

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)**SHOW INFORMATION****AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**BOOTH PACKAGE**

Items provided in your booth, per exhibitor:

**Standard 3 x 3 sq. m (10' x 10'):**

Company name placard

(1) 6' Skirted Table- Color- Black

(4) Side Chairs

(1) Wastebasket

(1) 5 AMP Electrical Service

**Hybrid 3 x 3 sq. m (10' x 10'):**

Booth includes:

Company name placard

(1) 6' Skirted Table- Color- Black

(4) Side Chairs

(1) Wastebasket

(1) 5 AMP Electrical Service

Meeting Room with door, 4 arm chairs and 1 table

**Landmark: 6 x 6 sq. m (20' x 20') which is 3 x 6 sq. m (10' x 20') booth:**

3 x 3.6 sq. m (10' x 12') Meeting Room

Booth includes:

Company name placard

Upgraded (red) carpeting

(1) 6' Skirted Table- Color- Black

(4) Side Chairs

(1) Wastebasket

(1) 5 AMP Electrical Service

Greenery - (2) Plants

Meeting Room with Private Entrance, 8 chairs and 2 tables

**For additional electrical needs please see the electrical order form.**

Aisle carpet color:

Facility is carpeted

**EXHIBIT SHOW SCHEDULE**

General Exhibitor Move-in:	Tuesday, August 16, 2016	4:00 PM - 8:00 PM
Exhibit Hours:	Wednesday, August 17, 2016	9:00 AM - 5:00 PM
	Thursday, August 18, 2016	9:00 AM - 5:00 PM
	Friday, August 19, 2016	9:00 AM - 12:00 PM
Exhibitor Move-out:	Friday, August 19, 2016	12:00 PM - 2:00 PM
Freight Re-route Time:	Friday, August 19, 2016	2:00 PM

**IMPORTANT DEADLINES**

Exhibitor appointed contractor notification deadline:	Wednesday, July 20, 2016
Discount price deadline for standard Shepard orders:	Wednesday, July 27, 2016
Discount price deadline for custom Shepard rentals:	Monday, July 18, 2016
First day for warehouse deliveries without a surcharge:	Wednesday, July 20, 2016
Last day for warehouse deliveries without a surcharge:	Tuesday, August 9, 2016
First day freight can arrive at show facility:	Tuesday, August 16, 2016 at 8:00 AM

**SHIPPING ADDRESSES****Advance Shipments Address**

[Exhibiting Co. Name &amp; Booth Number]

AgriBusiness Global Trade Summit

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

**Direct Shipments Address**

c/o Shepard Exposition Services

[Exhibiting Co. Name &amp; Booth Number]

AgriBusiness Global Trade Summit

Caribe Royale Orlando

8101 World Center Dr

Orlando, FL 32821

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



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# ONLINE ORDERING INSTRUCTIONS

AgriBusiness Global Trade Summit



August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816


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

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

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on [AgriBusiness Global Trade Summit](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. **NEW users :** User name = Your Email Address (provided by Show Management)  
Password = AGTS16
  - b. **Previous users :** User name = Your Email Address  
Password = Your pre-existing password
5. 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.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click   
OR
  - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

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

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# PAYMENT AUTHORIZATION

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016**

Please complete the information requested below 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. 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 to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

**WIRE TRANSFER**

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

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

Name of show that you are attending - **AgriBusiness Global Trade Summit**

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

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

**EXHIBITING COMPANY INFORMATION**

Please fill out the following information:

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

BOOTH # \_\_\_\_\_

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

PHONE: \_\_\_\_\_

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

FAX: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Pay by Check\* ☐

Pay by Wire\* ☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

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

Security Code:

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

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

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

*\*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

**\*\* Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

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

Please submit tax exemption certificate to: [orlando@shepardes.com](mailto:orlando@shepardes.com)



# SHEPARD TERMS & CONDITIONS

## AgriBusiness Global Trade Summit

### PAYMENT POLICY

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

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

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

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

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

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

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

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

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

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

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

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

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

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

### INDEMNIFICATION

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

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when 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.

### SHEPARD'S LIMITS OF LIABILITY

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

### INBOUND AND OUTBOUND SHIPMENTS

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

### PACKAGING, CRATES, AND EMPTY CONTAINERS

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

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# THIRD PARTY PAYMENT AUTHORIZATION

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016****The following information must be completed and the form returned to Shepard by the deadline date.**

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

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

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

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

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

**SERVICES TO BE COVERED BY THIRD PARTY**☐ **All services**☐ Rental Furniture☐ Carpet☐ Logistics/Transportation☐ Material Handling \*Please complete the Material Handling Authorization Form☐ Exhibit Display Rentals☐ Cleaning☐ Other (please specify): \_\_\_\_\_☐ Overhead Rigging/Labor☐ Installation/Dismantling Labor

Notes: \_\_\_\_\_

**THIRD PARTY INFORMATION**

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

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

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

PHONE: \_\_\_\_\_

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

FAX: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

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

BOOTH # \_\_\_\_\_

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

PHONE: \_\_\_\_\_

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

FAX: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

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

**THIRD PARTY CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

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

Security Code:

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

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

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

**\*\* Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No*If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.*Please submit tax exemption certificate to: [orlando@shepardes.com](mailto:orlando@shepardes.com)



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# EXHIBITOR APPOINTED CONTRACTOR

## AgriBusiness Global Trade Summit

**August 17 - 19, 2016**

**Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Deadline Date: July 20, 2016**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





(404) 720-8652



(404) 720-8757



ESSRentals@shepardes.com

EVENT CODE

F154470816

DISCOUNT DEADLINE

July 18, 2016

**FX2 Package:**

10' Wide x 8' High Full color fabric back wall with 40" high freestanding counter

20' Wide x 8' high Full color fabric back wall with 40" high freestanding double counter

\*Mounted monitor also available

(66535)



(66537)

**Signature Series  
FABEX Booth Rentals**

\*Optional Header can be added to 10' or 20' FX2 Packages

**FX3 Package:**

10' Wide x 8' High Full color fabric back wall with inset and (1) 40" high freestanding counter

20' Wide x 8' High Full color fabric back wall with (1) 40" high freestanding single counter

(66539)



(66542)



(66544)



Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.

(66541)

**Package Options and Pricing****FABEX Signature FX2 Options**

QTY	Item Description	Standard
66534	10' Backwall Package	1890.00
66536	20' Backwall Package	3276.00
66542	10' Backwall package with Header	2331.00
66544	20' Backwall Package with Header	3654.00

**FABEX Signature FX3 Options**

QTY	Item Description	Standard
66538	10' Backwall Package	2772.00
66540	20' Backwall Package	4183.20



\*\* Add mounted monitor to the back wall (66546) for FX2 &amp; FX3 Options!

66546

Qty	Price
66546	1500.00

(Please note: Maximum 42" monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

**All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.**

Approved, print ready graphics MUST be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

**Please complete the following.**

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

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

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

Total FABEX Signature Packages:	\$
6.500% Tax*:	\$
Amount Due:	\$

**Authorized Signature:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.  
\*All tax rates are subject to change.



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ESSRentals@shepardes.com

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DISCOUNT DEADLINE

July 18, 2016

## Freestanding 10' or 20' Backlit backwall with full color graphics

### FX1 - 10' Wide x 8' High Freestanding Backlit Wall with full color graphics



(66530)

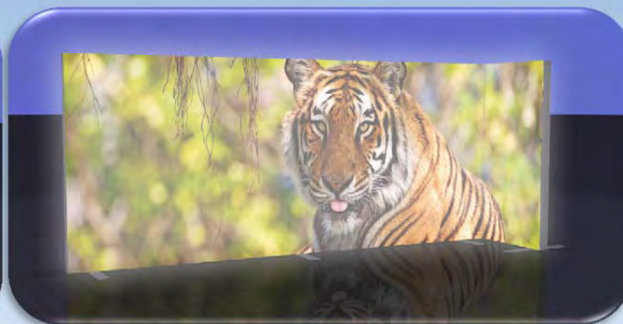
FX1 also available in:  
20' Wide x 8' High (66532) 30'  
Wide x 8' High (66547)

### FX1L - 10' Wide x 8' High Backlit wall with (1) Endcap and full color graphics



(66531)

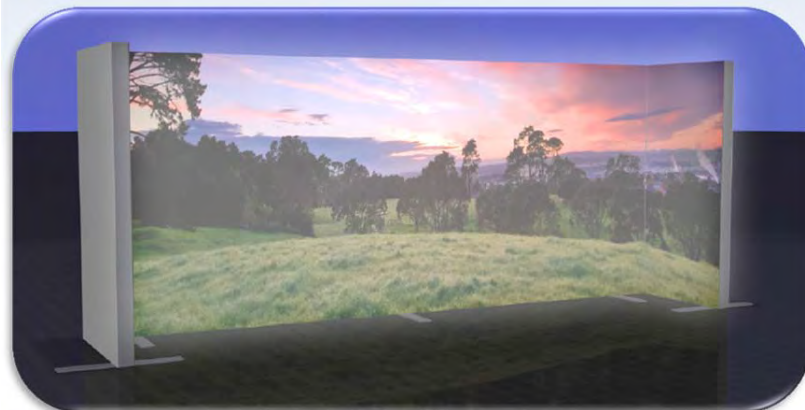
### FX1.2L - 20' Wide x 8' High Backlit wall with (1) Endcap and full color graphics



(66533)

\*\*Endcap measures 1 Meter Wide x 8' High  
\*\*\*

### FX1U - 20' Wide x 8' High Backlit wall with (2) Endcaps and full color graphics



\*\*Endcaps measure 1 Meter Wide x 8' High

(66549)

### FX1F - Backlit Freestanding Panel Available in Double sided or Single sided



(66548)

## Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	1905.75
66532	FX1.2-20' Freestanding Backlit Wall	2945.25
66547	FX1.3-30' Freestanding Backlit Wall	3984.75

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2281.15
66533	FX1.2L-20' backlit Wall with Endcap	3320.65
66549	FX1U-20' Backlit Wall with Endcaps	3696.00
66548	FX1F- Freestanding Backlit Panel	750.75

**All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.**

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

### Please complete the following.

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

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

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

Total FABEX Signature Packages:	\$
6.500% Tax*:	\$
Amount Due:	\$

**Authorized Signature:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.  
\*All tax rates are subject to change.





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(407) 888-2301

orlando@shepardes.com

EVENT CODE  
F154470816DISCOUNT DEADLINE  
July 18, 2016

## Signature Series Furniture

Natural Feel  
Business Table 30"Natural Feel  
Business Table 40"Natural Feel  
Business StoolNatural Feel  
Business Chair

### 6 Foot Fabric Table Cover w/ Table

### Promotional Furnishings

### Lighting & Accessories

Available Colors:



Natural Feel Furniture					
Qty.	Item	Discount	Regular	Amount	
50704	Natural Feel Business Chair	124.35	161.65		
50705	Natural Feel Business Stool	151.40	196.80		
50706	Natural Feel Business Table 30"	254.15	330.40		
50707	Natural Feel Business Table 40"	264.95	344.45		

Natural Feel Accessories					
Qty.	Item	Discount	Regular	Amount	
50709	Natural Feel Floor Lamp	135.20	175.75		
50710	Natural Feel Table Lamp	97.35	126.55		
50708	Natural Feel Waste Receptacle	59.50	77.35		

### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	210.90	
	Red - Fabric Table Cover w/ Table	210.90	
	Blue - Fabric Table Cover w/ Table	210.90	
	Black - Fabric Table Cover w/ Table	210.90	

### Promotional Furnishings

Qty.	Item	Discount	Regular	Amount
50713	Promotional Furnishings Table		Call for Quote	
50714	Promotional Furnishings Stool*		Call for Quote	

*\*Promotional Stools must be ordered 30 days prior to show.*

No refunds or cancellation once order has been placed.

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

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

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

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

Total Signature Furnishings:	\$
6.500% Tax*:	\$
Amount Due:	\$

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

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

\*All tax rates are subject to change.



