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

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

SHOW INFORMATION

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

BOOTH PACKAGE

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

Show drape color(s): Black
Aisle carpet color: **Facility is NOT carpeted wall to wall.**

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Thursday, September 29, 2011	3:00 PM - 11:00 PM
	Friday, September 30, 2011	8:00 AM - 12:00 PM
Exhibit Hours:	Friday, September 30, 2011	12:00 PM - 7:00 PM
	Saturday, October 1, 2011	10:00 AM - 7:00 PM
	Sunday, October 2, 2011	10:00 AM - 5:00 PM
Exhibitor Move-out:	Sunday, October 2, 2011	5:00 PM - 10:00 PM
Freight Re-route Time:	Sunday, October 2, 2011	6:45 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Friday, September 2, 2011
Discount price deadline for all Shepard orders:	Monday, September 12, 2011
First day for warehouse deliveries without a surcharge:	Friday, September 2, 2011
Last day for warehouse deliveries without a surcharge:	Thursday, September 22, 2011
First day freight can arrive at show facility:	Thursday, September 29, 2011 at 3:00 PM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Anime Weekend Atlanta
c/o Shepard Exposition Services
1531 Carrolll Drive
Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Anime Weekend Atlanta
Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

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

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ONLINE ORDERING INSTRUCTIONS

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

ATTENTION EXHIBITORS

ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on online ordering
3. Click on Anime Weekend Atlanta
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking login
   a. New users your login information is as follows:
   User name: Your email address
   Password: anime11
   OR
   b. Previous users your login information is as follows:
   User name: Your email address
   Password: Your pre-existing password
6. If you do not have a password, you will need to do one of the following:
   a. Get a previously generated password by clicking "Forgot your password?" and following the prompts.
7. Once you log in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
8. Now you can begin your online ordering experience.

Some helpful tips:

Use the previous or continue buttons to scroll through all your options.

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

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on

If you wish to delete an item from your shopping cart, click next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

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Event Code: G116491011

PAYMENT AUTHORIZATION

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

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 - **Anime Weekend Atlanta**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** Bank of America, Atlanta, Georgia USA
Routing Number: 0260-0959-3 **Account Number:** 3278494077
SWIFT CODE (US): BOFAUS3N **SWIFT CODE (INTL):** BOFAUS6S

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.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

Anime Weekend Atlanta

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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

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THIRD PARTY PAYMENT AUTHORIZATION

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

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
- ☐ Other (please specify): _____
- ☐ Logistics/Transportation
- ☐ Exhibit Display Rentals
- ☐ Cleaning
- ☐ Material Handling
- ☐ Overhead Rigging/Labor
- ☐ Installation/Dismantling Labor

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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EXHIBITOR APPOINTED CONTRACTOR

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Deadline Date: September 2, 2011

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

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

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

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Event Code: G116491011 **Discount Deadline: September 12, 2011**

SIGNATURE SERIES PACKAGES

Anime Weekend Atlanta
September 30 - October 2, 2011
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Atlanta, Georgia

Signature Series - We Make Exhibiting EZ!!

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

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

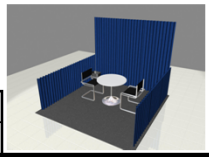
~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66320		589.30	766.10	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010

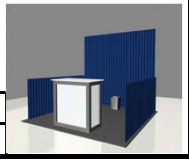


	Qty.	Discount	Regular	Amount
66323		594.80	773.25	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66326		708.55	921.10	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47011
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66329		2057.15	2674.30	

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

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). $110.00

☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. $275.00

Subtotal:	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

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

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

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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EXPO FURNISHINGS

Anime Weekend Atlanta

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Atlanta, Georgia

Discount Deadline: September 12, 2011

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	91.25	118.65	
50046			6'L X 30"H	110.00	143.00	
50050			8'L X 30"H	140.85	183.10	
50043			4'L X 42"H	110.00	143.00	
50047			6'L x 42"H	140.85	183.10	
50051			8'L x 42"H	165.65	215.35	
50052			4th Side 30"	55.00	71.50	
50171			4th Side 42"	55.00	71.50	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	63.25	82.25	
50044		6'L X 30"H	74.05	96.25	
50048		8'L X 30"H	89.00	115.70	
50041		4'L X 42"H	71.20	92.55	
50045		6'L x 42"H	89.00	115.70	
50049		8'L x 42"H	99.25	129.05	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	38.30	49.80	
50084		6'L X 6"H	48.80	63.45	
50086		8'L X 6"H	61.85	80.40	
50083		4'L X 12"H	77.50	100.75	
50085		6'L x 12"H	96.50	125.45	
50087		8'L x 12"H	107.50	139.75	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	18.40	23.90	
50078		6'L X 6"H	25.85	33.60	
50080		8'L X 6"H	33.50	43.55	
50077		4'L X 12"H	35.75	46.50	
50079		6'L x 12"H	51.00	66.30	
50081		8'L x 12"H	62.40	81.10	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	55.00	71.50	
50021		Arm Chair	75.00	97.50	
50024		Stool w/back	79.00	102.70	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	16.50	21.45	
50094		Floor Easel	32.50	42.25	
50245		Literature Rack	125.00	162.50	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	156.00	202.80	
50092		Coat Rack	55.40	72.00	
50093		Garment Rack	156.00	202.80	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	45.50	59.15	
50102		Velvet Rope, 7'	72.65	94.45	
50095		Sign Holder, 22x28	108.00	140.40	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	12.40	16.10	

Please choose color from skirted table section.

