

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

**Outbound Shipping**

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

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

**Pick Up Address**

Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington,DC 20001

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.

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email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

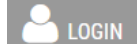

phone

(410) 737-9270

fax

(410) 737-9274

## Online Ordering is Easy!

Go to: [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)**CLICK ON** 2020 Government Procurement Conference**Login** from the Show Information page by clicking  at the top right corner of the page.**Enter** your email address and password then click **NEW users:** User name = Your Email Address (provided by Event Management)

Password = GPC20

**Prior users:** User name = Your Email Address

Password = Your pre-existing password


Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.Once logged in, please confirm your profile information. If you need to update your information, please contact us at [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

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

After making your selections, click the  button on the bottom right of the page.To view your order click the  Shopping Cart Icon at the top right of the page.Confirm your order, click  and complete the payment process.

\* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

\* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service****(410) 737-9270**[baltimore@shepardes.com](mailto:baltimore@shepardes.com)



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

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, 10010-Change Of Payment Method Transaction Fee

Please complete the following information:

Exhibiting Company Information

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_
Contact Name: \_\_\_\_\_
Email: \_\_\_\_\_

Credit Card Information

(Required for all forms of payment)

Check Wire Transfer



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

Credit Card #: \_\_\_\_\_
Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_ Security Code \_\_\_\_\_
Billing Address: \_\_\_\_\_
City, ST, Zip: \_\_\_\_\_
Name on Card: (Please Print) \_\_\_\_\_

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

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

Wire Transfers

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

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

Name of show that you are attending: 2020 Government Procurement Conference

Exhibiting Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL PNCCUS33)

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

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

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



## 2020 Government Procurement Conference

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

# Terms and Conditions

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

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

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

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

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

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

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

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

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

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

**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.

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

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

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

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

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

**Limits of Liability:** If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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



# 3rd Party Payment Authorization

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Deadline** **Monday, March 9, 2020**

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

Event Code:	M135460420
email	<a href="mailto:baltimore@shepardes.com">baltimore@shepardes.com</a>
phone	(410) 737-9270
fax	(410) 737-9274

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

### Step 1: Provide the Exhibiting Company Contact Information and Signature

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

Exhibiting Company Address: \_\_\_\_\_

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

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

Exhibiting Company Authorized Name - Please Print: \_\_\_\_\_

Signature from Exhibiting Company: \_\_\_\_\_

### Step 2: Check Services Below to Bill to the Third Party

All Services

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

### Step 3: Provide Third Party Contact Information

3rd Party Company Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

#### Credit Card Information

(Required for all forms of payment)



Credit Card #: \_\_\_\_\_

Expiration Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

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

Name on Card: (Please Print) \_\_\_\_\_

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



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

Exhibiting Company Name

Booth #

Email Address:

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above.

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days.

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

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

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

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

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

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

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

Exhibitor Signature:



## *Relax with our Carefree Logistics!*

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

### **Inbound & Outbound Services**

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

### **Shepard Value-Added Services**

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

### ***Have a Logistics Question?***

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | [logistics@shepardes.com](mailto:logistics@shepardes.com)



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!





# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

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



## WHAT IS MATERIAL HANDLING?

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



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,  
Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



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Event Code: M135460420
email: logistics@shepardes.com
phone: (888) 568-8858
fax: (404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck?
Is your building in a residential area? Do we need to go inside your office to pick up your items?
Any thing else we should know about your building

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

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Tuesday, April 7, 2020

Step 5: Tell us What we are shipping:

Table with 2 columns for item types (Crates, Cartons, Cases/trunks, Skids/pallets and Carpet, Monitors, Other, Total) and 5 columns for dimensions (Qty, L, W, H, Weight).

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

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

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

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



# Outbound Material Handling Authorization and Shipping Labels

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**\$\$ Saving Tip!** Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

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email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

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

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name	Booth #
Contact Name	Phone #
Email Address	

### Step 2: Tell us Where your items are going:

Company			
Street Address	City	State	Zip

### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate    \_\_\_\_\_ # of Skids    \_\_\_\_\_ # of Cases    \_\_\_\_\_ # of Cartons    \_\_\_\_\_ Approx. Total Weight

### Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

- |  |  |
|--|--|
| <input type="checkbox"/> Is there a loading dock?                | <input type="checkbox"/> Do we need to go inside your office to pick up or deliver your items? |
| <input type="checkbox"/> Is your building in a residential area? | <input type="checkbox"/> Is there anything else we should know about your building?            |
| <input type="checkbox"/> Do we need a lift gate on our truck?    |  |

### Step 5: How many Labels do you need? \_\_\_\_\_

### Step 6: Who is picking up your shipment?

\_\_\_\_\_ **OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS**    OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have *and apply* their shipping labels.

### Step 7: What type of Service do you need? (how fast does it need to get there?)

\_\_\_\_\_ Ground    \_\_\_\_\_ 2nd Day    \_\_\_\_\_ Exped. Ground (3-5 days)    \_\_\_\_\_ Overnight

### Step 8: If your carrier doesn't show up, what do we do with your items?

\_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
\_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

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

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

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>7079 Oakland Mills Rd</b>
	<b>Columbia, MD 21046</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>2020 Government Procurement Conference</b>	
First day freight can arrive w/o a surcharge: <b>March 9, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>March 31, 2020</b>	


<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>7079 Oakland Mills Rd</b>
	<b>Columbia, MD 21046</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
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<b>R U S H</b>	
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	<b>7079 Oakland Mills Rd</b>
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<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
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First day freight can arrive w/o a surcharge: <b>March 9, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>March 31, 2020</b>	

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

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

c/o Shepard Exposition Services

Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington,DC 20001

For:  
2020 Government Procurement Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
April 7, 2020 @ 8:00 AM

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

c/o Shepard Exposition Services

Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington,DC 20001

For:  
2020 Government Procurement Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
April 7, 2020 @ 8:00 AM

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

c/o Shepard Exposition Services

Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington,DC 20001

For:  
2020 Government Procurement Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
April 7, 2020 @ 8:00 AM

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

c/o Shepard Exposition Services

Walter E. Washington Convention Center  
801 Mt Vernon PI NW  
Washington,DC 20001

For:  
2020 Government Procurement Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
April 7, 2020 @ 8:00 AM



# Material Handling Rates

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

Event Code:	M135460420
email	<a href="mailto:baltimore@shepardes.com">baltimore@shepardes.com</a>
phone	(410) 737-9270
fax	(410) 737-9274

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

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

### What is Material Handling?

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

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

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

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

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

### Advance Warehouse Shipments

First date freight can arrive Monday, March 9, 2020

Last date freight can arrive Friday, April 3, 2020

Item	Code	Weight		Price	Total
Crated	35010	_____	x	\$169.65	_____
Special Handling	35036	_____	x	\$220.50	_____

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

### Direct to Showsite Shipments

First date freight can arrive Tuesday, April 7, 2020

Item	Code	Weight		Price	Total
Crated	35030	_____	x	\$157.50	_____
Uncrated	35043	_____	x	\$236.25	_____
Special Handling	35038	_____	x	\$204.75	_____

Large pieces of machinery and uncrated shipments can be accepted at showsite.

### Light Weight (Shipments 40 pounds or less)

Item	Code	Weight		Price	Total
Light Weight Shipment	35400	_____	x	\$84.75	_____

### Other Material Handling Services

Banding Service per 4x4 skid/pallet	35490	Qty _____	\$75.00
Shrink-wrap Service per 4x4 skid/pallet	35491	Qty _____	\$75.00

### Only Shepard personnel are allowed to operate mechanical equipment.

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

All Material Handling charges are billable and will be charged to the credit card on file.

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

Email: \_\_\_\_\_

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

**2020 Government Procurement Conference**

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Event Code:

M135460420

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

**Special Handling Definitions** Rate as shown on Material Handling Rate Form, approx. 30%

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

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

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

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

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

**Disposal Fee**

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

**Overtime/Double-time**

Surcharge: Overtime: 30%

Double Time: 50%

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

**Warehouse Overtime/Double-time**

Surcharge: Overtime: 30%

Double Time: 50%

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

**Early/Late Shipments to the Warehouse**

Surcharge: 25%

35003

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

**Uncrated Shipments**

Rate as shown on Material Handling Rate Form

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

**Off-Target Deliveries**

Surcharge: 15%

35004

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

**Marshaling Yard**

Fee: \$30 per Shipment

35250

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

**Reweigh of Shipments**

Fee: \$25.00 per forklift load

35282

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

**Empty Crate Storage**

Fee: \$25.00 per piece.

