



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

BOOTH PACKAGE

Items provided in your 10' x 10' booth:

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

Island booths will receive two (2) of the booth packages listed above without pipe and drape.

Show drape color(s):

Black

Aisle carpet color:

Black

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, January 10, 2017	12:00 PM - 5:00 PM
	Wednesday, January 11, 2017	8:00 AM - 9:00 PM
	Thursday, January 12, 2017	8:00 AM - 12:00 PM
Exhibit Hours:	Thursday, January 12, 2017	5:00 PM - 9:00 PM
	Friday, January 13, 2017	9:00 AM - 5:00 PM
	Saturday, January 14, 2017	10:00 AM - 4:00 PM
Exhibitor Move-out:	Saturday, January 14, 2017	4:00 PM - 11:00 PM
Freight Re-route Time:	Saturday, January 14, 2017	10:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, December 15, 2016

Discount price deadline for standard Shepard orders: Thursday, December 22, 2016

Discount price deadline for custom Shepard rentals: Tuesday, December 13, 2016

First day for warehouse deliveries without a surcharge: Thursday, December 15, 2016

Last day for warehouse deliveries without a surcharge: Tuesday, January 3, 2017

**** Please note that the warehouse will be closed on Friday, December 23rd; Monday, December 26th; and Monday, January 2nd***

First day freight can arrive at show facility: Monday, January 9, 2017 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

2017 NSCAA Los Angeles Convention

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, California 91761

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

2017 NSCAA Los Angeles Convention

Los Angeles Convention Center, South Hall

1201 S Figueroa St

Los Angeles, California 90015

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.

Exhibitor Rules and Regulations - 2017 NSCAA Convention

Please Read Carefully. All Exhibitors Are Subject to the Following Rules:

1. Booth Design:

- Second-story booth construction is not permitted (i.e. no stairs), with the exception of the NSCAA's official sponsor/supplier.
- In-line Booths: all exhibit fixtures, components and identification signs will be permitted to a maximum height of 10'. All display fixtures over 4' in height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. When standing at the end of an aisle, there must be a clear sightline of 5' from the aisle into each booth in that aisle.
- Island Booths: Exhibit fixtures, towers and components will be permitted to a maximum height of 18', with the exception of the NSCAA's official sponsor/supplier.
- Hanging identification signs and graphics will be permitted to a maximum of 22' from the floor to the top of the sign, with the exception of the NSCAA's official sponsor/supplier.
- The NSCAA reserves the right of approval of any and all exhibitor promotions and/or displays.

2. Exhibitor Receptions and Outside Functions: No non-NSCAA function involving more than 100 convention registrants, through private invitation or open to the public, may be scheduled during a) Exhibit hours Thursday evening, 6:00 to 9:00 p.m.; b) Annual Meeting c) Friday Honor Awards Banquet, 6:00 to 10:00 p.m.; and d) Saturday All-America Banquet, 12:00 to 2:30 p.m.

3. Hospitality Suites: Hospitality suites at all convention-contracted hotels are available to exhibitors and convention participants ONLY, approved by the NSCAA, from reservation lists provided to the housing bureau.

4. Admission Badges:

- Exhibitor Badges: Each 10x10 booth is allotted 4 exhibitor badges total. The exhibitor badge and holder allows access to the exhibit floor during set-up, tear-down and one hour before regular show hours. Badges must be visibly worn at all times while on the exhibit hall floor. Companies will be assessed a \$50.00 per badge charge for any additional badges requested on site, or for any changes to the Badge Request Form which requires issuing badge(s) at the convention. The NSCAA cashier must receive this payment before the badge will be issued. Acceptable forms of payment include cash, company check or credit card (Visa, Mastercard, American Express and Discover).
- Exhibitor Appointed Contractors (EAC) will be able to pick up temporary work badges for access onto the show floor for installation/dismantle purposes. If contractors require access to the show on show dates, exhibitors must register them as exhibitor personnel.
- Any imprinting, defacing or alteration of the convention registration badges is prohibited. Badges for the NSCAA Convention are non-transferable and non-refundable.
- **All exhibitors agree to supply proper names for each exhibitor badge by deadlines requested.**

5. Show Hours: All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show January 14, 2017 at 4:00 p.m. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

6. Distribution of Literature and Promotional Items: Exhibitor personnel, including models, hostesses and any other hired help, are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted space. This restriction includes convention center lobby space, other booths, sidewalks outside the convention center, as well as hotel locations in conjunction with the event. The distribution of any item that interferes with the activities in or obstructs access to neighboring booths, of that impedes the flow of traffic in the aisles, is prohibited. All sales literature representing NON-EXHIBITING companies will be excluded from distribution at the Convention. Companies or persons doing so will be excluded from exhibiting at future conventions and their literature will be removed immediately.

7. Demonstrations and Promotional Activities: As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display product presentation and demonstration areas to ensure compliance. Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs, separately or as part of their attire must remain in their contracted exhibit space. Show Management may stop all further demonstrations and promotional activities, including participatory led generation activities or traffic builders, by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.

8. Sound/Music: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of 85dB will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, Show Management has the option to disconnect the electrical power to that booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.

9. Children: No one under the age of twenty-one is allowed in the exhibit hall on Thursday night during the Exhibit Hall Grand Opening. During move-in and move-out, no one under the age of eighteen may work within or be in the hall.

10. NSCAA Marks: No logo or trademark logo may be used in conjunction with the NSCAA logo, without written approval of the NSCAA.

11. Violations: The National Soccer Coaches Association of America reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable. The NSCAA will prohibit or remove any exhibit which, in the sole opinion of the NSCAA, may detract from the general character of the show as a whole, or consists of products and/or services inconsistent with the purpose of the show, without liability for any refunds or other exhibit expenses incurred. In the event the exhibitor violates any rules or regulations of the show, the NSCAA has, at all times, the right to regain the immediate possession of any space, and all payments shall be forfeited.

12. Subletting: Booths can not be sublet without the prior approval of the NSCAA's Exhibit Manager. If approval to sublet a booth has been granted, the subletter must pay the full price for the entire space reserved booth. The subletter must also pay the NSCAA the full price for the booth space they are taking over. Violation of this rule will result in both companies losing their booth space in the Exhibit Hall for the upcoming Convention and no refunds will be given.

13. The following steps will be taken to handle any violations:

1st Violation: Verbal Warning and/or written warning from Show Management

2nd Violation: Verbal warning and written warning from Show Management

3rd Violation: \$100 fine payable by opening the next day. Any fine incurred on Saturday will be due prior to registering for next year's show.

14. Payments for booth may not be transferred to future conventions or other areas of the convention. No Exceptions.



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ONLINE ORDERING INSTRUCTIONS

2017 NSCAA Los Angeles Convention



January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California


Event Code: C169220117


ATTENTION EXHIBITORS

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


1. **GO TO:** www.shepardes.com/intro.asp
2. Click on [2017 NSCAA Los Angeles Convention](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users :** User name = Your Email Address (provided by Show Management)
Password = NSCAA17
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
OR
 - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

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

WIRE TRANSFER

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

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

Name of show that you are attending - **2017 NSCAA Los Angeles Convention**

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: baltimore@shepardes.com



SHEPARD TERMS & CONDITIONS

2017 NSCAA Los Angeles Convention

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



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THIRD PARTY PAYMENT AUTHORIZATION

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

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

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

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

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

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

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

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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



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EXHIBITOR APPOINTED CONTRACTOR

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Deadline Date: December 15, 2016

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____

Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____



(404) 720-8652



(404) 720-8757



ESSRentals@shepardes.com

EVENT CODE

C169220117

DISCOUNT DEADLINE

December 13, 2016

FX2 Package:

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

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

*Mounted monitor also available

(66535)



(66537)



Signature Series FABEX Booth Rentals

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

FX3 Package:

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

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

(66539)



(66542)



(66544)



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

(66541)



Package Options and Pricing

FABEX Signature FX2 Options

QTY	Item Description	Standard
66534	10' Backwall Package	2430.00
66536	20' Backwall Package	4212.00
66542	10' Backwall package with Header	2997.00
66544	20' Backwall Package with Header	4698.00

FABEX Signature FX3 Options

QTY	Item Description	Standard
66538	10' Backwall Package	3564.00
66540	20' Backwall Package	5378.40



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

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

66546

Qty	Price
66546	1500.00

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

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

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

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.