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EVENT CODE

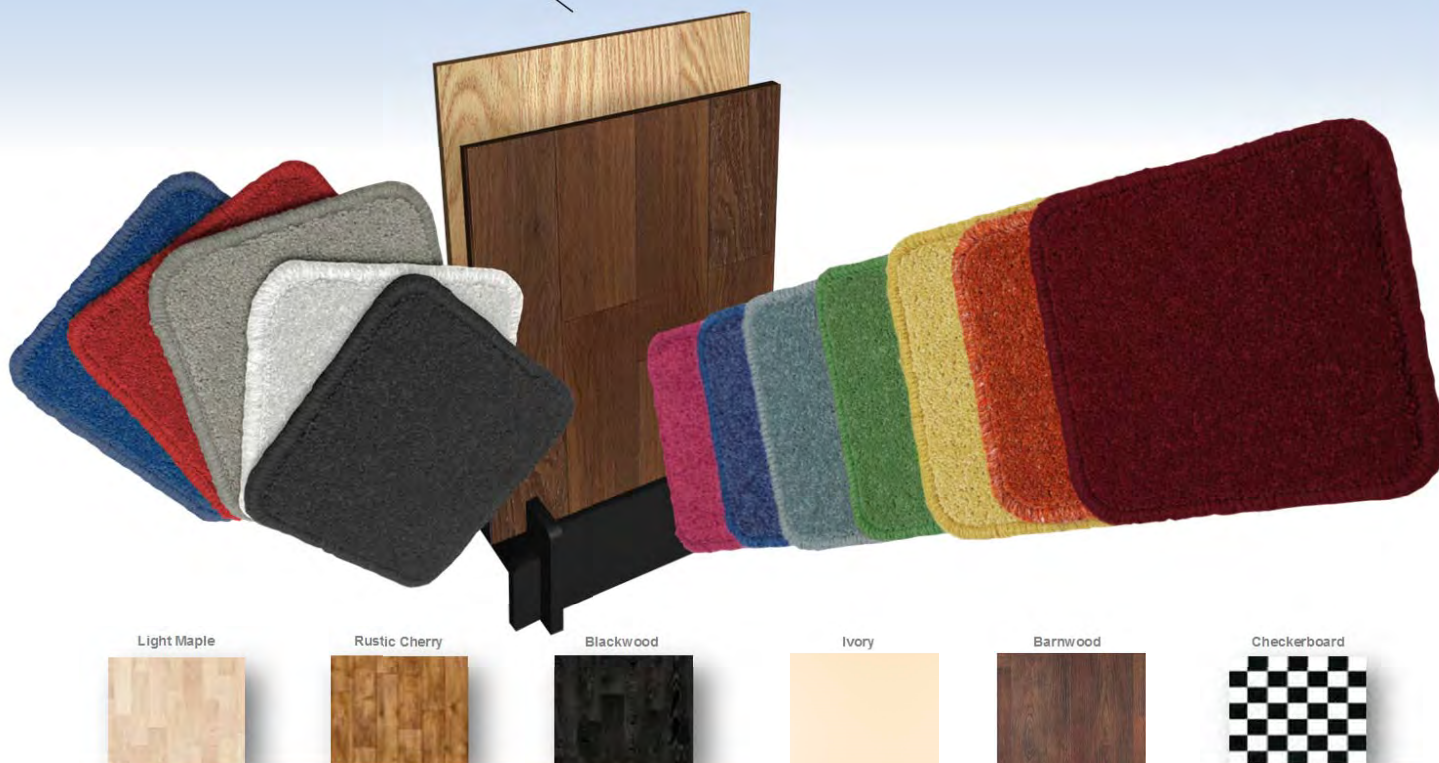
F154470816

DISCOUNT DEADLINE

July 18, 2016

Elevated  
Hardwood Flooring

## Signature Series Flooring



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

### Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	8.20	
(74)	Crimson	8.20	
(73)	Graphite	8.20	
(03)	White	8.20	
(06)	Black	8.20	
(90)	Hot Pink	8.20	
(91)	Electric Blue	8.20	
(77)	Bay Blue	8.20	
(48)	Hunter	8.20	
(99)	Sun Gold	8.20	
(98)	Paprika	8.20	
(07)	Burgundy	8.20	

Rental includes installation and removal of carpet and visqueen protective covering.

### Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	10.60	
(84)	Rustic Cherry	10.60	
(80)	Blackwood	10.60	
(31)	Ivory	10.60	
(85)	Barnwood	10.60	
(82)	Checkerboard	10.60	

### Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor	Call for Quote	
50711	Dark Oak - Elevated Hardwood Floor	Call for Quote	

\* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move in for availability.  
Minimum 100 square feet is required per flooring order.

Please complete the following.

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

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

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

Total Signature Flooring: \$ \_\_\_\_\_  
6.500% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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



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EVENT CODE

F154470816

DISCOUNT DEADLINE

July 27, 2016

## Booth Cleaning

**Carpet is delivered clean, but may become dirty during setup.  
Booth cleaning is suggested at least once prior to show opening.**

**Orders based on 100 Sq Ft Minimum  
All cancelations must be received 48 hours prior to show opening**

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

### Booth Vacuuming



Vacuum Once				
Sq Ft	Item	Discount	Amount	
47050	0-399 sq ft	0.42	0.55	
47051	400-900 sq ft	0.40	0.50	
47052	900+ sq ft	0.35	0.45	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.52	0.70	
47046	400-900 sq ft	0.50	0.65	
47047	900+ sq ft	0.45	0.60	

\*Touch Up Service Date: \_\_\_\_\_

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	1.26	1.65	
47056	400-900 sq ft	1.15	1.50	
47057	900+ sq ft	1.05	1.35	

### Porter Service



Booth Porter Services				
Sq Ft	Item	Discount	Amount	
47030T	Porter Service Once	0.40	0.50	
47031T	Daily Porter Service	1.25	1.65	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. Wastebasket rental is not included.

### Mopping/Shampooing



Mopping				
Sq Ft	Item	Discount	Amount	
47042	Once Before Initial Opening per sq. ft.	0.55	0.70	
47022	Daily per sq. ft.	1.40	1.80	

Shampooing				
Sq Ft	Item	Discount	Amount	
47013	Once Before Initial Opening per sq. ft.	0.55	0.70	

### Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	82.50	123.75	
Hrs per day	Item	ST	OT	
47044	Daily service	82.50	123.75	

Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_

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

☐ Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

☐ Yes, I have completed and included the payment Authorization Form.

#### Please complete the following.

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

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

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

Total Cleaning: \$ \_\_\_\_\_  
 6.500% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

**Authorized Signature:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.  
 \*All tax rates are subject to change.



### Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# BOOTH CARPETING

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**Discount Deadline: July 27, 2016**

*Carpet lends the booth a warm, inviting atmosphere.  
 Select the carpet that will enhance your exhibit and draw customers in. Remember  
 to provide your guests extra comfort with the upgrade of padding.*

### PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

#### Choose Color:

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

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft.	5.80	7.55	
46003	Rental 1000+/sq.ft.	5.00	6.50	

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

#### PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq.ft.	13.80	17.95	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Please note - Premium White is available for purchase only.

### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.95	1.25	
50008	1" Padding	2.15	2.80	
50010	Visqueen	0.30	0.40	

### EXPO CARPET - 13 OZ.

#### Choose Color:

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

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	197.50	256.75	
50256	10' x 20'	376.00	488.80	
50257	10' x 30'	560.85	729.10	
50258	10' x 40'	745.60	969.30	

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

#### SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	3.90	5.05	
50581	400 - 900 sq ft	3.50	4.55	
50582	900+ sq ft	3.20	4.15	

Rental includes installation and removal of carpet and visqueen protective covering.

\*Minimum 100 square feet

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.

Total Carpeting	\$
6.50% Tax*	\$
Amount Due:	\$

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

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

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

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

\* All tax rates are subject to change.





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# EXPO FURNISHINGS

AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**Discount Deadline: July 27, 2016**

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	112.35	146.05	
50046			6'L X 30"H	138.10	179.55	
50050			8'L X 30"H	174.95	227.45	
50043			4'L X 42"H	136.55	177.50	
50047			6'L x 42"H	174.90	227.35	
50051			8'L x 42"H	205.65	267.35	
50052			4th Side 30"	68.30	88.80	
50171			4th Side 42"	68.30	88.80	

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

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	80.00	104.00	
50044		6'L X 30"H	95.50	124.15	
50048		8'L X 30"H	112.60	146.40	
50041		4'L X 42"H	90.15	117.20	
50045		6'L x 42"H	112.60	146.40	
50049		8'L x 42"H	125.65	163.35	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	45.30	58.90	
50084			6'L X 6"H	58.45	76.00	
50086			8'L X 6"H	78.30	101.80	
50083			4'L X 12"H	98.05	127.45	
50085			6'L x 12"H	122.10	158.75	
50087			8'L x 12"H	136.05	176.85	

### UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	23.30	30.30	
50078		6'L X 6"H	32.75	42.60	
50080		8'L X 6"H	42.40	55.10	
50077		4'L X 12"H	45.20	58.75	
50079		6'L x 12"H	64.60	84.00	
50081		8'L x 12"H	78.85	102.50	

Please complete the following:

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

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

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

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

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

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

\* All tax rates are subject to change.

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	71.55	93.00	
50021		Arm Chair	99.50	129.35	
50024		Stool w/back	118.85	154.50	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	19.90	25.85	
50094		Floor Easel	40.35	52.45	
50245		Literature Rack	149.10	193.85	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	197.45	256.70	
50092		Coat Rack	70.10	91.15	
50093		Garment Rack	197.45	256.70	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	83.25	108.25	
50095		Sign Holder, 22x28	92.00	119.60	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.45	20.10	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Gold (04)	<input type="checkbox"/> Burgundy (07)
<input type="checkbox"/> Green (02)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Teal (13)

Total Expo Furnishings:	\$
6.500% Tax*:	\$
Amount Due:	\$

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

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



### Shepard Exposition Services

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# SPECIALTY FURNISHINGS & ACCESSORIES

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**Discount Deadline: July 27, 2016**

### SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	75.35	97.95	
51090	Director's Stool	134.80	175.25	
51089	Ped. Table, 42"	197.70	257.00	
50032	Ped. Table, 30"	188.60	245.20	
50030	Rnd Side Table	94.90	123.35	
50031	Sq. Side Table	94.90	123.35	

### SHOWCASES



Full View

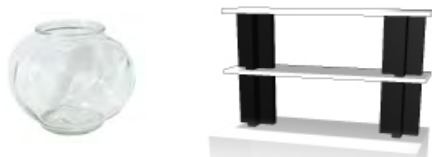


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	744.10	967.35	
50068	Full View 6'	820.70	1066.90	
50069	Quarter View 4'	744.10	967.35	
50070	Quarter View 6'	820.70	1066.90	

Standard Showcases are a gray finish.

### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	37.05	48.15	
50088	8' Upright	26.10	33.95	
50349	6'-10' Crossbar	17.40	22.60	
50348	7'-12' Crossbar	17.40	22.60	
50296	4' x 12" Display Riser *	83.35	108.35	
50297	6' x 12" Display Riser *	103.80	134.95	

\* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

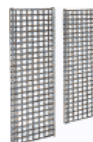
Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	18.90	24.55	
50074	3' High	14.00	18.20	

Choose Color:

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

Minimum 10 linear feet rental required

### GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	177.90	231.25	
50237	2'x8' w/o legs, each	133.35	173.35	
50242	7-Ball Waterfall	12.25	15.95	

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

### VELCRO TACK BOARD



50065

50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horiz.	240.90	313.15	
50061	4' x 8' Vert.	240.90	313.15	

Total Specialty Furnishings/Accessories:	\$
6.500% Tax*:	\$
Amount Due:	\$

Please complete the following:

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

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

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

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

\* All tax rates are subject to change.

## SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



NPLSOF  
| NPLSOP



TANSOF



KEYSOF



SFA003  
| SFAPWR



HS008



SO2

## LOVESEATS



KEYLOV



NPLLOV  
| NPLLOP

### SOFAS & SECTIONALS

**FAIRSW | Fairfax Sofa**  
White Vinyl, Brushed Metal  
62"L 27"D 30"H

**HEA08 | Heathrow Sofa**  
Black Vinyl  
48"L 24"D 28"H

**SFA002 | Allegro Sofa**  
Blue Fabric  
73"L 34.5"D 30"H

**SO1 | South Beach Sofa**  
Platinum Suede  
69"L 29"D 33"H

**NPLSOF | Naples Sofa**  
Black Vinyl  
87"L 30"D 28"H

**TANSOF | Tangiers Sofa**  
Beige Textured  
78"L 37"D 36"H

**KEYSOF | Key Largo Sofa**  
Black Fabric  
79"L 35"D 34"H

**SFA003 | Roma Sofa**  
White Vinyl  
78"L 31"D 33"H

**HS008 | Heathrow 3 pc. Sectional**  
Black Vinyl  
72"L 48"D 28"H

**SO2 | South Beach 3 pc. Sectional**  
Platinum Suede  
152"L 40"D 33"H

### LOVESEATS

**KEYLOV | Key Largo Loveseat**  
Black Fabric  
57"L 35"D 34"H

**NPLLOV | Naples Loveseat**  
Black Vinyl  
62"L 30"D 28"H



## CLUB CHAIRS



FAIRCW



CHR003  
CHRPWR



CHR002



NPLCHR  
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

## ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

## MEETING CHAIRS



OCMESP



OCMTAU



OCMWHT

### CLUB CHAIRS

**FAIRCW | Fairfax Chair**  
White Vinyl, Brushed Metal  
30"L 27"D 30"H

**CHR003 | Roma Chair**  
White Vinyl  
37"L 31"D 33"H

**CHR002 | Allegro Chair**  
Blue Fabric  
36"L 34.5"D 30"H

**NPLCHR | Naples Chair**  
Black Vinyl  
36"L 30"D 28"H

**KEYCHR | Key Largo Chair**  
Black Fabric  
35"L 35"D 34"H

**TANCHR | Tangiers Chair**  
Beige Textured  
34"L 37"D 36"H

**OCB | Key West Tub Chair**  
Black  
31"L 31"D 31"H

**HCH08 | Heathrow Chair**  
Black Vinyl  
24"L 24"D 28"H

**HC008 | Heathrow Corner Chair**  
Black Vinyl  
24"L 24"D 28"H

### ACCENT CHAIRS

**MADGRY | Madden Arm Chair**  
Light Gray, Vinyl  
27"L 32"D 33"H

**SWAN | Swanson Swivel Chair**  
White Vinyl  
28"L 25"D 18"H

**OCH | Madrid Chair**  
Black Vinyl  
30"L 30"D 31"H

**BCW | Madrid Chair**  
White Vinyl  
30"L 30"D 31"H

**LABREA | La Brea Swivel Chair**  
Charcoal Gray, Fabric  
35"L 27"D 40"H

**CCE | Ice Chair**  
Transparent, Chrome  
17.25"L 20"D 32"H

### MEETING CHAIRS

**OCMESP | Meeting Chair**  
Espresso Vinyl  
25.5"L 23.5"D 34"H

**OCMTAU | Meeting Chair**  
Taupe Fabric  
25.5"L 23.5"D 34"H

**OCMWHT | Meeting Chair**  
White Vinyl  
25.5"L 23.5"D 34"H





# OTTOMANS



BN075

BNO08



OTS



SAL



END01B



END01W



END02B



END02W



CUBL20



OSC



OTH



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04

## OTTOMANS

**BNO08 | Bench Ottoman**  
Black Vinyl  
60"L 20"D 18"H

**BNO75 | Bench Ottoman**  
White Vinyl  
60"L 20"D 18"H

**OTS | South Beach Wedge Ottoman**  
Platinum Suede  
25"L 31"D 18"H

**SAL | Sally Stool**  
White  
12" Round 17"H

**END01B | Endless Curved Ottoman**  
Black  
60.5"L 37.5"D 15"H

**END01W | Endless Curved Ottoman**  
White  
60.5"L 37.5"D 15"H

**END02B | Endless Square Ottoman**  
Black  
34"L 34"D 15"H

**END02W | Endless Square Ottoman**  
White  
34"L 34"D 15"H

**CUBL20 | Edge LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H  
A/C power only


**OSC | Milano Cube**  
White Vinyl  
17"L 17"D 18"H

**OTH | Milano Cube**  
Black Vinyl  
17"L 17"D 18"H

**Vibe Cube Ottomans Waterproof**  
18"L 18"D 18"H  
**VIB05 | Yellow Vinyl**  
**VIB06 | Gold/Bronze Vinyl**  
**VIB07 | Beige Vinyl**  
**VIB08 | Orange Vinyl**  
**VIB01 | Green Vinyl**  
**VIB02 | Blue Vinyl**  
**VIB03 | Pink Vinyl**  
**VIB04 | Red Vinyl**



## COCKTAIL TABLES

 Also available with powered tops. See page 1 for details.



