



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

SHOW INFORMATION

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

BOOTH PACKAGE

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

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

Aisle carpet color: Eclipse

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, April 4, 2018	9:00 AM - 4:00 PM
	Thursday, April 5, 2018	11:00 AM - 3:30 PM
Exhibit Hours:	Thursday, April 5, 2018	4:00 PM - 9:00 PM
	Friday, April 6, 2018	11:00 AM - 5:00 PM
	Saturday, April 7, 2018	10:00 AM - 3:00 PM
Exhibitor Move-out:	Saturday, April 7, 2018	3:00 PM - 8:00 PM
Freight Re-route Time:	Saturday, April 7, 2018	7:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, March 8, 2018
Discount price deadline for standard Shepard orders:	Thursday, March 15, 2018
Discount price deadline for custom Shepard rentals:	Tuesday, March 6, 2018
First day for warehouse deliveries without a surcharge:	Thursday, March 8, 2018
Last day for warehouse deliveries without a surcharge:	Wednesday, March 28, 2018
Last day for warehouse deliveries:	Monday, April 2, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.	
First day freight can arrive at show facility:	Wednesday, April 4, 2018 at 11:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Cleaners Showcase
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]

Cleaners Showcase
Shreveport Convention Center
Route 173
Shreveport, LA 71101

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

Cleaners Showcase



April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418


ATTENTION EXHIBITORS

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

- 1. GO TO:** www.shepardes.com/intro.asp
- Click on [Cleaners Showcase](#)
- 3. LOG IN** from the Show Information page.
- 4. ENTER** your email address and password then click 
 - NEW users:** User name = Your Email Address (provided by Show Management)
Password = CS2018
 - Previous users:** User name = Your Email Address
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
 - If your information is correct, click 
 - OR
 - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

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 - **Cleaners Showcase**

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: houston@shepardes.com



SHEPARD TERMS & CONDITIONS

Cleaners Showcase

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."



THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

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Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

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: houston@shepardes.com



EXHIBITOR APPOINTED CONTRACTOR

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Event Code: T120170418

Deadline Date: March 8, 2018

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: _____ Email: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



(832) 799-5700

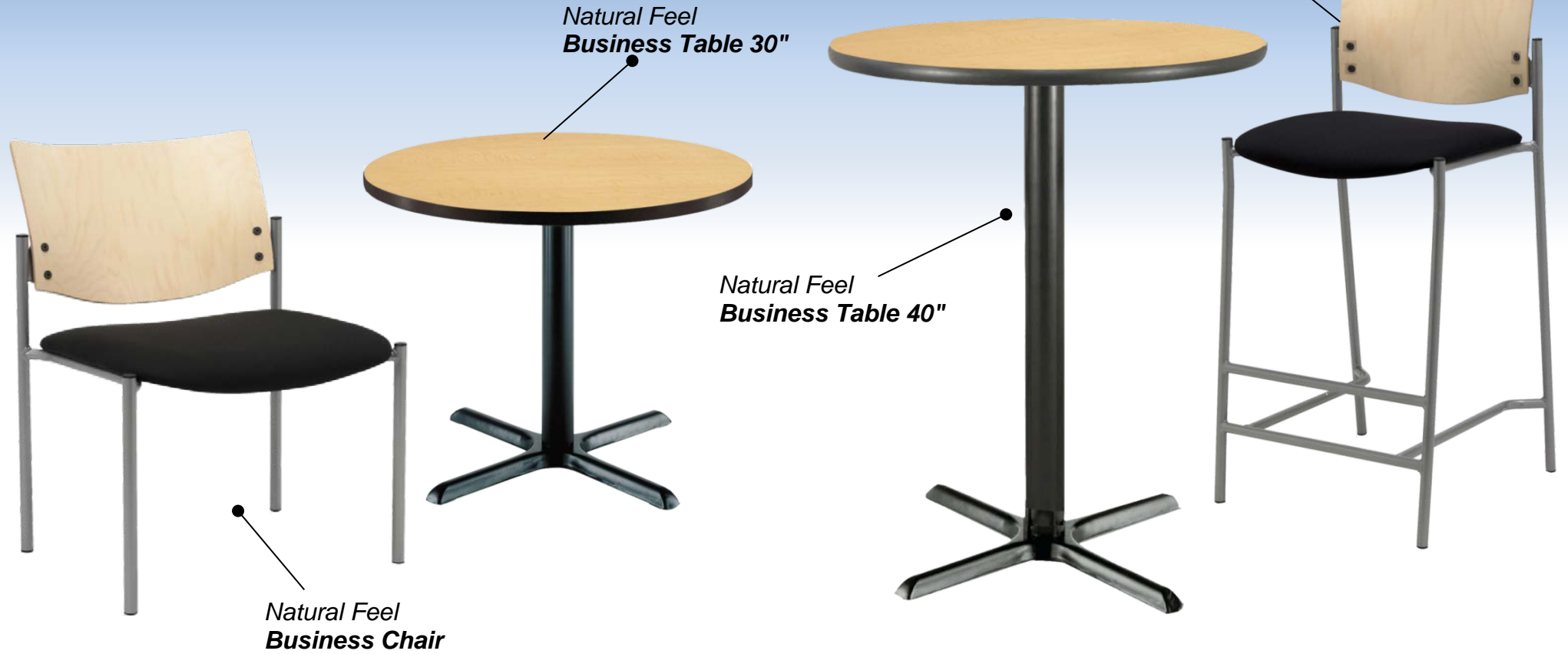
(832) 415-0517

houston@shepardes.com

EVENT CODE
T120170418

DISCOUNT DEADLINE
March 6, 2018

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table



Available Colors:

Lighting & Accessories



Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	128.10	166.55	
50705	Natural Feel Business Stool	156.00	202.80	
50706	Natural Feel Business Table 30"	261.75	340.30	
50707	Natural Feel Business Table 40"	272.90	354.75	

Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	139.25	181.05	
50710	Natural Feel Table Lamp	100.30	130.40	
50708	Natural Feel Waste Receptacle	61.25	79.65	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	217.25	
	Red - Fabric Table Cover w/Table	217.25	
	Blue - Fabric Table Cover w/Table	217.25	
	Black - Fabric Table Cover w/Table	217.25	

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:	\$
9.600% 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
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DISCOUNT DEADLINE
March 6, 2018

Signature Series Flooring

Elevated

Premium Plush Carpet
50 oz.



Light Maple

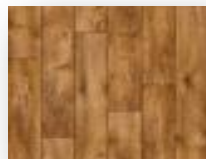
Rustic Cherry

Blackwood

Barnwood

Checkerboard

Snow



Premium Vinyl Floor Covering

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

X = sq. ft.
length width

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(03)	White	8.45	
(06)	Black	8.45	
(74)	Crimson	8.45	
(35)	Dark Grey	8.45	
(91)	Electric Blue	8.45	
(34)	Silver Dollar	8.45	
(33)	Sand	8.45	
(22)	Navy	8.45	

Actual colors may vary

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	10.90	
(84)	Rustic Cherry	10.90	
(80)	Blackwood	10.90	
(85)	Barnwood	10.90	
(82)	Checkerboard	10.90	
(89)	Snow	10.90	

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:	\$
9.600% 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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EVENT CODE

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DISCOUNT DEADLINE

March 15, 2018

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 cancellations 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	Regular	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	Regular	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	Regular	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	Regular	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.

Mopping/Shampooing



Mopping

Sq Ft	Item	Discount	Regular	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	Regular	Amount
47003	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	Amount
47043	Once Before Initial Opening	96.75	145.25	
Hrs per day	Item	ST	OT	Amount
47044	Daily service	96.75	145.25	

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:	\$
9.600% 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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BOOTH CARPETING

Cleaners Showcase

April 5 - 7, 2018

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Discount Deadline: March 15, 2018

*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)



Silver Cloud
(18)



Deep Navy
(22)



Charcoal
(17)



Black
(06)



Beige
(14)

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.10	7.95	
46003	Rental 1000+/sq ft	5.30	6.90	
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	14.95	19.45	
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.)?

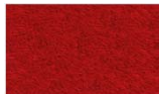
X = sq. ft.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.10	1.45	
50008	1" Padding	2.15	2.80	
50010	Visqueen	0.30	0.40	

EXPO CARPET - 13 OZ.

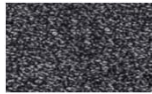
Choose Color:



Red
(01)



Blue
(05)



Tuxedo
(50)



Black
(06)



Teal
(13)



Burgundy
(07)

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	213.80	277.95	
50256	10' x 20'	398.90	518.55	
50257	10' x 30'	595.00	773.50	
50258	10' x 40'	791.00	1028.30	

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*	4.10	5.35	
50581	400 - 900 sq ft	3.75	4.90	
50582	900+ sq ft	3.40	4.40	

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	\$	<input type="text"/>
9.60% Tax*	\$	<input type="text"/>
Amount Due:	\$	<input type="text"/>

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.