Total Expo Furnishings:	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

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

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

Authorized Signature: _____

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

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

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

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Customer Service Phone: (404) 720-8600
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Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

CARPETING & CLEANING

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)		Black (06)	
Blue (05)		Teal (13)	
Grey (10)		Burgundy (07)	

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	140.00	182.00	
50256		10' x 20'	266.00	345.80	
50257		10' x 30'	399.00	518.70	
50258		10' x 40'	532.00	691.60	

Variation in dye lot may occur when ordering more than one cut of carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	2.65	3.45	

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

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

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

Choose Color:

Red (01)		Black (06)	
Deep Navy (22)		Charcoal (17)	
Silver Cloud (18)		Peacock (32)	

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	4.40	5.70	
46003		Rental 1000+/sq.ft	3.80	4.95	
46002		Purchase/sq.ft.	9.95	12.95	

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

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

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.65	0.85	
50008		1" Padding	1.50	1.95	
50010		Visqueen	0.30	0.40	

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=		sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.33	0.45	
47002		Daily Vacuum	0.99	1.30	

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

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.35	0.45	
47031		Daily Porter Svc	0.60	0.80	

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

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

Total Carpeting & Cleaning	$
6.00% 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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SPECIALTY FURNISHINGS/ACCESSORIES

Anime Weekend Atlanta

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SPECIALTY CHAIRS AND TABLES

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	59.00	76.70	
51090		Director's Stool	105.50	137.15	
50032		Ped. Table,30"	155.00	201.50	
51089		Ped. Table,42"	155.00	201.50	
50030		Rnd Side Table	75.00	97.50	
50031		Sq. Side Table	75.00	97.50	

SHOWCASES

Full View

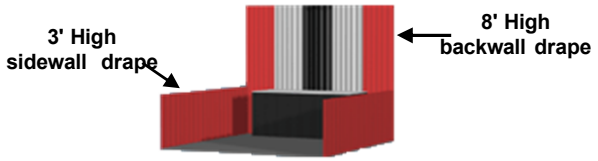
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	587.95	764.35	
50068		Full View 6'	648.55	843.10	
50069		Quarter View 4'	587.95	764.35	
50070		Quarter View 6'	648.55	843.10	

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

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	34.40	44.70	
50098		Refrigerator	447.75	582.10	
50088		8' Upright	20.65	26.85	
50089		8' Crossbar	13.75	17.90	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	14.25	18.55	
50074		3' High	11.25	14.65	

Choose Color: **Minimum 4' panel rental required.**

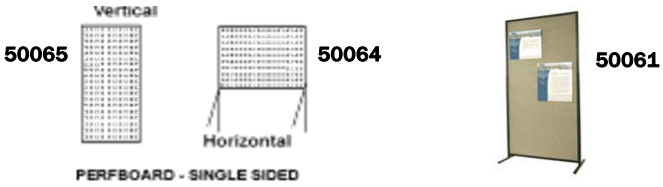
☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	140.55	182.70	
50237		2'X8' w/o legs, each	105.35	136.95	
50242		7-Ball Waterfall	9.65	12.55	

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

1/4" PERFBOARD & VELCRO TACK BOARD



	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	189.75	246.70	
50064		4'X8' Horz., 1/4"holes	189.75	246.70	
50104		6" Hooks (12)	31.25	40.65	
50060		4' X 8' Horz.	190.35	247.45	
50061		4' x 8' Vert.	190.35	247.45	

Total Specialty Furnishings/Accessories:	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

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

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

Authorized Signature: _____

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EXECUTIVE FURNITURE

Anime Weekend Atlanta

September 30 - October 2, 2011
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Atlanta, Georgia