COLI



C1E



REGBEN



C1K



C1F



C1C



 C1W  
C1WP



 C1Y  
C1YP

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

### COCKTAIL TABLES

**COLI | Oliver Cocktail Table**  
Walnut Finish  
47"L 27"D 19"H

**C1E | Silverado Cocktail Table**  
Glass, Chrome  
36" Round 17"H

**REGBEN | Regis Bench/ Table**  
Brushed Metal  
47"L 15.5"D 16"H

**C1K | Inspiration Cocktail Table**  
Glass, Brushed Steel  
48"L 28"D 18"H

**C1F | Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C | Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W | Sydney Cocktail Table**  
White, Brushed Steel  
48"L 26"D 18"H

**C1Y | Sydney Cocktail Table**  
Black, Brushed Steel  
48"L 26"D 18"H

### SIDE & END TABLES

**TMBTBL | Timber Table**  
Wood  
16" Round 17"H

**NEMSAC | Mosaic Tables, Set of 3**  
12"L 14"D 16"H  
16.5"L 15"D 18"H  
20.5"L 16"D 20"H

**ETBL | E Table**  
Wood  
21"L 15.5"D 27.5"H

**AURA | Aura Round Table**  
White Metal  
15" Round 22"H

**EOLI | Oliver End Table**  
Walnut Finish  
22" Round 22"H

**E1E | Silverado End Table**  
Glass, Chrome  
24" Round 22"H

**REGOTT | Regis End Table**  
Brushed Metal  
16"L 15.5"D 16.5"H

**E1K | Inspiration End Table**  
Glass, Brushed Steel  
24"L 28"D 22"H

**CUBTBL | Edge LED Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H  
A/C power only

**E1F | Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C | Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**E1W | Sydney End Table**  
White, Brushed Steel  
27"L 23"D 22"H

**E1Y | Sydney End Table**  
Black, Brushed Steel  
27"L 23"D 22"H

**CDYTB | Candy Table**  
White/Black Top  
18"L 18"D 18"H



**Shepard Exposition Services**  
 1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXECUTIVE FURNITURE

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**Discount Deadline: July 27, 2016**

### SEATING

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	733.55	953.60	
	HEA08-Heathrow Sofa, Black Vinyl	733.55	953.60	
	HS008-Heathrow 3 pc. Sectional	1924.25	2501.55	
	SFA002- Allegro Sofa	771.75	1003.30	
	NPLSOF-Naples Sofa, Black Vinyl	924.65	1202.05	
	NPLSOP-Naples Sofa, powered	1124.55	1461.90	
	SO2-3pc. South Beach, P. Suede	1761.05	2289.35	
	TANSOF-Tangiers Sofa, Beige	733.55	953.60	
	SFA003-Roma Sofa, White	880.55	1144.70	
	SFAPWR-Roma Sofa, powered	1124.55	1461.90	
	KEYSOF-Key Largo Sofa	521.85	678.40	
	FAIRSW-Fairfax Sofa	527.75	686.10	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	615.95	800.75	
	HCH08-Heathrow Chair, Black Vinyl	733.55	953.60	
	NPLCHR-Naples Chair, Black Vinyl	645.35	838.95	
	NPLCHP-Naples Chair, powered	698.25	907.75	
	TANCHR-Tangiers Chair, Beige	475.90	618.65	
	CHR002-Allegro Chair	542.45	705.20	
	CHR003-Roma Chair, White	601.25	781.65	
	CHRPWR-Roma Chair, powered	698.25	907.75	
	KEYCHR-Key Largo Chair	345.45	449.10	
	FAIRCW-Fairfax Chair	380.75	495.00	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Accent Chairs</b>				
	CCE-ICE, Transparent/Chrome	292.55	380.30	
	OCH-Madrid Black Leather	825.30	1072.90	
	BCW-Madrid Chair, White	826.15	1074.00	
	LABREA-La Brea Swivel Chair	454.25	590.55	
	OCB-Key West Tub, Black	439.55	571.40	
	SCD-Fusion, Green/White	154.35	200.65	
	SCC-Fusion, Clear/White	154.35	200.65	
	SCE-Fusion, Red/White	154.35	200.65	
	SCF-Fusion Chair, Black/White	154.35	200.65	
	MADGRY-Madden Arm Chair, Grey	468.95	609.65	
	SWAN-Swanson Swivel, White Vinyl	395.45	514.10	
<b>Loveseats</b>				
	NPLLOV-Naples, Black Vinyl	777.65	1010.95	
	NPLLOP-Naples Loveseat, powered	968.75	1259.40	
	KEYLOV-Key Largo Loveseat	404.25	525.55	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	307.25	399.45	
	OCMTAU-Meeting Chair, Taupe	301.35	391.75	
	OCMWH-Meeting Chair, White	277.75	361.10	

### Ottomans

	OTS-South Beach Wedge	351.35	456.75	
	BNO08-Bench, Black Leather	454.25	590.55	
	BN075-Bench, White Leather	454.25	590.55	
	END02B-Square, Black Leather	395.45	514.10	
	END02W-Square, White Leather	395.45	514.10	
	VIB02-Vibe Cube, Blue	154.35	200.65	
	VIB04-Vibe Cube, Red	154.35	200.65	
	VIB05-Vibe Cube, Yellow	154.35	200.65	
	VIB07-Vibe Cube, Champagne	154.35	200.65	

	OSC-Cube, White Leather	139.65	181.55	
	OTH-Cube, Black Leather	139.65	181.55	
	VIB03-Vibe Cube, Pink	154.35	200.65	
	VIB06-Vibe Cube, Gold/Bronze	154.35	200.65	
	CUBL20-Edge Lighted Cube	217.55	282.80	
	VIB08-Vibe Cube, Orange	154.35	200.65	
	SAL Sally Stool	102.40	133.10	
	VIB01-Vibe Cube, Green	154.35	200.65	

### COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	307.25	399.45	
	C1K-Inspiration	342.50	445.25	
	C1F-Geo Rect., Glass/Black	277.85	361.20	
	C1C-Geo Rect., Glass/Chrome	277.85	361.20	
	COLI - Oliver Cocktail Table	264.60	344.00	
	C1W-Sydney, White	311.65	405.15	
	C1Y-Sydney, Black	311.65	405.15	
	C1YP-Sydney Black, powered	395.45	514.10	
	C1WP-Sydney White, powered	395.45	514.10	
	G30CMS-Table, Maple	410.15	533.20	
	G30CMW-Table w/ Grmt, Maple	410.15	533.20	
	G30CWS-Table, White	410.15	533.20	
	G30CWW-Table w/ Grmt, White	410.15	533.20	
	REGBEN-Regis Bench Table	316.05	410.85	

Qty.	Item	Discount	Regular	Amount
<b>Occasional End Tables</b>				
	E1E-Silverado	292.55	380.30	
	E1K-Inspiration	321.95	418.55	
	E1F-Geo, Glass/Black	271.95	353.55	
	E1C-Geo, Glass/Chrome	271.95	353.55	
	EOLI-Oliver End Table	235.20	305.75	
	E1W-Sydney, White	280.75	365.00	
	E1Y-Sydney, Black	280.75	365.00	
	CUBTBL-Edge LED Cube	219.05	284.75	
	CDYTB-Candy Table	233.75	303.90	
	AURA End Table	160.25	208.35	
	ETBL-E Table, Wood	197.00	256.10	
	NEMSAC Mosaic Tables, Set of 3	321.95	418.55	
	TMBTBL Timber Table, Wood	189.65	246.55	
	REGOTT-Regis End Table	233.75	303.90	

Please complete the following:

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

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

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

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

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

Subtotal \$ \_\_\_\_\_

6.500% Tax: \$ \_\_\_\_\_

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

## GROUP SEATING



RSTDIN

DUET



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

### GROUP SEATING

**RSTDIN | Rustique Chair with arms**  
Gunmetal  
20"L 18"D 31"H

**DUET | Duet Chair**  
Black, Chrome  
21"L 23"D 33"H

**CS8 | Berlin Chair**  
Black, White  
18"L 22"D 32"H

**CS9 | Berlin Chair**  
Red, White  
18"L 22"D 32"H

**XCHR | Christopher Chair**  
White Vinyl, Chrome  
17"L 19"D 35"H

**SC1 | New York Chair**  
Black, Maple  
18"L 17"D 34"H

**CH002 | Wendy Chair**  
Clear Acrylic  
15"L 20"D 36"H

**SC10 | Razor Armless Chair**  
White  
15.38"L 15.5"D 30.5"H

**SCF | Fusion Chair**  
Black, White  
19"L 21"D 32"H

**SCC | Fusion Chair**  
Clear, White  
19"L 21"D 32"H

**SCE | Fusion Chair**  
Red, White  
19"L 21"D 32"H

**SCD | Fusion Chair**  
Green, White  
19"L 21"D 32"H

**SC4 | Jetson Chair**  
Black  
19"L 18"D 31"H

**SC3 | Brewer Chair**  
Onyx, Black  
20"L 20"D 32"H

**XC3 | Luxor Guest Chair**  
Black Vinyl  
27"L 28"D 40"H

**XC6 | Altura Guest Chair**  
Black Crepe  
25"L 24"D 34"H

**CO4 | Iso Mesh Chair**  
Black  
26"L 24"D 38"H





# CONFERENCE TABLES



## PWRUSB

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Manhattan, Geo, Merlin and Work Tables.



CE1



CF1



CE2



CF2



CG1



OCT6W



6'-CB2



8'-CB3



6'-CC6



6'-CT06GR



8'-CC7  
10'-CC8



8'-C508GR  
10'-CT10GR



MERLIN



WD3

## CONFERENCE TABLES

**CC5 | 42" Round Table**  
Mahogany  
42" Round 29"H

**CONF42 | 42" Round Table**  
White Laminate  
42" Round 29"H

**CB1 | 42" Round Table**  
Graphite Nebula  
42" Round 29"H

**CE1 | Geo Table, Rounded Square**  
Glass, Chrome  
42"L 42"D 29"H

**CF1 | Geo Table, Rounded Square**  
Glass, Black  
42"L 42"D 29"H

**CE2 | Geo Table, Rectangular**  
Glass, Chrome  
60"L 36"D 29"H

**CF2 | Geo Table, Rectangular**  
Glass, Black  
60"L 36"D 29"H

**CG1 | Manhattan Table**  
Glass, Black  
42" Round 29"H

**OCT6W | Nova Oval Table**  
White, Silver Powder Coated Legs  
71"L 36"D 29"H

**CB2 | 6' Conference Table**  
Graphite Nebula  
72"L 42"D 29"H

**CB3 | 8' Conference Table**  
Graphite Nebula  
96"L 48"D 29"H

**CC6 | 6' Table**  
Mahogany  
72"L 36"D 29.5"H

**CT06GR | 6' Table**  
Granite  
72"L 36"D 29"H

**CC7 | 8' Table**  
Mahogany  
96"L 48"D 29.5"H

**CC8 | 10' Table**  
Mahogany  
120"L 48"D 29.5"H

**C508GR | 8' Table**  
Granite  
96"L 44"D 29"H

**CT10GR | 10' Table**  
Granite  
120"L 46"D 29"H

**MERLIN | Merlin Multi Use Table**  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3 | Work Table**  
White Laminate, White  
48"L 24"D 30"H



## EXECUTIVE CHAIRS



PROEXE



PROEXB



PROGB



PROMID



XC2



XC1



XC5



XC4

## G30 COMMUNAL TABLES



(ADAPTW)  
G30 Powered Tables come with  
2 white Charging Adapters

### TABLE TOP OPTIONS

(G30 Powered Tables only  
available in white)



MAPLE



WHITE

(G30 Powered Tables)



G30BWP



G30DWP



G30CWP

(Solid Top Tables Or With Grommet Holes)



G30BMS  
G30BMW



G30BWS  
G30BWW



G30DMS  
G30DMW



G30DWS  
G30DWW



G30CMS  
G30CMW



G30CWS  
G30CWW

## EXECUTIVE CHAIRS

**PROEXE | Pro Executive High Back Chair**  
White Classic Vinyl  
25"L 24"D 48"H Adjustable

**PROEXB | Pro Executive High Back Chair**  
Black Vinyl  
25"L 24"D 48"H Adjustable

**PROGB | Pro Executive Guest Chair**  
Black Vinyl  
24"L 22"D 36"H

**PROMID | Pro Executive Mid Back Chair**  
White Classic Vinyl  
24"L 22"D 40"H Adjustable

**XC2 | Luxor Mid Back Executive Chair**  
Black Vinyl  
27"L 28"D 41"H Adjustable

**XC1 | Luxor High Back Executive Chair**  
Black Vinyl  
27"L 28"D 47"H Adjustable

**XC5 | Altura Mid Back Executive Chair**  
Black Crepe  
25"L 25"D 37"H Adjustable

**XC4 | Altura High Back Executive Chair**  
Black Crepe  
25"L 25"D 43"H Adjustable

## G30 COMMUNAL TABLES

**G30 POWERED TABLES**  
White Top  
**G30BWP | Bar Table**  
72"L 26"D 42"H  
**G30DWP | Café Table**  
72"L 26"D 30"H  
**G30CWP | Cocktail Table**  
72"L 26"D 18"H