Shepard Exposition Services

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EXPO FURNISHINGS

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

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	119.20	154.95	
50046			6'L X 30"H	146.50	190.45	
50050			8'L X 30"H	185.70	241.40	
50043			4'L X 42"H	144.85	188.30	
50047			6'L x 42"H	185.55	241.20	
50051			8'L x 42"H	218.20	283.65	
50052			4th Side 30"	72.45	94.20	
50171			4th Side 42"	72.45	94.20	

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	84.90	110.35	
50044		6'L X 30"H	101.35	131.75	
50048		8'L X 30"H	119.45	155.30	
50041		4'L X 42"H	95.65	124.35	
50045		6'L x 42"H	119.45	155.30	
50049		8'L x 42"H	133.30	173.30	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS						
Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	48.10	62.55	
50084			6'L X 6"H	61.95	80.55	
50086			8'L X 6"H	83.05	107.95	
50083			4'L X 12"H	104.05	135.25	
50085			6'L x 12"H	129.55	168.40	
50087			8'L x 12"H	144.30	187.60	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	24.75	32.20	
50078		6'L X 6"H	34.75	45.20	
50080		8'L X 6"H	45.00	58.50	
50077		4'L X 12"H	48.00	62.40	
50079		6'L x 12"H	68.50	89.05	
50081		8'L x 12"H	83.65	108.75	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	77.45	100.70	
50021		Arm Chair	105.60	137.30	
50024		Stool w/back	128.65	167.25	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	21.10	27.45	
50094		Floor Easel	42.85	55.70	
50245		Literature Rack	158.20	205.65	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	209.50	272.35	
50092		Coat Rack	74.35	96.65	
50093		Garment Rack	209.50	272.35	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	88.35	114.85	
50095		Sign Holder, 22x28	97.60	126.90	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	16.40	21.30	
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Please select sateen color from below:

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Total Expo Furnishings:	\$
9.600% Tax*:	\$
Amount Due:	\$

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SPECIALTY FURNISHINGS & ACCESSORIES

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Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	79.90	103.85	
51090	Director's Stool	143.00	185.90	
51089	Ped. Table, 42"	214.00	278.20	
50032	Ped. Table, 30"	200.10	260.15	
50030	Rnd Side Table	100.70	130.90	
50031	Sq. Side Table	100.70	130.90	

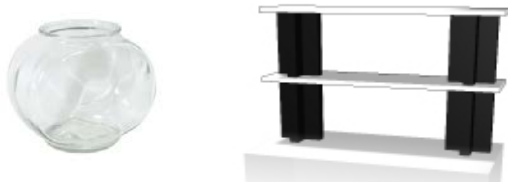
SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	789.40	1026.20	
50068	Full View 6'	870.65	1131.85	
50069	Quarter View 4'	789.40	1026.20	
50070	Quarter View 6'	870.65	1131.85	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	39.30	51.10	
50088	8' Upright	27.65	35.95	
50349	6'-10' Crossbar	18.45	24.00	
50348	7'-12' Crossbar	18.45	24.00	
50296	4' x 12" Display Riser *	88.45	115.00	
50297	6' x 12" Display Riser *	110.10	143.15	

* 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.



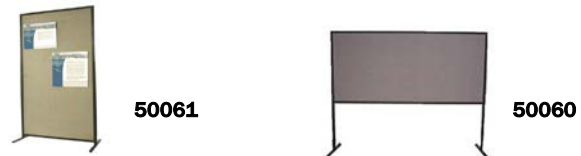
GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	188.80	245.45	
50237	2'x8' w/o legs, each	141.45	183.90	
50242	7-Ball Waterfall	12.95	16.85	

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

VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	255.60	332.30	
50061	4' x 8' Vert.	255.60	332.30	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	20.05	26.05	
50074	3' High	14.85	19.30	

Choose Color: Minimum 10 linear feet rental required

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

Total Specialty Furnishings/Accessories:	\$
9.600% Tax*:	\$
Amount Due:	\$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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Power Up In Style.

Denotes Powered Products



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



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



Powered Seating

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



Powered Seating



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

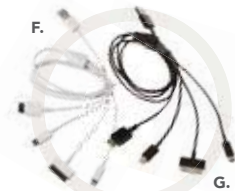


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



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

G30 Powered Tables
(white top)
C) G30DW Café
72"L 26"D 30"H

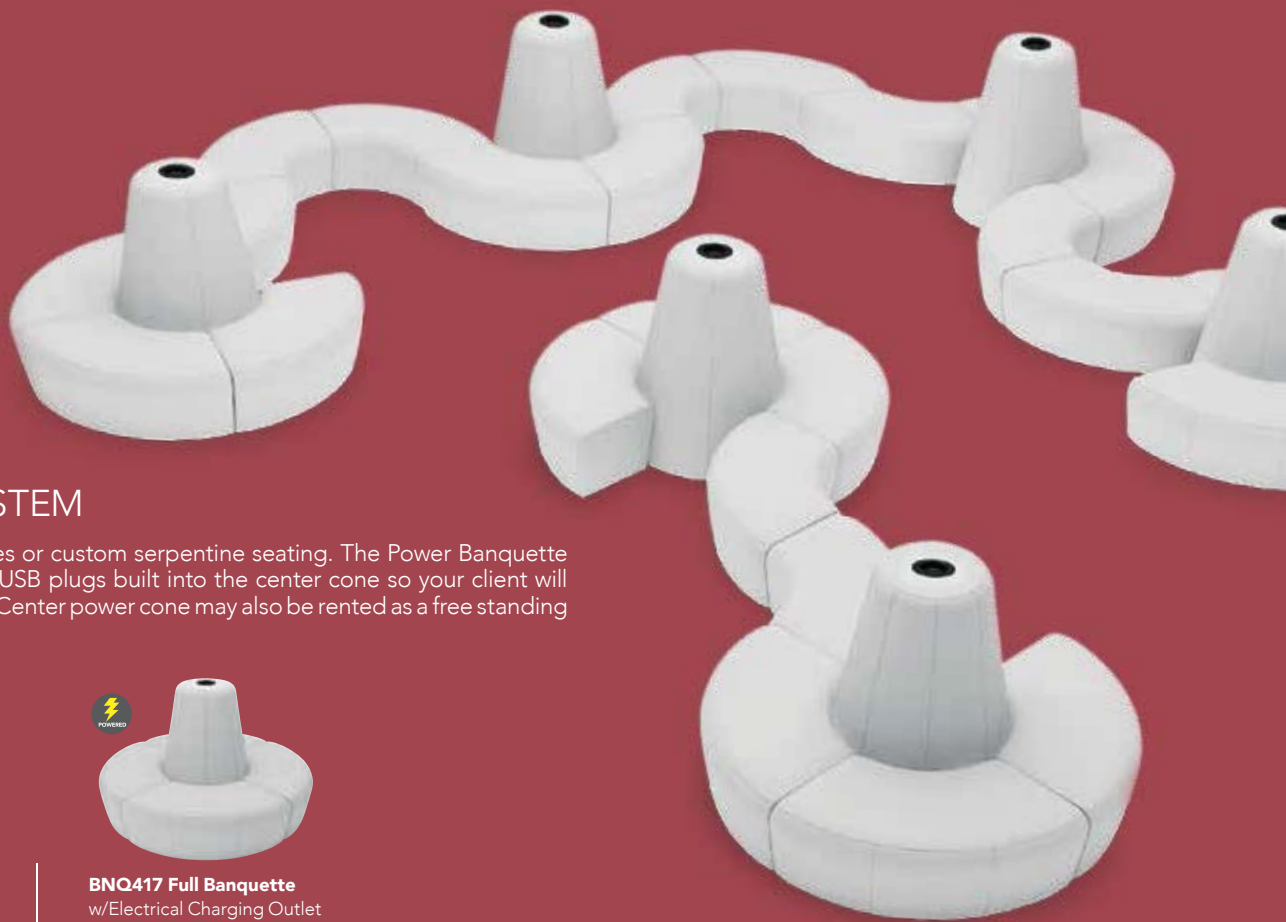
**Sydney Powered
Cocktail Tables**
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

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



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



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



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



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



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



Detail of Electrical
Charging Outlet

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.

(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table

(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair

(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair

(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat

(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.

ALLEGRO

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



A.



B.



C.

TANGIERS

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



A.



B.



C.

KEY LARGO

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



A.

B.

C.

SOUTH BEACH

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

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.

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

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

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

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

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

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



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

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

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



LAGUNA

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

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



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



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



Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Ottomans

VIBE CUBE

18" L 18" D 18" H

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

Styles & Shapes



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

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

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

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H

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

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

Marche Swivel



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

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

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



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

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

GEO

Cocktail Table

50"L 22"D 16"H

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



C.



D.



GEO

End Table

26"L 26"D 20"H

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

Styles & Shapes

Available in Power 



SYDNEY

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

End Tables
 27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS

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

SILVERADO

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

OLIVER

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

RUSTIC

(wood)
K) ETBL E-Table
 21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
 16" Round 17"H

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

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



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EXECUTIVE FURNITURE

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	732.90	952.75	
	KEYSOF-Key Largo Sofa	522.90	679.75	
	FAIRSW-Fairfax Sofa	527.10	685.25	
	SFA002- Allegro Sofa	772.80	1004.65	
	NPLSOF-Naples Sofa, Black Vinyl	924.00	1201.20	
	NPLSOF-Naples Sofa, powered	1125.60	1463.30	
	SO2-3pc. South Beach, P. Suede	1761.90	2290.45	
	TANSOF-Tangiers Sofa, Beige	732.90	952.75	
	MNCHSC-Munich 3pcm Gray	2051.70	2667.20	
	SFAPWR-Roma Sofa, powered	1125.60	1463.30	
Chairs				
	BCHWHT-Baja Chair, White Vinyl	600.60	780.80	
	MNCHCH-Munich Armless, Gray	514.50	668.85	
	MNCHCC-Munich Corner, Gray	623.70	810.80	
	NPLCHR-Naples Chair, Black Vinyl	644.70	838.10	
	NPLCHP-Naples Chair, powered	699.30	909.10	
	TANCHR-Tangiers Chair, Beige	476.70	619.70	
	CHR002-Allegro Chair	541.80	704.35	
	CHRPWR-Roma Chair, powered	699.30	909.10	
	KEYCHR-Key Largo Chair	346.50	450.45	
	FAIRCW-Fairfax Chair	380.10	494.15	
	BCW-Madrid Chair, White	825.30	1072.90	