Total FABEX Signature Packages:	\$
9.000% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____



(404) 720-8652



(404) 720-8757



ESSRentals@shepardes.com

EVENT CODE

C169220117

DISCOUNT DEADLINE

December 13, 2016

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

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



(66530)

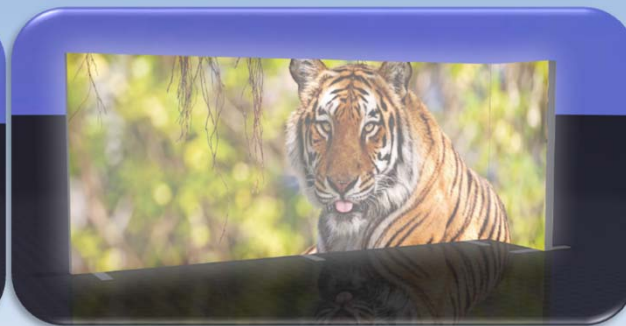
FX1 also available in:
20' Wide x 8' High (66532) 30'
Wide x 8' High (66547)

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



(66531)

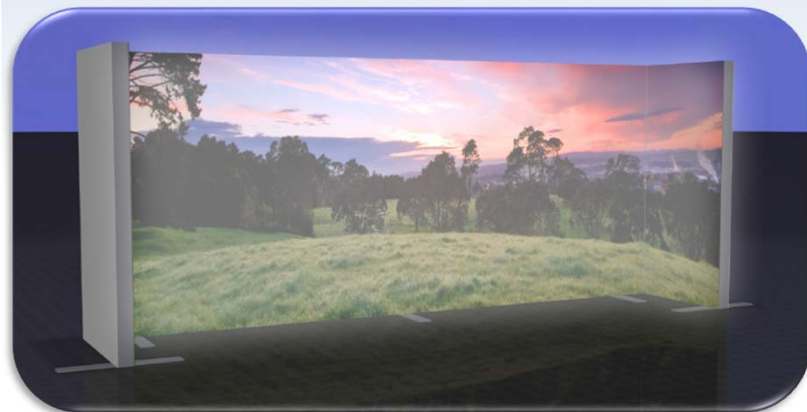
FX1.2L - 20' Wide x 8' High Backlit wall with (1) Endcap and full color graphics



(66533)

**Endcap measures 1 Meter Wide x 8' High

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



**Endcaps measure 1 Meter Wide x 8' High

(66549)

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



(66548)

Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	2450.25
66432	FX1.2-20' Freestanding Backlit Wall	3786.75
66547	FX1.3-30' Freestanding Backlit Wall	5123.25

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2932.90
66533	FX1.2L-20' backlit Wall with Endcap	4269.40
66549	FX1U-20' Backlit Wall with Endcaps	4752.00
66548	FX1F- Freestanding Backlit Panel	965.25

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

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

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages:	\$
9.000% 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.



(410) 737-9270

(410) 737-9274

baltimore@shepardes.com

EVENT CODE
C169220117

DISCOUNT DEADLINE
December 13, 2016

Signature Series Furniture

Natural Feel
Business Table 30"



Natural Feel
Business Chair

Natural Feel
Business Table 40"



Natural Feel
Business Stool



6 Foot Fabric Table Cover w/ Table



Available Colors:

Lighting & Accessories



Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	159.90	207.85	
50705	Natural Feel Business Stool	194.65	253.05	
50706	Natural Feel Business Table 30"	326.75	424.80	
50707	Natural Feel Business Table 40"	340.65	442.85	

Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	173.80	225.95	
50710	Natural Feel Table Lamp	125.15	162.70	
50708	Natural Feel Waste Receptacle	76.50	99.45	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	271.15	
	Red - Fabric Table Cover w/ Table	271.15	
	Blue - Fabric Table Cover w/ Table	271.15	
	Black - Fabric Table Cover w/ Table	271.15	

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:	\$
9.000% 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
December 13, 2016

Elevated
Hardwood Flooring

Signature Series Flooring



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

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

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

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	10.55	
(74)	Crimson	10.55	
(73)	Graphite	10.55	
(03)	White	10.55	
(06)	Black	10.55	
(90)	Hot Pink	10.55	
(91)	Electric Blue	10.55	
(77)	Bay Blue	10.55	
(48)	Hunter	10.55	
(99)	Sun Gold	10.55	
(98)	Paprika	10.55	
(07)	Burgundy	10.55	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	13.65	
(84)	Rustic Cherry	13.65	
(80)	Blackwood	13.65	
(31)	Ivory	13.65	
(85)	Barnwood	13.65	
(82)	Checkerboard	13.65	

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: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Authorized Signature: _____



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EVENT CODE
C169220117

DISCOUNT DEADLINE
December 22, 2016

Booth Cleaning

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

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

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

Booth Vacuuming



Vacuum Once				
Sq Ft	Item	Discount	Amount	
47050	0-399 sq ft	0.50	0.65	
47051	400-900 sq ft	0.45	0.60	
47052	900+ sq ft	0.40	0.50	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.60	0.80	
47046	400-900 sq ft	0.55	0.70	
47047	900+ sq ft	0.50	0.65	

*Touch Up Service Date: _____

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	1.50	1.95	
47056	400-900 sq ft	1.35	1.75	
47057	900+ sq ft	1.25	1.65	

Porter Service



Booth Porter Services				
Qty.	Item	Discount	Amount	
47030	Porter Service Once	0.55	0.70	
47031	Daily Porter Service	1.60	2.10	

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Mopping/Shampooing



Mopping				
Sq Ft	Item	Discount	Amount	
47042	Once Before Initial Opening per sq. ft.	0.65	0.85	
47022	Daily per sq. ft.	1.65	2.15	

Shampooing				
Sq Ft	Item	Discount	Amount	
47003	Once Before Initial Opening per sq. ft.	0.65	0.85	

Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	120.00	180.00	
Hrs per day	Item	ST	OT	
47044	Daily service	120.00	180.00	

Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____

Please note: booth cleaning and porter service are non-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: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Authorized Signature: _____

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



Shepard Exposition Services

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BOOTH CARPETING

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

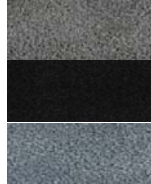
Carpet lends the booth a warm, inviting atmosphere.

Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

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

Choose Color:

Red (01) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Black (06) ☐
Deep Navy (22) ☐ Cobalt (21) ☐



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft.	7.45	9.70	
46003	Rental 1000+/sq.ft.	6.40	8.30	

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.	17.75	23.10	

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.