**Bar Table**  
**G30BMS | Solid Top**  
**G30BMW | Grommet Holes**  
Maple Top  
72"L 26"D 42"H

**Café Table**  
**G30DMS | Solid Top**  
**G30DMW | Grommet Holes**  
Maple Top  
72"L 26"D 30"

**Cocktail Table**  
**G30CMS | Solid Top**  
**G30CMW | Grommet Holes**  
Maple Top  
72"L 26"D 18"H

**Bar Table**  
**G30BWS | Solid Top**  
**G30BWW | Grommet Holes**  
White Top  
72"L 26"D 42"H

**Café Table**  
**G30DWS | Solid Top**  
**G30DWW | Grommet Holes**  
White Top  
72"L 26"D 30"H

**Cocktail Table**  
**G30CWS | Solid Top**  
**G30CWW | Grommet Holes**  
White Top  
72"L 26"D 18"H



Denotes AC and USB  
charging outlets

# CAFÉ TABLES



## CAFÉ TABLES

- Standard Black Base**  
**30" Round 29"H**  
 ZTJ | Graphite Nebula Top  
 ZTB | Brushed Red Top  
 ZTK | Maple Top  
 30MHSC | Mahogany Top  
 ZTG | Silver Textured Top  
 ZTC | Brushed Blue Top
- Standard Black Base**  
**36" Round 29"H**  
 ZTN | Graphite Nebula Top  
 ZTQ | White Laminated Top  
 ZTP | Maple Top

- Hydraulic Chrome Base**  
**30" Round 29"H**  
 30MTHC | Maple Top  
 30GRHC | Graphite Nebula Top  
 30MHHC | Mahogany Top  
 30STHC | Silver Textured Top  
 30BRHC | Brushed Red Top  
 30BBHC | Brushed Blue Top  
 30ORHC | Orange Top  
 30SBHC | Liquid Steel Blue Top

- Hydraulic Chrome Base**  
**36" Round 29"H**  
 36MTHC | Maple Top  
 36GRHC | Graphite Nebula Top  
 36WTHC | White Laminated Top



**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)**EXECUTIVE FURNITURE****AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016****CONFERENCE TABLES & CHAIRS**

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	498.35	647.85	
	CE1-Geo Table, Sq. Chrome	351.35	456.75	
	CF1-Geo Table, Sq. Black	498.35	647.85	
	CG1-Manhattan Table, Black	366.05	475.85	
	CE2-Geo Table, Chrome	498.35	647.85	
	CB2-6' Graphite Table	521.85	678.40	
	CB3-8' Graphite Table	615.95	800.75	
	CD2-6' Grey Nebula Table	483.85	629.00	
	CD3-8' Grey Nebula Table	586.55	762.50	
	CC6-6' Mahogany Table	521.85	678.40	
	CC7-8' Mahogany Table	615.95	800.75	
	CC8-10' Mahogany Table	924.00	1201.20	
	CB1-42" Round, Graphite Nebula	462.65	601.45	
	CC5-42" Round, Mahogany Table	424.85	552.30	
	OCT6W-Nova, Oval White	586.55	762.50	
	CT06GR Conference Table 6' Granite	245.50	319.15	
	C508GR Conference Table 8' Granite	298.50	388.05	
	CT10GR Conference Table 10' Granite	447.75	582.10	
	PWRUSB-Powered Table Module	83.80	108.95	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	410.15	533.20	
	PROEXB-Executive Chair High Back	410.15	533.20	
	PROGB-Guest Executive Chair	286.65	372.65	
	PROMID-Executive Chair Mid Back	260.20	338.25	
	XC1-Luxor Executive, High-back	443.95	577.15	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	72.05	93.65	
	RSTDIN-Rustique w/ arms, Gunmetal	160.25	208.35	
	CS8-Berline Chair, Black	139.65	181.55	
	CS9-Berlin Chair, Red	139.65	181.55	
	XCHR-Christopher Chr, White Vinyl	116.15	151.00	
	SC1-New York Chair	213.75	277.90	
	CH002-Whendy Chair, Acrylic	130.85	170.10	
	SC10 Razor Chair	86.75	112.80	
	SCF Fusion Chair, Black White	154.35	200.65	
	SCC Fusion Chair, Clear White	154.35	200.65	
	SCE Fusion Chair, Red White	154.35	200.65	
	SCD Fusion Chair, Green White	154.35	200.65	
	SC4-Jetson Chair	213.75	277.90	
	SC3-Brewer Chair, Onyx	192.55	250.30	
	XC3-Luxor Guest Chair	383.65	498.75	
	XC6-Altura Guest Chair	341.05	443.35	
	CO4-Iso Mesh Chair	324.85	422.30	
<b>Utility Chairs</b>				
	SY1-Altura Task Chair	219.05	284.75	
	DF1-Altura Drafting Stool	336.65	437.65	
<b>Executive Seating</b>				
	XC2-Luxor Executive Chair	417.50	542.75	
	XC4-Altura Executive, High-back	448.00	582.40	
	XC5-Altura Executive Chair	374.85	487.30	

**CAFÉ TABLES**

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	248.45	323.00	
	ZTP-36" Maple Top/Black Base	270.50	351.65	
	ZTJ-30" Graphite Top/Black Base	248.45	323.00	
	ZTN-36" Graphite Top/Black Base	270.50	351.65	
	ZTG-30" Silver Textured Top	248.45	323.00	
	ZTE-36" Brandy Top/Black Base	309.90	402.85	
	ZTQ-36" White Laminate Top	270.50	351.65	
	ZTB-30" Red Top/Black Base	248.45	323.00	
	ZTC-30" Blue Top/Black Base	248.45	323.00	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	330.75	430.00	
	30GRHC-Graphite Nebula, Chrome	330.75	430.00	
	30MHHC-Mahogany Top, Chrome	330.75	430.00	
	30STHC-Silver Textured, Chrome	330.75	430.00	
	30BRHC-Brushed Red Top, Chrome	330.75	430.00	
	30BBHC-Brushed Blue Top, Chrome	330.75	430.00	
	30ORHC-Orange Top, Chrome	330.75	430.00	
	30SBHC-Steel Blue Top, Chrome	330.75	430.00	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	360.15	468.20	
	36GRHC-Graphite Nebula, Chrome	360.15	468.20	
	36WTHC-White Top, Chrome	360.15	468.20	

**COMMUNAL TABLES**

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	586.55	762.50	
	G30DMW-Café w/ Grmt, Maple	586.55	762.50	
	G30DWS-Café, White Top	586.55	762.50	
	G30DWW-Café w/ Grmt, White	586.55	762.50	
	G30DWP-Café Table, powered	674.75	877.20	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	483.65	628.75	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	733.55	953.60	
	G30BWW-Bar w/ Grmt, White	733.55	953.60	
	G30BMS-Bar Table, Maple	733.55	953.60	
	G30BMW-Bar w/ Grmt, Maple	733.55	953.60	
	G30BWP-Bar Table, powered	865.85	1125.60	

Please complete the following:

**Company Name:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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

Subtotal \$

6.500% Tax: \$

Amount Due: \$



## BAR TABLES



VTJ  
VTN



VTK  
VTP



30MHSB



VTG



VTB



VTC



36GRHB



30MTHB  
36MTHB



36WTHB

### TABLE TOP OPTIONS



MAPLE



GRAPHITE NEBULA



BRUSHED BLUE



WHITE LAMINATE



MAHOGANY



ORANGE



SILVER TEXTURED



BRUSHED RED



LIQUID STEEL BLUE



30MHHB



30STHB



30BRHB



30BBHB



30ORHB



30SBHB

### BAR TABLES

#### Standard Black Base

30" Round 42"H

VTJ | Graphite Nebula Top

VTK | Maple Top

30MHSB | Mahogany Top

VTG | Silver Textured Top

VTB | Brushed Red Top

VTC | Brushed Blue Top

#### Standard Black Base

36" Round 42"H

VTW | White Laminated Top

VTN | Graphite Nebula Top

VTP | Maple Top

#### Hydraulic Chrome Base

30" Round 45"H

30GRHB | Graphite Nebula Top

30MTHB | Maple Top

30MHHB | Mahogany Top

30STHB | Silver Textured Top

30BRHB | Brushed Red Top

30BBHB | Brushed Blue Top

30ORHB | Orange Top

30SBHB | Liquid Steel Blue Top

Top

#### Hydraulic Chrome Base

36" Round 45"H

36GRHB | Graphite Nebula Top

36MTHB | Maple Top

36WTHB | White Laminated Top

Top



BARSTOOLS



APS08



APS59



APS75



APS12



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL

BARSTOOLS

Apex Barstools  
21"L 21"D 33"H  
APS08 | Black Vinyl  
APS59 | Red Vinyl  
APS75 | White Vinyl  
APS12 | Blue Ultra Suede

RSTSTL | Rustique Barstool  
Gunmetal  
13"L 13"D 30"H  
  
XBAR | Christopher Barstool  
White Vinyl, Chrome  
19"L 15"D 41"H  
  
ROLLGY | Lift Barstool  
Gray Vinyl  
15" Round 23-33.5"H  
  
ROLLRD | Lift Barstool  
Red Vinyl  
15" Round 23-33.5"H

ROLLWH | Lift Barstool  
White Vinyl  
15" Round 23-33.5"H  
  
ROLLBL | Lift Barstool  
Black Vinyl  
15" Round 23-33.5"H  
  
BS001 | Shark Barstool  
White, Chrome  
22"L 19"D 34-44"H  
  
BS002 | Zoey Barstool  
White, Chrome  
15"L 16"D 26-30.5"H

BS003 | Zoey Barstool  
Black, Chrome  
15"L 16"D 26-30.5"H  
  
BSN | Jetson Barstool  
Black  
18"L 19"D 29"H  
  
BCE | Ice Barstool  
Transparent, Chrome  
16"L 14"D 33"H  
  
BSS | Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

BST | Banana Barstool  
White, Chrome  
21"L 22"D 30"H  
  
BSD | Oslo Barstool  
Blue  
17"L 20"D 30"H  
  
BSC | Oslo Barstool  
White  
17"L 20"D 30"H  
  
BSL | Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H



WORK/MULTI  
USE TABLES




MERLIN



WD3

PEDESTALS &  
PRODUCT  
DISPLAY

 Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter



POWER DETAIL



POWER DETAIL



36"- PDL36B  
42"- PDL42B



36"- PDL36W  
42"- PDL42W



PDL

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



ET1



ET2



BC6

UTILITY  
CHAIRS



SY1



DF1

WORK/MULTI USE  
TABLES

**MERLIN** | Merlin Multi Use Table  
Gray Laminate, Black  
46"L 29"D 30"H

**WD3** | Work Table  
White Laminate, White  
48"L 24"D 30"H

PEDESTALS &  
PRODUCT DISPLAYS

**Powered Locking Pedestal**  
Black  
**PDL36B** | 24"L 24"D 36"H  
**PDL42B** | 24"L 24"D 42"H

**Powered Locking Pedestal**  
White  
**PDL36W** | 24"L 24"D 36"H  
**PDL42W** | 24"L 24"D 42"H

**PDL** | Locking Pedestal  
Black  
24"L 24"D 42"H

**ET1** | Etagere  
Pewter, Metal Glass  
30"L 16"D 70"H

**ET2** | Etagere  
Black, Metal Glass  
30"L 16"D 70"H


**BC6** | Bookcase  
Mahogany  
36"L 13"D 71"H

UTILITY CHAIRS

**SY1** | Altura Steno Chair  
Black Crepe  
25"L 26"D 21"H

**DF1** | Altura Drafting Stool  
Black Crepe  
25"L 26"D 34"H

# DESKS & CREDENZAS

 Denotes AC and USB charging outlets

Powered Tech Desk includes one black charging adapter



ADAPT B



POWER DETAIL



 **TECH3B**



 **TECH**



**TECH3**



**JD6**



**CR6**

# FILES & FRIDGES



**VF4**



**VF2**



**L26**



**R1R**



**R1Q**

## DESKS & CREDENZAS

**TECH3B | Tech Desk, Powered w/3 Drawer File Cabinet**  
Black Metal, Laminate  
60"L 30"D 30"H

**TECH | Tech Desk, Powered**  
Black Metal, Laminate  
60"L 30"D 30"H

**TECH3 | 3 Drawer File Cabinet on Castors**  
Black Metal, Laminate  
16"L 20"D 28"H

**JD6 | Executive Desk**  
Mahogany  
60"L 30"D 29"H

**CR6 | Credenza**  
Mahogany  
72"L 24"D 29"

## FILES & FRIDGES

**VF4 | Vertical File, 4 Drawer**  
Light Gray  
27"L 19"D 52"H

**VF2 | Vertical File, 2 Drawer**  
Light Gray  
27"L 19"D 28"H

**L26 | Lateral File**  
Mahogany  
36"L 20"D 29"H

**R1R | Refrigerator, Large**  
White  
14.0 cubic feet  
28"L 28"D 64"H

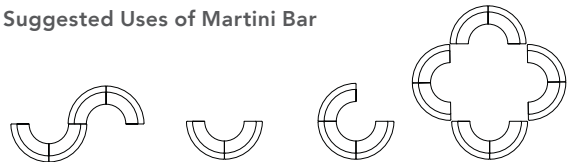
**R1Q | Refrigerator, Small**  
White  
4.0 cubic feet  
20"L 22"D 33"H