35105

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

**Light Weight Shipments**

Shipments weighing 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Envelope Deliveries**

Fee: \$10.50 per envelope

35007

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

**Mobile Spotting**

Fee: \$ 200.00 per round trip

35106

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

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

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

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

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

**What is the difference between material handling and shipping?**

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

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

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

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

**How do I calculate material handling charges?**

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

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

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

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

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

**What are Crated materials?**

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

**What are Uncrated materials?**

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

**What is Special Handling?**

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

**What are 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, 8:00 AM - 4:00 PM, excluding holidays

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

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

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

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

**What are Direct Shipments?**

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

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

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

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

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

**What is and why would I need liability insurance?**

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

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

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

**Outbound Shipping**

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

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

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

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





2020 Government Procurement Conference
Walter E. Washington Convention Center - Washington, DC
April 8, 2020

Event Code: M135460420
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274

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

Step One: Tell us who you are:

Exhibiting Company Name: Booth #:
Name: #:

Onsite Contact: Onsite Cell Phone #:
\_\_\_\_\_

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

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

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

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

Accessible Storage Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum) (35166)

Table with 4 columns: Item Code, Description, Type, Per Day Rate. Rows include Pallets/Skids (\$35.00), 1/2 a Trailer (\$80.00), Full Trailer (\$120.00), Labor ST (\$91.41), Labor OT (\$137.12), Labor DT (\$182.82).

Secured Storage Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum). (35068)

Table with 4 columns: Description, Sq Ft, # of Days, Total. Rows include Per Sq Ft (0.80), Labor ST (\$91.41, 35087), Labor OT (\$137.12, 35100), Labor DT (\$182.82, 35101).

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

Total Onsite Storage: \$
NA Tax\*: \$
Amount Due: \$

Company Name: Booth #
Contact Name
Email:
Signature:



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Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing:

Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) 35006
Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) 35005
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

Step One: Tell Us Who You Are:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_
Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_
Email Address \_\_\_\_\_

Step Two: Tell Us What You Are Storing:

How many pieces? \_\_\_\_\_
What are the dimensions of each piece? \_\_\_\_\_

Table with 6 columns: Length, Width, Height, Weight, Crate or Skid? and 6 rows: Piece 1 to Piece 6.

Table with 6 columns: Length, Width, Height, Weight, Crate or Skid? and 6 rows: Piece 7 to Piece 12.

Step Three: How Long Are We Storing Your Items?

From Date \_\_\_\_\_ To \_\_\_\_\_ Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

Ship to another destination via Shepard Logistics\*
Pick-up is arranged with another carrier:
Transport to another Shepard event\*:
\*Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items will not automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
Storage Items will not be stored or released without a valid credit card on file.
Estimated Warehouse Storage: \$
NA Tax\*: \$
Amount Due: \$

Printed Name: \_\_\_\_\_

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

**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

Event Code: M135460420  
 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
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**Labor Hours**

ST - Straight time: Monday - Friday 8AM - 5PM.  
 OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.  
 DT - Double-time: Holidays.  
 Holidays: NY Day, ML King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

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

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

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

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

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**

Item	Code	# of Trips	Rate	Total
Dock to Booth ST	35151	_____	\$100.00	_____
Booth to Dock ST	35152	_____	\$100.00	_____
Dock to Booth OT	35153	_____	\$100.00	_____
Booth to Dock OT	35154	_____	\$100.00	_____



**Only Shepard personnel are allowed to operate mechanical equipment.**

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

No refunds or exchanges once service has been rendered.

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

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

# LOADING DOCKS, HAND-CARRY ENTRANCE, AND POV'S

## IMPORTANT INFORMATION ABOUT LOADING DOCKS, HAND-CARRY ENTRANCE AND POV'S

### Loading Docks/Loading Dock Access Procedures

- Access to the Hall D loading docks is near the 9th St corner of M Street.
- Traffic for Halls D or E should wait on northbound 9th Street until they can be directed to the Halls D or E docks.
- All trucks must exit the center on westbound M Street to 9th Street (turn right from the docks.)

### Hand-Carry Entrance

The entrance at the southwest corner of 9th St and Mt. Vernon Place has been designated as the hand-carry entrance. One individual from each exhibiting company may use this entrance to transport materials they can carry in **one trip** to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following are **NOT** considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

Other entrances for hand-carry may be designated based on the event location, and other events in the building.

## **Delivery by Personally-Owned Vehicles (POV)**

If you cannot hand-carry your materials through the 9th St and Mt. Vernon Place entrance in one trip as the Hand-Carry statement above states, you may use the loading dock. You will not be permitted to hand-carry anything through the loading dock doors. There will be security stationed at the bottom of the ramp to the loading docks. When a space becomes available, they will allow you to proceed to the dock for unloading by union labor. As soon as your vehicle is unloaded, you are required to move out of the dock area in order to allow other exhibitors access.

If you have any questions, please call Shepard Customer Service at (410) 737-9270. Thank you for your cooperation.

Union labor to unload and load your vehicle will be charged based on the following:

**Booth to Dock: \$100.00**

**Dock to Booth: \$100.00**

These fees cover delivery of materials to your booth and removal and storage of any empty crates or packing containers. The fees also include the return of your crates and containers to your booth after the show, delivery of your freight back to the loading dock. You will find this order form in your exhibitor manual.

**DO NOT PAY ANYONE AT THE DOCK! ALL FEES SHOULD BE PAID TO SHEPARD EXPOSITION SERVICES AND WILL BE COLLECTED AT THE SERVICE DESK.**



# Agility

*Fairs & Events*

**The experts in International Event Logistics**

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

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

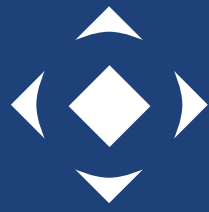
**Single point of contact  
for international shipping  
from door to door:**

Agility Fairs and Events  
1 100 Tamiami Trail S.  
Suite B  
Venice, FL 34285  
Tel: 714-617-6675  
Contact: Kelly O'Neill-Exley  
koneill@agility.com  
[www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
[expousa@agility.com](mailto:expousa@agility.com)

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**[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)**



# Shepard

# FURNISHINGS AND DECOR



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!

# Tables

## UNSKIRTED



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



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



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



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



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



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

**SKIRTED** - 6' & 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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



# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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



**3.5' x 8' Slatwall**  
#50249  
3.5' x 8'  
Grey



**4' x 8' Peg Board**  
#50594  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



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

# Display

## UPRIGHT, CROSSBAR, & DRAPERY



**8' High Upright with Base**  
#50088  
Crossbar rented separately



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



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



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



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



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



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

## SHELVING



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



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

## BARRIER



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

## OTHER



**Natural Feel Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087

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

# Showcase



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# Flooring

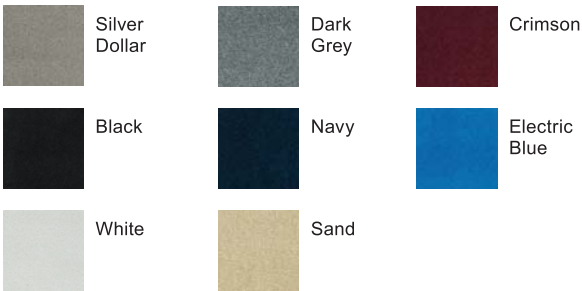
## EXPO - 13oz



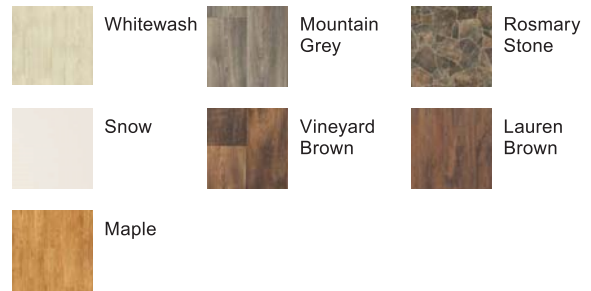
## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only



# Skirt Color Options

## SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## SPANDEX



Blue



Red



Black



White

# Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Wednesday, March 18, 2020**

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

Event Code: M135460420  
 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone: (410) 737-9270  
 fax: (410) 737-9274

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

**Minimum 100 square foot order for all cleaning services.**

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

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

### Booth Vacuuming



Vacuum Once

Code	Service	Sq Ft	Discount	Regular	Total
47050	0-399 sq. ft.		\$0.50	\$0.65	
47051	400-900 sq.ft.		\$0.45	\$0.60	
47052	900+ sq. ft.		\$0.40	\$0.50	

Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft.		\$0.50	\$0.65	
47056	400-900 sq.ft.		\$0.45	\$0.60	
47057	900+ sq. ft.		\$0.40	\$0.50	

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



Code	Service	Sq Ft	Discount	Regular	Total
47030	One Time Porter		\$0.50	\$0.65	
47031	Daily Porter		\$0.50	\$0.65	

### Specialty Services



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.65	\$0.85	
47022	Mop Daily		\$0.65	\$0.85	
47013	Sham/One Time		\$0.65	\$0.85	



Display Wipe Down (charged per hour)

Code	Service	Hours	ST	OT	Total
47043	One Time		\$153.99	\$231.08	
47044	Daily		\$153.99	\$231.08	

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

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

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

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

Total Cleaning: \$ \_\_\_\_\_

6.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

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

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phone: (410) 737-9270
fax: (410) 737-9274

Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

Labor

Table with 5 columns: Code, Item, Qty, Discount, Regular. Rows include ST Labor, OT Labor, and DT Labor.