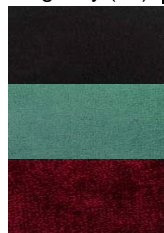
PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.30	1.70	
50008	1" Padding	2.55	3.30	
50010	Visqueen	0.40	0.50	

EXPO CARPET - 13 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Tuxedo (50) ☐ Burgundy (07) ☐



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	253.95	330.15	
50256	10' x 20'	483.45	628.50	
50257	10' x 30'	721.10	937.45	
50258	10' x 40'	958.65	1246.25	

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*	6.40	8.30	
50581	400 - 900 sq ft	5.80	7.55	
50582	900+ sq ft	5.25	6.85	

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	\$
9.00% Tax*:	\$
Amount Due:	\$

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

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

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

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EXPO FURNISHINGS

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

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

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

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	144.45	187.80	
50046			6'L X 30"H	177.55	230.80	
50050			8'L X 30"H	224.90	292.35	
50043			4'L X 42"H	175.55	228.20	
50047			6'L X 42"H	224.85	292.30	
50051			8'L X 42"H	264.40	343.70	
50052			4th Side 30"	87.80	114.15	
50171			4th Side 42"	87.80	114.15	

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	102.85	133.70	
50044		6'L X 30"H	122.80	159.65	
50048		8'L X 30"H	144.80	188.25	
50041		4'L X 42"H	115.90	150.65	
50045		6'L x 42"H	144.80	188.25	
50049		8'L x 42"H	161.55	210.00	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	58.25	75.75	
50084			6'L X 6"H	75.15	97.70	
50086			8'L X 6"H	100.65	130.85	
50083			4'L X 12"H	126.10	163.95	
50085			6'L x 12"H	157.00	204.10	
50087			8'L x 12"H	174.90	227.35	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	29.95	38.95	
50078		6'L X 6"H	42.10	54.75	
50080		8'L X 6"H	54.55	70.90	
50077		4'L X 12"H	58.10	75.55	
50079		6'L x 12"H	83.05	107.95	
50081		8'L x 12"H	101.40	131.80	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

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

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

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

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	92.00	119.60	
50021		Arm Chair	127.90	166.25	
50024		Stool w/back	152.80	198.65	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	25.60	33.30	
50094		Floor Easel	51.90	67.45	
50245		Literature Rack	191.70	249.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	253.85	330.00	
50092		Coat Rack	90.10	117.15	
50093		Garment Rack	253.85	330.00	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	107.05	139.15	
50095		Sign Holder, 22x28	118.25	153.75	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	19.85	25.80	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

Total Expo Furnishings:	\$
9.000% Tax*:	\$
Amount Due:	\$



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SPECIALTY FURNISHINGS & ACCESSORIES

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	96.85	125.90	
51090	Director's Stool	173.35	225.35	
51089	Ped. Table, 42"	254.20	330.45	
50032	Ped. Table, 30"	242.45	315.20	
50030	Rnd Side Table	122.05	158.65	
50031	Sq. Side Table	122.05	158.65	

SHOWCASES



Full View

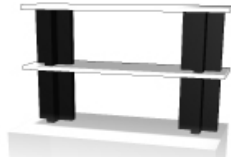


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	956.70	1243.70	
50068	Full View 6'	1055.15	1371.70	
50069	Quarter View 4'	956.70	1243.70	
50070	Quarter View 6'	1055.15	1371.70	

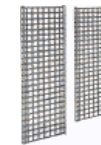
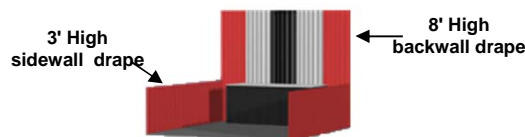
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	47.65	61.95	
50088	8' Upright	33.55	43.60	
50349	6'-10' Crossbar	22.35	29.05	
50348	7'-12' Crossbar	22.35	29.05	
50296	4' x 12" Display Riser *	107.20	139.35	
50297	6' x 12" Display Riser *	133.45	173.50	

* 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.



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	228.75	297.40	
50237	2'x8' w/o legs, each	171.45	222.90	
50242	7-Ball Waterfall	15.75	20.50	

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

VELCRO TACK BOARD



50065



50061

50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horiz.	309.75	402.70	
50061	4' x 8' Vert.	309.75	402.70	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	24.30	31.60	
50074	3' High	18.00	23.40	

Choose Color:

Minimum 10 linear feet rental required

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

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.

Total Specialty Furnishings/Accessories:	\$
9.000% Tax*:	\$
Amount Due:	\$

SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



NPLSOF
NPLSOP



TANSOF



KEYSOF



SFA003
SFAPWR



HS008



SO2

LOVESEATS



KEYLOV



NPLLOV
NPLLOP

SOFAS & SECTIONALS

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

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

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

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

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

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

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

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

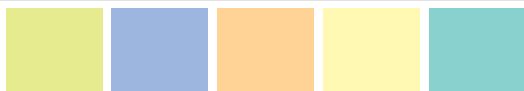
**HS008 | Heathrow
3 pc. Sectional**
Black Vinyl
72"L 48"D 28"H

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

LOVESEATS

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

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



CLUB CHAIRS



FAIRCW



CHR003
CHRPWR



CHR002



NPLCHR
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

MEETING CHAIRS



OCMESP



OCMTAU



OCMWHT

CLUB CHAIRS

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

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

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

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

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

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

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

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

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

ACCENT CHAIRS

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

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

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

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

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

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

MEETING CHAIRS

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

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

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



OTTOMANS



BN075

BNO08



OTS



SAL



END01B



END01W



END02B



END02W



CUBL20



OSC



OTH



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04

OTTOMANS

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

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

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

SAL | Sally Stool
White
12" Round 17"H

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

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

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

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

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

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

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

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



COCKTAIL TABLES



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



COLI



C1E



REGBEN



C1K



C1F



C1C



C1W
C1WP



C1Y
C1YP

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLl



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

COCKTAIL TABLES

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

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

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

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

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

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

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

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

SIDE & END TABLES

TMBTBL | Timber Table
Wood
16" Round 17"H

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

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

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

EOLl | Oliver End Table
Walnut Finish
22" Round 22"H

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

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

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

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

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

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

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

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

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



Shepard Exposition Services
 7079 Oakland Mills Rd, Columbia, MD 21046
 Customer Service Phone: (410) 737-9270
 Customer Service Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com

EXECUTIVE FURNITURE

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	943.10	1226.05	
	HEA08-Heathrow Sofa, Black Vinyl	943.10	1226.05	
	HS008-Heathrow 3 pc. Sectional	2474.00	3216.20	
	SFA002- Allegro Sofa	992.25	1289.95	
	NPLSOF-Naples Sofa, Black Vinyl	1188.80	1545.45	
	NPLSOP-Naples Sofa, powered	1445.85	1879.60	
	SO2-3pc. South Beach, P. Suede	2264.20	2943.45	
	TANSOF-Tangiers Sofa, Beige	943.10	1226.05	
	SFA003-Roma Sofa, White	1132.10	1471.75	
	SFAPWR-Roma Sofa, powered	1445.85	1879.60	
	KEYSOF-Key Largo Sofa	670.95	872.25	
	FAIRSW-Fairfax Sofa	678.50	882.05	
Club Chairs				
	HC008-Heathrow Corner, Black Vinyl	791.90	1029.45	
	HCH08-Heathrow Chair, Black Vinyl	943.10	1226.05	
	NPLCHR-Naples Chair, Black Vinyl	829.70	1078.60	
	NPLCHP-Naples Chair, powered	897.75	1167.10	
	TANCHR-Tangiers Chair, Beige	611.90	795.45	
	CHR002-Allegro Chair	697.40	906.60	
	CHR003-Roma Chair, White	773.00	1004.90	
	CHRPWR-Roma Chair, powered	897.75	1167.10	
	KEYCHR-Key Largo Chair	444.15	577.40	
	FAIRCW-Fairfax Chair	489.50	636.35	