## BARS



### Suggested Uses of Martini Bar



## BARS

**BRC | Martini Bar Circle**  
Comprised of three  
BR1 Martini Bars  
100"L 100"D 45"H

**BR1 | Martini Bar**  
Gray Metal, Frosted Glass  
Top  
67"L 22"D 45"H





## MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN



TBSTND

(BACK VIEW)



Mobile Table Stands  
Includes 3 AC and 2 USB  
Charging Outlets



TBSTDW

## LAMPS



LA15



LA14

## LIGHTED PRODUCTS

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



CUBL20



CUBTBL

### MOBILE TABLET STAND ACCESSORIES

**TBBCHR | Brochure Holder**  
Black  
8.625"L 1.1"D 11.325"H

**TBSHLF | Charging Shelf**  
Black  
14.85"L 7.17"D 1"H

**TBPNTN | Wireless Printer  
Holder**  
Black  
3.3"L 1.9"D 5.28"H

### MOBILE TABLET STANDS

**TBSTND | Mobile  
Tablet Stand**  
Black  
14"L 13"D 44.5"H

**TBSTDW | Mobile  
Tablet Stand**  
White  
14"L 13"D 44.5"H

### LAMPS

**LA15 | Mason Floor Lamp**  
Brushed Silver  
18" Round 55"H

**LA14 | Mason Table Lamp**  
Brushed Silver  
16" Round 26"H

### LIGHTED PRODUCTS

**CUBL20 | Edge  
LED Cube Ottoman**  
White Plastic  
20"L 20"D 20"H  
A/C power only

**CUBTBL | Edge LED  
Cube Table**  
Plexi Top, White Plastic  
20"L 20"D 20"H  
A/C power only

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)**EXECUTIVE FURNITURE****AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016****BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	271.95	353.55	
	VTP-36" Maple Top/Black Base	268.80	349.45	
	VTJ-30" Graphite Top/Black Base	271.95	353.55	
	VTN-36" Graphite Top/Black Base	292.55	380.30	
	VTG-30" Silver Textured Top	271.95	353.55	
	VTE-36" Brandy Top/Black Base	282.25	366.95	
	VTW-36" White Laminate Top	292.55	380.30	
	VTB-30" Red Top/Black Base	271.95	353.55	
	VTC-30" Blue Top/Black Base	271.95	353.55	
<b>Bars</b>				
	BRC-Circle Martini Bar	4279.15	5562.90	
	BR1-Martini Bar	1486.15	1932.00	
<b>Barstools</b>				
	BST-Banana, White/Chrome	274.90	357.35	
	BSS-Banana, Black/Chrome	274.90	357.35	
	BS001-Shark, Swivel White	351.35	456.75	
	BS002-Zoey, Swivel White	321.95	418.55	
	BS003-Zoey, Swivel Black	332.60	432.40	
	RSTSTL-Rustique Barstool, Gunmetal	145.55	189.20	
	APS08-Apex Black Vinyl	246.95	321.05	
	APS59-Apex Red Vinyl	246.95	321.05	
	APS75-Apex White Vinyl	246.95	321.05	
	APS12-Apex Blue Ultra Suede	246.95	321.05	
	XBAR-Christopher White Vinyl	198.45	258.00	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	330.75	430.00	
	30MTHB-Maple Top, Chrome	330.75	430.00	
	30MHBB-Mahogany Top, Chrome	330.75	430.00	
	30STHB-Silver Texture, Chrome	330.75	430.00	
	30BRHB-Brushed Red, Chrome	330.75	430.00	
	30BBHB-Brushed Blue, Chrome	330.75	430.00	
	30ORHB-Orange Top, Chrome	330.75	430.00	
	30SBHB-Steel Blue Top, Chrome	330.75	430.00	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	360.15	468.20	
	36MTHB, Maple Top, Chrome	360.15	468.20	
	36WTHB-White Top, Chrome	360.15	468.20	
<b>Barstools</b>				
	BSD-Oslo, Blue	289.60	376.50	
	BSC-Oslo, White	289.60	376.50	
	BSL-Gin, Maple	219.05	284.75	
	BSN-Jetson, Black	294.00	382.20	
	BCE-Ice, Transparent /Chrome	257.30	334.50	
	ROLLBL-Lift Barstool, Black Vinyl	233.75	303.90	
	ROLLGY-Lift Barstool, Grey Vinyl	233.75	303.90	
	ROLLRD-Lift Barstool, Red Vinyl	233.75	303.90	
	ROLLWH-Lift Barstool, White Vinyl	233.75	303.90	

**MISCELLANEOUS ITEMS**

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Lateral Files, Files</b>				
	BC6-Bookcase, Mahogany	424.85	552.30	
	JD6-Executive Desk, Mahogany	596.10	774.95	
	L26-Lateral File, Mahogany	481.50	625.95	
	CR6-Credenza, Mahogany	615.95	800.75	
	VF4-Vertical File, 4-drawer	280.75	365.00	
	VF2-Vertical File, 2-drawer	205.80	267.55	
	TECH3B-Tech Desk w/drawers, Pwr	615.95	800.75	
	TECH-Tech Desk, Powered	498.35	647.85	
	TECH3-3-drawer File Cbnt w/Castors	164.65	214.05	
<b>Product Display- Pedestals</b>				
	PDL-42"H Pedestal, Locking	527.75	686.10	
	PDL36B-Ped, Locking, Powered	588.65	765.25	
	PDL42B-Ped, Locking, Powered	660.05	858.05	
	PDL36W-Ped, Locking, Powered	557.15	724.30	
	PDL42W-Ped, Locking, Powered	660.05	858.05	
<b>Charging Items</b>				
	ADAPTb-Charging Adapter, black	26.45	34.40	
	ADAPTW-Charging Adapter, white	26.45	34.40	

Qty.	Item	Discount	Regular	Amount
<b>Product Display- Etageres</b>				
	ET2-Etagere, Black	388.40	504.90	
	ET1-Etagere, Pewter	380.75	495.00	
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	242.55	315.30	
	LA14-Mason Silver Table Lamp	158.75	206.40	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	958.45	1246.00	
	R1Q-White 4 Cubic Feet	336.65	437.65	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	380.75	495.00	
	WD3-Work Table	366.05	475.85	
<b>Mobile Tablet Stands*</b>				
	TBSTDW-Mobile Tablet Stand, Black	154.35	200.65	
	TBSTND-Mobile Tablet Stand, White	154.35	200.65	
	TBCHR-Tablet, brochure holder	72.05	93.65	
	TBSHLF-Tablet, charging shelf	72.05	93.65	
	TBPNT-Tablet, print stand	72.05	93.65	

\* Please note that all tablet stands must be ordered separately

Please complete the following:

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

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

Subtotal \$

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

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

6.500% Tax: \$

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

Amount Due: \$

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

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**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

# INLINE BOOTH RENTALS

**AgriBusiness Global Trade Summit**

**August 17 - 19, 2016**

**Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 18, 2016**

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- \*Custom Design for Rentals      \*Onsite Logistics Management      \*Freight Management
- \*Graphic Development/Printing      \*Installation/Dismantle      \*Custom Furniture Rental

**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>**

### The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	2866.20	3726.05
	10' x 20'	4667.40	6067.60
<b>Subtotal</b>			

(66470, 66471)

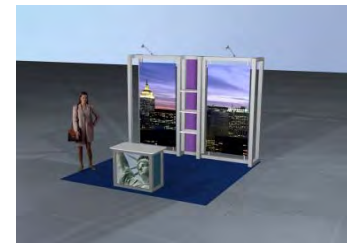
### The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	1999.50	2599.35
	10' x 20'	3500.00	4550.00
<b>Subtotal</b>			

(66474, 66475)

### The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2480.20	3224.25
	10' x 20'	4709.25	6122.05
<b>Subtotal</b>			

(66477, 66478)

### The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3007.65	3909.95
	10' x 20'	3564.65	4634.05
<b>Subtotal</b>			

(66484, 66485)

### The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3174.75	4127.20
	10' x 20'	4400.10	5720.15
<b>Subtotal</b>			

(66486, 66487)

### The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	2918.55	3794.10
	10' x 20'	4288.65	5575.25
<b>Subtotal</b>			

(66492, 66493)

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

**\*\*Please Note\*\*** Carpet is not included. To order please refer to the Carpet & Cleaning form.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	<b>Subtotal:</b> \$ _____	
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*: \$ _____	
<b>Authorized Signature:</b> _____		Amount Due: \$ _____	

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

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

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

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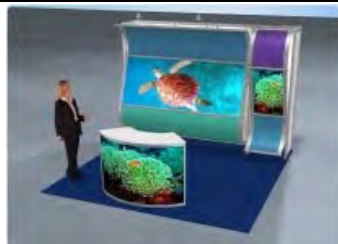
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**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>**

### The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3113.45	4047.50
	10' x 20'	4706.40	6118.30
<b>Subtotal</b>			

(66490, 66491)

### The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	2951.95	3837.55
	10' x 20'	4065.90	5285.65
<b>Subtotal</b>			

(66482, 66483)

### The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3091.20	4018.55
	10' x 20'	4901.35	6371.75
<b>Subtotal</b>			

(66488, 66489)

### The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1838.05	2389.45
<b>Subtotal</b>			

(66473)

### The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3208.15	4170.60
<b>Subtotal</b>			

(66481)

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

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

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

Subtotal	\$
6.500% Tax*	\$
Amount Due:	\$

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# EXHIBIT RENTAL ACCESSORIES

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

Discount Deadline: July 18, 2016

### SHOWCASES AND LOCKING CABINETS



**Quarterview Showcase**  
4' 6" W x 1' 9" D x 3' 3" H



**Square Showcase**  
1' 9" W x 1' 9" D x 7' H



**LC3**  
3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	950.70	1235.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1026.10	1333.95	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



**LC1 - 1 meter wide**  
3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	704.65	916.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	855.10	1111.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	519.80	675.75	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**LC2 - 1.5 meters wide**  
5' W x 1' 9" D x 3' 6" H

### RECEPTION COUNTERS AND COMPUTER STANDS



**RC1**  
7' 9" W x 3' 5" D x 3' 9" H



**RC2**  
4' 9" W x 2' 3" D x 3' 3" H



**RC3\***  
5' 3" W x 3' 3" D x 3' 6" H



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1960.95	2549.25	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	724.65	942.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1571.95	2043.55	
66285		CS1*	914.20	1188.45	
66286		CS2*	532.80	692.65	

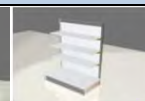
\*Item includes graphics. A Shepard Representative will contact you with art requirements.

### PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	493.75	641.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	488.15	634.60	
66279		GL2*	841.40	1093.80	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1615.20	2099.75	



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



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



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



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$ _____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*: \$ _____
<b>Authorized Signature:</b> _____		Amount Due: \$ _____

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# BOOTH GRAPHICS

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 18, 2016**

Simply choose an option below of your booth type and send us your graphic files. Price includes production, installation and dismantle of graphics. For more information please contact Shepard Exposition Services Exhibit Solutions Customer Service at (404) 720-8652 or [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com).

**Inline 3m x 3m (66190)**

QTY	Description	Per Panel	Amount
	Buckwell	\$230.00	
	Header	\$125.00	

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*: \$
<b>Authorized Signature:</b> _____		Amount Due: \$

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

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

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

\* All tax rates are subject to change.

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

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

# SIGN ORDER FORM

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016****SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	150.70	195.90	
70010		Horz., 22" x 28"	150.70	195.90	
70011		Vertical, 28" x 44"	229.60	298.50	
70012		Horz., 28" x 44"	229.60	298.50	
70025		Meterboard, 39" x 90.75"	464.65	604.05	
<b>Accessories</b>					
70017		Blank Foamcore, 4'x 8'	40.95	53.25	
70021		Velcro, per ft, min. 5 ft.	2.65	3.45	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	19.10	24.85	
70071		grommets, per sq. ft. - Horizontal	19.10	24.85	
70066		Pockets, per sq. ft. - Vertical	20.55	26.70	
70072		Pockets, per sq. ft.- Horizontal	20.55	26.70	

Code	Qty.	Description	Discount	Regular	Amount
<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	45.05	58.55	

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

Please complete the following:

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

Subtotal \$

6.500% Tax\*: \$

Amount Due: \$

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

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

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

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

\* All tax rates are subject to change.

**SIGN SUBMISSION INFORMATION****Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

**Acceptable Software & Formats**

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

**Artwork Dimensions & Color Specifications**

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

**Other Graphic Services Available**

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

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

# HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4595.00	6433.00
69142	16' x 48"	7303.05	10224.25

## EZ Ordering

### All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	5587.60	7822.65



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4521.45	6330.05



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1991.20	2787.70
69146	10' x 48" Double	2729.15	3820.80

**Call today to order! 404-720-8652**

- Additional shapes and sizes available
- Artwork requirements available

**Discount deadline: Monday, July 18, 2016**

*\*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**  
 Exhibit Solutions Fax: **404 - 720 - 8757**  
 Customer Service Email: [ESSRentals@Shepardes.com](mailto:ESSRentals@Shepardes.com)  
 Event Code: F154470816

**AgriBusiness Global Trade**

**Summit**

**August 17 - 19, 2016**

**Caribe Royale Orlando, Orlando, FL**

<b>Company Name:</b>	_____	<b>Booth #:</b>	_____	Subtotal	\$
<b>Contact Name:</b>	_____	<b>Phone #:</b>	_____	6.500% Tax*:	\$
<b>Authorized Signature:</b>	_____			Amount Due:	\$

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.  
 Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



# HANGING SIGNS 101

AgriBusiness Global Trade Summit

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  - \*Overhead Truss
  - \* Attachment and removal of light fixtures for truss or signs
  - \* Assembly of hanging sign frame and graphics
  - \* Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

## CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**  
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**  
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**  
(Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:**

**Tuesday, August 09, 2016**



### **UNION LABOR**

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

### **EXHIBIT LABOR JURISDICTION**

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

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

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, 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.