Forklift

Table with 5 columns: Code, Item, Qty, Discount, Regular. Rows include ST 5k Forklift, OT 5k Forklift, and DT 5k Forklift.

Dumpster Fee

Table with 5 columns: Code, Item, Qty, Discount, Regular. Row includes Per Full Dumpster.

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

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

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

Total Disposal Fee: \$
6.000% Tax\*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Email:

Signature:



**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Wednesday, March 18, 2020**

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 phone: (410) 737-9270  
 fax: (410) 737-9274

**Tables**

Code	Item	Qty	Color	Discount	Regular	Total
50042	4'L X 30"H X 24"W Skirted Table			\$149.80	\$194.75	
50046	6'L X 30"H 24"W Skirted Table			\$184.15	\$239.40	
50050	8'L X 30"H 24"W Skirted Table			\$233.45	\$303.50	
50043	4'L X 42"H 24"W Skirted Table			\$182.10	\$236.75	
50047	6'L x 42"H 24"W Skirted Table			\$233.20	\$303.15	
50051	8'L x 42"H 24"W Skirted Table			\$274.30	\$356.60	
50052	4th Side Skirt for 30" High Table			\$91.10	\$118.45	
50171	4th Side 42" Skirt for 42" High Table			\$91.10	\$118.45	
50700	6'L X 30"H 24"W Spandex Table Cover			\$273.10	\$355.05	
50040	4'L X 30"H X 24"W UnSkirted Table		na	\$106.75	\$138.80	
50044	6'L X 30"H X 24"W UnSkirted Table		na	\$127.40	\$165.60	
50048	8'L X 30"H X 24"W UnSkirted Table		na	\$150.20	\$195.25	
50041	4'L X 42"H X 24"W UnSkirted Table		na	\$120.25	\$156.35	
50045	6'L x 42"H X 24"W UnSkirted Table		na	\$150.20	\$195.25	
50049	8'L x 42"H X 24"W UnSkirted Table		na	\$167.60	\$217.90	
51089	Pedestal Table,42"H 36"R Grey Fleck Top		na	\$269.05	\$349.75	
50032	Pedestal. Table,30"H 36"R Grey Fleck Top		na	\$251.50	\$326.95	
50030	Round Side Table 24" W X 18" H		na	\$126.60	\$164.60	
50031	Square Side Table 24" W X 18" H		na	\$126.60	\$164.60	
50706	Natural Pedestal Table 30"H X 36" R Maple Top		na	\$329.10	\$427.85	
50707	Natural Pedestal Table 42"H X 36"R Maple Top		na	\$343.10	\$446.05	

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

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

**Seating**

Code	Item	Qty	Color	Discount	Regular	Total
50020	Side Chair Grey Fabric		na	\$97.40	\$126.60	
50021	Arm Chair Grey Fabric		na	\$132.70	\$172.50	
50024	Stool w/back Grey Fabric		na	\$161.70	\$210.20	
51086	Director's Chair Black Fabric		na	\$100.45	\$130.60	
51090	Director's Stool Black Fabric		na	\$179.75	\$233.70	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		na	\$196.10	\$254.95	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		na	\$161.05	\$209.35	

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

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

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

Total Furnishings: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Wednesday, March 18, 2020**

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

Event Code: M135460420  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

**Specialty & Display**

Code	Item	Qty	Color	Discount	Regular	Total
50091	Wastebasket		na	\$19.00	\$19.00	
50094	Floor Easel, Chrome		na	\$53.90	\$70.05	
50245	Literature Rack Silver, Glass		na	\$198.85	\$258.50	
50175	Bag Rack, Chrome		na	\$263.35	\$342.35	
50092	Coat Rack, Chrome		na	\$93.50	\$121.55	
50093	Garment Rack, Chrome		na	\$263.35	\$342.35	
50427	Tensabarrier, Per Stem, Black		na	\$111.05	\$144.35	
50095	Sign Holder, 22x28 Chrome		na	\$122.70	\$159.50	
50185	Drawing Bowl, Clear		na	\$49.45	\$64.30	
50296	4' x 12" Display Riser White and Black		na	\$111.25	\$144.65	
50297	6' x 12" Display Riser White and Black		na	\$138.40	\$179.90	
50098	Mini Refrigerator, Approx 3 cubic feet		na	\$420.00	\$546.00	
50067	4' Full View Showcase, White		na	\$992.40	\$1,290.10	
50068	6' Full View Showcase, White		na	\$1,094.50	\$1,422.85	
50069	4' Quarter View Showcase, White		na	\$992.40	\$1,290.10	
50070	6' Quarter View Showcase, White		na	\$1,094.50	\$1,422.85	
50060	4' x 8' Horz. Posterboard Grey Fabric		na	\$321.35	\$417.75	
50061	4' x 8' Vert. Posterboard Grey Fabric		na	\$321.35	\$417.75	
50236	Grids 2'x8' w/legs, each		na	\$237.35	\$308.55	
50237	Grid 2'x8' w/o legs, each		na	\$177.80	\$231.15	
50242	7-Ball Waterfall for Grids		na	\$16.30	\$21.20	
50104	6" Hooks (12) for Peg Boards		na	\$52.25	\$67.95	

**Drapery**-per linear foot, min 5' linear feet rental

Code	Item	Qty	Color	Discount	Regular	Total
50073	8' High drape on a cross bar, per linear foot			\$25.20	\$32.75	
50074	3' High on a cross bar, per linear foot			\$18.65	\$24.25	
50088	8' Upright w/base		na	\$34.80	\$45.25	
52065	3' Upright w/base		na	\$34.80	\$45.25	
50349	6'-10' Crossbar		na	\$23.15	\$30.10	
50348	7'-12' Crossbar		na	\$23.15	\$30.10	
50058	Sateen, per linear foot			\$20.60	\$26.80	

Drape and Sateen Colors Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

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

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

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

Total Furnishings: \$ \_\_\_\_\_  
6.000% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Monday, March 9, 2020**

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

 Event Code: M135460420  
 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone: (410) 737-9270  
 fax: (410) 737-9274

**Order must be received 30 days in advance of show move in. 100 sq ft minimum**
**Step One:** Choose the flooring to enhance your design

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

**Premium Plush Carpet 50 oz**


White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$10.60	

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

**Premium Vinyl Flooring**


Maple (66) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) White Wash (65) Rosemary Stone (64)

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$13.75	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$5.05	

**Elevated Hardwood**


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

 Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.  
 Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

 Total Signature Flooring: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

Event Code: M135460420  
 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone: (410) 737-9270  
 fax: (410) 737-9274

**Discount Deadline Wednesday, March 18, 2020**

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

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.70	\$10.00	
46003		Rental 1000+ sqft	\$6.65	\$8.65	
46002		Purchase sqft	\$18.85	\$24.50	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.  
 Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.40	\$1.80	
50008		1" Padding	\$2.70	\$3.50	
50010		Visqueen	\$0.40	\$0.50	

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

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



**Standard Booth Sizes**, Great for inline booths!

**Special Cut**, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$268.75	\$349.40	
50256		10' x 20'	\$501.50	\$651.95	
50257		10' x 30'	\$747.95	\$972.35	
50258		10' x 40'	\$994.45	\$1,292.80	

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$5.80	\$7.55	
50581		400 - 900 sq ft	\$5.30	\$6.90	
50582		900+ sq ft	\$4.85	\$6.30	

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

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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.**

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

Total Carpet and Padding: \$ \_\_\_\_\_

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

6.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

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



TRADE SHOW FURNISHINGS 2019

# Product Guide



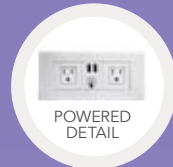
## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

**HEDGE**  
HDG4FT  
Boxwood Hedge, 4'  
46"L 9"D 47"H

**ROMA**



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

**ROMA**



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



**WIRELESS  
CHARGING TABLE,  
POWERED**  
CUBPOW  
(white, ac plug-in)  
20"L 20"D 18"H



POWERED  
DETAIL

## Powered Seating

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

# Powered Seating

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

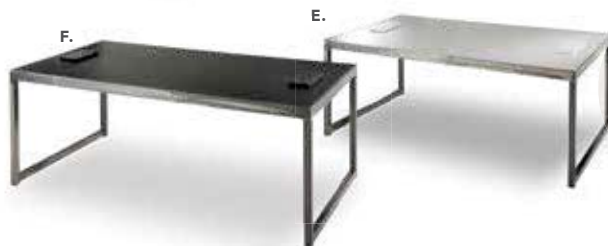


**A) NPLCHP**  
**Naples Chair, Powered**  
 (black vinyl)  
 36"L 30"D 33.25"H

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

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

# Powered Tables



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

**Ventura Powered Café Tables**  
 72.25"L 26.25"D 30"H  
 (silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

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

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

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



POWERED  
DETAIL  
Detail of Electrical  
Charging Outlet



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



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



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H



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

# Powered Pedestals

 Denotes AC and USB charging outlets



A. | B. 



C. | D. 



E. 