Qty.	Item	Discount	Regular	Amount
Group & Accent Chairs				
	CCE-ICE, Transparent/Chrome	376.10	488.95	
	OCH-Madrid Black Leather	1061.10	1379.45	
	BCW-Madrid Chair, White	1062.20	1380.85	
	LABREA-La Brea Swivel Chair	584.00	759.20	
	OCB-Key West Tub, Black	565.10	734.65	
	SCD-Fusion, Green/White	198.45	258.00	
	SCC-Fusion, Clear/White	198.45	258.00	
	SCE-Fusion, Red/White	198.45	258.00	
	SCF-Fusion Chair, Black/White	198.45	258.00	
	MADGRY-Madden Arm Chair, Grey	602.90	783.75	
	SWAN-Swanson Swivel, White Vinyl	508.40	660.90	
Loveseats				
	NPLLOV-Naples, Black Vinyl	999.80	1299.75	
	NPLLOP-Naples Loveseat, powered	1245.50	1619.15	
	KEYLOV-Key Largo Loveseat	519.75	675.70	
Meeting Chairs				
	OCMESP-Meeting Chair, Espresso	395.00	513.50	
	OCMTAU-Meeting Chair, Taupe	387.45	503.70	
	OCMWH-Meeting Chair, White	357.10	464.25	

Ottomans

	OTS-South Beach Wedge	451.70	587.20	
	BNO08-Bench, Black Leather	584.00	759.20	
	BN075-Bench, White Leather	584.00	759.20	
	END02B-Square, Black Leather	508.40	660.90	
	END02W-Square, White Leather	508.40	660.90	
	VIB02-Vibe Cube, Blue	198.45	258.00	
	VIB04-Vibe Cube, Red	198.45	258.00	
	VIB05-Vibe Cube, Yellow	198.45	258.00	
	VIB07-Vibe Cube, Champaigne	198.45	258.00	

	OSC-Cube, White Leather	179.55	233.40	
	OTH-Cube, Black Leather	179.55	233.40	
	VIB03-Vibe Cube, Pink	198.45	258.00	
	VIB06-Vibe Cube, Gold/Bronze	198.45	258.00	
	CUBL20-Edge Lighted Cube	279.70	363.60	
	VIB08-Vibe Cube, Orange	198.45	258.00	
	SAL Sally Stool	131.65	171.15	
	VIB01-Vibe Cube, Green	198.45	258.00	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	395.00	513.50	
	C1K-Inspiration	440.35	572.45	
	C1F-Geo Rect., Glass/Black	357.20	464.35	
	C1C-Geo Rect., Glass/Chrome	357.20	464.35	
	COLI - Oliver Cocktail Table	340.20	442.25	
	C1W-Sydney, White	400.70	520.90	
	C1Y-Sydney, Black	400.70	520.90	
	C1YP-Sydney Black, powered	508.40	660.90	
	C1WP-Sydney White, powered	508.40	660.90	
	G30CMS-Table, Maple	527.30	685.50	
	G30CMW-Table w/ Grmt, Maple	527.30	685.50	
	G30CWS-Table, White	527.30	685.50	
	G30CWW-Table w/ Grmt, White	527.30	685.50	
	REGBEN-Regis Bench Table	406.35	528.25	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	376.10	488.95	
	E1K-Inspiration	413.90	538.05	
	E1F-Geo, Glass/Black	349.65	454.55	
	E1C-Geo, Glass/Chrome	349.65	454.55	
	EOLI-Oliver End Table	302.40	393.10	
	E1W-Sydney, White	361.00	469.30	
	E1Y-Sydney, Black	361.00	469.30	
	CUBTBL-Edge LED Cube	281.60	366.10	
	CDYTB-Candy Table	300.50	390.65	
	AURA End Table	206.00	267.80	
	ETBL-E Table, Wood	253.25	329.25	
	NEMSAC Mosaic Tables, Set of 3	413.90	538.05	
	TMBTBL Timber Table, Wood	243.80	316.95	
	REGOTT-Regis End Table	300.50	390.65	

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$ _____

Contact Name: _____

Phone #: _____

9.000% Tax: \$ _____

Amount Due: \$ _____

Authorized Signature: _____

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

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

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

GROUP SEATING



RSTDIN

DUET



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

GROUP SEATING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XC6 | Altura Guest Chair
Black Crepe
25"L 20"D 34"H

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

CONFERENCE TABLES



PWRUSB

Powered Conference Table Module

(black) 5\"L 2.25\"D 2\"H

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



CONFERENCE TABLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

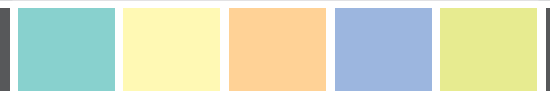
CC8 | 10' Table
Mahogany
120\"L 48\"D 29.5\"H

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

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

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

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



EXECUTIVE CHAIRS



PROEXE



PROEXB



PROGB



PROMID



XC2



XC1



XC5



XC4

G30 COMMUNAL TABLES



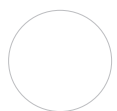
(ADAPT W)
G30 Powered Tables come with
2 white Charging Adapters

TABLE TOP OPTIONS

(G30 Powered Tables only
available in white)



MAPLE



WHITE

(G30 Powered Tables)



POWERED
G30BWP



POWERED
G30DWP



POWERED
G30CWP

(Solid Top Tables Or With Grommet Holes)



G30BMS
G30BMW



G30BWS
G30BWW



G30DMS
G30DMW



G30DWS
G30DWW



G30CMS
G30CMW



G30CWS
G30CWW

EXECUTIVE CHAIRS

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

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

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

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

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

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

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

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

G30 COMMUNAL TABLES

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

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

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

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

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

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

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



Denotes AC and USB
charging outlets

CAFÉ TABLES



CAFÉ TABLES

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

Standard Black Base
36" Round 29"H
ZTN | Graphite Nebula Top
ZTQ | White Laminated Top
ZTP | Maple Top

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

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



**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com**EXECUTIVE FURNITURE****2017 NSCAA Los Angeles Convention**

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**CONFERENCE TABLES & CHAIRS**

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	640.70	832.90	
	CE1-Geo Table, Sq. Chrome	451.70	587.20	
	CF1-Geo Table, Sq. Black	640.70	832.90	
	CG1-Manhattan Table, Black	470.60	611.80	
	CE2-Geo Table, Chrome	640.70	832.90	
	CB2-6' Graphite Table	670.95	872.25	
	CB3-8' Graphite Table	791.90	1029.45	
	CD2-6' Grey Nebula Table	622.10	808.75	
	CD3-8' Grey Nebula Table	754.10	980.35	
	CC6-6' Mahogany Table	670.95	872.25	
	CC7-8' Mahogany Table	791.90	1029.45	
	CC8-10' Mahogany Table	1188.00	1544.40	
	CB1-42" Round, Graphite Nebula	594.80	773.25	
	CC5-42" Round, Mahogany Table	546.20	710.05	
	OCT6W-Nova, Oval White	754.10	980.35	
	CT06GR Conference Table 6' Granite	315.65	410.35	
	C508GR Conference Table 8' Granite	383.80	498.95	
	CT10GR Conference Table 10' Granite	575.70	748.40	
	PWRUSB-Powered Table Module	107.75	140.10	
Executive Seating				
	PROEXE-Pro Executive Chair	527.30	685.50	
	PROEXB-Executive Chair High Back	527.30	685.50	
	PROGB-Guest Executive Chair	368.55	479.10	
	PROMID-Executive Chair Mid Back	334.55	434.90	
	XC1-Luxor Executive, High-back	570.80	742.05	

