



Dear Exhibitor,

The Academy is thrilled to have you exhibit with us at the 40th Academy Annual Meeting and Scientific Symposium in Chicago. The meeting will be held February 26-March 1, 2014 at the Hyatt Regency Chicago. We have an outstanding program planned this year. As we did last year, the Annual Meeting Opening Session will occur on Wednesday evening. Please plan to join us on Wednesday, February 26 at 5:10 pm for this session which will be immediately followed by the Welcome Reception in the Exhibit Hall at 6:30.

Enclosed is your Exhibitor Service Kit. The kit includes all the information and order forms you need to ensure you have an enjoyable and successful show experience. Please take the time to review the kit thoroughly, paying special attention to contact information and deadlines. The "Quick Info" page is an easy reference that lists move-in/move-out times, exhibit hall hours, shipping, registration, and hotel information. Shepard Exposition Services is the official exhibition company.

As an exhibitor, you are entitled to two complimentary badges per table or booth. ***Each person attending the meeting must submit a registration form.*** You may register in one of three ways: online at www.academyannualmeeting.org (select the Registration link); mail or fax the form located in the Preliminary Program, which was mailed to you in November; or mail or fax the form enclosed in this kit. Please pay special attention to the registration policy with regard to continuing education credits. The policy can be found in the Preliminary Program or on our website.

You are encouraged to make your hotel reservations early – the deadline is January 31, 2014. The Housing/Transportation page on our Annual Meeting website, www.academyannualmeeting.org, links to the hotel's reservation page, or you can call 888-421-1442. The group rate is \$171 single and \$196 double occupancy.

If we may be of any assistance to you, please contact me or Diane Ragusa by calling (202) 380-3663, or emailing dragusa@oandp.org. We look forward to continuing to work closely with you and to seeing you in Chicago.

Sincerely,

Peter D. Rosenstein
Executive Director

Diane Ragusa
Director of Meetings & Exhibits

QUICK INFO

American Academy of Orthotists and Prosthetists 40th Annual Meeting & Scientific Symposium February 26-March 1, 2014 Chicago, IL

BOOTH EQUIPMENT & SET UP

Each 8' x 10' booth will be set with 8' high drape, 36" high side dividers, two (2) side chairs, one wastebasket, and a 7" x 44" one-line identification sign. Backdrop drape colors will be a combination of burgundy, grey & white. **Booths are restricted to 10' wide x 8' deep x 8' high. All booths must have a 4' setback from aisles and cannot exceed 8' high in height.** Any deviation must be submitted in writing to Diane Ragusa (dragusa@oandp.org) prior to the meeting. The Exhibits Chair reserves final judgment.

TABLE TOP EQUIPMENT & SET UP

Each table top exhibit will be set with a 6' L x 24" W x 30" H skirted table, two (2) side chairs, a wastebasket, and a 7" x 44" one-line identification sign. Table drape will be white. Table top displays of products, brochures and books **are not to exceed 30 inches** in height from table top.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

EXHIBIT MOVE IN

Tuesday, February 25	2:00 PM - 5:00 PM
Wednesday, February 26	8:00 AM - 3:00 PM

All exhibits must be fully installed by at 3:00 PM Wednesday, February 26.

EXHIBIT HOURS

Wednesday, February 26	6:30 PM - 8:00 PM (Welcome Reception)
Thursday, February 27	11:00 AM - 6:15 PM
Friday, February 28	11:00 AM - 4:30 PM
Saturday, March 1	8:00 AM - 11:00 AM

Please plan on arriving to the exhibitor hall at least 30 minutes prior to opening.

EXHIBIT MOVE OUT

Saturday, March 1	11:00 AM - 3:00 PM
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Please Note: Overtime charges will apply all day Saturday during move-out.

SERVICE CENTER HOURS

We will have staff available at show site at the Shepard Service Center as follows:

Tuesday, February 25	2:00 PM - 5:00 PM
Wednesday, February 26	10:00 AM - 7:00 PM
Thursday, February 27	10:00 AM - 6:00 PM
Friday, February 28	10:00 AM - 4:30 PM
Saturday, March 1	8:00 AM - 4:00 PM

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **Wednesday, February 5, 2014.**

ON-LINE ORDERING

Service kits will be mailed in November to all exhibitors who have been given an assignment and are **paid in full** for their space. A letter will be included with the service kit which will contain a password to use to place your order on line at our website www.shepardes.com. Visit the Academy website www.academyannualmeeting.org for program information and online order forms.

SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS

(Your Company Name & Booth #)
American Academy of Orthotists and Prosthetists
Shepard Exposition Services c/o UPS Freight/J&J Motor Freight
2338 South Indiana Ave.
Chicago, IL 60601
Freight will be accepted after January 28, 2014.
Late charges will be assessed if freight is received after February 18, 2014.

SHOW SITE ADDRESS

c/o Shepard Exposition Services
(Your Company Name & Booth #)
American Academy of Orthotists and Prosthetists
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
Do **NOT** ship advance freight to the Hyatt Regency. The hotel has NO storage facilities.
Freight will be accepted on site beginning 8:00 AM Tuesday, February 25, 2014.
Shipments arriving prior to this date may be refused **by the Hyatt and is subject to their own handling fees.**

OUTBOUND FREIGHT

Shepard will prepare your outbound bill of lading and labels in advance. Complete the outbound bill of lading form, return to us, your paperwork will be available on show site. All carriers must check in by 4:00 PM, Saturday, March 1, 2014.

LABOR

Labor is provided by a local union for the installation and dismantling of displays. Full time employees of exhibiting companies, however, may set their own exhibits without assistance from the local union if it is a pop up display in booths of 10'x10' or less. A pop up display shall be defined as a display system of 10' or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop up displays larger than 10' will require union labor. Exhibitors may hand-carry their own materials into the exhibit facility as long as it can be done by one man, in one trip. The use and rental of dollies, flat trucks and other mechanical equipment, is NOT permitted.

ASSISTANCE

Shepard Exposition Services is the official decorator for this meeting. If we can be of assistance in any way, please contact Customer Service at 404-720-8600 or atlanta@shepardes.com. Our address is 1531 Carroll Drive, NW/Atlanta, GA 30318.

REGISTRATION PROCEDURES

All exhibit personnel must register. You may register online at www.academyannualmeeting.org or send in the registration form via mail or fax.

Each table or booth includes two exhibitor badges (a value of \$300 each) with the option to purchase up to two additional exhibitor badges for \$300 each. One of the badges you receive with each table or booth is a full conference registration allowing the attendee to receive continuing education credits. The individual holding this badge must be a full-time employee of the exhibiting company. Other badges may be upgraded to full conference registration with the payment of an additional fee. For example, if the exhibitor badge is valued at \$300 and the member registration is \$545, payment of the \$245 difference entitles your full-time employee to earn continuing education credits.

HOTEL INFORMATION

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
(312) 565-1234 • Fax: (312) 239-4414
Reservations: (888) 421-1442
www.hyattregencychicago.com

Reservations can be made by visiting our website, www.academyannualmeeting.org, and going to the Housing & Transportation link, or by calling 888-421-1442 and mentioning the Academy. The group rates are \$171 single or \$196 double occupancy per night and are valid three days prior and after the official meeting dates. Reservation deadline is January 31, 2014 or until the room block is sold out.

MEETING ROOMS & HOSPITALITY SUITES

You are welcome to host events during the week of the meeting but they cannot take place during official programming hours which are listed below.

Wednesday, February 26	5:00 pm – 8:15 pm
Thursday, February 27	7:00 am – 6:00 pm
Friday, February 28	7:00 am – 6:00 pm
Saturday, March 1	7:00 am – Noon

Please contact Cathy Biris Convention Services Manager at the Hyatt or use the form located inside the exhibitor service kit. She can be reached at cathy.biris@hyatt.com or by calling 312-239-4709.

AUDIO VISUAL EQUIPMENT & SERVICES

The official audio visual company for this meeting is AVT Event Technologies. AVT is the in-house company at the Hyatt. If you choose to use a different company, you do so at your own risk. Order forms will be available in your service kit. The contact information is:

Jessica Doyle

Sales Manager, Event Productions

AVT Event Technologies

Direct: (312) 239-4669 ext.6759 | Fax: (312) 275-8735 | Cell: (312) 735-0793
jdoyle@avt.com

visit www.academyannualmeeting.org for program details & registration information or call Diane Ragusa 202-380-3663 or email dragusa@oandp.org.