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

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal


- A) PDL36W** (white)  
24"L 24"D 36"H
- B) PDL42W** (white)  
24"L 24"D 42"H
- C) PDL36B** (black)  
24"L 24"D 36"H
- D) PDL42B** (black)  
24"L 24"D 42"H

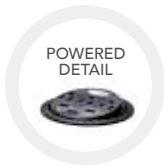
## Wireless Charging Table, Powered

- E) CUBPOW**  
(white, AC plug-in)  
20"L 20"D 18"H

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

# Powered Tech Desk

 Denotes AC and USB charging outlets



POWERED  
DETAIL



B. 



A. 



C.

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

(black metal, laminate)  
60"L 30"D 30"H

## B) TECH Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

## C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

# Soft Seating

Create Engaging Booth Environments

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



**HEDGE**  
**HDG7FT**  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H

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

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



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

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



10'x20' Hopi Lounge & Zenith Café Booth



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

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

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

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

Denotes Powered Products



# Munich Collection

## Modular Seating to Design Custom Exhibits

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

### MUNICH

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



**MNCHLV Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



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



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

# Soft Seating Collections



A.



B.

## ALLEGRO

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



A.



B.



C.

## TANGIERS

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



A.



B.



C.

## KEY LARGO

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



A.

B.

C.

## SOUTH BEACH

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

# Accent Chairs



## SWANSON

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

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

**LABREA Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1"L 26"D 31.5"H



## AURA

**AURA Round Table**  
(white metal)  
15" Round 22"H



# Accent Chairs



A.



B.



C.



D.



E.



F.

## Madrid Chair

**A) BCW**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH**  
(black vinyl)  
30"L 30"D 31"H

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

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

**E) HOPCH**  
**Hopi Chair**  
(gray linen)  
21"L 25"D 34"H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

## Marina Chair

17.5"L 19.5"D 35"H  
**A) MARCBK** (black vinyl)  
**B) MARCBR** (brown fabric)  
**C) MARCWH** (white vinyl)

## Meeting Chair

25.5"L 23.5"D 34"H  
**D) OCMESP** (espresso vinyl)  
**E) OCMTAU** (taupe fabric)  
**F) OCMWHT** (white vinyl)

# Group Seating

## ZENITH

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

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



## LAGUNA

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

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



A.



B.

## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)

A.



B.



C.



D.



E.



# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

**A) CS8  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20"L 20"D 32"H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**F) RSTDIN  
Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H

**G) SC10  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

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

**J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H  
**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H





# Ottomans

## VIBE CUBE

18" L 18" D 18" H

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



# Styles & Shapes



- Beverly Bench**  
60"L 20"D 18"H  
**A) BVLYWH** (white vinyl)  
**B) BVLYBK** (black vinyl)  
**C) BVLYGR** (gray fabric)  
**D) BVLYRD** (red fabric)  
**E) BVLYOB** (ocean blue fabric)  
**F) BVLYLN** (linen fabric)  
**G) BVLYBN** (brown fabric)
- H) WHT12 Half Bench**  
(white vinyl)  
39"L 22"D 18"H
- ENDLESS Square**  
34"L 34"D 15"H  
**I) END02B** (black)  
**J) END02W** (white)  
**ENDLESS Curved**  
60.5"L 37.5"D 15"H  
**K) END01B** (black)  
**L) END01W** (white)
- M) BNQ7 Quarter Curve**  
(white vinyl)  
53"L 22"D 18"H  
**N) BNQR17 Ring**  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H  
**O) SAL Sally Stool**  
(white)  
12" Round 17"H  
**P) CUBL20 Edge LED Cube**  
(white plastic)  
19"L 19"D 19"H  
A/C power only
- Q) REGBEN Regis Bench**  
(brushed metal)  
47"L 15.5"D 16"H

# Marche Swivel



- Marche Swivel Ottomans**  
17"RND 18"H  
**A) MAR001** (white vinyl)  
**B) MAR005** (red fabric)  
**C) MAR009**  
(pear yellow fabric)  
**D) MAR007** (plum fabric)  
**E) MAR010** (blue fabric)  
**F) MAR002** (gray fabric)  
**G) MAR006**  
(rose quartz fabric)  
**H) MAR003** (linen fabric)  
**I) MAR004**  
(raspberry fabric)  
**J) MAR008**  
(meadow green fabric)  
**K) MAR011**  
(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)



A.

B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) C1W (white)  
C1WP (Powered)
- B) C1Y (black)  
C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

- I) REGBEN Bench Table  
47"L 15.5"D 16"H
- J) REGOTT End Table  
16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

- K) E1E End Table  
24" Round 22"H
- L) C1E Cocktail Table  
36" Round 17"H

## Oliver Tables

(walnut finish)

- M) EOLI End Table  
22" Round 22"H
- N) COLI Cocktail Table  
47"L 27"D 19"H

## Rustic Tables

(wood)

- O) ETBL E-Table  
21"L 15.5"D 27.5"H
- P) TMBTBL Timber Table  
16" Round 17"H

## Aura Round Table

Q) AURA  
(white metal)  
15" Round 22"H

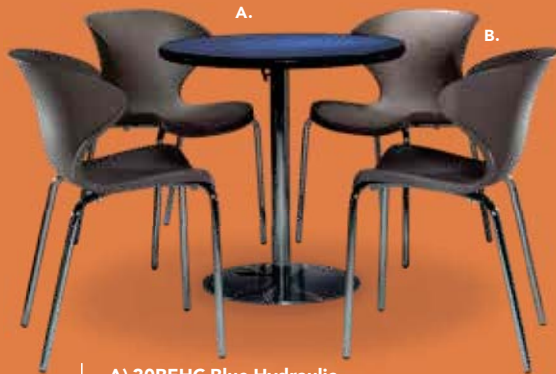
## Edge LED Cube Table

R) CUBTBL  
(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## Wireless Charging Table, Powered

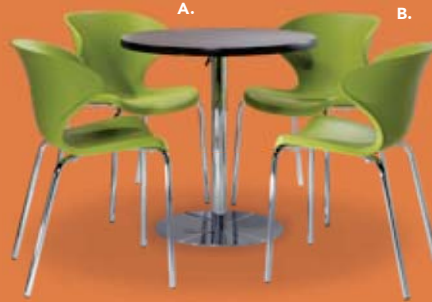
S) CUBPOW  
(white, AC plug-In)  
20"L 20"D 18"H

# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top)  
30"RND 29"H

**B) MALGRY Malba Chair**  
(gray)  
20"L 20"D 32"H



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

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

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

## 30" Round Café Tables Standard Black Base

- A) 30WDBC (wood top)
- B) ZTB (red top)

## Hydraulic Chrome Base

- C) 30WHHC (white top)
- D) 30STHC (silver textured)

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



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

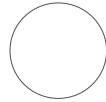


# Customize and Create

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



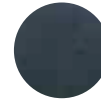
MAPLE



WHITE LAMINATE



SILVER TEXTURED



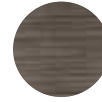
GRAPHITE NEBULA



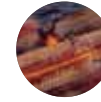
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



# Bar Tables



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

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

**C) RSTSQT**  
**Rustique Square Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

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



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



**E) 30BEHB**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H

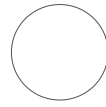
**F) LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

# Customize and Create

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



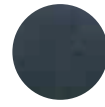
MAPLE



WHITE LAMINATE



SILVER TEXTURED



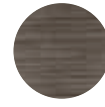
GRAPHITE NEBULA



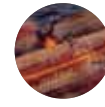
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L.20"D 44"H



# Barstools



A.