Qty.	Item	Discount	Regular	Amount
Group & Guest Seating				
	Duet-Black, Chrome	92.60	120.40	
	RSTDIN-Rustique w/ arms, Gunmetal	206.00	267.80	
	CS8-Berline Chair, Black	179.55	233.40	
	CS9-Berlin Chair, Red	179.55	233.40	
	XCHR-Christopher Chr, White Vinyl	149.30	194.10	
	SC1-New York Chair	274.80	357.25	
	CH002-Whendy Chair, Acrylic	168.20	218.65	
	SC10 Razor Chair	111.50	144.95	
	SCF Fusion Chair, Black White	198.45	258.00	
	SCC Fusion Chair, Clear White	198.45	258.00	
	SCE Fusion Chair, Red White	198.45	258.00	
	SCD Fusion Chair, Green White	198.45	258.00	
	SC4-Jetson Chair	274.80	357.25	
	SC3-Brewer Chair, Onyx	247.60	321.90	
	XC3-Luxor Guest Chair	493.30	641.30	
	XC6-Altura Guest Chair	438.50	570.05	
	CO4-Iso Mesh Chair	417.70	543.00	
Utility Chairs				
	SY1-Altura Task Chair	281.60	366.10	
	DF1-Altura Drafting Stool	432.80	562.65	
Executive Seating				
	XC2-Luxor Executive Chair	536.75	697.80	
	XC4-Altura Executive, High-back	576.00	748.80	
	XC5-Altura Executive Chair	481.95	626.55	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	319.40	415.20	
	ZTP-36" Maple Top/Black Base	347.75	452.10	
	ZTJ-30" Graphite Top/Black Base	319.40	415.20	
	ZTN-36" Graphite Top/Black Base	347.75	452.10	
	ZTG-30" Silver Textured Top	319.40	415.20	
	ZTE-36" Brandy Top/Black Base	398.45	518.00	
	ZTQ-36" White Laminate Top	347.75	452.10	
	ZTB-30" Red Top/Black Base	319.40	415.20	
	ZTC-30" Blue Top/Black Base	319.40	415.20	

Qty.	Item	Discount	Regular	Amount
Café Tables - Chrome Base 30", Hydraulic				
	30MTHC-Maple Top, Chrome	425.25	552.85	
	30GRHC-Graphite Nebula, Chrome	425.25	552.85	
	30MHHC-Mahogany Top, Chrome	425.25	552.85	
	30STHC-Silver Textured, Chrome	425.25	552.85	
	30BRHC-Brushed Red Top, Chrome	425.25	552.85	
	30BBHC-Brushed Blue Top, Chrome	425.25	552.85	
	30ORHC-Orange Top, Chrome	425.25	552.85	
	30SBHC-Steel Blue Top, Chrome	425.25	552.85	
Café Tables - Chrome Base 36", Hydraulic				
	36MTHC-Maple Top, Chrome	463.05	601.95	
	36GRHC-Graphite Nebula, Chrome	463.05	601.95	
	36WTHC-White Top, Chrome	463.05	601.95	

COMMUNAL TABLES

Café Tables				
	G30DMS-Café, Maple Top	754.10	980.35	
	G30DMW-Café w/ Grmt, Maple	754.10	980.35	
	G30DWS-Café, White Top	754.10	980.35	
	G30DWW-Café w/ Grmt, White	754.10	980.35	
	G30DWP-Café Table, powered	867.50	1127.75	
Cocktail Tables				
	G30CWP-Cocktail Table, powered	621.80	808.35	

Bar Tables				
	G30BWS-Bar Table, White	943.10	1226.05	
	G30BWW-Bar w/ Grmt, White	943.10	1226.05	
	G30BMS-Bar Table, Maple	943.10	1226.05	
	G30BMW-Bar w/ Grmt, Maple	943.10	1226.05	
	G30BWP-Bar Table, powered	1113.20	1447.15	

Please complete the following:

Company Name: _____**Contact Name:** _____**Authorized Signature:** _____

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

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

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

Booth #: _____**Phone #:** _____

Subtotal \$

9.000% Tax: \$

Amount Due: \$

BAR TABLES



TABLE TOP OPTIONS



MAPLE



GRAPHITE NEBULA



BRUSHED BLUE



WHITE LAMINATE



MAHOGANY



ORANGE



SILVER TEXTURED



BRUSHED RED



LIQUID STEEL BLUE



30MHBB



30STHB



30BRHB



30BBHB



30ORHB



30SBHB

BAR TABLES

Standard Black Base

30" Round 42"H

VTJ | Graphite Nebula Top

VTK | Maple Top

30MHSB | Mahogany Top

VTG | Silver Textured Top

VTB | Brushed Red Top

VTC | Brushed Blue Top

Standard Black Base

36" Round 42"H

VTW | White Laminate Top

VTN | Graphite Nebula Top

VTP | Maple Top

Hydraulic Chrome Base

30" Round 45"H

30GRHB | Graphite Nebula Top

30MTHB | Maple Top

30MHBB | Mahogany Top

30STHB | Silver Textured Top

30BRHB | Brushed Red Top

30BBHB | Brushed Blue Top

30ORHB | Orange Top

30SBHB | Liquid Steel Blue Top

Hydraulic Chrome Base

36" Round 45"H

36GRHB | Graphite Nebula Top

36MTHB | Maple Top

36WTHB | White Laminate Top



BARSTOOLS



APS08



APS59



APS75



APS12



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL

BARSTOOLS

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

RSTSTL | Rustique Barstool
 Gunmetal
 13"L 13"D 30"H

XBAR | Christopher Barstool
 White Vinyl, Chrome
 19"L 15"D 41"H

ROLLGY | Lift Barstool
 Gray Vinyl
 15" Round 23-33.5"H

ROLLRD | Lift Barstool
 Red Vinyl
 15" Round 23-33.5"H

ROLLWH | Lift Barstool
 White Vinyl
 15" Round 23-33.5"H

ROLLBL | Lift Barstool
 Black Vinyl
 15" Round 23-33.5"H

BS001 | Shark Barstool
 White, Chrome
 22"L 19"D 34-44"H

BS002 | Zoey Barstool
 White, Chrome
 15"L 16"D 26-30.5"H

BS003 | Zoey Barstool
 Black, Chrome
 15"L 16"D 26-30.5"H

BSN | Jetson Barstool
 Black
 18"L 19"D 29"H

BCE | Ice Barstool
 Transparent, Chrome
 16"L 14"D 33"H

BSS | Banana Barstool
 Black, Chrome
 21"L 22"D 30"H

BST | Banana Barstool
 White, Chrome
 21"L 22"D 30"H

BSD | Oslo Barstool
 Blue
 17"L 20"D 30"H


BSC | Oslo Barstool
 White
 17"L 20"D 30"H

BSL | Gin Barstool
 Maple, Chrome
 16"L 16"D 29"H

WORK/MULTI
USE TABLES



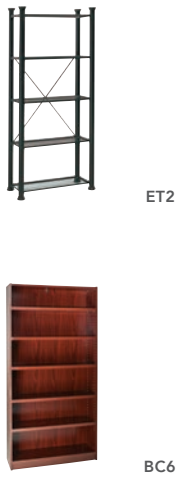
PEDESTALS &
PRODUCT
DISPLAY

 Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter



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



UTILITY
CHAIRS



WORK/MULTI USE
TABLES

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

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

PEDESTALS &
PRODUCT DISPLAYS

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

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

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

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

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


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

UTILITY CHAIRS

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

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

DESKS & CREDENZAS

 Denotes AC and USB charging outlets

Powered Tech Desk includes one black charging adapter



 **TECH3B**



 **TECH**



TECH3



JD6



CR6

FILES & FRIDGES



VF4



VF2



L26



R1R



R1Q

DESKS & CREDENZAS

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

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

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

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

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

FILES & FRIDGES

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

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

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

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

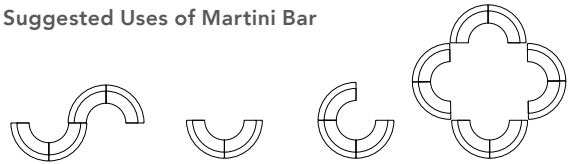
R1Q | Refrigerator, Small
White
4.0 cubic feet
20"L 22"D 33"H