Discount Deadline: September 12, 2011

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	545.50	709.15	
	LSM	483.60	628.70	
	OCB	396.50	515.45	
	Lisbon - Charcoal Leather			
	SOC	717.05	932.15	
	LSC	646.75	840.80	
	CHC	475.25	617.85	
	Memphis			
	MPS	513.20	667.15	
	MPC	364.15	473.40	
	Astro			
	SOQ	667.80	868.15	
	CHQ	441.50	573.95	
	Newport			
	SED	1394.70	1813.10	
	LSD	622.85	809.70	
	CHD	343.05	445.95	
	Miscellaneous Seating			
	SO1	618.60	804.20	
	OCU	381.00	495.30	
	OCW	745.20	968.75	
	OCY	185.60	241.30	
	Ottomans			
	OSA	295.25	383.85	
	OTP	328.95	427.65	
	OTM	368.35	478.85	
	OTH	112.45	146.20	
	OTD	104.05	135.25	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	261.50	339.95	
	C1F	239.05	310.75	
	C1C	246.00	319.80	
	C1M	239.00	310.70	
	End Tables			
	E1E	246.00	319.80	
	E1F	223.55	290.60	
	E1C	230.60	299.80	
	E1M	206.65	268.65	
	Lamps			
	LA1-floor lamp	146.20	190.05	
	LA2-table lamp	146.20	190.05	

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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

Please complete the following:

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

Authorized Signature: _____

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EXECUTIVE FURNITURE

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	399.30	519.10	
	CF2 (60"L)	385.25	500.85	
	CE1 (42"L)	275.55	358.20	
	CF1 (42"L)	261.50	339.95	
	Graphite Nebula - 29" High			
	CB2 (6'L)	430.25	559.35	
	CB3 (8'L)	521.60	678.10	
	CB1 (42"RND)	352.90	458.75	
	Mahogany - 29" High			
	CC6 (6'L)	399.30	519.10	
	CC7 (8'L)	492.10	639.75	
	CC8 (10'L)	783.10	1018.05	
	CC5 (42"RND)	350.90	456.15	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	284.00	369.20	

CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	421.80	548.35	
	SC9	185.60	241.30	
	Luxor - Black Leather			
	XC3	345.85	449.60	
	XC2	375.40	488.00	
	XC1	399.30	519.10	
	Altura - Black Crepe			
	XC6	307.90	400.25	
	XC5	338.85	440.50	
	XC4	368.35	478.85	
	Brewer			
	SC3	164.50	213.85	
	SC2	164.50	213.85	
	Miscellaneous Chairs			
	SC8	153.25	199.25	
	SC1	175.75	228.50	
	SC4	175.75	228.50	
	SC6	215.15	279.70	

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

Please complete the following:

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

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

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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EXECUTIVE FURNITURE

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
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Discount Deadline: September 12, 2011

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	239.05	310.75	
	VTM	239.05	310.75	
30" Round x 42" High				
	VTK	230.60	299.80	
	VTJ	230.60	299.80	
	VTF	261.50	339.95	
	VTC	230.60	299.80	
	WTJ	292.40	380.10	
	WTF	322.00	418.60	

BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1339.85	1741.80	
	BRC	3856.55	5013.50	

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	175.75	228.50	
	BS2	175.75	228.50	
	BS1	175.75	228.50	
Banana - Chrome, 30" High				
	BST	236.20	307.05	
	BSS	236.20	307.05	
Oslo - 30" High				
	BSD	246.05	319.85	
	BSC	246.05	319.85	
Miscellaneous				
	BSL (29"H)	187.00	243.10	
	BSN (29"H)	265.75	345.50	

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

Subtotal	$
6.000% Tax:	$
Amount Due:	$

Please complete the following:

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

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

Authorized Signature: _____

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EXECUTIVE FURNITURE

Anime Weekend Atlanta

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	222.10	288.75	
	ZTN	222.10	288.75	
	ZTM	222.10	288.75	
	XTP	299.45	389.30	
	XTN	299.45	389.30	
	XTM	299.45	389.30	
	30" Round x 29" High			
	ZTK	199.65	259.55	
	ZTJ	199.65	259.55	
	XTK	275.55	358.20	
	XTJ	275.55	358.20	
	XTF	303.65	394.75	

ZTP-36"
ZTK-30"

ZTN-36"
ZTJ-30"

ZTM-36"

XTP-36"
XTK-30"

XTN-36"
XTJ-30"

XTM-36"

XTF-30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	106.85	138.90	
	CS9	106.85	138.90	
	Altura - Black Crepe			
	SY1	192.60	250.40	
	DF1	285.40	371.00	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDF	385.25	500.85	
	PDH	399.30	519.10	
	PDK	430.25	559.35	
	PDL	440.05	572.05	
	BC6	328.95	427.65	
	BC7	322.00	418.60	
	ET1	328.95	427.65	
	ET2	328.95	427.65	
	Training Room			
	CP5	385.25	500.85	
	PO3	461.15	599.50	
	PO1	292.40	380.10	
	WD2	338.85	440.50	
	CO4	292.40	380.10	
	Lateral Files			
	L26	407.75	530.10	
	L27	385.25	500.85	
	Refrigerator			
	R1Q	268.55	349.10	