Qty.	Item	Discount	Regular	Amount
Chairs				
	OCMWHT-Meeting Chair, White	277.20	360.35	
	OCH-Madrid Black Leather	825.30	1072.90	
	HOPCH-Hopi Chair, Grey Linen	264.60	344.00	
	LABREA-La Brea Swivel Chair	453.60	589.70	
	OCB-Key West Tub, Black	438.90	570.55	
	MADGRY-Madden Arm Chair, Grey	468.30	608.80	
	SWAN-Swanson Swivel, White Vinyl	394.80	513.25	
	OCMESP-Meeting Chair, Espresso	306.60	398.60	
	OCMTAU-Meeting Chair, Taupe	302.40	393.10	
Loveseats				
	HOPLV-Hopi Loveseat, Grey Linen	411.60	535.10	
	NPLLOV-Naples, Black Vinyl	777.00	1010.10	
	NPLLOP-Naples Loveseat, powered	968.10	1258.55	
	KEYLOV-Key Largo Loveseat	405.30	526.90	
	MNCHLV-Munich Loveseat, Gray	913.50	1187.55	
	TANLOV-Tangiers Loveseat, Beige	764.40	993.70	
	BLWVHT-Baja Loveseat, White Vinyl	879.90	1143.85	
Modular System				
	BNQTL7-Center Cone	800.10	1040.15	
	BNQ17-Full Banquette	2534.70	3295.10	
	BNQR17-Otoman Ring, White Vinyl	1948.80	2533.45	
	BNQ7-Quarter Curve, White Vinyl	543.90	707.05	
	WHT12-Half Bench, White Vinyl	415.80	540.55	

Qty.	Item	Discount	Regular	Amount
Ottomans				
	END02B-Square, Black Leather	289.80	376.75	
	END02W-Square, White Leather	289.80	376.75	
	END01V-Curved, White Leather	462.00	600.60	
	END01B-Curved, Black Leather	462.00	600.60	
	VIB02-Vibe Cube, Blue	155.40	202.00	
	VIB04-Vibe Cube, Red	155.40	202.00	
	VIB05-Vibe Cube, Yellow	155.40	202.00	
	VIB07-Vibe Cube, Champagne	155.40	202.00	
	VIB03-Vibe Cube, Pink	155.40	202.00	
	VIB06-Vibe Cube, Gold/Bronze	155.40	202.00	
	VIB08-Vibe Cube, Orange	155.40	202.00	
	VIB01-Vibe Cube, Green	155.40	202.00	
	VIB10-Vibe Cube, Black Wtrproof	155.40	202.00	
	VIB09-Vibe Cube, White Wtrproof	155.40	202.00	
	VIB13-Vibe Cube-Purple Vinyl	155.40	202.00	
	VIB12-Vibe Cube-Silver Vinyl	155.40	202.00	
	VIB11-Vibe Cube-Steel Blue Vinyl	155.40	202.00	
	BVLYBK-Bench, Black Vinyl	445.20	578.75	
	BVLYBR-Bench-Brown Fabric	445.20	578.75	
	BVLYGR-Gray Fabric	445.20	578.75	

Qty.	Item	Discount	Regular	Amount
	CLBL20-Edge Lighted Cube	218.40	283.90	
	SAL Sally Stool	100.80	131.05	
	WHT12-Half Bench, White Vinyl	415.80	540.55	
	MAR010-Marche Swivel, Blue	205.80	267.55	
	MAR002-Marche Swivel, Grey	205.80	267.55	
	MAR003-Marche Swivel, Linen	205.80	267.55	
	MAR008-Marche Swivel, Mdw Grn	205.80	267.55	
	MAR009, Marche Swivel, Pear	205.80	267.55	
	MAR007-Marche Swivel, Plum	205.80	267.55	
	MAR004-Marche Swivel, Raspberry	205.80	267.55	
	MAR005-Marche Swivel, Red	205.80	267.55	
	MAR006-Marche Swivel, Rose Qtz	205.80	267.55	
	MAR001-Marche Swivel, White	205.80	267.55	
	BNQR17-Otoman Ring, White Vinyl	1948.80	2533.45	
	BNQ7-Quarter Curve, White Vinyl	543.90	707.05	
	OTS-South Beach Wedge	350.70	455.90	
	BVLYLN-Linen Fabric	445.20	578.75	
	BVLYOB-Ocean Blue Fabric	445.20	578.75	
	BVLYRD-Red Fabric	445.20	578.75	
	BVLYWH-White Fabric	445.20	578.75	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	306.60	398.60	
	ALC100-Alondra, Glass/Chrome	369.60	480.50	
	ALC200-Alondra, Wood/Chrome	369.60	480.50	
	C1FWB-Geo., Wood/Black	323.40	420.40	
	C1C-Geo Rect., Glass/Chrm	277.20	360.35	
	COLJ - Oliver Cocktail Table	264.60	344.00	
	C1W-Sydney, White	310.80	404.05	
	C1Y-Sydney, Black	310.80	404.05	
	C1YP-Sydney Black, powered	394.80	513.25	
	C1WP-Sydney White, powered	394.80	513.25	
	REGBEN-Regis Bench Table	317.10	412.25	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	291.90	379.45	
	ALE100-Alondra, Glass/Chrome	266.70	346.70	
	ALE200-Alondra, Wood/Chrome	266.70	346.70	
	E1FWB-Geo, Wood/Black	281.40	365.80	
	E1C-Geo, Glass/Chrm	273.00	354.90	
	EOLJ-Oliver End Table	235.20	305.75	
	E1W-Sydney, White	281.40	365.80	
	E1Y-Sydney, Black	281.40	365.80	
	CLBL20-Edge LED Cube	218.40	283.90	
	AURA End Table	159.60	207.50	
	ETBL-E Table, Wood	197.40	256.60	
	TMBTL Timber Table, Wood	189.00	245.70	
	REGOTT-Regis End Table	233.10	303.05	

Please complete the following:

Company Name: _____ **Booth #:** _____ **Subtotal:** \$ _____
Contact Name: _____ **Phone #:** _____ **9.600% Tax:** \$ _____
Authorized Signature: _____ **Amount Due:** \$ _____

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

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

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

Conference Tables



PWRUSB

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

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



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

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

Geo Rounded Square Tables

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

Geo Rectangular Tables

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

G) MERLIN Merlin Multi Use Table

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

H) WD3 Work Table

(white laminate, white)
 48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'
 96"L 48"D 29"H

J) CB2 6'
 72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'
 96"L 44"D 29"H

L) CT10GR 10'
 120"L 46"D 29"H

M) CT06GR 6'
 72"L 36"D 29"H

Mix & Match

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



Executive Seating



Pro Executive High Back Chair

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



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



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



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



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

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

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



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

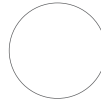


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



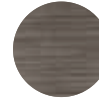
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/
gray acajou)

36" Round 29"H

F) ZTO (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

Mix & Match


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

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

B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Communal and Powered Tables

Denotes AC and USB charging outlets 



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

Ventura Powered Bar Tables 

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

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

Ventura Communal Bar Tables

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

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

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

Black Top
VNTBNP (solid)

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



Table Top Options

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



G30 CAFÉ TABLES



G30 Powered Café Tables 

(silver frame)
72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)

White Top
D) G30DWS (solid)
E) G30DWW (grommets)



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

EXECUTIVE FURNITURE

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	497.70	647.00	
	CE1-Geo Table, Sq. Chrome	350.70	455.90	
	CF1-Geo Table, Sq. Black	350.70	455.90	
	CE2-Geo Table, Chrome	497.70	647.00	
	CB2-6' Graphite Table	522.90	679.75	
	CB3-8' Graphite Table	615.30	799.90	
	CB1-42" Round, Graphite Nebula	424.20	551.45	
	C508GR-8', Granite	615.30	799.90	
	CT10GR-10', Granite	924.00	1201.20	
	CT06GR-6', Granite	522.90	679.75	
	PWRUSB-Powered Table Module	84.00	109.20	
	CB8-42" Round Madison, Grey	191.10	248.45	
	MADC10-10' Madison, Grey	1060.50	1378.65	
	MADC05-5' Madison, Grey	531.30	690.70	
	MADC08-8' Madison, Grey	1060.50	1378.65	
	CONF42-42" Round, White laminate	424.20	551.45	
	36ATO-Atomic 36" Round Glass	350.70	455.90	
	42ATO-Atomic 42" Round Glass	350.70	455.90	