B.

C.

D.

## LIFT BARSTOOLS

- 15" Round 23–33.5"H  
A) ROLLWH (white vinyl)  
B) ROLLRD (red vinyl)  
C) ROLLBL (black vinyl)  
D) ROLLGY (gray vinyl)



# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

P.



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

Q.



Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R.



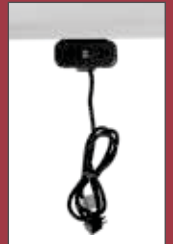
R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables



## Powered Conference Table Module

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



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



## MADISON

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

# Styles & Shapes

A. | B.



I.



## Atomic Round Tables

(glass, chrome)  
**A) 42ATO** 42"RND 30"H  
**B) 36ATO** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H  
**C) CE1** (glass, chrome)  
**D) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H  
**E) CF2** (glass, black)  
**F) CE2** (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)  
 46"L 29"D 30"H

**H) WD3 Work Table**  
 (white laminate, white)  
 48"L 24"D 30"H

## Conference Tables

(graphite nebula)

**I) CB3 8'**  
 96"L 48"D 29"H  
**J) CB2 6'**  
 72"L 42"D 29"H

## Conference Tables

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

C.



D.



J.



K. | L.



E.



F.



M.



G.



H.



# Mix & Match

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



# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H

**A) PROEXE** (white vinyl)

**B) PROEXB** (black vinyl)

Adjustable height



## Task Stool

**TASKST**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H


**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



# Communal and Powered Tables

Denotes AC and USB charging outlets 

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED  
DETAIL



Table Top Options **BLACK** **WHITE** **MAPLE**

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

## Ventura CAFÉ TABLES



B.



POWERED  
DETAIL



### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

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

- Black Top
- VNTBNP** (solid)

### Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H

- A) VNTCBK** (black top)
- B) VNTCWH** (white top)

### Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

- Maple Top
- C) VNTCMN** (solid)
- VNTCMW** (grommets)

- White Top
- D) VNTCWW** (grommets)
- VNTCWN** (solid)

- Black Top
- E) VNTCBN** (solid)

# Office Essentials



## MADISON

### A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

### B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

### C) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable


### D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

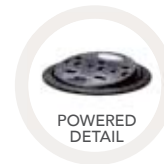
25"L 24"D 48"H Adjustable



## TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



C.



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

(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**

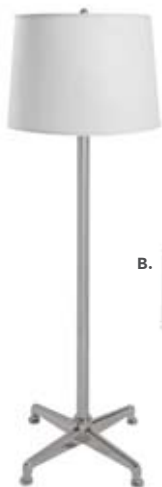
(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**

(black metal, laminate)  
16"L 20"D 28"H

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

**Mason Lamps**  
(brushed silver)

**A) LA15 Floor Lamp**  
18" RND 55"H

**B) LA14 Table Lamp**  
16" RND 26"H

## SHELVING

**C) PSHCCS**  
**Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H

**D) BC8**  
**Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials

 Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

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



POWERED  
DETAIL

**Midtown Powered Counter**  
60"L 18"D 42"H  
(pewter/glass)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



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



(back)



# Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



**Midtown Bar**  
60"L 18"D 42"H  
(pewter/glass)

**A) MTBUUL**

(unlighted)

**B) MTBLPI**

(lighted with plug-in)

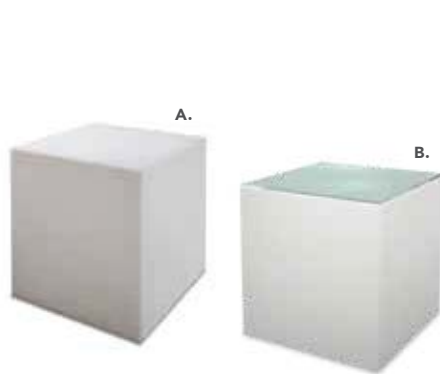
**Apex Barstool**

**C) APS12**

(blue ultra suede)

21"L 21"D 33"H

## LIGHTED & GREENERY PRODUCTS



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



**A) CUBL20 Edge**

**LED Cube Ottoman**

(white plastic)

19"L 19"D 19"H

A/C power only

**B) CUBTBL Edge LED**

**Cube Table**

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

**C) HDG7FT**

**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

**D) HDG4FT**

**Boxwood Hedge, 4'**

46"L 9"D 47"H



# Cocktail and Occasional Tables

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Wednesday, March 18, 2020**

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

Event Code: M135460420  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$397.00	\$516.10	
	ALC100-Alondra, Glass/Chrome	\$478.55	\$622.10	
	ALC200-Alondra, Wood/Chrome	\$478.55	\$622.10	
	C1FWB-Geo, Wood/Black	\$418.75	\$544.40	
	C1C-Geo Rect., Glass/Chrome	\$358.90	\$466.55	
	MESCTB-Mesa Cocktail Table Black top	\$277.20	\$360.35	
	MESCTG-Mesa Cocktail Table Glass top	\$277.20	\$360.35	
	MESCTW-Mesa Cocktail Table Wood top	\$277.20	\$360.35	
	C1W-Sydney, White	\$402.40	\$523.10	
	C1WP-Sydney White, <b>Powered!</b>	\$511.20	\$664.55	
	C1Y-Sydney, Black	\$402.40	\$523.10	
	C1YP-Sydney Black, <b>Powered!</b>	\$511.20	\$664.55	
	REGBEN-Regis Bench Table	\$410.60	\$533.80	
	SYDBEC-Sydney Cocktail Table	\$407.90	\$530.25	
	SYDWDC-Sydney Cocktail Table	\$370.80	\$482.05	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$377.95	\$491.35	
	ALE100-Alondra, Glass/Chrome	\$345.35	\$448.95	
	ALE200-Alondra, Wood/Chrome	\$345.35	\$448.95	
	E1FWB-Geo, Wood/Black	\$364.40	\$473.70	
	E1C-Geo, Glass/Chrome	\$353.50	\$459.55	
	MESETB-Mesa End Table, Black top	\$183.10	\$238.05	
	MESETG-Mesa End Table, Glass top	\$183.10	\$238.05	
	MESETW-Mesa End Table, Wood top	\$183.10	\$238.05	
	E1W-Sydney, White	\$364.40	\$473.70	
	E1Y-Sydney, Black	\$364.40	\$473.70	
	CUBTBL-Edge LED Cube	\$282.80	\$367.65	
	AURA End Table	\$206.65	\$268.65	
	ETBL-E Table, Wood	\$255.60	\$332.30	
	TMBTBL Timber Table, Wood	\$244.75	\$318.20	
	REGOTT-Regis End Table	\$301.85	\$392.40	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$615.55	\$800.20	
	SYDBEE - Sydney End Table	\$358.45	\$466.00	
	SYDWDE-Sydney End Table	\$358.45	\$466.00	

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

Total Exec Tables Furnishings: \$ \_\_\_\_\_

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

6.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

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



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 phone: (410) 737-9270  
 fax: (410) 737-9274

**Styles and Shapes**

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$375.25	\$487.85	
	END02W-Square, White Leather	\$375.25	\$487.85	
	END01B-Curved, Black Leather	\$598.20	\$777.65	
	END01W-Curved, White Leather	\$598.20	\$777.65	
	CUBL20-Edge Lighted Cube	\$282.80	\$367.65	
	WHT12-Half Bench, White Vinyl	\$538.40	\$699.90	
	BNQ7-Quarter Curve, White Vinyl	\$704.30	\$915.60	
	BNQR17-Ottoman Ring, White Vinyl	\$2,523.40	\$3,280.40	
	REGBEN Regis Bench, Brushed Metal	\$410.60	\$533.80	

**Beverly Bench**

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$576.50	\$749.45	
	BVLYBN Bev Bench Brown Fabric	\$576.50	\$749.45	
	BVLYGR Bev Bench Grey Fabric	\$576.50	\$749.45	
	BVLYLN Bev Bench Linen Fabric	\$576.50	\$749.45	
	BVLYOB Bev Bench Ocean Fabric	\$576.50	\$749.45	
	BVLYRD Bev Bench Red Fabric	\$576.50	\$749.45	
	BVLYWH Bev Bench White Vinyl	\$576.50	\$749.45	