PEDESTALS	COLOR	SIZE
PDF	Graphite	24"Lx24"Dx36"H
PDH	Graphite	24"LX24"DX42"H
PDK	Graphite	30"LX30"DX42"H
PDL	Black	24"LX24"DX42"H

Graphite

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

CO4

L26

L27

R1Q

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

Please complete the following:

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

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

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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Shepard Exposition Services
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Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G116491011

EXHIBIT SOLUTIONS BOOTH RENTALS

Anime Weekend Atlanta

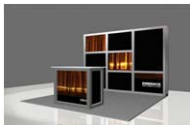
September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2213.50	2877.55	
66251		10' x 20'	3632.50	4722.25	
66252		10' x 30'	6810.95	8854.25	
The Chicago					
66253		10' x 10'	2128.50	2767.05	
66254		10' x 20'	2979.75	3873.70	
66255		10' x 30'	4043.50	5256.55	
The Salt Lake City					
66256		10' x 10'	1362.15	1770.80	
The Saint Louis					
66265		10' x 10'	1186.25	1542.15	
The Las Vegas					
66268		20' x 20' Island	7940.50	10322.65	
The Phoenix					
66269		10' x 10'	2497.35	3246.55	
The Detroit					
66257		10' Truss Unit	5670.15	7371.20	

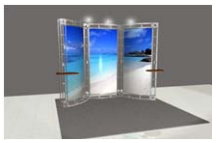
Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1469.35	1910.15	
66260		10' x 20'	2724.40	3541.70	
66261		10' x 30'	4114.95	5349.45	
The New York					
66262		10' x 10'	1929.80	2508.75	
66263		10' x 20'	3664.45	4763.80	
66264		10' x 30'	5562.30	7231.00	


Salt Lake City

Saint Louis

Las Vegas

Phoenix


Detroit

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

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

Please complete the following:

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

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

Authorized Signature: _____

Subtotal	$
6.000% Tax:	$
Amount Due:	$

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

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EXHIBIT SOLUTIONS ACCESSORIES

Anime Weekend Atlanta

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ACCESSORIES

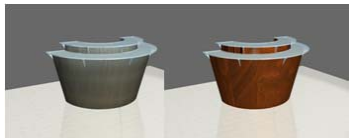
Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	788.90	1025.55	
	Please choose color:		☐ Black (06)	☐ White (03)	
66271		Triangular	720.85	937.10	
	Please choose color:		☐ Black (06)	☐ White (03)	
66272		Square	851.40	1106.80	
	Please choose color:		☐ Black (06)	☐ White (03)	
		Reception Counters			
66274		RC1	1692.15	2199.80	
	Please choose color:		☐ Chrome (CH)	☐ Wood (W)	
66275		RC2	625.35	812.95	
	Please choose color:		☐ Black (06)	☐ White (03)	
66276		RC3	1356.50	1763.45	
		Computer Stands			
66285		CS1	788.90	1025.55	
66286		CS2	459.75	597.70	
		Literature and Product Display			
66277		Gondola	417.75	543.10	
	Please choose color:		☐ Black (06)	☐ White (03)	
66278		GL1	737.85	959.20	
66279		GL2	698.15	907.60	
66280		LS1	222.80	289.65	
66281		LS2	147.50	191.75	
		Locking Cabinets			
66282		LC1	584.65	760.05	
	Please choose color:		☐ Black (06)	☐ White (03)	
66283		LC2	709.50	922.35	
	Please choose color:		☐ Black (06)	☐ White (03)	
66284		LC3	431.35	560.75	
	Please choose color:		☐ Black (06)	☐ White (03)	

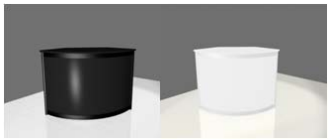
Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Quarterview Showcase

Triangular Showcase

Square Showcase


RC1


RC2

RC3

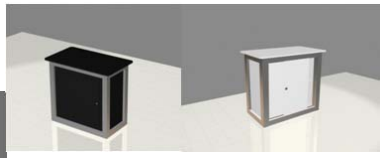
CS1 *CS2*

Gondola

GL1 *GL2*

LS1 *LS2*

LC1 - 1 meter wide


LC3

LC2 - 1.5 meters wide

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal $

Contact Name: _____ **Phone #:** _____ 6.000% 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 24 hours prior to first exhibitor move-in day.

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

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G116491011

EXHIBIT SOLUTIONS TRAFFIC BUILDER

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

TRAFFIC BUILDER RENTALS

INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

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

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

Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		1450.00	1885.00	

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

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

Artwork Submission Information

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal $
Contact Name: _____ **Phone #:** _____ 6.000% 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 24 hours prior to first exhibitor move-in day.

UNION JURISDICTIONS
ATLANTA, GEORGIA

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

EXHIBIT LABOR JURISDICTION
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

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

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

GRATUITIES
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 the Exhibit Manager and Shepard Exposition Services.