Qty.	Item	Discount	Regular	Amount
Group & Guest Seating				
	Duet-Black, Chrome	71.40	92.80	
	RSTDIN-Rustique w/ arms, Gunmetal	144.90	188.35	
	CS8-Berline Chair, Black	140.70	182.90	
	CS9-Berlin Chair, Red	140.70	182.90	
	XCHR-Christopher Chr, White Vinyl	115.50	150.15	
	CH002-Wendy Chair, Acrylic	130.20	169.25	
	SC10 Razor Chair	86.10	111.95	
	SC3-Brewer Chair, Onyx	193.20	251.15	
	SY1-Altura Task Chair	218.40	283.90	
	XC6-Altura Guest Chair	340.20	442.25	
	LMCHR-Laguna Chair, Maple/Chrome	163.80	212.95	
	MALGRY-Malba Chair, Grey	126.00	163.80	
	MALGRN-Malba Chair, Green	126.00	163.80	
	CS4-Syntax Chair, Black/Chrome	228.90	297.55	
	ZENCHR-Zenith Chair-White/Chrome	184.80	240.25	
Executive Seating				
	PROGB-Guest Executive Chair	287.70	374.00	
	PROEXE-Pro Executive Chair	409.50	532.35	
	PROEXB-Executive Chair High Back	409.50	532.35	
	PROMDB-Exec Mid-Back, Black	268.80	349.45	
	PROMID-Executive Chair Mid Back	260.40	338.50	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	247.80	322.15	
	ZTP-36" Maple Top/Black Base	270.90	352.15	
	ZTJ-30" Graphite Top/Black Base	247.80	322.15	
	ZTN-36" Graphite Top/Black Base	270.90	352.15	
	ZTG-30" Silver Textured Top	247.80	322.15	
	ZTA-30" Grey Top/Black Base	256.20	333.05	
	ZTQ-36" White Laminate Top	270.90	352.15	
	ZTB-30" Red Top/Black Base	247.80	322.15	
	ZTH-30" Steel Blue Top/Black Base	256.20	333.05	
	30WH29-30" White Top/Black Base	262.50	341.25	

Qty.	Item	Discount	Regular	Amount
Café Tables - Chrome Base 30", Hydraulic				
	30MTHC-Maple Top, Chrome	331.80	431.35	
	30GRHC-Graphite Nebula, Chrome	331.80	431.35	
	30STHC-Silver Textured, Chrome	331.80	431.35	
	30BRHC-Brushed Red Top, Chrome	331.80	431.35	
	30SBHC-Steel Blue Top, Chrome	365.40	475.00	
	30WHHC-White Top, Chrome	359.10	466.85	
	30MAHC-Grey Top, Chrome	331.80	431.35	
Café Tables - Chrome Base 36", Hydraulic				
	36MTHC-Maple Top, Chrome	361.20	469.55	
	36GRHC-Graphite Nebula, Chrome	361.20	469.55	
	36WTHC-White Top, Chrome	361.20	469.55	

COMMUNAL TABLES

Café Tables				
	G30DMS-Café, Maple Top	585.90	761.65	
	G30DMW-Café w/ Grmt, Maple	585.90	761.65	
	G30DWS-Café, White Top	585.90	761.65	
	G30DWW-Café w/ Grmt, White	585.90	761.65	
	G30DWP-Café Table, powered	674.10	876.35	

Bar Tables				
	VNTBNP-Ventura, Black/Silver	732.90	952.75	
	VNTMNP-Venture, Maple/Silver	732.90	952.75	
	VNTWNP-Ventura, White/Silver	732.90	952.75	
	VNTBMW-Maple/Silver w/ Grmt	732.90	952.75	
	VNTBWW-White/Silver w/ Grmt	732.90	952.75	
	VNTBLK-Powered, Black/Silver	865.20	1124.75	
	VNTWHT-Powered, White/Silver	865.20	1124.75	

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal	\$
Contact Name: _____	Phone #: _____	9.600% Tax:	\$
Authorized Signature: _____		Amount Due:	\$

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

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

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

Bar Tables



A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45"H
B) AP512
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

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

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



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

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



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)



Style & Design

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

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

Barstools



A.

C.

B.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

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

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

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



Office Essentials

MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

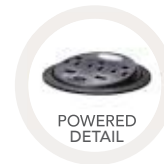
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

B. 



C.

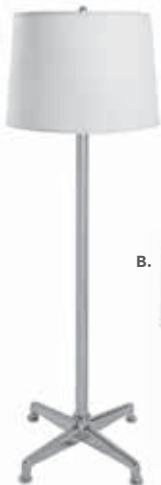


Charging Adapters
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS
(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H


D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Powered Pedestals

 Denotes AC and USB charging outlets

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



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



Powered Locking Pedestal


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

Charging Adapters

- E) ADAPTW** (white)
- F) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

Powered Tech Desk

 Denotes AC and USB charging outlets

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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

Charging Adapter

D) ADAPTB (black)
Charging adapters are available to rent for all powered products.



Show Essentials

REFRIGERATORS



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

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



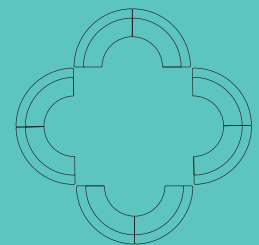
MARTINI BAR

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

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



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

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

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

ACCESSORIES

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

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

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



Shepard Exposition Services

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EXECUTIVE FURNITURE

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Bar Tables - All Black Base				
	VTK-30" Maple Top/Black Base	273.00	354.90	
	VTP-36" Maple Top/Black Base	291.90	379.45	
	VTJ-30" Graphite Top/Black Base	273.00	354.90	
	VTN-36" Graphite Top/Black Base	291.90	379.45	
	VTG-30" Silver Textured Top	273.00	354.90	
	VTA-30" Grey Top/Black Base	273.00	354.90	
	VTW-36" White Laminate Top	291.90	379.45	
	VTB-30" Red Top/Black Base	273.00	354.90	
	VTH-30" Steel Blue/Black Base	281.40	365.80	
	30WH42-30"White Top/Black Base	287.70	374.00	
	RSTSQT-Metal Rustique Square	302.40	393.10	
Barstools				
	BST-Banana, White/Chrome	275.10	357.65	
	BSS-Banana, Black/Chrome	275.10	357.65	
	BS001-Shark, Swivel White	350.70	455.90	
	BS002-Zoey, Swivel White	321.30	417.70	
	BS003-Zoey, Swivel Black	321.30	417.70	
	RSTSTL-Rustique Barstool, Gunmetal	159.60	207.50	
	APS08-Apex Black Vinyl	247.80	322.15	
	APS59-Apex Red Vinyl	247.80	322.15	
	APS75-Apex White Vinyl	247.80	322.15	
	APS12-Apex Blue Ultra Suede	247.80	322.15	
	XBAR-Christopher White Vinyl	199.50	259.35	

Qty.	Item	Discount	Regular	Amount
Bar Tables - Chrome Base 30", Hydraulic				
	30GRHB-Graphite Nebula, Chrome	331.80	431.35	
	30MTHB-Maple Top, Chrome	331.80	431.35	
	30STHB-Silver Texture, Chrome	331.80	431.35	
	30BRHB-Brushed Red, Chrome	331.80	431.35	
	30SBHB-Steel Blue Top, Chrome	331.80	431.35	
	30WHHB-White Top, Chrome	359.10	466.85	
	30MAHB-Grey Top, Chrome	331.80	431.35	
Bars				
	BRC-Circle Martini Bar	4279.80	5563.75	
	BR1-Martini Bar	1486.80	1932.85	
Bar Tables - Chrome Base 36", Hydraulic				
	36GRHB-Graphite Nebula, Chrome	361.20	469.55	
	36MTHB, Maple Top, Chrome	361.20	469.55	
	36WTHB-White Top, Chrome	361.20	469.55	
Barstools				
	BSD-Oslo, Blue	289.80	376.75	
	BSC-Oslo, White	289.80	376.75	
	BSR-Syntax, Black/Chrome	249.90	324.85	
	ZENBAR-Zenith, White/Chrome	184.80	240.25	
	ROLLBL-Lift Barstool, Black Vinyl	233.10	303.05	
	ROLLGY-Lift Barstool, Grey Vinyl	233.10	303.05	
	ROLLRD-Lift Barstool, Red Vinyl	233.10	303.05	
	ROLLWH-Lift Barstool, White Vinyl	233.10	303.05	
	LMBAR-Laguna, Maple/Chrome	205.80	267.55	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Desks, Credenzas, Files, Bookcases				
	CR8-Madison Credenza, Grey	567.00	737.10	
	JD8-Madison Executive Desk, Grey	669.90	870.85	
	BC8-Madison Bookcase, Grey	485.10	630.65	
	TECH3B-Tech Desk w/drawers, Pwr	615.30	799.90	
	TECH-Tech Desk, Powered	497.70	647.00	
	TECH3-3-drawer File Cbnt w/Castors	163.80	212.95	
Product Display- Pedestals & Shelving				
	PDL36B-Ped, Locking, Powered	556.50	723.45	
	PDL42B-Ped, Locking, Powered	659.40	857.20	
	PDL36W-Ped, Locking, Powered	556.50	723.45	
	PDL42W-Ped, Locking, Powered	659.40	857.20	
	PSHCCS-Posh Shelving	569.10	739.85	
Charging Items				
	ADAPTB-Charging Adapter, black	27.30	35.50	
	ADAPTW-Charging Adapter, white	27.30	35.50	
Lighted Products				
	CUBL20-Edge Lighted Cube	218.40	283.90	
	CUBTBL-Edge LED Cube	218.40	283.90	

Qty.	Item	Discount	Regular	Amount
Lamps				
	LA15-Mason Silver Floor Lamp	243.60	316.70	
	LA14-Mason Silver Table Lamp	159.60	207.50	
Refrigerators				
	R1R-White 14 Cubic Feet	957.60	1244.90	
	R1Q-White 4 Cubic Feet	336.00	436.80	
Work & Multi-Use Tables				
	MERLIN-Multi Use Table	380.10	494.15	
	WD3-Work Table	365.40	475.00	
Mobile Tablet Stands				
	TBSTDW-Mobile Tablet Stand, White	155.40	202.00	
	TBSTND-Mobile Tablet Stand, Black	155.40	202.00	
Mobile Tablet Accessories*				
	TBCHR-Tablet, brochure holder	71.40	92.80	
	TBSHLF-Tablet, charging shelf	71.40	92.80	
	TBPNT-Tablet, print stand	71.40	92.80	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	9.600% Tax: \$ _____
Authorized Signature: _____		Amount Due: \$ _____