BARS



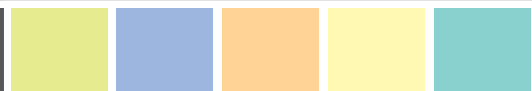
Suggested Uses of Martini Bar



BARS

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

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



MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



TBSTND

(BACK VIEW)



Mobile Table Stands
Includes 3 AC and 2 USB
Charging Outlets



TBSTDW

LAMPS



LA15



LA14

LIGHTED PRODUCTS

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



CUBL20



CUBTBL

MOBILE TABLET STAND ACCESSORIES

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

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

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

MOBILE TABLET STANDS

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

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

LAMPS

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

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

LIGHTED PRODUCTS

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

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



**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com**EXECUTIVE FURNITURE****2017 NSCAA Los Angeles Convention**

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
Bar Tables - All Black Base				
	VTK-30" Maple Top/Black Base	349.65	454.55	
	VTP-36" Maple Top/Black Base	345.60	449.30	
	VTJ-30" Graphite Top/Black Base	349.65	454.55	
	VTN-36" Graphite Top/Black Base	376.10	488.95	
	VTG-30" Silver Textured Top	349.65	454.55	
	VTE-36" Brandy Top/Black Base	362.90	471.75	
	VTW-36" White Laminate Top	376.10	488.95	
	VTB-30" Red Top/Black Base	349.65	454.55	
	VTC-30" Blue Top/Black Base	349.65	454.55	
Bars				
	BRC-Circle Martini Bar	5501.80	7152.35	
	BR1-Martini Bar	1910.80	2484.05	
Barstools				
	BST-Banana, White/Chrome	353.45	459.50	
	BSS-Banana, Black/Chrome	353.45	459.50	
	BS001-Shark, Swivel White	451.70	587.20	
	BS002-Zoey, Swivel White	413.90	538.05	
	BS003-Zoey, Swivel Black	427.60	555.90	
	RSTSTL-Rustique Barstool, Gunmetal	187.10	243.25	
	APS08-Apex Black Vinyl	317.50	412.75	
	APS59-Apex Red Vinyl	317.50	412.75	
	APS75-Apex White Vinyl	317.50	412.75	
	APS12-Apex Blue Ultra Suede	317.50	412.75	
	XBAR-Christopher White Vinyl	255.15	331.70	

Qty.	Item	Discount	Regular	Amount
Bar Tables - Chrome Base 30", Hydraulic				
	30GRHB-Graphite Nebula, Chrome	425.25	552.85	
	30MTHB-Maple Top, Chrome	425.25	552.85	
	30MHBB-Mahogany Top, Chrome	425.25	552.85	
	30STHB-Silver Texture, Chrome	425.25	552.85	
	30BRHB-Brushed Red, Chrome	425.25	552.85	
	30BBHB-Brushed Blue, Chrome	425.25	552.85	
	30ORHB-Orange Top, Chrome	425.25	552.85	
	30SBHB-Steel Blue Top, Chrome	425.25	552.85	
Bar Tables - Chrome Base 36", Hydraulic				
	36GRHB-Graphite Nebula, Chrome	463.05	601.95	
	36MTHB, Maple Top, Chrome	463.05	601.95	
	36WTHB-White Top, Chrome	463.05	601.95	
Barstools				
	BSD-Oslo, Blue	372.35	484.05	
	BSC-Oslo, White	372.35	484.05	
	BSL-Gin, Maple	281.60	366.10	
	BSN-Jetson, Black	378.00	491.40	
	BCE-Ice, Transparent /Chrome	330.80	430.05	
	ROLLBL-Lift Barstool, Black Vinyl	300.50	390.65	
	ROLLGY-Lift Barstool, Grey Vinyl	300.50	390.65	
	ROLLRD-Lift Barstool, Red Vinyl	300.50	390.65	
	ROLLWH-Lift Barstool, White Vinyl	300.50	390.65	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Desks, Credenzas, Lateral Files, Files				
	BC6-Bookcase, Mahogany	546.20	710.05	
	JD6-Executive Desk, Mahogany	766.40	996.30	
	L26-Lateral File, Mahogany	619.05	804.75	
	CR6-Credenza, Mahogany	791.90	1029.45	
	VF4-Vertical File, 4-drawer	361.00	469.30	
	VF2-Vertical File, 2-drawer	264.60	344.00	
	TECH3B-Tech Desk w/drawers, Pwr	791.90	1029.45	
	TECH-Tech Desk, Powered	640.70	832.90	
	TECH3-3-drawer File Cbnt w/Castors	211.70	275.20	
Product Display- Pedestals				
	PDL-42"H Pedestal, Locking	678.50	882.05	
	PDL36B-Ped, Locking, Powered	756.80	983.85	
	PDL42B-Ped, Locking, Powered	848.60	1103.20	
	PDL36W-Ped, Locking, Powered	716.30	931.20	
	PDL42W-Ped, Locking, Powered	848.60	1103.20	
Charging Items				
	ADAPTB-Charging Adapter, black	34.00	44.20	
	ADAPTW-Charging Adapter, white	34.00	44.20	

Qty.	Item	Discount	Regular	Amount
Product Display- Etageres				
	ET2-Etagere, Black	499.35	649.15	
	ET1-Etagere, Pewter	489.50	636.35	
Lamps				
	LA15-Mason Silver Floor Lamp	311.85	405.40	
	LA14-Mason Silver Table Lamp	204.10	265.35	
Refrigerators				
	R1R-White 14 Cubic Feet	1232.30	1602.00	
	R1Q-White 4 Cubic Feet	432.80	562.65	
Work & Multi-Use Tables				
	MERLIN-Multi Use Table	489.50	636.35	
	WD3-Work Table	470.60	611.80	
Mobile Tablet Stands*				
	TBSTDW-Mobile Tablet Stand, Black	198.45	258.00	
	TBSTND-Mobile Tablet Stand, White	198.45	258.00	
	TBCHTR-Tablet, brochure holder	92.60	120.40	
	TBSHLF-Tablet, charging shelf	92.60	120.40	
	TBPNTN-Tablet, print stand	92.60	120.40	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$

Contact Name: _____

Phone #: _____

9.000% Tax: \$

Authorized Signature: _____

Amount Due: \$

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

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Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 13, 2016

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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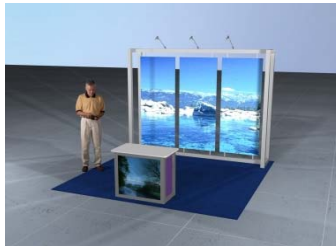
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3685.10	4790.65
	10' x 20'	6000.95	7801.25
Subtotal			

(66470, 66471)

The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2570.80	3342.05
	10' x 20'	4500.00	5850.00
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	3188.85	4145.50
	10' x 20'	6054.75	7871.20
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3867.00	5027.10
	10' x 20'	4583.10	5958.05
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	4081.80	5306.35
	10' x 20'	5657.25	7354.45
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3752.40	4878.10
	10' x 20'	5514.00	7168.20
Subtotal			

(66492, 66493)

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

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

Please complete the following:

Company Name:	Booth #:	Subtotal \$
Contact Name:	Phone #:	9.000% Tax*: \$
Authorized Signature:		Amount Due: \$