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

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
1531 Carroll Drive, NW
Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

LABOR ORDER FORM

Anime Weekend Atlanta
September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours ____
Date of dismantling: _____ Requested start time: _____ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	62.00	80.60	30% **	
68067		OT	93.00	120.90	30% **	
68068		DT	124.00	161.20	30% **	

****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	62.00	80.60	
68061		OT	93.00	120.90	
68062		DT	124.00	161.20	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours
ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight
DT - Double time: All other hours and holidays

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	124.00	161.20	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

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

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

SHEPARD SUPERVISION INFORMATION

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

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

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

Set-up Information for Installation
Please check all that apply and provide information where requested.

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

Services You Have Ordered (please check all that apply)
☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet
Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information
Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

SIGN ORDER FORM

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	125.00	162.50	
70010		Horz., 22" x 28"	125.00	162.50	
70011		Vertical, 28" x 44"	190.50	247.65	
70012		Horz., 28" x 44"	190.50	247.65	
70025		Meterboard, 39" x 90.75"	385.50	501.15	
Accessories					
70017		Blank Foamcore, 4'x 8'	34.00	44.20	
70021		Velcro, per ft, min. 5 ft.	2.25	2.95	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	15.85	20.60	
70071		grommets, per sq. ft. - Horizontal	15.85	20.60	
70066		Pockets, per sq. ft. - Vertical	17.05	22.15	
70072		Pockets, per sq. ft.- Horizontal	17.05	22.15	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	37.40	48.60	

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

Please complete the following:

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

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

Authorized Signature: _____

Subtotal	$
6.000% 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.

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 serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

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

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

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: G116491011

SHEPARD LOGISTICS SERVICES

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

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

EXHIBIT MATERIALS TRANSPORTATION

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) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

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

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
Anime Weekend Atlanta
c/o Shepard Exposition Services
1531 Carrolll Drive
Atlanta, GA 30318

Warehouse Deadline September 22, 2011
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
Anime Weekend Atlanta
Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

Delivery date: September 29, 2011

OUTBOUND SHIPPING INFORMATION

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

Ship to Address:
_____
_____
_____
Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

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

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card ☐ MasterCard ☐ VISA ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

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

Please complete the following:

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

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

SHIPPING LABELS

Anime Weekend Atlanta

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Anime Weekend Atlanta**

First day freight can arrive w/o a surcharge:
September 2, 2011
Last day freight can arrive w/o a surcharge:
September 22, 2011

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Anime Weekend Atlanta**

First day freight can arrive w/o a surcharge:
September 2, 2011
Last day freight can arrive w/o a surcharge:
September 22, 2011

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Cobb Galleria Centre

2 Galleria Pkwy

Atlanta, GA 30339

For: **Anime Weekend Atlanta**

MUST NOT BE DELIVERED PRIOR TO:

September 29, 2011 @ **3:00 PM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Cobb Galleria Centre

2 Galleria Pkwy

Atlanta, GA 30339

For: **Anime Weekend Atlanta**

MUST NOT BE DELIVERED PRIOR TO:

September 29, 2011 @ **3:00 PM**

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.

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carrolll Drive

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Anime Weekend Atlanta**

First day freight can arrive w/o a surcharge:
September 2, 2011
Last day freight can arrive w/o a surcharge:
September 22, 2011

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

SHEPARD EXPOSITION SERVICES

1531 Carrolll Drive

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **Anime Weekend Atlanta**

First day freight can arrive w/o a surcharge:
September 2, 2011
Last day freight can arrive w/o a surcharge:
September 22, 2011

Shepard Exposition Services
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Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

MATERIAL HANDLING AUTHORIZATION

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$72.80	$109.25	$94.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$83.20	$108.25			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Specialized Carrier Shipment (small packages under 50 lbs.)**				
	$41.60	$83.20			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$65.50	$98.25	$85.25		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$75.00	$97.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

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

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

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

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

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

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

Please complete the following:

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

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

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

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Event Code: G116491011

MATERIAL HANDLING INFORMATION

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

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

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

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

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

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

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

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

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

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

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

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

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

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

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

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

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

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

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

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** — **Min. one-hour labor fee for each trip** — **35400**

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

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

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

WAREHOUSE STORAGE

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

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**
(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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

Shepard Exposition Services

MATERIAL HANDLING 101

Anime Weekend Atlanta

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.

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT 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.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized 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.

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.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OUTBOUND SHIPMENTS

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

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

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

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

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G116491011

OVERHEAD RIGGING/HANGING SIGN

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

RIGGING GUIDELINES

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

RIGGING CREW

Installation

Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	424.00	551.20	$
69002		OT	486.00	631.80	$
69005		DT	548.00	712.40	$

Dismantling

Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	424.00	551.20	$
69004		OT	486.00	631.80	$
69006		DT	548.00	712.40	$

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight
DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: $
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.
Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.
Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: ☐ Cloth ☐ Wood ☐ Metal ☐ Truss ☐ Other: _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle Other: _____

Size: Height _____ Length _____ Width _____

Weight: _____

PLACEMENT DIAGRAM

Please use the diagram below to show us the placement of your sign/truss.