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

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FABEX BOOTH RENTALS

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 6, 2018

10' x 10' FABRIC BOOTH RENTALS



Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	2005.10	3007.65
66558		FX2M1 10' w/Monitor	3627.35	5441.05

Carpet not included

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

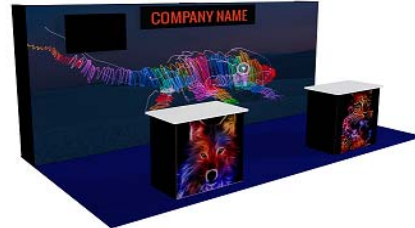
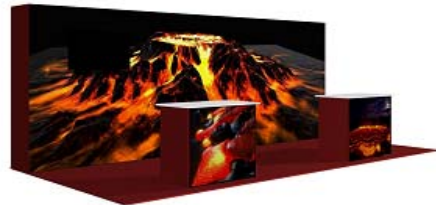


Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2453.50	3680.25
66562		FX2M1H 10' w/Monitor	4075.75	6113.65

Carpet not included

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

10' x 20' Fabric Booth RENTALS



Side panel colors are white or black
 Backwall graphic size 6012mm x 2432mm
 Counter graphic size 1070mm x 1020mm
 Header graphic size 2440mm x 380mm

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	3475.50	5213.25
66560		FX2M2 10' x 20' w/Monitor	5097.75	7646.65
66567		FX2H2 20' x 20'	3876.55	5814.85
66563		FX2M2H 20' w/Monitor	5498.80	8248.20

Carpet not included.

All FABEX exhibits must be ordered 30 days before move in for confirmed availability.

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

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$	_____
Contact Name: _____	Phone #: _____	9.600% Tax*:	\$ _____
Authorized Signature: _____		Amount Due:	\$ _____

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

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



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FABEX BACKLIT BOOTHS

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

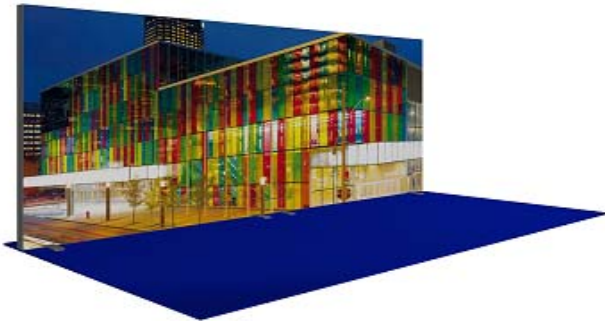
Discount Deadline: March 6, 2018

FABEX Fabric Backlit Booth RENTALS



Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	2021.85	3032.80

Freestanding 8'h x 10' Backlit Backwall with full color graphics
 Carpet not included
 Graphic Size: 3042mm x 2436mm
 Electricity not included



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	3124.60	4686.90

Freestanding 8'h x 20' Backlit Backwall with full color graphics
 Carpet not included
 Graphic Size: 6088mm x 2436mm
 Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	4227.40	6341.10

Freestanding 8' h x 30' Backlit Backwall with full color graphics
 Carpet not included
 Graphic Size: 8992mm x 2436mm
 Electricity not included

All FABEX exhibits must be ordered 30 days before move in for confirmed availability.

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal	\$	_____
Contact Name: _____	Phone #: _____	9.600% Tax*	\$	_____
Authorized Signature: _____		Amount Due:	\$	_____

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INLINE BOOTH RENTALS

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 6, 2018

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

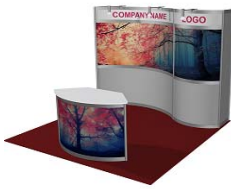
Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

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

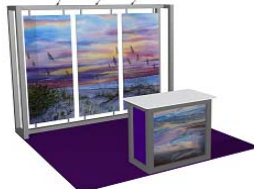
10' x 20' Options are available for each 10' x 10' pictured below

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

The Eddie



The Jonathon



The Pierce



The Madison



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	3040.75	3953.00
66471		The Eddie- 10' x 20'	4951.65	6437.15
66474		The Jonathon - 10' x 10'	2121.30	2757.70
66475		The Jonathon - 10' x 20'	3713.15	4827.10
66477		The Pierce - 10' x 10'	2631.25	3420.65
66478		The Pierce - 10' x 20'	4996.05	6494.85
66484		The Madison - 10' x 10'	3190.85	4148.10
66485		The Madison - 10' x 20'	3781.75	4916.30

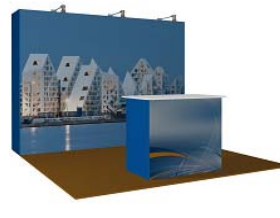
The Grant



The Harrison



The Hamilton



The Lucy



Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	3368.10	4378.55
66487		The Grant- 10' x 20'	4668.05	6068.45
66492		The Harrison - 10' x 10'	3096.30	4025.20
66493		The Harrison - 10' x 20'	4549.85	5914.80
66467		The Hamilton- 10' x 10'	2157.60	2804.90
66468		The Hamilton- 10' x 20'	3779.85	4913.80
66473		The Lucy - 10' x 10'	1949.95	2534.95

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal	\$
Contact Name: _____	Phone #: _____	9.600% Tax*	\$
Authorized Signature: _____		Amount Due:	\$

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EXHIBIT RENTAL ACCESSORIES

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Cleaners Showcase

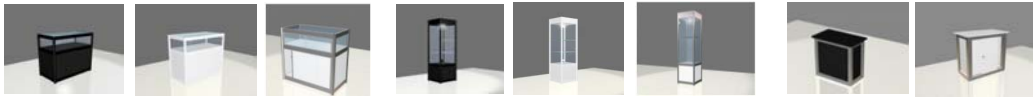
April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: **March 6, 2018**

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	1008.65	1311.25	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1088.60	1415.20	
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

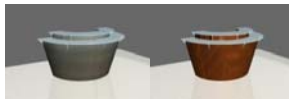
Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	747.60	971.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	907.20	1179.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	551.45	716.90	
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	2080.35	2704.45	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	768.80	999.45	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1667.65	2167.95	
66285		CS1*	969.85	1260.80	
66286		CS2*	565.25	734.85	

*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	523.85	681.00	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	517.85	673.20	
66279		GL2*	892.65	1160.45	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1713.60	2227.70	



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:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	9.600% Tax*: \$ _____
Authorized Signature: _____		Amount Due: \$ _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. 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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SIGN ORDER FORM

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	159.85	207.80	
70010		Horz., 22" x 28"	159.85	207.80	
70011		Vertical, 28" x 44"	243.55	316.60	
70012		Horz., 28" x 44"	243.55	316.60	
70025		Meterboard, 39" x 84"	492.90	640.75	
Accessories					
70017		Blank Foamcore, 4' x 8'	43.40	56.40	
70021		Velcro, per ft, min. 5 ft.	2.85	3.70	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		Grommets, per sq. ft. - Vertical	20.25	26.35	
70071		Grommets, per sq. ft. - Horizontal	20.25	26.35	
70066		Pockets, per sq. ft. - Vertical	21.80	28.35	
70072		Pockets, per sq. ft. - Horizontal	21.80	28.35	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	47.85	62.20	

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
9.600% 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"	4874.90	6824.85
69142	16' x 48"	7747.80	10846.90

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"	5927.90	8299.05



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4796.80	6715.50



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2112.50	2957.50
69146	10' x 48" Double	2811.05	3935.45

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, March 06, 2018

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



Exhibit Solutions Phone: **(832) 799-5700**
 Exhibit Solutions Fax: **(832) 415-0517**
 Customer Service Email: houston@shepardes.com
 Event Code: T120170418

Cleaners Showcase

April 5 - 7, 2018
Shreveport Convention Center,
Shreveport, LA

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	9.600% Tax*: \$
Authorized Signature: _____		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

Cleaners Showcase

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

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 Advance Warehouse by:** **Thursday, March 29, 2018**



HANGING SIGN OVERHEAD RIGGING

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision Exhibitor Supervised

SIGN ASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	120.94	157.20	\$
69151		OT	181.56	236.05	\$
69152		DT	241.99	314.60	\$

SIGN DISASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	120.94	157.20	\$
69154		OT	181.56	236.05	\$
69155		DT	241.99	314.60	\$

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

Sup install: 68069 Sup dismantle: 68073

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

Total Estimated Assembly/Dismantle: \$

N/A Tax*: \$

Estimated Amount Due: \$

Date of Assembly: _____ Start Time _____

Date of Disassembly: _____ Start Time _____

Completion Time: _____ Number of Laborers _____

Completion Time: _____ Number of Laborers _____

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION				
Code	Est Hours	Discount	Regular	Amount
69156		602.00	782.60	

RIGGING REMOVAL				
Code	Est Hours	Discount	Regular	Amount
69157		602.00	782.60	

Date of Install: _____ Start Time: _____

Date of Removal: _____ Start Time: _____

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

The overhead rigging rates above are based on the posted schedule. There will be a 30% fee for every application made on overtime outside those hours.

Total Estimated Install/Removal: \$

N/A Tax*: \$

Estimated Amount Due: \$

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

*Please Note: Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

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

Must order by discount deadline date to receive advance pricing.