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

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

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INLINE BOOTH RENTALS

2017 NSCAA Los Angeles Convention

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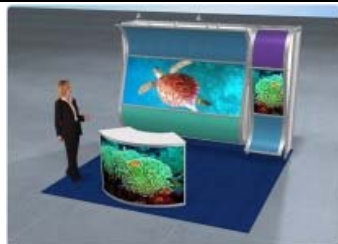
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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

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

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	4003.00	5203.90
	10' x 20'	6051.10	7866.45
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3795.40	4934.00
	10' x 20'	5227.60	6795.90
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3974.40	5166.70
	10' x 20'	6301.75	8192.30
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2363.20	3072.15
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	4124.80	5362.25
Subtotal			

(66481)

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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	\$
9.000% Tax*	\$
Amount Due:	\$

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ISLAND BOOTH RENTALS

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 13, 2016

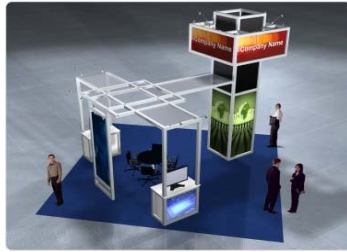
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

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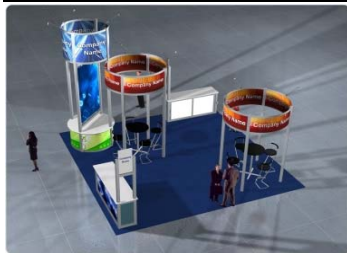
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	9381.00	12195.30
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	13964.15	18153.40
Subtotal			

(66498)

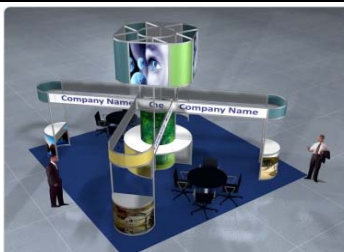
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	13119.10	17054.85
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	13462.80	17501.65
Subtotal			

(66368)

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. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Please complete the following:

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	9.000% Tax*	\$
Authorized Signature:	_____			Amount Due:	\$

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ISLAND BOOTH RENTALS

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The Adams



Qty.	Description	Discount	Regular
	20' x 20'	13606.05	17687.85
Subtotal			

(66497)

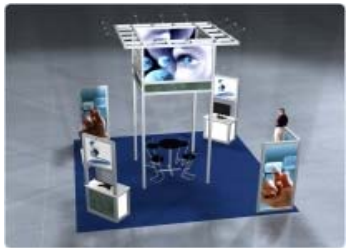
The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	10018.35	13023.85
Subtotal			

(66495)

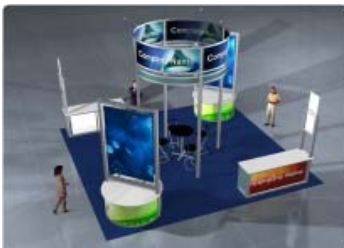
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	9810.65	12753.85
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	14608.60	18991.20
Subtotal			

(66499)

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Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	9.000% Tax: \$	
Authorized Signature: _____		Amount Due: \$	

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EXHIBIT RENTAL ACCESSORIES

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

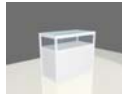
Discount Deadline: December 13, 2016

SHOWCASES AND LOCKING CABINETS



Quartermview Showcase

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



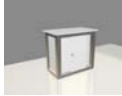
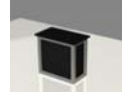
Square Showcase

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

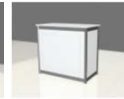


LC3

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



Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quartermview	1222.35	1589.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1319.30	1715.10	
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

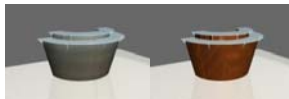
Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	906.00	1177.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	1099.45	1429.30	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	668.30	868.80	
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



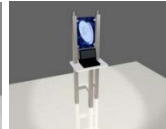
RC3*

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	2521.20	3277.55	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	931.70	1211.20	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	2021.10	2627.45	
66285		CS1*	1175.40	1528.00	
66286		CS2*	685.05	890.55	

*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	634.85	825.30	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	627.60	815.90	
66279		GL2*	1081.80	1406.35	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	2076.70	2699.70	



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 #:	9.000% 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.

**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SIGN ORDER FORM

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	193.75	251.90	
70010		Horz., 22" x 28"	193.75	251.90	
70011		Vertical, 28" x 44"	295.20	383.75	
70012		Horz., 28" x 44"	295.20	383.75	
70025		Meterboard, 39" x 90.75"	597.40	776.60	
Accessories					
70017		Blank Foamcore, 4' x 8'	52.65	68.45	
70021		Velcro, per ft, min. 5 ft.	3.40	4.40	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	24.55	31.90	
70071		grommets, per sq. ft. - Horizontal	24.55	31.90	
70066		Pockets, per sq. ft. - Vertical	26.40	34.30	
70072		Pockets, per sq. ft. - Horizontal	26.40	34.30	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	57.90	75.25	

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 \$

9.000% 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"	5907.85	8271.00
69142	16' x 48"	9389.65	13145.50

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"	7184.05	10057.65



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	5813.30	8138.60



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2560.15	3584.20
69146	10' x 48" Double	3508.90	4912.45

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, December 13, 2016

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



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: C169220117

2017 NSCAA Los Angeles

Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	9.000% 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

2017 NSCAA Los Angeles Convention

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

All hanging signs must be approved by Ashley Goodrich with NSCAA (agoodrich@nscaa.com)

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

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advance Warehouse by:** **Tuesday, January 03, 2017**
- ☐ **All hanging signs must be approved by Ashley Goodrich with NSCAA (agoodrich@nscaa.com)**



Shepard Exposition Services

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HANGING SIGN OVERHEAD RIGGING

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision ☐ Exhibitor Supervised

SIGN ASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	150.00	195.00	\$
69151		OT	225.00	292.50	\$
69152		DT	300.00	390.00	\$

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

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

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

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision ☐ Exhibitor Supervised

SIGN DISASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	150.00	195.00	\$
69154		OT	225.00	292.50	\$
69155		DT	300.00	390.00	\$

Sup install: 68069 Sup dismantle: 68073

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		664.70	864.10	

Date of Install: _____ Start Time: _____

RIGGING REMOVAL				
Code	Est Hours	Discount	Regular	Amount
69157		664.70	864.10	

Date of Removal: _____ Start Time: _____

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

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.

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 #: _____

Subtotal: \$

Contact Name: _____

Phone #: _____

N/A 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.

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**

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Exhibit Solutions Email: baltimore@shepardes.com

OVERHEAD RIGGING EQUIPMENT

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**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	608.70	913.05	
69016		Half Ton Hoist/Chain Motor	537.10	805.65	
69101		1/4 Ton Hoist/Chain Motor	322.25	483.40	
69019		Rotating Motor 500 LB Limit	572.85	859.30	
69020		Rotating Motor 200 LB Limit	322.25	483.40	

- ☐ Rotate Clockwise
- ☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	28.60	42.90	
6909406		12" Black Box Truss (Per FT)	28.60	42.90	
Truss Details					
(QTY/Size)					
6903815		12" Silver Corner Block	107.40	161.10	
903806		12" Black Corner Block	143.25	214.90	
70067		Design Fee (Hourly)	179.00	232.70	

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 Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com**PLACEMENT DIAGRAM**

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

_____ feet in from back aisle/booth # _____

_____ feet in from left aisle/booth # _____

_____ feet in from right aisle/booth # _____

_____ feet in from front aisle/booth # _____

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: \$

9.000% 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

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

EXHIBIT LABOR JURISDICTION

Painter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com**LABOR ORDER FORM****2017 NSCAA Los Angeles Convention**