_____ feet in from back aisle # _____
_____ feet in from the left of aisle # _____
_____ feet in from the right of aisle # _____
_____ feet in from front aisle # _____

# of feet from floor to top of sign: _____

REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

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

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

Install: Date: _____ Time: _____
Dismantle: Date: _____ Time: _____

Please note: Date/times are not guaranteed.

Please complete the following:

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Exhibit Solutions Sales Phone: (404) 720-8652
Exhibit Solutions Sales Fax: (404) 720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G116491011

CUSTOM HANGING SIGN RENTAL

Anime Weekend Atlanta

September 30 - October 2, 2011
Cobb Galleria Centre
Atlanta, Georgia

Discount Deadline: September 12, 2011

Want to *STAND OUT* on the show floor?
Be seen by more attendees with a custom hanging sign rental!

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

STANDARD FRAMING, SIZES AND FABRIC

The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	857.50	1,114.75
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,473.00	1,914.90
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	1,995.95	2,594.75

The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	4,015.00	5,219.50
69135		23.5'x3.25' S-Shape - Double-sided Graphic	5,420.25	7,046.35

The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	2,865.00	3,724.50

We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!
EXHIBIT SOLUTIONS: lrubin@shepardes.com
404-720-8652

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal $
Contact Name: _____ **Phone #:** _____ 6.000% 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. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

Cobb Galleria Centre – Online Ordering
"Quick Click Fix"

(The easy way to power your booth!)

Exhibitor Instructions

Show Name: Anime – September 2011
Show Date: September 30-October 2, 2011

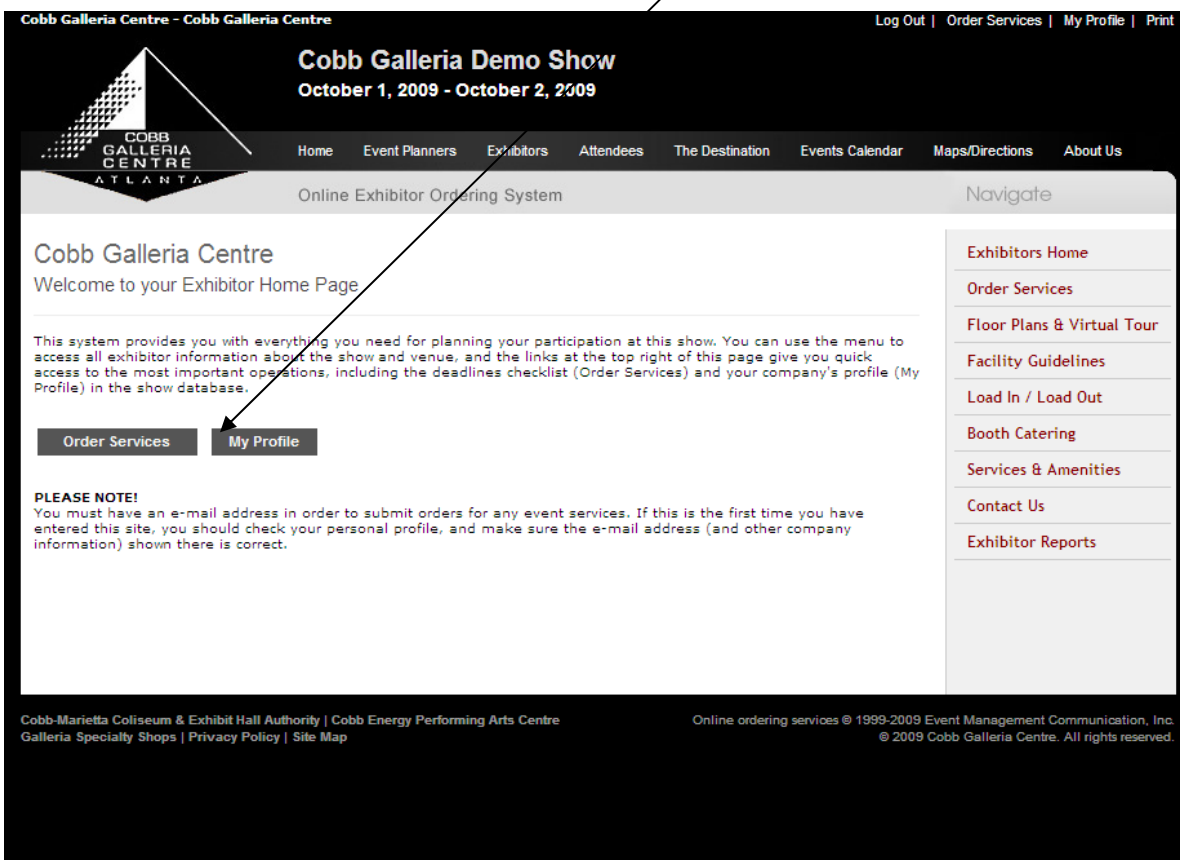
Cobb Galleria Centre offers online ordering for utility services. Please follow the instructions below on how to place your order.