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

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

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

Shepard Supervision Exhibitor Supervision Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Subtotal: \$

N/A 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.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

OVERHEAD RIGGING EQUIPMENT

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	487.65	731.50	
69016		Half Ton Hoist/Chain Motor	430.30	645.45	
69101		1/4 Ton Hoist/Chain Motor	258.15	387.25	
69019		Rotating Motor 500 LB Limit	458.95	688.45	
69020		Rotating Motor 200 LB Limit	258.15	387.25	

- Rotate Clockwise
 Rotate Counterclockwise

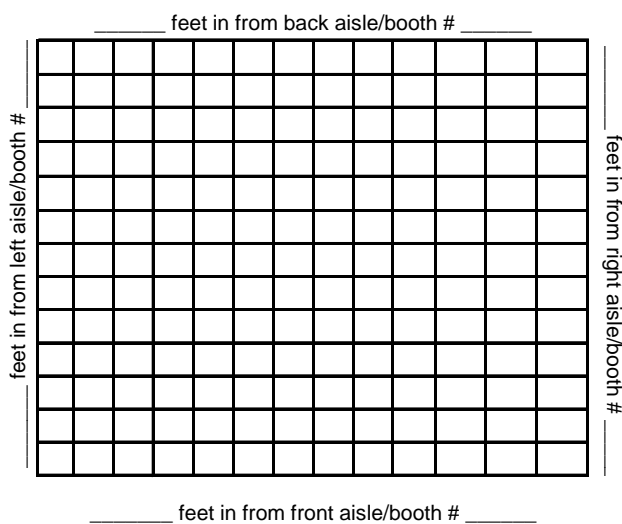
Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	22.95	34.45	
6909406		12" Black Box Truss (Per FT)	22.95	34.45	
Truss Details					
(QTY/Size)					
6903815		12" Silver Corner Block	86.05	129.10	
6903806		12" Black Corner Block	114.75	172.15	
70067		Design Fee (Hourly)	143.45	186.50	

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign. For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

houston@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

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

Type:	Shape:	Size:
<input type="checkbox"/> Cloth	<input type="checkbox"/> Square	Height: <input type="text"/>
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Length: <input type="text"/>
<input type="checkbox"/> Metal	<input type="checkbox"/> Rectangle	Width: <input type="text"/>
<input type="checkbox"/> Truss	<input type="checkbox"/> Other	Weight: <input type="text"/>
<input type="checkbox"/> Other		

Additional Notes/Description:

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal:	\$
9.600% 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.
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
 * All tax rates are subject to change.



UNION LABOR

Louisiana 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. Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted.

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.

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

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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.



LABOR ORDER FORM

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045
 Customer Service Phone: (832) 799-5700
 Customer Service Fax: (832) 415-0517
 Customer Service Email: houston@shepardes.com

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

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

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

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	96.75	125.80	30% **	
68067		OT	145.25	188.85	30% **	
68068		DT	193.59	251.65	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	96.75	125.80	
68061		OT	145.25	188.85	
68062		DT	193.59	251.65	

Dismantle: 68063/68064/68065

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

Please note:

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
- **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:

Exhibitor-Owned Carpet Installation/Dismantling					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	193.50	251.55	

Requested install date/time: _____

Flooring type(s):

Carpet Padding Other _____

What is your booth size (ft.)?

X = SQ FT

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

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment: _____
 Is shipment? Crated Uncrated
 Tracking/Pro #: _____
 Estimated arrival date: _____
 Shipment to arrive at: Warehouse Show site

Outbound Freight Information

Carrier Company Name: _____
 Deliver Shipment To: _____
 Address: _____
 City, ST, Zip: _____
 Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
 Force freight through preferred carrier:
 Send shipment back to Shepard warehouse: (\$400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: x
 Forklift required? Yes No
 Carpet is? owned rented from Shepard
 Carpet padding? Yes No
 Drawings are? Faxed to Shepard Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

Electrical Furniture A/V Equipment
 Booth Cleaning Telephone/Internet

Electrical Information:

Electrical should go under the carpet (diagram is attached)
 Electrical drawings are attached
 Electrical drawings are with exhibit in crate number
 Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____ Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

Event Code: T120170418

Discount Deadline: March 15, 2018

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
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	160.25	208.25	
35039		Overtime Hourly Rental	240.37	312.50	
35067		Double-time Hourly Rental	320.50	416.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	175.50	228.25	
35049		Overtime Hourly Rental	263.25	342.25	
35069		Double-time Hourly Rental	351.00	456.25	

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.

CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON 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
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	120.94	157.20	
35086		Overtime Hourly Rate	181.56	236.05	
35099		Double-time Hourly Rate	241.99	314.60	

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.

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	96.75	125.80	
35100		Overtime Hourly Rate	145.25	188.85	
35101		Double-time Hourly Rate	193.59	251.65	

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

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

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

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

INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) _____ (State) _____ (Zip) _____

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Dims	Est. Weight
Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
TV/Monitor		
Other		
Total Pieces	Total Dims.	Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock Yes No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

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

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

SHIP TO

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
Cleaners Showcase
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Warehouse Deadline March 28, 2018
Date

I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
Cleaners Showcase
Shreveport Convention Center
Route 173
Shreveport, LA 71101

Delivery date: April 4, 2018

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

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

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card

Logistics/Material Handling ONLY Authorize ALL charges

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

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

Material Handling Process:

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



SHIPPING LABELS

Cleaners Showcase

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	10001 Fannin Street Houston, TX 77045
	Delivery Hours: M-F, 8-4:30 PM
	For: Cleaners Showcase
	First day freight can arrive w/o a surcharge: March 8, 2018
	Last day freight can arrive w/o a surcharge: March 28, 2018

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	10001 Fannin Street Houston, TX 77045
	Delivery Hours: M-F, 8-4:30 PM
	For: Cleaners Showcase
	First day freight can arrive w/o a surcharge: March 8, 2018
	Last day freight can arrive w/o a surcharge: March 28, 2018

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Shreveport Convention Center Route 173 Shreveport, LA 71101
	For: Cleaners Showcase
	MUST NOT BE DELIVERED PRIOR TO:
	April 4, 2018 @ 11:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Shreveport Convention Center Route 173 Shreveport, LA 71101
	For: Cleaners Showcase
	MUST NOT BE DELIVERED PRIOR TO:
	April 4, 2018 @ 11:00 AM



HANGING SIGN SHIPPING LABELS

Cleaners Showcase

HANGING SIGN SHIPPING ADDRESS LABELS

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

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 10001 Fannin Street Houston, TX 77045 Delivery Hours: M-F, 8-4:30 PM For: Cleaners Showcase First day freight can arrive w/o a surcharge: March 8, 2018 Last day freight can arrive w/o a surcharge: March 28, 2018

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 10001 Fannin Street Houston, TX 77045 Delivery Hours: M-F, 8-4:30 PM For: Cleaners Showcase First day freight can arrive w/o a surcharge: March 8, 2018 Last day freight can arrive w/o a surcharge: March 28, 2018

INTERNATIONAL SHIPPING

ML International Expo Logistics is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

ML International Expo Logistics has a network of agents around the world that can coordinate your shipment from your home country to the show.

ML International and our partners offer you seamless services from your door to your booth on the show floor.

SHIPMENT ARRIVAL DATES: All shipments will be delivered to the advance warehouse whenever possible.

AIRFREIGHT 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

OCEAN FREIGHT 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

Documentation needs to arrive 5 days before the actual arrival of the freight

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

Please contact us for assistance with your international shipment!

Contact Information:

Mark Lopata

Main Office: +1-630-355-5911

mlopata@mlintl.net

www.mlintl.net

280 Shuman Blvd. Suite 105 | Naperville, Illinois 60563

Tel: +1 630.355.5911 | www.mlintl.net



MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT* ON MATERIAL HANDLING

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Discount does **not** apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

CALCULATION 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
Advance Shipments to Warehouse			
	\$100.10	\$130.25	
	Crated	Special Handling	
35010	35036		
Light Weight (40 pounds or less)			
	\$50.00		
35400			

Weight	Description	Price	Total
Direct Shipments to Showsite			
	\$97.50	\$146.25	\$126.75
	Crated	Uncrated	Special Handling
35030	35043	35038	
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.

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.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$
* All tax rates are subject to change.	

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.

Early/Late Shipments to Warehouse

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

Reweigh of Shipments

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

Disposal Fee

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

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



STORAGE AUTHORIZATION FORM

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

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.



MATERIAL HANDLING INFORMATION

Shepard Exposition Services

Cleaners Showcase

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Email: houston@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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

- Constricted Space** - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments** - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments** - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity** - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only** - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation** - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading** - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate: 96.75

Per Hour (OT/DT rates may apply)

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

OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

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

UNCRAVED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 15%

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.

LIGHT WEIGHT SHIPMENTS

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

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

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

Cleaners Showcase

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.

LIGHT WEIGHT SHIPMENTS

What are light weight shipments?

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

How do I calculate my light weight shipment?

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

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 it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

Shipments must arrive during 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
- ~ Signature Series Shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



SPECIAL MACHINERY MATERIAL HANDLING

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES				
	2,501 - 5,000 LBS	26.25	34.15	
		35581	35586	
	5,001 - 10,000 LBS	24.15	31.40	
		35582	35587	
	10,001 - 20,000 LBS	20.00	26.00	
		35583	35588	
	20,001 - 30,000 LBS	16.80	21.85	
		35493	35636	

Overtime: 30% fee for each overtime application based on St rate

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

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

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

SPECIAL MACHINERY IMPORTANT INFORMATION

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

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

* All tax rates are subject to change.



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MOBILE SPOTTING FEE

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

Discount Deadline: March 15, 2018

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

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

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Surcharge per Roundtrip	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$200.00	

Subtotal	
N/A Tax	
Amount Due	

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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CARTLOAD MATERIAL HANDLING SERVICE

Cleaners Showcase

April 5 - 7, 2018

Shreveport Convention Center, Shreveport, LA

Event Code: T120170418

CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	

Overtime: Booth to dock, 35154; Dock to booth, 35153

Subtotal	\$	
N/A 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.



OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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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 _____

ONSITE CONTACT NAME _____ BOOTH# _____

CELL PHONE # _____

Number of Pieces: _____ Number of Labels Requested: _____

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

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER: _____

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

Type of Service:

In the event your designated carrier fails to pickup:

Ground Overnight 2nd Day Reroute via show carrier
 Return to Warehouse *\$400.00 minimum charge

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. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

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

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

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **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

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
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.



EXCLUSIVE SHOWCASE SPONSORSHIP (3 Available)

\$3,000

Benefits:

- Sponsor logo and booth number listed on entrance to exhibit hall
- Sponsor logo on the SDA website and interactive floorplan, linked directly to your company website
- Full page ad in the on-site Showcase program
- Ad in the SDA Leadership Directory
- Full page ad in pre and post showcase issues of the Southwest Press newsletter

Choose one of the following opportunities:

- Exclusive Keynote Sponsor** – introduce keynote speaker, logo placed on table toppers and collateral table
- Exhibit Hall Sneak Peak and Reception** – welcome attendees at the front of the exhibit hall to encourage them to stop by your booth, logo on event signage including food stations, brief introduction to audience at hall opening
- Attendee Lounge** – logo placed on lounge table toppers & collateral table and the ability to have a representative in the lounge to meet and greet attendees

PREMIUM SHOWCASE SPONSORSHIP

\$1,500

Benefits:

- Sponsor logo and booth number listed on entrance to exhibit hall
- Sponsor logo on the SDA website and interactive floorplan, linked directly to your company website
- Half page ad in the on-site Showcase program
- Half page ad in the pre and post Showcase issues of the Southwest Press newsletter

Choose one of the following opportunities:

- Annual Membership Meeting Breakfast** – signage at meeting and brief introduction to audience
- Educational Session** – signage at session and brief introduction to audience

SHOWCASE SPONSORSHIP

\$650

Benefits:

- Sponsor logo on the SDA website and interactive floorplan, linked directly to your company website
- Quarter page ad in the on-site Showcase program
- Quarter page ad in pre or post Showcase issue of the Southwest Press newsletter

ADDITIONAL OPPORTUNITIES

- Onsite program: full page, full color inside or back cover ad (subject to availability) - **\$750**
- Onsite program: full page ad - **\$500**
- Onsite program: half page ad - **\$300**
- One time use (each) Pre or Post-show attendee list (select one) - **\$300**
- Company logo on interactive floorplan - **\$300**
- 3 months website banner ad - **\$300**

Company:	Contact:
Phone:	E-mail:

Send form to staff@sda-dryclean.com or Call (512) 873-8195 with questions



**Southwest Drycleaners Association 2018
Cleaners Showcase
April 3-7, 2018**

Contact: Shai Davis

Email: sdavis@shreveportcenter.com

Dir. 318/841-4241

Fax 318/841-4216



Welcome to the Shreveport Convention Center where we bring your events to life! Exquisite simplicity, innovative presentation and fabulous details all comprised together to create a memorable experience are the keys and goals that the Shreveport Convention Center strives to achieve within each and every event.

Our productive team will work diligently, aggressively and timeless hours to create an unforgettable event with a lasting impression. We are known as the Shreveport Convention Center's Diamonds in the Backyard!

We work every step of the way to ensure all of your event needs are offered to you and are accessible. Our range of services definitely puts us a step ahead of other facilities from furnishing your event, elaborate décor, lighting for a great ambiance, table linen/chair covers from any color or size and decoration props for whatever theme your event will be. Personal service, attention to detail, and originality are the trademarks we bring to every event!

You DREAM BIG! We make it happen! We will work with your vision, providing you with professional expertise and outstanding organizational abilities.

From Corporate Events, Social Events, Wedding, Tradeshow and more! You Decide and WE WILL BRING IT TO LIFE!!!!

Dear SW Drycleaners Association 2018,



We take this opportunity to welcome you to the Shreveport Convention Center – the premier convention facility in Louisiana! Our staff eagerly awaits the opportunity to serve you. Please familiarize yourself with the following guidelines under which we operate, and feel free to ask a member of our staff if you have questions regarding any of our procedures:

- Materials may not be taped, stapled, nailed, or affixed to ceilings, painted surfaces, columns, fabrics, or decorative walls in the Center.
- All banners other than those affixed to your exhibit booth pipe & drape must be hung by SCC staff. Please see banner flyer for appropriate rates. All banners must be 14' high from the floor up. This is a regulation on behalf of _____.
- Exhibitors who manufacture, process, or distribute food in their normal course of business may distribute free food samples, provided their food samples are packaged for off-premise consumption or are not larger than one (1) ounce ("bite-size"), and beverage samples are not larger than two (2) ounce cups. Exhibitors who do not manufacture, process, or distribute food in their normal course of business and would like to distribute food from their booths must purchase from the SCC Food & Beverage Department. All food distribution must be pre-approved. Decisions made by SCC are final.
- Loading & unloading is permitted only through the loading dock located at the rear of the building. The rear door measurements are 14' tall and 19'wide.
- Forklifts and heavy equipment can be rented and may be operated by SCC personnel only. Exhibitors are allowed to bring in forklift, however proof of insurance for personal & property damages along with workmen's comp must be provided and submitted in advance of arrival. Equipment must meet all operating standards.
- Vendor access is only through the rear of the building (dock). After the first day of the show, vendors will only be permitted in the hall one (1) hour prior to show time.
- Animals and pets are not permitted in the Center, except in conjunction with a pre-approved (in writing) exhibit, display show, etc. Service dogs are permitted.
- The use of helium balloons, confetti, and/or glitter must be approved by the General Manager. Helium tanks must be tied down and secured in designated storage areas. Costs associated with the clean up of balloons, confetti or related materials are the responsibility of the exhibitor.
- All facility utilities and equipment are the property of the Center and it is prohibited to access, tamper, or otherwise utilize said utilities or equipment without prior written approval. Exhibitors are not permitted to share utilities. Please inquire with show management or facility personnel for associated costs.
- City Ordinance #37 prohibits smoking in the Center. Designated smoking areas are located outside the building and identifiable by appropriate signage.
- All fire and safety regulations must be adhered to. At no time may exit doors be blocked or obstructed. Combustible decorative material must be flame retardant.
- Adhesive backed decals and stickers may not be distributed anywhere on the premises.



- Motorized vehicles displayed in the building must have less than 1/8 tank of fuel and one battery cable disconnected. Plastic provided by the client, must be placed under the entire length of the vehicle (after it is cooled). Wheels must be placed on carpet squares or plywood when displayed on carpeted areas. *Keys and security alarm deactivation* codes must be left with the SCC Security Department.
- Motorized vehicles, carts, bicycles or similar equipment may not be operated in public areas or in any carpeted area of the facility.
- All shipments made to SCC property must have on the shipping label: Event Name, Contact person's name, Event Manager's name (with SCC). All shipments made 24-hrs prior to move-in day is a storage fee of \$30 per 100lbs.

Failure to comply with the above or any Building Regulations can result in additional financial obligations on the part of the LA Society of Clinical Laboratory Science and/or the exhibitor. We look forward to a smooth and successful conference and exposition, and having you as our guest in the future.

Sincerely,

Shai Davis

Shai Davis
Event Services Coordinator



PAYMENT & LABOR TERMS & CONDITIONS

The terms and conditions set forth below become a part of the contractual agreement between Shreveport Convention Center and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- **WHEN AN ORDER FOR SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SHREVEPORT CONVENTION CENTER; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH SHREVEPORT CONVENTION CENTER.**

Definitions: The name "Shreveport Convention Center" shall be construed within the meaning of this contract as Shreveport Convention Center (SCC), also dba "Shreveport Convention Center", and/or its employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCC may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (EAC).

Payment Terms: Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. or Canadian bank. The term "U.S. Funds" must be pre-printed on all Canadian Checks. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCC, except where specifically identified as a sale. All SCC rentals include delivery, installation and removal for EXHIBITOR'S booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 40% restocking fee will be applied to all SCC rental items with the exception of Plush Carpet, Custom Cut Carpet, Signs and any other custom order items, which will remain 100% of the original charge. It is the EXHIBITOR'S responsibility to advise your SCC Event Coordinator of any problems with any order and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, SCC requires an exemption certificate for the State of Louisiana. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to customers. For international EXHIBITORS, SCC requires 100% prepayment of advance orders and any other orders or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show, terms will be met, due and payment in Shreveport, LA, upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a LATE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCC shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF LOUISIANA. In the event of any dispute between EXHIBITOR and SCC relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to SCC for its services, as an offset against the amount of any alleged loss or damage. Any claim against SCC shall be considered a separate transaction and shall be resolved on its own merits. SCC reserves the right to charge EXHIBITOR for the difference between EXHIBITOR'S estimate or charges and the actual charges incurred by EXHIBITOR, or for any charges that SCC may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF SHREVEPORT CONVENTION CENTER EVENTS RESPONSIBILITIES: SCC shall be responsible for the performance of labor provided under this option. SCC cannot assume responsibility for any acts of, or loss to, parties and/or other contracting firms not under SCC's direct supervision and control. In no event shall SCC be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to be later than the start of the working day. SCC shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages or other causes beyond SCC's reasonable control.