11/13/2013

CONTACT LIST

QUESTIONS? Please feel free to contact us for assistance.

CONTACT	HELP WITH	PHONE	EMAIL
Diane Ragusa Director of Meetings & Exhibits	Exhibits Sponsorships Registration & Program Information	202-380-3663	dragusa@oandp.org
Bob Pugh Shepard Exposition Services Customer Service	Exhibitor Services	703-843-7857 404-720-8600	showsiteservices@yahoo.com Atlanta@shepardes.com
Cathy Biris Convention Services Manager	Meeting Rooms Catering	312-239-4709	Cathy.biris@hyatt.com
Hyatt Regency Steve Henderson Group Reservations Coordinator	General Hotel Reservations Suites	888-421-1442 312-565-1234 x6683	Online at www.academyannualmeeting.org Steven.henderson@hyatt.com
Jessica Doyle	AVT Audio Visual	312- 239-4669 x 6759	jdoyle@avt.com

A. BOOTH REGULATIONS

DEFINITION

One or more standard units in a straight line.

Height

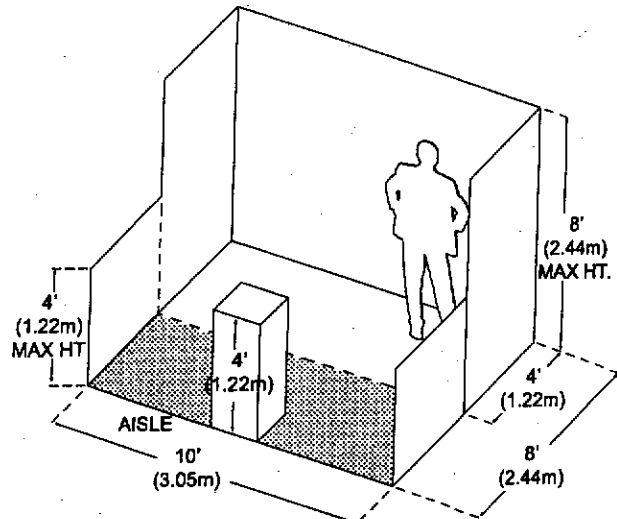
Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8'0" (2.44m).

Intent

If a portion of an exhibit booth extends above 8'0" (2.44m) high, the exhibit booth back-ground will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

Depth

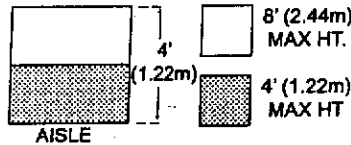
All display fixtures over 4'0" (1.22m) in height and placed within 10 lateral feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is within 4'0" (1.22m) of the back line.