**Marche Swivel**

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$266.45	\$346.40	
	MAR002-Marche Swivel, Grey	\$266.45	\$346.40	
	MAR003-Marche Swivel, Linen	\$266.45	\$346.40	
	MAR008-Marche Swivel, Mdw Grn	\$266.45	\$346.40	
	MAR009, Marche Swivel, Pear	\$266.45	\$346.40	
	MAR007-Marche Swivel, Plum	\$266.45	\$346.40	
	MAR004-Marche Swivel, Raspberry	\$266.45	\$346.40	
	MAR005-Marche Swivel, Red	\$266.45	\$346.40	
	MAR006-Marche Swivel, Rose Qtz	\$266.45	\$346.40	
	MAR001-Marche Swivel, White	\$266.45	\$346.40	

**Vibes**

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$201.25	\$261.65	
	VIB02-Vibe Cube, Blue	\$201.25	\$261.65	
	VIB04-Vibe Cube, Red	\$201.25	\$261.65	
	VIB05-Vibe Cube, Yellow	\$201.25	\$261.65	
	VIB06-Vibe Cube, Gold/Bronze	\$201.25	\$261.65	
	VIB08-Vibe Cube, Orange	\$201.25	\$261.65	
	VIB09-Vibe Cube, White Wtrproof	\$201.25	\$261.65	
	VIB10-Vibe Cube, Black Wtrproof	\$201.25	\$261.65	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$201.25	\$261.65	
	VIB12 Vibe Cube, Silver Vinyl	\$201.25	\$261.65	
	Vibe13-Vibe Cube, Purple Vinyl	\$201.25	\$261.65	
	Vibe16- Vibe Cube, Spice Orange	\$201.25	\$261.65	

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Total Ottomans: \$ \_\_\_\_\_

6.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



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 fax: (410) 737-9274

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**Sofas and Sectionals**

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,656.70	\$3,453.70	
	SFA002- Allegro Sofa	\$1,000.70	\$1,300.90	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,196.45	\$1,555.40	
	VALSOF- Valencia Sofa	\$636.70	\$827.70	
	TANSOF-Tangiers Sofa, Beige	\$949.00	\$1,233.70	
	KEYSOF-Key Largo Sofa	\$677.10	\$880.25	
	FAIRSW-Fairfax Sofa	\$682.50	\$887.25	
	BSFWHT-Baja Sofa	\$1,211.30	\$1,574.70	

**Accent Chairs**

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$511.20	\$664.55	
	OCB-Key West Tub, Black	\$568.30	\$738.80	
	BCW-Madrid Chair, White	\$1,068.65	\$1,389.25	
	LABREA-La Brea Swivel Chair	\$587.35	\$763.55	
	VALCHA Valencia Chair	\$428.40	\$556.90	
	MNCHCC Munich Corner Chair	\$807.60	\$1,049.90	
	MNCHCH Munich Armless Chair	\$666.20	\$866.05	
	OCH Madrid Chair, Black	\$1,068.65	\$1,389.25	
	WENCHA-Wentworth Chair	\$469.70	\$610.60	

**Loveseats**

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$524.80	\$682.25	
	TANLOV Tangiers Loveseat	\$989.75	\$1,286.70	
	BLVWHT Baja Loveseat White Vinyl	\$1,139.35	\$1,481.15	
	MNCHLV- Munich Armless Loveseat	\$1,182.85	\$1,537.70	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,006.10	\$1,307.95	

**Meeting Chairs**

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$391.55	\$509.00	
	OCMWHT-Meeting Chair, White	\$358.90	\$466.55	
	OCMESP-Meeting Chair, Espresso	\$397.00	\$516.10	

**Club Chairs**

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$777.70	\$1,011.00	
	NPLCHR-Naples Chair, Black Vinyl	\$834.80	\$1,085.25	
	TANCHR-Tangiers Chair, Beige	\$617.30	\$802.50	
	CHR002-Allegro Chair	\$701.60	\$912.10	
	KEYCHR-Key Largo Chair	\$448.70	\$583.30	
	FAIRCW-Fairfax Chair	\$492.20	\$639.85	

**Modular System**

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- <b>Powered!</b>	\$3,282.05	\$4,266.65	
	BNQR17-Ottoman Ring, White Vinyl	\$2,523.40	\$3,280.40	
	BNQ7-Quarter Curve, White Vinyl	\$704.30	\$915.60	
	BNQTL7- Center Cone, White Vinyl	\$1,036.00	\$1,346.80	
	WHT12-Half Bench, White Vinyl	\$538.40	\$699.90	

**Powered Seating**

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$905.50	\$1,177.15	
	SFAPWR-Roma Sofa, powered	\$1,457.50	\$1,894.75	
	NPLCHP-Naples Chair, powered	\$905.50	\$1,177.15	
	NPLSOP-Naples Sofa, powered	\$1,457.50	\$1,894.75	
	NPLLOP-Naples Loveseat, powered	\$1,253.60	\$1,629.70	

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Total Soft Seating: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



# Conference Tables and Group Seating

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Walter E. Washington Convention Center - Washington, DC

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 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone: (410) 737-9270  
 fax: (410) 737-9274

### Conference Tables

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$644.45	\$837.80			Duet-Black, Chrome	\$92.45	\$120.20	
	CE1-Geo Table, Sq. Chrome	\$454.10	\$590.35			RSTDIN-Rustique w/ arms, Gunmetal	\$187.60	\$243.90	
	CF1-Geo Table, Sq. Black	\$454.10	\$590.35			CS8-Berlin Chair, Black	\$182.15	\$236.80	
	CE2-Geo Table, Chrome	\$644.45	\$837.80			XCHR-Christopher Chr, White Vinyl	\$149.60	\$194.50	
	CB2-6' Graphite Table	\$677.10	\$880.25			SC10 Razor Chair	\$111.50	\$144.95	
	CB3-8' Graphite Table	\$796.75	\$1,035.80			SC3-Brewer Chair, Onyx	\$250.15	\$325.20	
	CB1-42" Round, Graphite Nebula	\$549.30	\$714.10			LMCHR-Laguna Chair, Maple/Chrome	\$212.10	\$275.75	
	C508GR-8', Granite	\$796.75	\$1,035.80			MALGRY-Malba Chair, Grey	\$163.15	\$212.10	
	CT10GR-10', Granite	\$1,196.45	\$1,555.40			MALGRN-Malba Chair, Green	\$163.15	\$212.10	
	CT06GR-6', Granite	\$677.10	\$880.25			CS4-Syntax Chair, Black/Chrome	\$296.40	\$385.30	
	PWRUSB-Powered Table Module	\$108.80	\$141.45			ZENCHR-Zenith Chair-White/Chrome	\$239.30	\$311.10	
	CB8-42" Round Madison, Grey	\$485.50	\$631.15			BLDCRD-Blade Chair	\$96.40	\$125.30	
	MADC10-10' Madison, Grey	\$1,373.20	\$1,785.15			BLDCSB-Blade Chair	\$96.40	\$125.30	
	MADC05-5' Madison, Grey	\$687.95	\$894.35			LUCHCL-Lucent Chair	\$259.55	\$337.40	
	MADC08-8' Madison, Grey	\$1,373.20	\$1,785.15			MARCBE-Marina Chair, Ocn Blue	\$210.10	\$273.15	
	CONF42-42" Round, White lam	\$549.30	\$714.10			MARCBK-Marina Chair, Black Vnyl	\$210.10	\$273.15	
	36ATO Atomic 36" Round, Glass	\$454.10	\$590.35			MARCBR-Marina Chair, Brown	\$210.10	\$273.15	
	42ATO Atomic 42" Round, Glass	\$454.10	\$590.35			MARCRD-Marina Chair, Red	\$210.10	\$273.15	
						MARCWH-Marina Chair, White Vnyl	\$210.10	\$273.15	
						TASKST-Task Stool	\$210.10	\$273.15	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$530.20	\$689.25	
	PROEXB-Executive Chair High Back	\$530.20	\$689.25	
	PROGB-Guest Executive Chair	\$372.55	\$484.30	
	PROMDB-Exec Mid-Back, Black	\$348.05	\$452.45	
	PROMID-Executive Chair Mid Back	\$337.20	\$438.35	

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

Total Conference: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



# Café and Communal Tables

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Discount Deadline Wednesday, March 18, 2020**

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 fax: (410) 737-9274

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$320.90	\$417.15	
	ZTP-36" Maple Top/Black Base	\$350.75	\$456.00	
	ZTJ-30" Graphite Top/Black Base	\$320.90	\$417.15	
	ZTN-36" Graphite Top/Black Base	\$350.75	\$456.00	
	ZTQ-36" White Laminate Top	\$350.75	\$456.00	
	ZTB-30" Red Top/Black Base	\$320.90	\$417.15	
	ZTA-30" Grey Top/Black Base	\$331.75	\$431.30	
	30WH29 -30" White Laminate	\$339.90	\$441.85	
	30BEBC-30" Blue Top/Black Base	\$321.35	\$417.75	
	30WDBC-30" Wood Top/Black Bas	\$321.35	\$417.75	

#### Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$429.65	\$558.55	
	30GRHC-Graphite Nebula, Chrome	\$429.65	\$558.55	
	30BRHC-Brushed Red Top, Chrome	\$429.65	\$558.55	
	30MAHC-Grey Top, Chrome	\$429.65	\$558.55	
	30WHHC-White Laminate	\$465.00	\$604.50	
	30BEHC-Blue Top, Chrome	\$432.60	\$562.40	
	30WDHC-Wood Top, Chrome	\$432.60	\$562.40	

#### Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$467.70	\$608.00	
	36GRHC-Graphite Nebula, Chrome	\$467.70	\$608.00	
	36WTHC-White Top, Chrome	\$467.70	\$608.00	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$729.25	\$948.05	
	VNTCMN-Maple Top, Silver Frame	\$729.25	\$948.05	
	VNTCWN-White Top, Silver Frame	\$729.25	\$948.05	
	VNTCMW-Maple, w/ Grmt	\$729.25	\$948.05	
	VNTCWW-White, w/ Grmt	\$729.25	\$948.05	
	VNTCBK-Black Top- <b>Powered!</b>	\$828.10	\$1,076.55	
	VNTCWH-White Top- <b>Powered!</b>	\$828.10	\$1,076.55	

#### 42" High Tables

	VNTBNP Communal Table Black Top	\$949.00	\$1,233.70	
	VNTMNP Communal Table Maple Top	\$949.00	\$1,233.70	
	VNTWNP Communal Table White Top	\$949.00	\$1,233.70	
	VNTBMW Comm Table Maple Top w/ Grom	\$949.00	\$1,233.70	
	VNTBWW Comm Table White w/ Grom	\$949.00	\$1,233.70	

#### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,120.30	\$1,456.40	
	VNTWHT Communal Table White Top	\$1,120.30	\$1,456.40	

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

Total Cafe: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



# Bar Tables, Barstools, Bars

## 2020 Government Procurement Conference

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 phone: (410) 737-9270  
 fax: (410) 737-9274

### Bar Tables - All Black Base

### Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$353.50	\$459.55			BST-Banana, White/Chrome	\$356.20	\$463.05	
	VTP-36" Maple Top/Black Base	\$377.95	\$491.35			BSS-Banana, Black/Chrome	\$356.20	\$463.05	
	VTJ-30" Graphite Top/Black Base	\$353.50	\$459.55			BS001-Shark, Swivel White	\$454.10	\$590.35	
	VTN-36" Graphite Top/Black Base	\$377.95	\$491.35			BS002-Zoey, Swivel White	\$416.05	\$540.85	
	VTW-36" White Laminate Top	\$377.95	\$491.35			BS003-Zoey, Swivel Black	\$416.05	\$540.85	
	VTB-30" Red Top/Black Base	\$353.50	\$459.55			RSTSTL-Rustique Barstool, Gunmetal	\$206.65	\$268.65	
	30WH42 30" White Laminate,	\$372.55	\$484.30			APS08-Apex Black Vinyl	\$320.90	\$417.15	
	VTA-30" Grey Top/Black Base	\$353.50	\$459.55			APS59-Apex Red Vinyl	\$320.90	\$417.15	
	RSTSQT Rustique Square Metal Bar Table	\$391.55	\$509.00			APS75-Apex White Vinyl	\$320.90	\$417.15	
	30BEBB-Blue Top/Black Base	\$358.45	\$466.00			APS12-Apex Blue Ultra Suede	\$320.90	\$417.15	
	30WDBB-Wood Top/Black Base	\$358.45	\$466.00			XBAR-Christopher White Vinyl	\$258.30	\$335.80	

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

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$429.65	\$558.55			LMBAR-Laguna, Maple/Chrome	\$266.45	\$346.40	
	30MTHB-Maple Top, Chrome	\$429.65	\$558.55			BSR-Syntax, Black/Chrome	\$323.60	\$420.70	
	30BRHB-Brushed Red, Chrome	\$429.65	\$558.55			ZENBAR-Zenith, White/Chrome	\$239.30	\$311.10	
	30WHHB White Laminate, Chrome	\$465.00	\$604.50			BSC-Oslo, White	\$375.25	\$487.85	
	30MAHB-Grey Top, Chrome	\$429.65	\$558.55			ROLLBL-Lift Barstool, Black Vinyl	\$301.85	\$392.40	
	30BEHB-Blue Top, Chrome	\$432.60	\$562.40			ROLLGY-Lift Barstool, Grey Vinyl	\$301.85	\$392.40	
	30WDHB-Wood Top, Chrome	\$432.60	\$562.40			ROLLRD-Lift Barstool, Red Vinyl	\$301.85	\$392.40	
						ROLLWH-Lift Barstool, White Vinyl	\$301.85	\$392.40	
						BLDBRD-Blade, Red	\$185.40	\$241.00	
						BLDBSB-Blade, Sky Blue	\$185.40	\$241.00	
						LUBSCL- Frosted, Acrylic	\$370.80	\$482.05	

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

### Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$467.70	\$608.00			MTBLPI-Midtown Bar, Lighted	\$2,113.55	\$2,747.60	
	36MTHB, Maple Top, Chrome	\$467.70	\$608.00			MTBUUL-Midtown Bar, unlighted	\$1,977.60	\$2,570.90	
	36WTHB-White Top, Chrome	\$467.70	\$608.00			MTCLPI- Midtown Counter, Lighted	\$2,113.55	\$2,747.60	
						MTCPUL- Midtown Counter, Unlighted	\$1,989.95	\$2,586.95	

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

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

Total Bar: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



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 phone: (410) 737-9270  
 fax: (410) 737-9274

**Desks, Credenzas, Files, Bookcases**

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$734.15	\$954.40	
	JD8-Madison Executive Desk, Grey	\$867.40	\$1,127.60	
	BC8-Madison Bookcase, Grey	\$628.15	\$816.60	
	TECH3B-Tech Desk w/drawers- <b>Powered!</b>	\$796.75	\$1,035.80	
	TECH-Tech Desk- <b>Powered</b>	\$644.45	\$837.80	
	TECH3-3-drawer File Cbnt w/Casto	\$212.10	\$275.75	

**Work & Multi-Use Tables**

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$492.20	\$639.85	
	WD3-Work Table	\$473.15	\$615.10	

**Product Display- Shelving**

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$736.90	\$957.95	

**Product Display- Pedestals**

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- <b>Powered!</b>	\$720.60	\$936.80	
	PDL42B-Ped, Locking- <b>Powered!</b>	\$853.80	\$1,109.95	
	PDL36W-Ped, Locking- <b>Powered!</b>	\$720.60	\$936.80	
	PDL42W-Ped, Locking- <b>Powered!</b>	\$853.80	\$1,109.95	

**Lamps**

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$315.40	\$410.00	
	LA14-Mason Silver Table Lamp	\$206.65	\$268.65	

**Hedge Walls**

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$630.35	\$819.45	
	HDG7FT-Boxwood Hedge, 7ft	\$1,025.90	\$1,333.65	

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

Total Exec Accessories: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Order Deadline Monday, March 9, 2020**

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

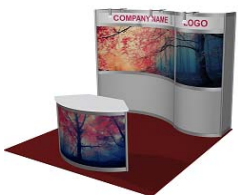
Event Code: M135460420  
 email: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Turnkey Rental Designs Make Exhibiting Easier!