INDEMNIFICATION: SCC agrees to indemnify, hold harmless and defend EXHIBITOR from and against any and all demands, claims, causes of actions, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury to SCC employees, or property damage arising out of work performed by labor provided by and supervised by SCC, except when EXHIBITOR exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through the SCC in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with SCC guidelines and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor and to return to the Service Desk to release the labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless and defend SCC from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury to SCC employees, and/or property damage arising out of work performed by labor provided by SCC but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of SCC includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SCC to work in a manner that violates any of the above rules, regulations, and/or ordinances.



FIRE DEPARTMENT REGULATIONS

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the City of Shreveport Fire Code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked, unobstructed and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
 - There is not more than 5 gallons of fuel or the minimum amount for positioning.
 - Fuel tanks are locked and sealed.
 - Battery cables are disconnected.
 - Ignition keys are removed and at display location.
 - Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to areas approved by the fire marshal.
8. The use, display or storage of LPG, flammable liquid or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal.
10. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of gas or any gas-fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproof.
17. The storage of hay and straw must be approved by the fire marshal.

These are Basic Rules which every exhibit must comply with prior to the scheduled opening.

TELECOMMUNICATIONS ORDER FORM



 P O Box 1774 · Shreveport, Louisiana 71166

 318/841-4000 Phone · 318/841-4246 Fax

PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE.
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 -HOUR CUT OFF DATE.

NAME OF EVENT _____	DATE OF EVENT _____
COMPANY NAME _____	BOOTH NUMBER(S) _____
CONTACT NAME _____	ADDRESS _____
TELEPHONE # _____	CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK CASH VISA / MASTERCARD AMEX

CARDHOLDER NAME _____ CARD # _____ EXP. _____

SIGNATURE _____ SECURITY CODE (Code on back of credit card) _____

Terms and Conditions

All furnished material and equipment shall remain the property of the Shreveport Convention Center. The Shreveport Convention Center is not responsible for networking exhibitor computers or setting up IP addresses. Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in. Credit will not be given for service installed and not used. Claims will not be considered unless filed by the exhibitor prior to the close of the show. The internet is a shared environment and as such actual speed will vary. SCC shall not be liable for any damage resulting from events beyond our control, including but not limited to lost data or monies, service interruption, etc. Customers participating in any fraudulent, illegal or illicit behavior will forfeit service and monies paid for said services.

NOTICE: If you are ordering a phone line for credit card machine access, your machine must be programmed to dial 9 for an outside line or it will not connect to your service."

VOICE SERVICES

Qty.	Description	Advance Rate	Standard Rate	Amt.
	Standard House Extension (for each credit card machine) No Phone (Outgoing calls only).	\$115.00	\$145.00	
	Standard House Extension w/Phone (Outgoing Calls Only)	\$130.00	\$160.00	
	Direct Line (Includes phone/direct dial number)	\$175.00	\$200.00	
	Conference Phone	\$50.00	\$75.00	
	Long Distance Access (not needed for toll-free numbers.) Charge/min. \$.10	\$25.00	\$30.00	
	Long Distance Security Deposit	\$30.00	\$30.00	
			TOTAL	

For other services, please contact your Event Services Manager or Coordinator for quote.

DATA SERVICES

	Wired - Single User - Per Day	\$125.00	\$150.00	
	Wired - 6 or More Users - 1st Day	\$400.00	\$450.00	
	Wired - 6 or More Users - 3 Days	\$700.00	\$750.00	
	Wired - 6 or More Users - Additional Day		\$200.00	
	Wireless - Per User/Per Day		\$25.00	
	Cable - 10'		\$5.05	
	Cable - 30'		\$10.09	
	Cable - 60'		\$15.14	
	Switch (15 port)		\$75.00	
	Technical Support/Hour		\$70.00	
			TOTAL	
			GRAND TOTAL	

Company Name:	Booth #:
Contact Person:	Phone #:



PLUMBING & COMPRESSED AIR SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166
318/841-4000 Phone · 318/841-4246 Fax

Today's Date _____

SEVEN DAY ADVANCE NOTICE & PAYMENT IS REQUIRED FOR ALL WATER SERVICES.

Terms and Conditions

- Rates quoted cover the bringing of service to the booth and do not include connecting equipment to provide service.
- Credit will not be given for services installed and not used.
- Claims will not be considered unless filed in writing by the exhibitor prior to the close of the show.
- All equipment using water must have inlet & outlet properly tagged. Damages resulting improper use is the responsibility of the customer.
- Under no circumstances shall anyone other than "house personnel" make service connections or disconnections.
- The SCC reserves the right to refuse connections to such equipment deemed unsafe by SCC management.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.

NAME OF EVENT _____	DATE OF EVENT _____
FIRM NAME _____	CONTACT NAME _____
ADDRESS _____	BOOTH NUMBER(S) _____
CITY _____	STATE _____ ZIP _____
TELEPHONE # _____	FAX # _____

PAYMENT METHOD: CHECK CASH VISA / MASTERCARD AMEX

CARD # _____	EXP. DATE _____
SECURITY CODE (Code on back of credit card) _____	

I also authorize SCC to charge any outstanding balances at the time of move-out to my credit card.

SIGNATURE _____	NAME ON CARD _____
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WATER SERVICE

Equipment Description _____

Qty.	Description	Advance Rate	Standard Rate	Total
	Master Drop Line		\$100.00	
	Additional Connections		\$50.00	
	Fill & Drain (0-500 Gallons)		\$50.00	
	Each Additional 100 Gallons		\$50.00	
COMPRESSED AIR				
Price and availability upon request.				
			TOTAL	\$0.00

For other services, Please contact your Event Services Coordinator for quote and other services.

Company Name:	Booth #:
Contact Person:	Phone #:



ELECTRICAL SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166
318/841-4000 Phone · 318/841-4246 Fax

Today's Date _____

**PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48-HOURS PRIOR TO MOVE-IN DATE.
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48-HOURS CUT OFF DATE.**

NAME OF EVENT _____ DATE OF EVENT _____
 COMPANY NAME _____ BOOTH NUMBER(S) _____
 CONTACT NAME _____ ADDRESS _____
 TELEPHONE # _____ CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK CASH VISA / MASTERCARD AMEX

CARDHOLDER NAME _____ CARD # _____ EXP. _____
 SIGNATURE _____ SECURITY CODE (Code on back of credit card) _____

Terms and Conditions

- A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and but does not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.
- All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.
- All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.
- No credit will be issued for outlets installed but not used.

ELECTRICAL SERVICE

(Rates applicable for up to 3 days of service. \$20.00 each additional day)

Qty.	Description	Advance Rate	Standard Rate	Total
	120V/20 amp	\$65.00	\$85.00	
	208V 3 Phase/30 amp	\$150.00	\$200.00	
	208V 3 Phase/100 amp	\$300.00	\$350.00	
	240V 3 Phase / 200 amp		\$500.00	
	480V 3 Phase/ 400 amp		\$1,000.00	
			TOTAL	

For other services, Please contact your Event Services Coordinator for quote and other services.

FLOOD LIGHTING



Qty.	Description	Advanced Rate	Standard Rate	Total
	Flood Light - 150 Watt	\$21.72	\$32.58	
	Flood Light - 200 Watt	\$32.58	\$43.44	

ACCESSORIES

	Extension Cord - 25'	\$16.29	\$21.72	
	Extension Cord - 50'	\$21.72	\$27.15	
	Extension Cord - 100'	\$27.15	\$32.58	
	Power Strip	\$16.29	\$21.72	
	100 amp/metric Connector to cam lock		\$54.30	

LABOR

Labor is billed in 1 hour increments @ \$45.00/hour. (Holiday rates apply.)				
			Total	

Company Name:	Booth #:
Contact Person:	Phone #:



Southwest Cleaners Showcase
April 5-7, 2018
Shreveport Convention Center
Shreveport, LA



LEAD RETRIEVAL ORDER FORM [Order Online](#) **DISCOUNT DEADLINE: March 2, 2018**

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Panoptic	\$365	\$385		0
ExpoBadge Panoptic with Printer	\$450	\$470		0

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$390	\$425		0
Additional Licenses	\$150	\$175		0
ExpoBadge Lead Retrieval App with Tablet	\$450	\$475		0

ExpoBadge Extras:

ExpoBadge Live Literature Link	\$318	\$340		
Delivery, Setup, and Training	\$85	\$100		
Personalized Action Codes	\$65	\$85		
Paper: Additional Roll	\$15	\$20		
USB Flash Drive	\$55	\$75		

Federal Tax ID # 20-8676699

Sub Total:

Processing Fee:

\$15.00

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

EMAIL ORDERS TO:
orders@expobadge.com

FAX ORDERS TO:
 714-632-8345

MAIL ORDERS TO:
 ExpoBadge, Inc.
 1075 N. Tustin St. #6250
 Orange, CA 92863, USA

FOR ASSISTANCE CALL:
 toll free 800-490-9941
 +1-714-630-2945

Payment Information *Billing Zip Code Required

<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: I have read and agreed to the following terms and conditions.



All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.




Southwest Cleaners Showcase
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Shreveport, LA



ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Panoptic 	The ExpoBadge Panoptic is a wireless, handheld, state-of-the-art scanning device (Android), that is the fastest scanner in the market. Uploads lead detail in real-time. Leads can be accessed anytime from ExpoBadge's secure website. Includes an easy-to-use notes option for quickly recording notes specific to each lead. (Requires nightly charging.)	Electronic
ExpoBadge Panoptic with printer 	The ExpoBadge Panoptic with printer is a printer with a scanner connected <i>wirelessly</i> . This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge Panoptic, you will receive a paper and electronic copy of your leads. (ExpoBadge Panoptic requires nightly charging.)	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features.	Electronic

EXTRAS	DETAILS
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link.
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.



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Shreveport, LA



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____