DISPLAY FIXTURES OVER 4' (1.22m) HIGH MUST BE CONFINED TO THE BACK HALF OF THE BOOTH

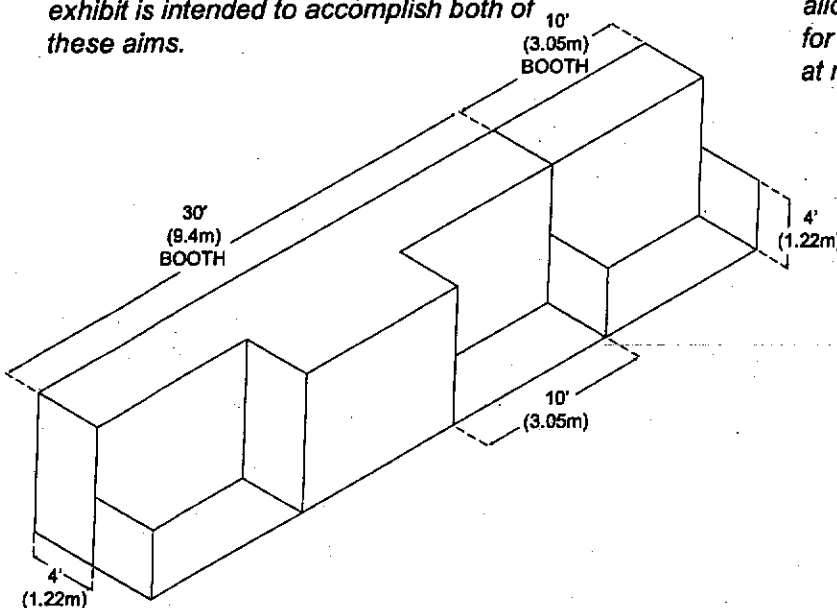
Intent

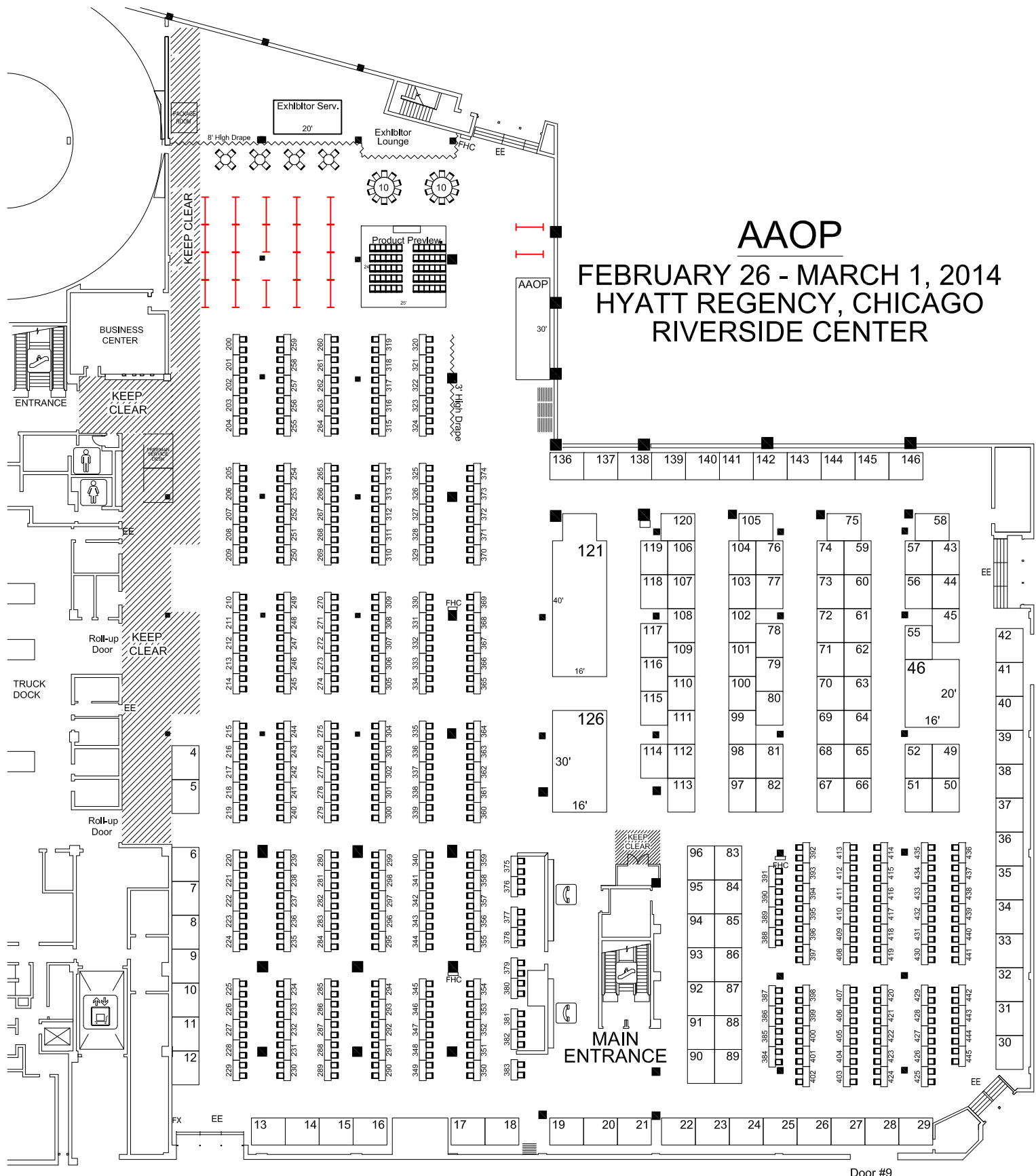
Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space—30 lateral feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lateral feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.