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	120.00	156.00	30% **	
68067		OT	180.00	234.00	30% **	
68068		DT	240.00	312.00	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

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

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	120.00	156.00	
68061		OT	180.00	234.00	
68062		DT	240.00	312.00	

Dismantle: 68063/68064/68065

Please note:

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$ _____

N/A Tax*: \$ _____

Amount Due: \$ _____

Labor Hours

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Double time: All day Saturday & Sunday, 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:

Code	SQ FT	Description	Discount	Regular	Amount
Exhibitor-Owned Carpet Installation/Dismantling					
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	240.00	312.00	

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

(please check all that apply)

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

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____ Departure date/time: _____

Please complete the following:

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

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

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

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

**Shepard Exposition Services**

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Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com**GROUND RIGGING/FORKLIFT RENTAL****2017 NSCAA Los Angeles Convention**

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016**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	378.00	491.50	
35039		Overtime Hourly Rental	479.25	623.00	
35067		Double-time Hourly Rental	580.50	754.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	756.00	982.75	
35049		Overtime Hourly Rental	958.50	1246.00	
35069		Double-time Hourly Rental	1161.00	1509.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	1134.00	1474.25	
35066		Overtime Hourly Rental	1437.75	1869.00	
35070		Double-time Hourly Rental	1741.50	2264.00	

CRANE RENTAL AVAILABLE UPON REQUEST

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

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

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	150.00	195.00	
35086		Overtime Hourly Rate	225.00	292.50	
35099		Double-time Hourly Rate	300.00	390.00	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	120.00	156.00	
35100		Overtime Hourly Rate	180.00	234.00	
35101		Double-time Hourly Rate	240.00	312.00	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

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

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

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

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

PLEASE NOTE:

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.

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



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

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. Weight

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color) _____

Skids/Pallets

Carpet (color) _____

TV/Monitor

Other _____

Total Pieces

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 #)

2017 NSCAA Los Angeles Convention

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, California 91761

Warehouse Deadline January 3, 2017
Date

Please note that the warehouse will be closed on Friday, December 23rd;
Monday, December 26th; and Monday, January 2nd

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)

2017 NSCAA Los Angeles Convention

Los Angeles Convention Center, South Hall

1201 S Figueroa St

Los Angeles, California 90015

Delivery date: January 9, 2017

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 LABELS

2017 NSCAA Los Angeles Convention

ADVANCE SHIPPING ADDRESS LABELS

Please note that the warehouse will be closed on Friday, December 23rd; Monday, December 26th; and Monday, January 2nd

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	2315 E. Locust Ct. Ontario, California 91761
	Delivery Hours: M-F, 8-4:30 PM
	For: 2017 NSCAA Los Angeles Convention
	First day freight can arrive w/o a surcharge: December 15, 2016
	Last day freight can arrive w/o a surcharge: January 3, 2017

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	2315 E. Locust Ct. Ontario, California 91761
	Delivery Hours: M-F, 8-4:30 PM
	For: 2017 NSCAA Los Angeles Convention
	First day freight can arrive w/o a surcharge: December 15, 2016
	Last day freight can arrive w/o a surcharge: January 3, 2017

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Los Angeles Convention Center, South Hall 1201 S Figueroa St Los Angeles, California 90015
	For: 2017 NSCAA Los Angeles Convention
	MUST NOT BE DELIVERED PRIOR TO:
	January 9, 2017 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Los Angeles Convention Center, South Hall 1201 S Figueroa St Los Angeles, California 90015
	For: 2017 NSCAA Los Angeles Convention
	MUST NOT BE DELIVERED PRIOR TO:
	January 9, 2017 @ 8:00 AM



HANGING SIGN SHIPPING LABELS

2017 NSCAA Los Angeles Convention

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.

Please note that the warehouse will be closed on Friday, December 23rd; Monday, December 26th; and Monday, January 2nd

R U S H		ADVANCE WAREHOUSE
	HANGING SIGN	
	TO:	_____
		(EXHIBITING CO. NAME)
	Booth #:	_____
	c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, California 91761	
	Delivery Hours: M-F, 8-4:30 PM	
	For:	2017 NSCAA Los Angeles Convention
		First day freight can arrive w/o a surcharge: December 15, 2016
		Last day freight can arrive w/o a surcharge: January 3, 2017

R U S H		ADVANCE WAREHOUSE
	HANGING SIGN	
	TO:	_____
		(EXHIBITING CO. NAME)
	Booth #:	_____
	c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, California 91761	
	Delivery Hours: M-F, 8-4:30 PM	
	For:	2017 NSCAA Los Angeles Convention
		First day freight can arrive w/o a surcharge: December 15, 2016
		Last day freight can arrive w/o a surcharge: January 3, 2017

**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING AUTHORIZATION

2017 NSCAA Los Angeles Convention**January 12 - 14, 2017****Los Angeles Convention Center - Los Angeles, California**

Event Code: C169220117

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

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)**COMPUTATION OF MATERIAL HANDLING SERVICES**

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

Standard Material Handling										
Weight	Description			Price	Total	Weight	Description		Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse				
	\$142.00	\$213.00	\$184.50				\$142.00	\$184.50		
	Crated	Uncrated	Special Handling				Crated	Special Handling		
35030		35043	35038							
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime				
	\$71.00	\$92.25	\$142.00			Overtime: 30% fee for each overtime application based on ST rate				
	Each carton	Special handling	Min. per shipment			Double Time				
35048		35268	35045	Double Time: 50% fee for each double time application based on ST rate						

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

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

Subtotal \$

N/A Tax*: \$

Amount Due: \$

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

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

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

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

Please complete the following:

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

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

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

* All tax rates are subject to change.

**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

STORAGE AUTHORIZATION FORM

2017 NSCAA Los Angeles Convention**January 12 - 14, 2017****Los Angeles Convention Center - Los Angeles, California**

Event Code: C169220117

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.

**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING INFORMATION

2017 NSCAA Los Angeles Convention

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING**Rate as shown on Material Handling Authorization Form**

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

DISPOSAL FEE

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

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

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

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

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

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

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

UNCRATED SHIPMENTS**Rate as shown on Material Handling Authorization Form**

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

MIXED SHIPMENTS**Rate as shown on Material Handling Authorization Form**

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

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

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

MARSHALING YARD**Surcharge: \$30 per Shipment 35250**

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

REWEIGH OF SHIPMENTS**Surcharge: \$25.00 per forklift load 35282**

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

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

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

SMALL PACKAGE CONSOLIDATION

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

ENVELOPE DELIVERIES**Surcharge: \$10.50 per envelope 35007**

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

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



MATERIAL HANDLING 101

2017 NSCAA Los Angeles Convention

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

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

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

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

How do I calculate my small package carrier shipment?

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

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MOBILE SPOTTING FEE

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

Discount Deadline: December 22, 2016

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.

The following are minimum fire safety requirements for public display of motor vehicles in the LACC.

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal. Exceptions to the battery disconnection requirement apply to vehicles with computerized systems upon prior approval.
- Wheels must be chocked in such a manner that will prevent the vehicle from rolling in any direction.
- Appropriate floor covering must be placed underneath the vehicle to mitigate spills and leaks.
- Show management/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Additional requirements may apply to automobile/vehicle displays based on case by case conditions. There is no exception or modifications to the above requirements with the expressed written authorization of the LACC Fire Marshal.

Qty:	Description	Surcharge Roundtrip	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$150.00	

Subtotal	
9.00% 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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OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

2017 NSCAA Los Angeles Convention

January 12 - 14, 2017

Los Angeles Convention Center - Los Angeles, California

Event Code: C169220117

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

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

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

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

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

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

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

Type of Service:

In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

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

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

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

Register at www.insurance4exhibitors.com/ 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.