1. **How to log-in**
   Please click the link below to place your order for services for the upcoming show.
   http://www.exhibitorkit.com/loginView.do?loginType=exhibitor&showID=14849

   An example of your personal login details is shown below. Your email address is your username. The password is anime.

   Username: your email address
   Password: anime

2. **How to order services**
   - From the welcome page, click on "Order Services"



   - Place your mouse over the name of the order form 'Click here to for Electrical Services', and then click.
   - Order services as required, click "Save" when you are finished then submit your order.

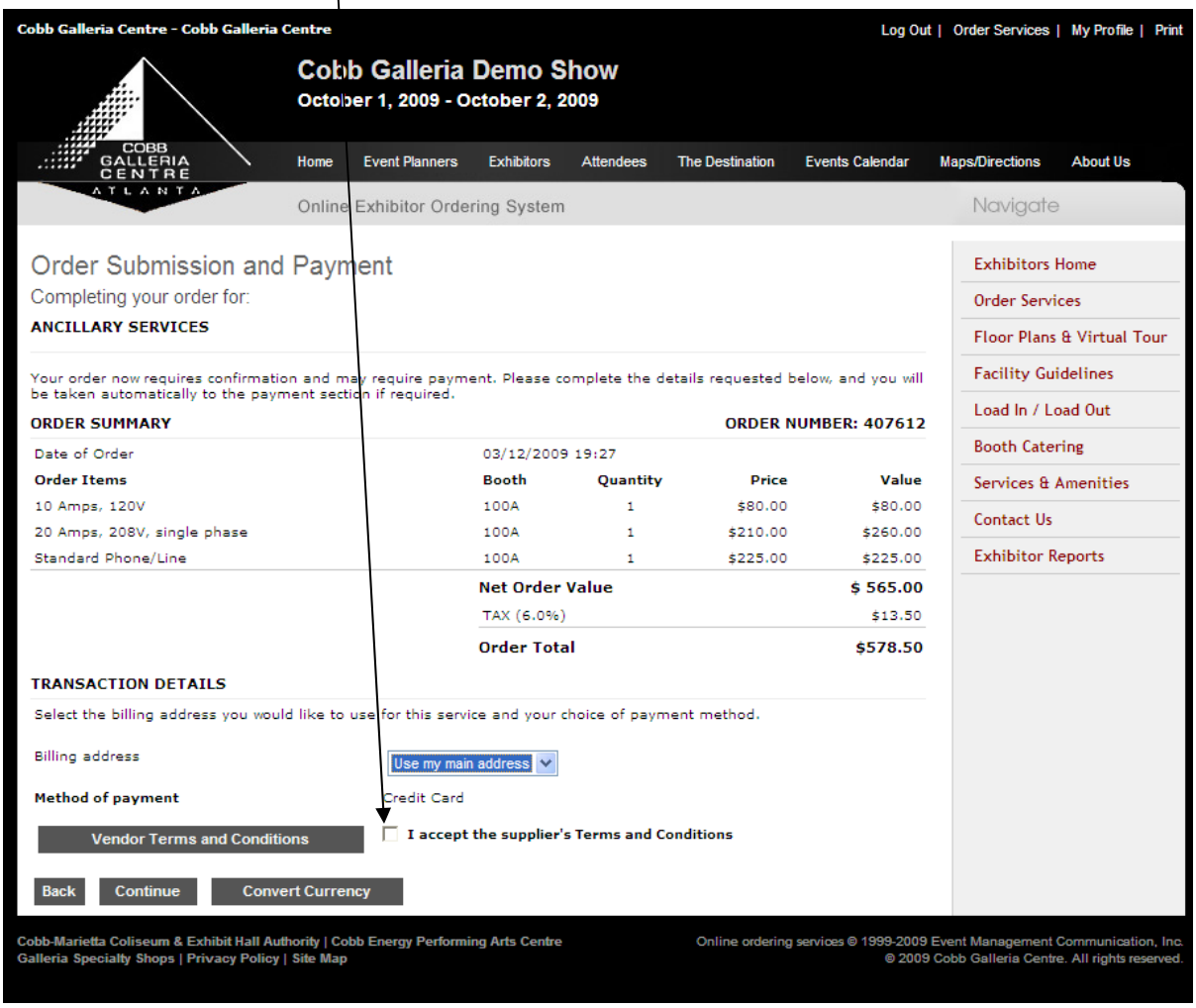
Cobb Galleria Centre – Online Ordering
"Quick Click Fix"

(The easy way to power your booth!)