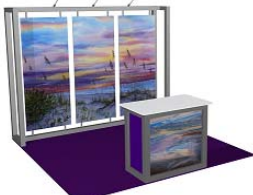
Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

#### The Eddie



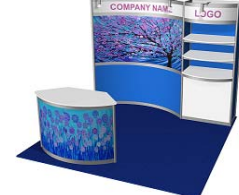
#### The Jonathon



#### The Pierce



#### The Madison



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,822.65	\$4,969.45
66471		The Eddie- 10' x 20'	\$6,224.95	\$8,092.45
66474		The Jonathon - 10' x 10'	\$2,666.80	\$3,466.85
66475		The Jonathon - 10' x 20'	\$4,668.00	\$6,068.40

Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,307.85	\$4,300.20
66478		The Pierce - 10' x 20'	\$6,280.75	\$8,165.00
66484		The Madison - 10' x 10'	\$4,011.35	\$5,214.75
66485		The Madison - 10' x 20'	\$4,754.15	\$6,180.40

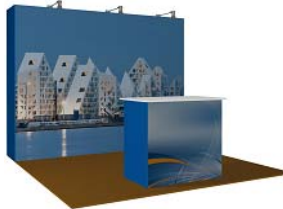
#### The Grant



#### The Harrison



#### The Hamilton



#### The Lucy



Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$4,234.15	\$5,504.40
66487		The Grant- 10' x 20'	\$5,868.40	\$7,628.90
66492		The Harrison - 10' x 10'	\$3,892.50	\$5,060.25
66493		The Harrison - 10' x 20'	\$5,719.80	\$7,435.75

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,712.40	\$3,526.10
66468		The Hamilton- 10' x 20'	\$4,751.80	\$6,177.35
66473		The Lucy - 10' x 10'	\$2,451.35	\$3,186.75

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

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

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

Total Inline Rentals: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

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 phone: 404-720-8652  
 fax: 404-720-8757

## Choose Your Counter & Customize to Fit Your Exhibit!

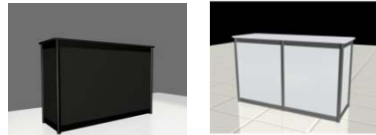
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

### Locking Cabinets

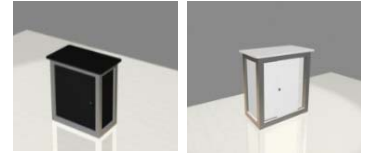
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$939.85	\$1,221.80		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,140.50	\$1,482.65		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$693.25	\$901.25	Silver Only	

### Reception Counters

RC2



RC3



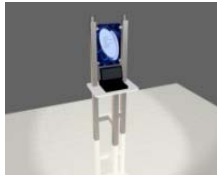
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$966.50	\$1,256.45			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$2,096.50	\$2,725.45			1075mm x 885mm

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

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,219.20	\$1,584.95		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$710.65	\$923.85		380mm x 580mm

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Total Counter Rentals: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

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 fax: 404-720-8757

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## Choose Your Unit & Customize to Fit Your Products!

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

Panel Colors Black (06) White (03)

### Product Displays

Gondolas



GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$658.55	\$856.10			NA
66278		GL1	5' 4" L x 8" H x 1' 3" D	\$651.00	\$846.30	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7" H x 1' 3" D	\$1,122.20	\$1,458.85	Silver Only	NA	674mm x 1682mm

### Showcases

Quarterview

Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,268.00	\$1,648.40		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,368.55	\$1,779.10		

### Charging Units

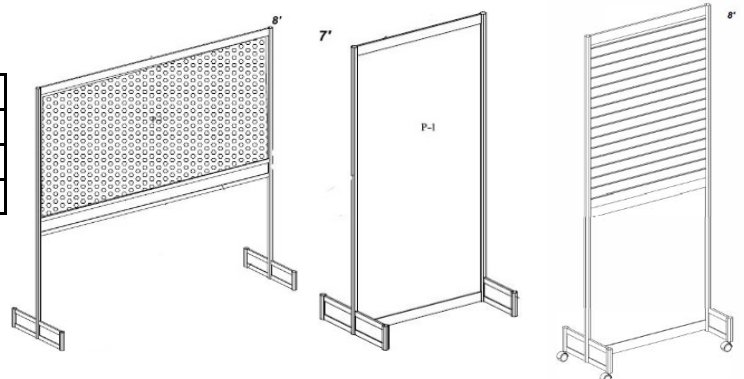
Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,154.25	\$2,800.55	Black Only	250mm x 700mm

PCS



### Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
66148		PerfH	4'x7' Pegboard panel	\$320.15	\$416.20
66149		PerfV	4'x8' Pegboard panel	\$320.15	\$416.20
50104		6" Pegs	6" Pegs 1 dozen	\$52.25	\$67.95
66147		Slatwall	8'x3.5' Slatwall grey vert	\$320.15	\$416.20



Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: \$ \_\_\_\_\_  
 All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change. 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

**Order Deadline Monday, March 9, 2020**

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

 Event Code: M135460420  
 email: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

**10x10 Fabric Booth Rental Display**


Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,520.65	\$3,276.85
66558		FX2M1 10' w/Monitor	\$4,560.05	\$5,928.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$3,084.35	\$4,009.65
66562		FX2M1H 10' w/Monitor	\$5,123.75	\$6,660.90

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

**10x20 Fabric Booth Rental Display**


Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,369.20	\$5,679.95
66560		FX2M2 10' x 20' w/Monitor	\$6,408.60	\$8,331.20
66567		FX2H2 10' x 20'	\$4,873.40	\$6,335.40
66563		FX2M2H 20' w/Monitor	\$6,912.80	\$8,986.65

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

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

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

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

 Total Fabex Rental: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

 Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## 2020 Government Procurement Conference

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 fax: 404-720-8757

### Freestanding 8' high Backlit Backwalls with Full Color Graphics

#### FX 11- 8'h x 10'



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

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,541.70	\$3,304.20	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,928.10	\$5,106.55	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$5,314.45	\$6,908.80	8992mm x 2436mm

**Carpet/Flooring, Furnishings, Power and Accessories not included.**

#### FX 12- 8'h x 20'



#### FX 13- 8' h x 30'



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

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

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

Total Fabex Backlit: \$ \_\_\_\_\_  
 6.000% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**LABOR**

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

**EXHIBIT LABOR JURISDICTION**

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

**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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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.



**2020 Government Procurement Conference**

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

Event Code: M135460420

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

**Discount Deadline Wednesday, March 18, 2020**

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

**Labor Hours**

ST - Straight time: Monday - Friday 8AM - 5PM.

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

DT - Double-time: Holidays.

Holidays:

**Shepard Blue Supervised Install Labor**

Code	Discount	Regular	Estimate
68066 ST	\$153.99	\$200.20	
68067 OT	\$231.08	\$300.40	
68068 DT	\$307.97	\$400.35	

**Shepard Blue Supervised Dismantle Labor**

Code	Discount	Regular	Estimate
68070 ST	\$153.99	\$200.20	
68071 OT	\$231.08	\$300.40	
68072 DT	\$307.97	\$400.35	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

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

**Step One:**

Choose Your **Service**

- Installation
- Dismantling
- Both

**Step Two:**

How Many **People**?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

**Step Three:**

How Many **Hours**?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

**Step Four:**

When Should the Build be **Complete**?

- Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Step Five: Tell Us About Your Exhibit!**

(this portion **must be completed** before Shepard can begin any work on your exhibit)

**Inbound Freight**  Advance Warehouse  Direct to Show site

Carrier Name \_\_\_\_\_

Estimated Arrival Date \_\_\_\_\_

Tracking or Pro # \_\_\_\_\_

# of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

**Set Up Information:**

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

Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_

**Drawings/Photos/ Instructions:**

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate # \_\_\_\_\_

**Graphics:**

- With Exhibit
- Shipped Separately

**Electrical Placement**

(exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

**Other Services**

**Ordered:**

- Overhead Rigging
- Cleaning
- AV

**Carpet:**

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

**Outbound Shipping:**

- # of Crates \_\_\_\_\_
- # of Cartons \_\_\_\_\_
- # of Fiber Cases \_\_\_\_\_
- # of Pallets \_\_\_\_\_

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone # \_\_\_\_\_

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

- If Your Carrier doesn't show?  Reroute with SLS
- Send to advance warehouse for pick up (\$400 minimum charge)

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

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

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

Estimated **SES Blue Labor**: \$ \_\_\_\_\_  
 NA Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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



# Exhibitor Supervised Labor

## 2020 Government Procurement Conference

Walter E. Washington Convention Center - Washington, DC

April 8, 2020

Event Code: M135460420

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

### Discount Deadline **Wednesday, March 18, 2020**

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

#### Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.

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

DT - Double-time: Holidays.

Holidays:

**Exhibitors may not operate any type of mechanical or powered equipment.**

### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$118.45	\$154.00	
68061	OT	\$177.75	\$231.10	
68062	DT	\$236.90	\$307.95	

### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$118.45	\$154.00	
68064	OT	\$177.75	\$231.10	
68065	DT	\$236.90	\$307.95	

#### Step One:

Choose your service

- Installation
- Dismantling
- Both

#### Step Two:

How many people?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Three:

How many hours?

- # \_\_\_\_\_
- # \_\_\_\_\_
- # \_\_\_\_\_

#### Step Four:

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
- Lifts
- Special Tools: \_\_\_\_\_

Details: \_\_\_\_\_

#### Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Labor Estimate \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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