**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)**LABOR ORDER FORM****AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Discount Deadline: July 27, 2016****INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

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

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

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

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	82.50	107.25	30% **	
68067		OT	123.75	160.90	30% **	
68068		DT	165.00	214.50	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

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

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	82.50	107.25	
68061		OT	123.75	160.90	
68062		DT	165.00	214.50	

Dismantle: 68063/68064/68065

**Please note:**

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

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

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

- **When ordering dismantle labor, due to show break down and returning empties to your booth,****labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$

N/A Tax\*: \$

Amount Due: \$

**Labor Hours**

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double time: All other hours and Holidays

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

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	165.00	214.50	

Requested install date/time: \_\_\_\_\_

Flooring type(s):

☐ Carpet ☐ Padding ☐ Other \_\_\_\_\_

What is your booth size (ft.)?

 X 
  = 
  SQ FT
 

Subtotal \$

6.500% Tax\*: \$

Amount Due: \$

**SHEPARD SUPERVISION INFORMATION****Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.****Inbound Freight Information**

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

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

Is shipment? ☐ Crated ☐ Uncrated

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

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

Shipment to arrive at: ☐ Warehouse ☐ Show site**Outbound Freight Information**

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

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

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

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

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

**If for any reason your shipment is not picked up by your carrier, please choose one of the following options:**Force freight through preferred carrier: ☐Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth Size:  x Forklift required? ☐ Yes ☐ NoCarpet is? ☐ owned ☐ rented from ShepardCarpet padding? ☐ Yes ☐ NoDrawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates**Services You Have Ordered**

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment☐ Booth Cleaning ☐ Telephone/Internet**Electrical Information:**☐ Electrical should go under the carpet (diagram is attached)☐ Electrical drawings are attached☐ Electrical drawings are with exhibit in crate number☐ Electrical drawings were sent to the official contractor**On-site Exhibitor Contact Information**

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

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

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

Please complete the following:

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

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

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



# GROUND RIGGING/FORKLIFT RENTAL

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**Discount Deadline: July 27, 2016**

### Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

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

### GROUND RIGGING FORKLIFT RENTAL

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

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_ (times are not guaranteed)

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

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	244.80	318.25	
35039		Overtime Hourly Rental	298.90	388.50	
35067		Double-time Hourly Rental	353.05	459.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	489.55	636.50	
35049		Overtime Hourly Rental	597.85	777.25	
35069		Double-time Hourly Rental	706.15	918.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	734.35	954.75	
35066		Overtime Hourly Rental	896.75	1165.75	
35070		Double-time Hourly Rental	1059.20	1377.00	

**Scissor Lifts and 4-stage forklifts quotes are available by request**

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double time: All other hours and Holidays

### RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	103.13	134.05	
35086		Overtime Hourly Rate	154.69	201.10	
35099		Double-time Hourly Rate	206.25	268.15	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	82.50	107.25	
35100		Overtime Hourly Rate	123.75	160.90	
35101		Double-time Hourly Rate	165.00	214.50	

#### PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

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

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

#### PLEASE NOTE:

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

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

Please complete the following:

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

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

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

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

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

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

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

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

\* All tax rates are subject to change.

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



# SHEPARD LOGISTICS SERVICES

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

## AgriBusiness Global Trade Summit

August 17 - 19, 2016

Caribe Royale Orlando, Orlando, FL

Event Code: F154470816

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

INBOUND PICK UP LOCATION INFORMATION		SHIPPING INFORMATION																			
<p>• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.</p> <p>Requested Pick Up Date: _____</p> <p>Hours of Operation: _____</p> <p>Company _____</p> <p>Address _____</p> <p>_____ (City) (State) (Zip)</p>		<p>Items to be shipped</p> <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr><td>Crates</td><td></td></tr> <tr><td>Cartons (cardboard)</td><td></td></tr> <tr><td>Cases/Trunks (fiber) (color)</td><td></td></tr> <tr><td>Skids/Pallets</td><td></td></tr> <tr><td>Carpet (color)</td><td></td></tr> <tr><td>TV/Monitor</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td><b>Total Pieces</b></td><td><b>Total Wt.</b></td></tr> </tbody> </table> <p>Size of largest piece: L _____ W _____ H _____</p> <p>Loading Dock <input type="checkbox"/> Yes <input type="checkbox"/> No Lift Gate _____</p> <p>Residential _____ Inside Pick up _____ Inside Delivery _____</p> <p>Special Instructions: _____</p> <p>_____</p> <p>• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site</p>		Number of Pieces	Est. Weight	Crates		Cartons (cardboard)		Cases/Trunks (fiber) (color)		Skids/Pallets		Carpet (color)		TV/Monitor		Other		<b>Total Pieces</b>	<b>Total Wt.</b>
Number of Pieces	Est. Weight																				
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Carpet (color)																					
TV/Monitor																					
Other																					
<b>Total Pieces</b>	<b>Total Wt.</b>																				
<p><b>SHIP TO</b></p> <p><input type="checkbox"/> I will be shipping to the <b>WAREHOUSE</b> (Company Name, Booth #) AgriBusiness Global Trade Summit c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837</p> <p>Warehouse Deadline <u>August 9, 2016</u> Date</p> <p><input type="checkbox"/> I will be shipping to <b>SHOW SITE</b> c/o Shepard Exposition Services (Company Name, Booth #) AgriBusiness Global Trade Summit Caribe Royale Orlando 8101 World Center Dr Orlando, FL 32821</p> <p>Delivery date: <u>August 16, 2016</u></p>		<p><b>OUTBOUND SHIPPING INFORMATION</b></p> <p><input type="checkbox"/> I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.</p> <p><b>Ship to Address:</b></p> <p>_____</p> <p>_____</p> <p>Contact Name: _____</p> <p>Phone: _____</p> <p>Deliver By Date: _____</p> <p>Number of labels: _____</p> <p>Special Instructions: _____</p> <p>_____</p>																			
<p><b>TYPE OF SERVICE - Choose One</b></p> <p><input type="checkbox"/> Next Day Air <input type="checkbox"/> 2nd Day Air</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.</p> </div> <p><input type="checkbox"/> Standard Ground <input type="checkbox"/> Other (Truck Load, Specialized)</p>		<p><b>TRANSPORTATION CHARGES</b></p> <p>Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.</p> <p>Type Card <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Logistics/Material Handling ONLY <input type="checkbox"/> Authorize ALL charges <input type="checkbox"/></p> <p>Credit Card #: _____</p> <p>Expiration Date: _____ Security Code: _____</p> <p>Billing Address: _____</p> <p>City, ST, Zip: _____</p> <p>Name on Card: _____</p> <p>Authorized Signature: _____</p>																			

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

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.**



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

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



## Benefits of Shepard Logistics

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

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



## SHIPPING LABELS

AgriBusiness Global Trade Summit

### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1701 Boice Pond Rd STE 101</b>
	<b>Orlando, FL 32837</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>AgriBusiness Global Trade Summit</b>	
First day freight can arrive w/o a surcharge: July 20, 2016	
Last day freight can arrive w/o a surcharge: August 9, 2016	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1701 Boice Pond Rd STE 101</b>
	<b>Orlando, FL 32837</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>AgriBusiness Global Trade Summit</b>	
First day freight can arrive w/o a surcharge: July 20, 2016	
Last day freight can arrive w/o a surcharge: August 9, 2016	

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Caribe Royale Orlando</b>
	<b>8101 World Center Dr</b>
	<b>Orlando, FL 32821</b>
For: <b>AgriBusiness Global Trade Summit</b>	
MUST NOT BE DELIVERED PRIOR TO: <b>August 16, 2016 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Caribe Royale Orlando</b>
	<b>8101 World Center Dr</b>
	<b>Orlando, FL 32821</b>
For: <b>AgriBusiness Global Trade Summit</b>	
MUST NOT BE DELIVERED PRIOR TO: <b>August 16, 2016 @ 8:00 AM</b>	



**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

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

# MATERIAL HANDLING AUTHORIZATION

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**SHIPMENT INFORMATION****Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

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

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

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

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

Please provide a contact name and number for any questions Shepard may have

in regards to this shipment:

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

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

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

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

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

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)

**COMPUTATION OF MATERIAL HANDLING SERVICES**

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

**Standard Material Handling**

Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$94.25	\$141.50	\$122.50		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$41.25	\$53.75	\$82.50		
	Each carton	Special handling	Min. per shipment		
35048		35268	35045		

Weight	Description		Price	Total
Advance Shipments to Warehouse				
	\$82.25	\$107.00		
	Crated	Special Handling		
35010 / 35013		35036		
Overtime				
Overtime: 30% fee for each overtime application based on ST rate				
Double Time				
Double Time: 50% fee for each double time application based on ST rate				

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

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

Subtotal \$

N/A Tax\*: \$

Amount Due: \$

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

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

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

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.

Please complete the following:

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

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

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

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

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

\* All tax rates are subject to change.

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# STORAGE AUTHORIZATION FORM

**AgriBusiness Global Trade Summit****August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**Please Note: This form is for Accessible/Secured Storage only.****STORAGE AUTHORIZATION**

Please fill out the information below:

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

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

**SHOWSITE STORAGE**

☐ **Secured Storage:** 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

**POST SHOW TRANSPORTATION AND HANDLING**

**Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.**

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min.)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

**Special instructions or remarks:****Where will your shipments be going AFTER they have been stored?**☐ Shipped to another destination as arranged via Shepard Logistics Services☐ Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_☐ Pick-up arranged with another carrier

Please complete the following:

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

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

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

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

\* All tax rates are subject to change.



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# MATERIAL HANDLING INFORMATION

## AgriBusiness Global Trade Summit

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### **SPECIAL HANDLING**

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

#### **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 WAREHOUSE**

Surcharge: 25% Minimum: \$50.00 35003

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

#### **UNCRATED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

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

#### **MIXED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

#### **OFF-TARGET DELIVERIES**

Surcharge: 15% Minimum: \$50.00 35004

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

#### **MARSHALING YARD**

Surcharge: \$30 per Shipment 35250

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

#### **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load 35282

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

#### **EMPTY CRATE STORAGE**

Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

#### **SMALL PACKAGE CONSOLIDATION**

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

#### **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope 35007

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

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



# MATERIAL HANDLING 101

AgriBusiness Global Trade Summit

## MATERIAL HANDLING Q&A

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

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

### What is the definition of "freight"?

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

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

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

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

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

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

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

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

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

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

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

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

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

## SMALL PACKAGES

### What are small package carrier shipments?

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

### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

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

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

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

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

### What are UNCRATED materials?

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

### What is SPECIAL HANDLING?

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

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

**Shipping** is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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

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

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

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

Shipments must arrive during 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.

## LIABILITY INSURANCE

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

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

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

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

## OUTBOUND SHIPMENTS

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

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

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

## SIGNATURE SERIES SHIPPING

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

Signature Series Shipping will make it easier with the following benefits:

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

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# CARTLOAD MATERIAL HANDLING SERVICE

## AgriBusiness Global Trade Summit

**August 17 - 19, 2016****Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

**CARTLOAD SERVICE****Cartload service includes one laborer, one cart, one trip per rate listed below.**

Code	# of trips	Item Description	Rate	Amount
<b>ONE-WAY STRAIGHT TIME RATES</b>				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	
<b>ONE- WAY OVERTIME TIME RATES</b>				
35154		Booth to Dock - OT	100.00	
35153		Dock to Booth - OT	100.00	
Subtotal				\$
6.500% Tax:				\$
Amount Due:				\$

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

DT - Doubletime: All other hours and Holidays

**CARTLOAD SERVICE RESTRICTIONS**

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

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

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

Please complete the following:

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

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.





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

**AgriBusiness Global Trade Summit**

**August 17 - 19, 2016**

**Caribe Royale Orlando, Orlando, FL**

Event Code: F154470816

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

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.

Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

**SHIP TO ADDRESS:**

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

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

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

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

**Number of Pieces:** \_\_\_\_\_ **Number of Labels Requested:** \_\_\_\_\_

☐ Crate ☐ Skid ☐ Cases ☐ Carton  Total Weight

**CARRIER SELECTION**

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

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

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

**Type of Service:**

☐ Ground ☐ Overnight ☐ 2nd Day

**In the event your designated carrier fails to pickup:**

☐ Reroute via show carrier  
☐ Return to Warehouse (**\$400.00 Min**)

**Shipping Options:**

Inside Delivery \_\_\_\_\_ Residential \_\_\_\_\_ Lift Gate \_\_\_\_\_ No Loading Docks \_\_\_\_\_

**OUTBOUND SHIPMENT REQUIREMENTS:**

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

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

**TRANSPORTATION CHARGES BILLING ADDRESS:** ☐ SAME AS SHIP TO ADDRESS

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

Address \_\_\_\_\_

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

Please complete the following:

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

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

**Register at [www.insurance4exhibitors.com/](http://www.insurance4exhibitors.com/) It's easy and you get an immediate certificate!**

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

## GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ **1 Event Day:**     \$89.00     ☐ **4-10 Event Days:**     \$119.00     ☐ **6 Month Policy:**     \$475.00  
☐ **2-3 Event Days:**     \$109.00     ☐ **11-30 Event Days:**     \$199.00     ☐ **Annual Policy:**     \$650.00

NAME OF EVENT: \_\_\_\_\_ EVENT START DATE: \_\_\_\_\_ End Date: \_\_\_\_\_  
 EVENT WEBSITE: \_\_\_\_\_ EVENT CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_  
 VENUE ADDRESS with City, State & Zip: \_\_\_\_\_

## EXHIBITOR INFORMATION – REGISTER AT [www.insurance4exhibitors.com](http://www.insurance4exhibitors.com)

Exhibiting Company/Insured: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Country: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Description of Business/Exhibit: \_\_\_\_\_

**Does your exhibit or business involve any of the excluded activities below?**     ☐ **YES**     ☐ **NO**

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) \_\_\_\_\_

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

Additional Insured #1: \_\_\_\_\_ Additional Insured #2: \_\_\_\_\_  
 Address, City, ST, Zip: \_\_\_\_\_ Address, City, ST, Zip: \_\_\_\_\_  
 Any special wording or coverage needed: \_\_\_\_\_  
 Any Additional Information or notes: \_\_\_\_\_

## METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

**Payment Form:** ☐ American Express   ☐ MasterCard   ☐ Visa   ☐ Discover   ☐ Check (Payable to "Insurance for Exhibitors")  
 Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Cardholder Address: \_\_\_\_\_  
 Has any prior coverage been cancelled or non-renewed? ☐ Yes   ☐ No

### TERMS and CONDITIONS

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

**I accept and understand the terms and conditions,** Cardholder Name (Print) \_\_\_\_\_

**I understand that no property is covered on this policy:** ☐ **I want a quote for property coverage:** \_\_\_\_\_

**Insurance for Exhibitors**  
 30285 Bruce Industrial Parkway, Suite B  
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>  
 Email: [info@insurance4exhibitors.com](mailto:info@insurance4exhibitors.com)  
 Phone: 440-349-6650     Fax: 440-815-2154

## Shepard Glossary

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

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

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

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

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

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

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

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

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

**CWT** – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

# ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF  
ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

Advance Payment Deadline Date: 08/01/16

E ☐ M ☐

COMPANY:		BTH #	
EVENT:	AGRIBUSINESS GLOBAL TRADE SUMMIT		
FACILITY:	CARIBE ROYALE ORLANDO		
DATES:	AUGUST 15-19 2016		

(1) 5 AMP IS INCLUDED IN BOOTH SPACE- ONLY ORDER IF YOUR BOOTH REQUIRES MORE THEN (1) 5 AMP

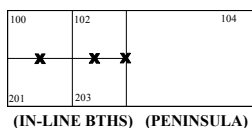
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
<b>120 VOLT POWER DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.	<b>120 VOLT</b>	<b>QTY Show Hours Only</b>	<b>QTY 24hrs/day Double rate</b>	<b>ADVANCE PAYMENT PRICE</b>	<b>REGULAR PAYMENT PRICE</b>	<b>TOTAL COST</b>
	500 WATTS (5 AMPS)			80.00	120.00	
	1000 WATTS (10 AMPS)			130.00	195.00	
	2000 WATTS (20 AMPS)			190.00	285.00	
	<b>For outdoor events 20 AMP</b>	<b>Minimum</b>	<b>Required</b>			
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.	<b>208 VOLT SINGLE PHASE</b>					
	20 AMPS			290.00	435.00	
	30 AMPS			350.00	525.00	
	60 AMPS			495.00	745.00	
	100 AMPS			660.00	990.00	
	<b>208 VOLT THREE PHASE</b>					
	20 AMPS			420.00	630.00	
	30 AMPS			495.00	745.00	
	60 AMPS			695.00	1045.00	
	100 AMPS			800.00	1200.00	
	200 AMPS			1300.00	1950.00	
	400 AMPS			2500.00	3750.00	
<b>ISLAND BOOTHS</b> There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.	<b>LIGHTING</b>					
	150 WATT FLOOD LIGHT			75.00	115.00	
	300 WATT FLOOD LIGHT			90.00	135.00	
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	<b>MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)</b>					
	15' EXTENSION CORD				20.00	
	POWER STRIP				25.00	
<b>DEDICATED OUTLETS</b> For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.	<b>ELECTRICAL LABOR</b>					
	ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)				70.00	
	OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)				130.00	
<b>MATERIAL DELIVERY</b> Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.	<b>SUB TOTAL</b>					
<b>CANCELLATIONS</b> Credits will not be made for services delivered and not used. See back of form for additional details.	<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 6.5% SALES</b>					
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	<b>PLACE TOTAL HERE</b>					
	PRINT NAME:					
	AUTHORIZED SIGNATURE:			DATE:		
	EMAIL:			PHONE:		
	<b>The "Method of Payment Form" must be completed and returned with this order form.</b>					
<b>Form 80/190-121514 OR</b>						

## TERMS & CONDITIONS

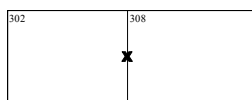
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

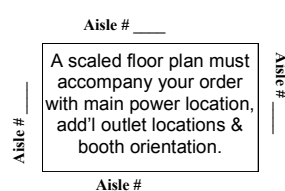
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



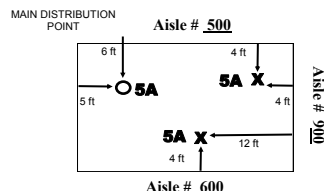
(IN-LINE BTHS) (PENINSULA)



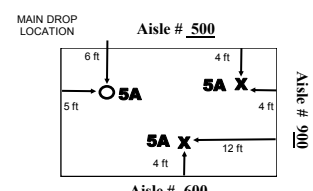
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.



# METHOD OF PAYMENT FORM



The Power People

**EDLEN ELECTRICAL EXHIBITION SERVICES  
OF ORLANDO, INC**

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

**Advance Payment Deadline Date: 08/01/16**

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AGRIBUSINESS GLOBAL TRADE SUMMIT</b>		
<b>FACILITY:</b>	<b>CARIBE ROYALE ORLANDO</b>		
<b>DATES:</b>	<b>AUGUST 15-19 2016</b>		

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

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ **CREDIT CARD**

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

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX**

CHECK AND CREDIT CARD INFORMATION											
CHECK #											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:								PRINT NAME:			
EMAIL ADDRESS:								THIRD PARTY: YES or NO			
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:		ST:		ZIP:	

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

<b>PLEASE SIGN</b>	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
<b>SUB TOTAL</b>	
<b>6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AGRIBUSINESS GLOBAL TRADE SUMMIT</b>		
<b>FACILITY:</b>	<b>CARIBE ROYALE ORLANDO</b>		
<b>DATES:</b>	<b>AUGUST 15-19 2016</b>		

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

# METHOD OF PAYMENT FORM



## EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

Advance Payment Deadline Date: 00/00/15

COMPANY:

BTH #

EVENT:

FACILITY: **CARIBE ROYALE ORLANDO**

DATES:

### EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

### METHOD OF PAYMENT

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

☐ **CREDIT CARD**

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

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX**

### CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

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

**PLEASE  
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

### SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

**SUB TOTAL**

**6.5% SALES TAX. SALES TAX IS  
DUE UNLESS EXEMPTION CERTIFICATE  
ACCOMPANIES THIS ORDER.**

**TOTAL DUE**

**EDLEN**  
The Power People

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

COMPANY:		BTH #	
EVENT:			
FACILITY: <b>CARIBE ROYALE ORLANDO</b>			
DATES:			

**Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.**

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point   **◆** = 5amp/500watt   **▲** = 10amp/1000watt   **★** = 15amp/1500watt   **●** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

\_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

Adjacent Booth or Aisle #

[illegible]

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # \_\_\_\_\_

# PLUMBING ORDER FORM



Advance Order Deadline Date: 00/00/15 E ☐ M ☐

## EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

COMPANY:

BTH #

EVENT:

FACILITY: **CARIBE ROYALE ORLANDO**

DATES:

### ORDER INSTRUCTIONS

#### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

#### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

#### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

#### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

#### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

#### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

#### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

#### TERMS & CONDITIONS

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

### UTILITY SERVICES

Advance

Regular

Total

#### COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	300.00	390.00	
Additional Connections within 20' of Outlet	60.00	78.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	5.00/cfm	6.50/cfm	

**Remember to order CFM with air services. Connection size see # 9 on back of form.**

#### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	300.00	390.00	
Additional Connections within 20' of Outlet	60.00	80.00	
Water Filter (recommended for potable requirements)	80.00	100.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

#### DRAIN LINES

Drain Outlet	100.00	150.00	
Additional Connections within 20' of Outlet	50.00	75.00	
Number of connections required: _____ Size of connection required: _____			

#### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 100 Gallons	125.00	175.00	
100—500 Gallons	175.00	225.00	
Each additional 100 Gallons up to 1,000 Gallons	20.00	25.00	
Over 1,000 Gallons	CALL FOR	ESTIMATE	

#### LABOR (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	70.00	
OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	130.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

#### GAS & MISC. REQUIREMENTS (Call for a estimate)

SUB TOTAL

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:  
6.5% SALES

TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

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



## TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.**  
**ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**  
For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)  
Or call the number on the front of this form.



## ***High Speed Internet Services***

### **Convention Center**

#### **Wired high-speed Internet access inside a meeting room, foyer or other common area:**

- \$550 for the first IP address/device per meeting room/location, ONE TIME charge for the duration of the event.
- \$50 for each additional IP address/device per meeting room/location, ONE TIME charge for the duration of the event.

#### **Wireless Internet access inside a meeting room, foyer or other common area:**

- \$250 set up fee, plus per connection charge based on quantity of connections. Please see chart below.  
ONE TIME charge for the duration of the event.
  - 1 to 20 connections - \$25 each
  - 21 to 50 connections - \$20 each
  - 51 to 100 connections - \$15 each
  - 101 to 250 connections - \$10 each
  - 251 or more connections - \$5 each

#### **Printers – HP LaserJet with Public IP address and/or USB/Parallel cable:**

- \$175 per day

#### **Available Networking Options**

We have chosen two very reputable Internet Service Providers. Our primary circuit is 700 MB and our secondary circuit is 100 MB, giving us the redundancy required to make your meeting Internet connection needs hassle-free. With this flexibility, we can provide customized network packages to fit any customer profile.

- Implementation of virtual local area networks (VLANs) for increased security.
- On-site DHCP server to facilitate public IP address configuration.
- Static public IP addresses are available for devices requiring them, such as routers and printers.
- SMTP email relaying for mail servers.
- Wireless Access Points for roaming Internet access.
- Professional on-site staff dedicated to making your meeting a success.

#### **GROUPS**

***High speed Internet services provided in conjunction with a group MUST be coordinated between the group's meeting planner and Convention Services. A High Speed Internet Connection Request (below) and Network Security Declaration form (below) must be signed by an authorized signer before connections are installed. A High Speed Internet Change Order must be completed by an authorized signer for any additional requests (moves, adds or changes) and MUST be coordinated by Convention Services. Should a group choose to bring their own wireless router and order a single connection, it will be the Group's responsibility to configure the router, enable WEP or WPA encryption on their router and troubleshoot any client connectivity issues. The Hotel's responsibility will be to ensure Internet connectivity to the router.***

#### **EXHIBITORS**

***Exhibitors are billed separately from the group by credit card only. All exhibitors must complete an Exhibitor High Speed Internet Request (below) and Network Security Declaration form (below). Connections will not be installed without payment. Reselling high speed Internet service is NOT permitted.***

***NOTE: The prices listed above are not a final quote and cannot be interpreted as such. Upon request; a quote for High speed Internet services will be provided once exact information regarding meeting rooms, locations, number and type of connections is provided to the Convention Services Manager.***



CARIBE ROYALE  
ORLANDO

## NETWORK SECURITY DECLARATION

The Caribe Royale Orlando has instituted a Network Security Policy that requires adherence to several necessary precautions in order to maintain network stability. This declaration of compliance with our network security requirements and acknowledgement of our policies must be signed prior to your network services being activated.

We require that all devices directly or indirectly accessing our network have the latest virus scanning software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely impacts our network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice at the discretion of The Caribe Royale Orlando. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will still apply and no refunds will be given. Additional charges may apply for troubleshooting/diagnostics and / or problem resolution.

Your business is important to us and with advanced and timely notification of your needs, we are confident that we can provide the network services that perform as expected.

---

Company Name:

Booth Number:

---

Rental Company (if renting computers)

---

Rental Company Contact Information

By my signature below, I attest that my equipment, which will be connected to Caribe Royale Orlando's network has been properly protected, contains anti virus software, and the latest patches and security updates have been installed. I also accept responsibility for my equipment's performance and understand the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should my equipment be found to adversely impact the network's performance.

---

Signature:

Date:

---

Printed Name:

Title:



# HIGH SPEED INTERNET CONNECTION REQUEST

Group Name:	Authorized signer:
Convention Services Manager:	Convention Services Coordinator:

**MASTER ACCOUNT :**[illegible]



# CARIBE ROYALE ORLANDO

8101 World Center Drive, Orlando FL 32821 Phone (407) 238-8084 Fax (407) 387-8625

## VENDOR REQUEST FORM

<b>CONVENTION NAME:</b>		<b>SHOW DATES:</b>	
<b>COMPANY NAME:</b> <b>COORDINATOR:</b> <b>ADDRESS:</b> <b>PHONE:</b> <b>EMAIL:</b> <b>ON-SITE CONTACT:</b>			
<b>INSTALLATION DATE:</b> <b>TIME IN:</b> <b>LOCATION:</b>		<b>REMOVAL DATE:</b> <b>TIME OUT:</b>	
			<b>QUANTITY</b>
<b>Wired High Speed Internet Access:</b> First connection/IP address: \$550 Additional connection/IP address: \$50.00			
<b>Wireless High Speed Internet Access (access point provided).:</b> \$250 set up fee, plus per connection charge based on quantity of connections. Please see chart below. <ul style="list-style-type: none"><li>o 1 to 20 connections - \$25 each</li><li>o 21 to 50 connections - \$20 each</li><li>o 51 to 100 connections - \$15 each</li><li>o 101 to 250 connections - \$10 each</li><li>o 251 or more connections - \$5 each</li></ul>			
<b>Printers:</b> HP LaserJet with Public IP address and/or USB/Parallel cable \$175 per day			
<b>COMMENTS:</b>			

**PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE AND CAN BE MADE ANY OF THE THREE FOLLOWING WAYS.**

1. You may logon to <http://www.crrsv.com/authorize/index.html> to make a credit card payment. Please put the show name and booth number in the confirmation box. You will be emailed a receipt, please fax the receipt and this request to 407-387-8625.
2. You may mail a check to the hotel address above and fax a copy of the check and this request to: 407-387-8625.



**TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!**

Equipment	Qty	DAILY RATE	Days Used	Extended Total	Customer Information
<b>Computer and Video Equipment</b>					<b>Event Name:</b>
20" LCD Monitor w/ Table stand (No Floor Stands)		\$140			<b>Company:</b>
32" LCD Monitor w/ Table Stand (No Floor Stands)		\$260			<b>Address:</b>
42" - 46" LCD Monitor / Includes floor stand		\$575			<b>City:</b>
55" LCD Monitor / Includes floor stand		\$725			<b>State:</b>
65" LCD Monitor / Includes floor stand		\$865			<b>Zip:</b>
Laptop Computer - Windows based		\$240			<b>Telephone # :</b>
LCD Projector - 3000 ANSI Lumens		\$480			<b>Fax # :</b>
LCD Projector - 5500 ANSI Lumens		\$1,030			<b>Ordered By:</b>
Wireless Mouse		\$50			<b>Email :</b>
25' VGA Cable		\$25			For special requests or additions please call <b>407.238.0008</b> . Email questions or completed form to: <b>Gabriel Grier at ggrier@psav.com</b>
<b>Projection Screens</b>					<b>Ordering Instructions</b>
6' - 8' Tripod Screen - Skirted		\$90			<p>The <b>Total Charge</b> per item is determined by multiplying the <b>Quantity</b> by the <b>Daily Rate</b> by the number of <b>Days Used</b>.</p> <p>Please include <b>22% Service Charge</b> and <b>6.5% Sales Tax</b> on equipment rental.</p> <p><b>TAX EXEMPT STATUS</b> If you are exempt from payment of sales tax, we require you to forward a <b>Consumer's Certificate of Exemption</b> issued by the <b>State of Florida</b>. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate at a <b>4 hour minimum</b>.</p> <p>On site additions are subject to additional labor.</p> <p><b>CANCELLATIONS</b> 1) <b>Written cancellation</b> of equipment ordered must be received <b>72 hours</b> prior to delivery date to avoid a <b>minimum one day charge</b>. 2) If services have already been provided at the time of cancellation, <b>100% of original charges will apply</b>.</p>
10' Cradle Screen		\$155			
12' Cradle Screen		\$170			
Projection Cart/Stand with Power		\$65			
<b>Audio</b>					
Speaker Phone (Telecom Line at add'l cost via Hotel)		\$165			
Wireless Microphone - Handheld or Lavalier		\$190			
Wired Microphone - Podium, Asile or Table		\$65			
4 Ch. Mixer (Required for any microphone rental)		\$70			
Powered Speaker w/Stand		\$140			
Audio patch into speaker or monitor		\$45			
<b>General AV</b>					
Flipchart with Plain Paper Pad and 4 color markers		\$70			
Flipchart with "Post It" Pad and 4 color markers		\$85			
Cork Board 4' x 8' with stand		\$75			
Laser Pointer		\$50			
25' Cables - Audio, Video or AC		\$25			
<b>Labor</b>					
Additional labor may be required for large orders; Please call for labor rate on orders of 2 or more items.					
<b>Give us a brief description of what you want to accomplish.</b>					
<b>Rental Totals</b>					<b>Delivery Information</b>
EQUIPMENT/LABOR TOTAL	1	\$			<b>On-Site Contact:</b>
SERVICE CHARGE (22% of line 1)	2	\$			
SUBTOTAL	3	\$			<b>Booth #:</b>
SALES TAX (6.5% of line 3)	4	\$			<b>Room #:</b>
TOTAL DUE	5	\$			<b>Dlvry Date:</b>
					<b>Time:</b>
					<b>Pkup Date:</b>
					<b>Time:</b>
<b>Method of Payment</b>					<b>Return for Processing</b>
<b>Card Number:</b> _____ <b>PLEASE CHECK ONE</b> _____ Exp. Date ____/____ <b>American Express</b> <input type="checkbox"/> <b>Cardholder's Name:</b> _____ <b>Visa</b> <input type="checkbox"/> (as appears on card) <b>Cardholders Signature:</b> _____ <b>MasterCard</b> <input type="checkbox"/> <b>PAYMENT IS DUE WHEN ORDER IS PLACED!</b>					<b>PSAV</b> <b>Caribe Royale Orlando All Suite Hotel &amp; Convention Center</b> 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155



## Authorization to Bill Credit Card

I, \_\_\_\_\_, authorize the Caribe Royale Orlando  
PRINT NAME  
to charge my credit card for the charges authorized herein.

Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CID#, CSC#, or CVV#: \_\_\_\_\_  
(AMEX use 4 digit # on FRONT right side of Credit Card)  
(DS, MC, VS use 3digit # on BACK right side of Credit Card)

Full Name on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

To the Attention of (Contact or Department): \_\_\_\_\_

### Authorized Charges (Please check all that apply):

Guest Suite: \_\_\_\_\_ Suite Tax: \_\_\_\_\_ Hotel Fees \_\_\_\_\_ Hotel Fees Tax \_\_\_\_\_ Phone: \_\_\_\_\_  
Gift Shop: \_\_\_\_\_ Food & Beverage/Restaurant: \_\_\_\_\_ Room Service: \_\_\_\_\_  
Banquet Food/Beverage: \_\_\_\_\_ Audio/Visual: \_\_\_\_\_ Amenity: \_\_\_\_\_  
Business Center: \_\_\_\_\_ Meeting Room: \_\_\_\_\_ All MASTER Account Charges: \_\_\_\_\_  
OTHER: (Please Specify): \_\_\_\_\_

Group/Function (if applicable): \_\_\_\_\_

Dates Applicable to Charges: \_\_\_\_\_

Guest Name(s): \_\_\_\_\_

Arrival and Departure Date(s): \_\_\_\_\_

Print or Type Name \_\_\_\_\_

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

Date \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

❖ **Please DO NOT EMAIL this form ; ONLY FAX this form to our  
SECURED FAX# (407) 387-8625, along with:**

❖ **A copy of the FRONT of the Credit Card AND**

❖ **A copy of the cardholder's photo ID must accompany this form.**

❖ **Note: The Caribe Royale will obtain an approval for the estimated charges listed  
above through the credit card company fifteen (15) days prior to arrival.**

### Information for Hotel Use Only

Estimated Charges \$ \_\_\_\_\_ Approval Number \_\_\_\_\_

Date of Approval \_\_\_\_\_

## VENDOR REQUEST FORM

<b>CONVENTION NAME:</b> _____	<b>SHOW DATES:</b> _____
<b>COMPANY NAME:</b> _____	
<b>COORDINATOR:</b> _____	
<b>ADDRESS:</b> _____	
<b>PHONE:</b> _____	
<b>EMAIL:</b> _____	
<b>ON-SITE CONTACT:</b> _____ <b>BOOTH #</b> _____	

### COMMUNICATIONS:

<b>INSTALLATION DATE:</b> _____	<b>REMOVAL DATE:</b> _____
<b>TIME IN:</b> _____	<b>TIME OUT:</b> _____
<b>LOCATION/BOOTH#</b> _____	
PHONE LINES	QUANTITY
<b>DID/ANALOG:</b> Installation: \$75.00 one time/per phone    Usage: per phone Please advise if phone hardware is needed (no addl charge)	
<b>IN HOUSE PHONE:</b> Installation: \$50.00 one time/per phone    ( No Usage charge)	
<b>COMMENTS:</b>	
Conference/Speaker Phones are available through our audio visual department at an additional charge	

### BANNERS:

(Banners, electric and lifts/labor must go through the exhibit company if one has been contracted.)

**Only complete these two sections if an exhibit company is NOT handling the event)**

Banners : \$50.00 per hour (minimum 1 hour)	
<b>INSTALLATION DATE:</b>	<b>REMOVAL DATE:</b>
<b>TIME IN:</b>	<b>TIME OUT:</b>
<b>LOCATION:</b>	
<b>COMMENTS:</b>	

### LIFTS/LABOR:

\$50.00 per hour (minimum 1 hour); 7 days advance notice required
<b>DEFINE NEEDS:</b>

**PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE. ALL ITEMS PLUS 6.5% TAX**



## **High Speed Internet Services**

### **Convention Center**

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We have chosen two very reputable Internet Service Providers. Our primary circuit is 700 MB and our secondary circuit is 100 MB, giving us the redundancy required to make your meeting Internet connection needs hassle-free. With this flexibility, we can provide customized network packages to fit any customer profile.

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#### **EXHIBITORS**

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## NETWORK SECURITY DECLARATION

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Company Name:

Booth Number:

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Rental Company (if renting computers)

---

Rental Company Contact Information

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---

Signature:

Date:

---

Printed Name:

Title:





8101 World Center Drive, Orlando FL 32821 Phone (407) 238-8084 Fax (407) 387-8625

### VENDOR REQUEST FORM

CONVENTION NAME:		SHOW DATES:	
COMPANY NAME:			
COORDINATOR:			
ADDRESS:			
PHONE:			
EMAIL:			
ON-SITE CONTACT:			
INSTALLATION DATE:		REMOVAL DATE:	
TIME IN:		TIME OUT:	
LOCATION:			
			QUANTITY
<b>Wired High Speed Internet Access:</b> First connection/IP address: \$550 Additional connection/IP address: \$50.00			
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COMMENTS:			

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2. You may mail a check to the hotel address above and fax a copy of the check and this request to: 407-387-8625.



Show Name: \_\_\_\_\_

Show Location: \_\_\_\_\_

Show Dates: \_\_\_\_\_



(770) 507-6777  
FAX (770) 474-4676  
plant@tlc-florist.com  
www.tlc-florist.com

N•A•T•I•O•N•A•L

convention • plant • services

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
Show Decorator: Shepard Exposition Services  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX  
Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: \_\_\_\_\_ Time: \_\_\_\_\_

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!  
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—prices start at \$60.00.

Qty \_\_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_

*Don't know what you want? Just want a splash of color?  
Let TLC designers choose your fresh seasonal flowers!*

Qty \_\_\_\_\_ TLC pick my colors, size, type flowers \$50.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.  
For free design assistance, please call 770-507-6777 or email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.

**COLORFUL POTS OF VIBRANT FLOWERS!**



Mums—12"-18"H

\$20.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Bronze \_\_\_\_\_

Lavender \_\_\_\_\_



Azaleas—12"H

\$35.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_



Bromeliads—12"-18"H

\$35.00 each

Qty \_\_\_\_\_

Purple \_\_\_\_\_ Red \_\_\_\_\_

Yellow \_\_\_\_\_ Orange \_\_\_\_\_

**TLC Designers can provide the following:**

- **Water Features**
  - **Fountains**
  - **Ponds**
  - **Water falls**
  - **Swamps**
  - **Garden Areas**
    - Tropical :**  
(beach scenes;  
rain forests)
    - Seasonal:**  
(Spring, Fall, Holiday)
    - Formal :**  
(serenity garden,  
English garden)
  - **Border Areas:**
    - Hedges**  
(control flow)
    - Lawn or Golf**  
(promotional)
    - Trees**  
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

*See next  
page for  
green plants.*

FLORAL ORDER FORM

### Small Fern



Small Fern—12"H x 12"W

\$25.00 each

Qty \_\_\_\_

### Large Fern



Large Fern—24"H x 24"W

\$35.00 each

Qty \_\_\_\_

### Ivy



Ivy—10"H x 10"W

\$35.00 each

Qty \_\_\_\_

### Pothos



Pothos—12"H x 12"W

\$35.00 each

Qty \_\_\_\_



770) 507-6777  
plant@tlic-florist.com  
www.tlic-florist.com

### 2' Green Plants



\$29.95 each Qty \_\_\_\_

### 3' Green Plants



\$39.95 each Qty \_\_\_\_

### Standard 4' to 6' Green Plants



4' @ \$49.95 each Qty \_\_\_\_

5' @ \$59.95 each Qty \_\_\_\_

6' @ \$69.95 each Qty \_\_\_\_

7' H & Taller plants & Planters  
are available  
Call 770-507-6777 for price/  
availability



Planters are 2 1/2' long.

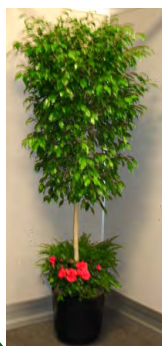
Top-dressed with azalea (pictured)  
Also available with mum  
Choose flower color for flower choice.

For Top-dressing with fern & azalea

\_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum

\_\_ white, \_\_ yellow, \_\_ bronze, \_\_ lavender



4' @ \$125.00 each, Qty \_\_\_\_

5' @ \$135.00 each, Qty \_\_\_\_

6' @ \$145.00 each, Qty \_\_\_\_

Seasonal Flowering Plants  
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.** **Orders placed after the open of an event may be subject to a delivery fee.**

### Order Cost Summary

Select Container (Included in rental cost)

\_\_ Black \_\_ White \_\_ Wicker

Chrome, Brass, Terra Cotta, & Other  
Containers are available. Please call  
770-507-6777 for pricing.

SubTotal \_\_\_\_

6.5% Sales Tax \_\_\_\_

1.5% esc \_\_\_\_

Total \_\_\_\_

FLORAL ORDER FORM