Exhibitor Instructions

Show Name: Anime – September 2011
Show Date: September 30-October 2, 2011

- Once you submit your order, you will see a summary page. Check the box saying that you accept the supplier's terms and conditions in order to proceed to the payment page.



Attachment A

Cobb Galleria Centre – Online Ordering
"Quick Click Fix"

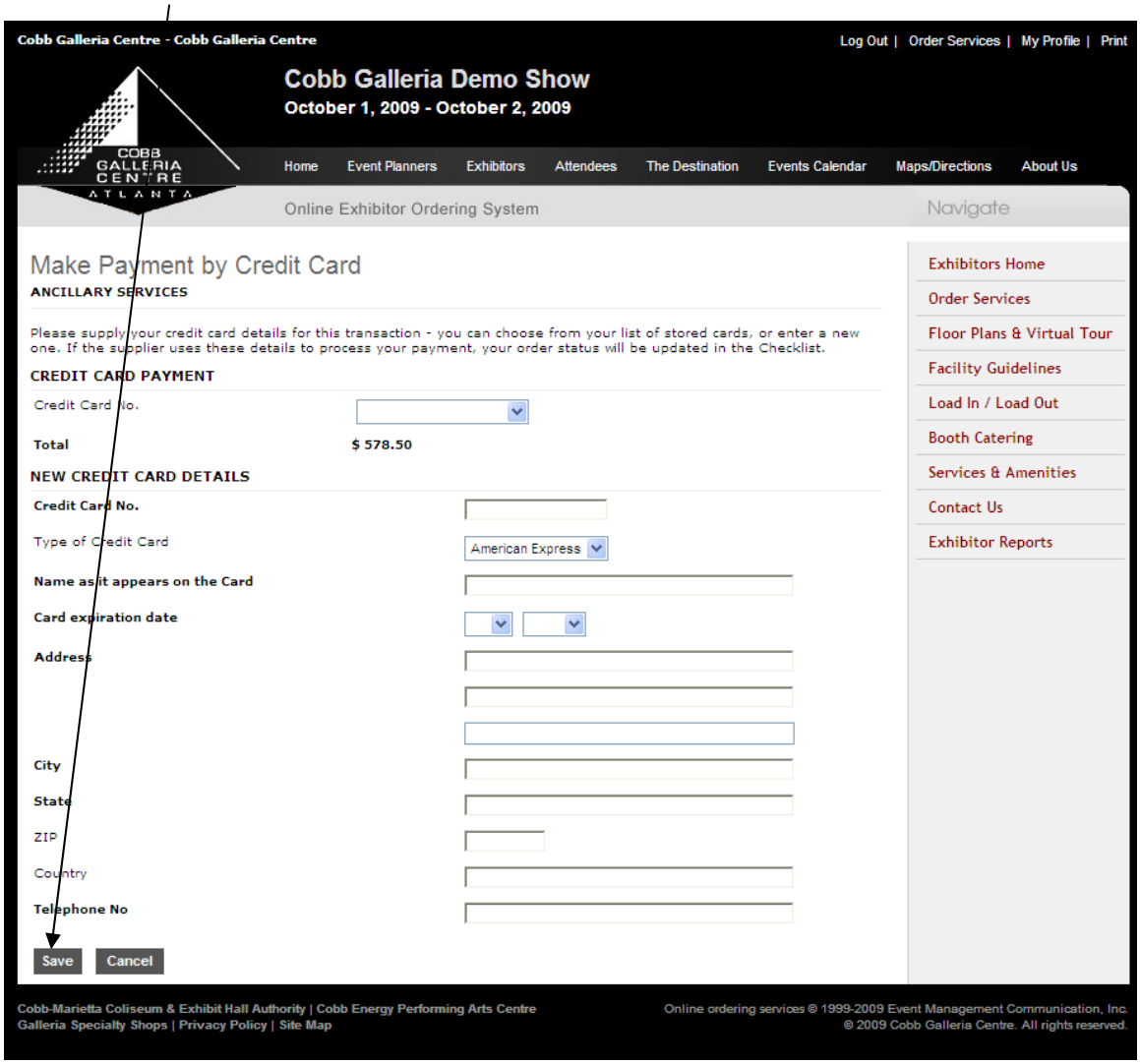
(The easy way to power your booth!)

Exhibitor Instructions

Show Name: Anime – September 2011
Show Date: September 30-October 2, 2011

3. How to pay for services

- Fill in a your credit card details.
- Click "Save" when you are finished, and you will receive a confirmation of your order.



Questions?
services@cobbgalleria.com
(770) 989-5016

Attachment A