AAOP

FEBRUARY 26 - MARCH 1, 2014
HYATT REGENCY, CHICAGO
RIVERSIDE CENTER



Meeting room request form for American Academy of Orthotists & Prosthetists

Name of Contact _____

Name of Group _____

Contact Phone Number _____

Contact email address _____

Mailing Address _____

Date	Time	Number people	Meeting room set-up

Room Rental will apply. Room rental is subject to 15.40% tax.

Menus are available on request or you may go to our website at ChicagoRegency.Hyatt.com

Looking forward to welcoming you to Hyatt Regency Chicago!

Hotel Contact

Cathy Biris
Catering Market Director

HYATT REGENCY CHICAGO
151 East Wacker Drive, Chicago, IL 60601, USA
T: + 1 312.239.4709 F: +1 312.239.4701 E: cathy.biris@hyatt.com
ChicagoRegency.Hyatt.com | [eBrochure](#)

WELCOME TO HYATT REGENCY

Check out our new food philosophy: Food. Thoughtfully Sourced. Carefully Served.



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

SHOW INFORMATION

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

BOOTH PACKAGE

Items provided per 8'x10' booth:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(2) Side Chairs
(1) Wastebasket

Items provided per table top booth:

7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - White
(2) Side Chairs
(1) Wastebasket

Show drape color(s):

Burgundy, Grey, White

Aisle carpet color:

Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, February 25, 2014	2:00 PM - 5:00 PM
	Wednesday, February 26, 2014	8:00 AM - 3:00 PM
Exhibit Hours:	Wednesday, February 26, 2014	6:30 PM - 8:00 PM
	Thursday, February 27, 2014	11:00 AM - 6:15 PM
	Friday, February 28, 2014	11:00 AM - 4:30 PM
	Saturday, March 1, 2014	8:00 AM - 11:00 AM
Exhibitor Move-out:	Saturday, March 1, 2014	11:00 AM - 3:00 PM
Freight Re-route Time:	Saturday, March 1, 2014	3:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, January 29, 2014
Discount price deadline for standard Shepard orders:	Wednesday, February 5, 2014
First day for warehouse deliveries without a surcharge:	Wednesday, January 29, 2014
Last day for warehouse deliveries without a surcharge:	Tuesday, February 18, 2014
Last day for warehouse deliveries:	Friday, February 21, 2014
First day freight can arrive at show facility:	Tuesday, February 25, 2014 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

AAOP-American Academy of Orthotists & Prosthetists
Shepard Exposition Services c/o UPS Freight/J&J Motor Freight
2338 South Indiana Ave
Chicago, IL 60616

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]
AAOP-American Academy of Orthotists & Prosthetists
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601

**** PLEASE NOTE: Exhibitor freight shipments cannot be sent to the Hyatt address prior to February 25, 2014. Shipments may be refused or incur extra storage charges if sent directly to show site prior to this date. ****



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

ONLINE ORDERING INSTRUCTIONS

AAOP-American Academy of Orthotists & Prosthetists



February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314


ATTENTION EXHIBITORS

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


1. **GO TO:** www.shepardes.com/intro.asp
2. Click on [AAOP-American Academy of Orthotists & Prosthetists](#)
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 = AAOP14
 - 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, 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!

Shepard Customer Service

(404) 720-8600

atlanta@shepardes.com

**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

PAYMENT AUTHORIZATION

AAOP-American Academy of Orthotists & Prosthetists**February 26 - March 1, 2014****Hyatt Regency Chicago - Chicago, Illinois**

Event Code: G141990314

Discount Deadline: February 5, 2014

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 - **AAOP-American Academy of Orthotists & Prosthetists**

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, however 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: atlanta@shepardes.com



SHEPARD TERMS & CONDITIONS

AAOP-American Academy of Orthotists & Prosthetists

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."

**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

THIRD PARTY PAYMENT AUTHORIZATION

AAOP-American Academy of Orthotists & Prosthetists**February 26 - March 1, 2014****Hyatt Regency Chicago - Chicago, Illinois**

Event Code: G141990314

Discount Deadline: February 5, 2014**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: atlanta@shepardes.com



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

EXHIBITOR APPOINTED CONTRACTOR

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Deadline Date: January 29, 2014

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 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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SIGNATURE SERIES PACKAGES

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014

Signature Series - We Make Exhibiting EZ!!

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

<

*Some restrictions may apply - material handling based on standard freight, does not include small packages, 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).

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

Discount	Regular
137.75	179.10
398.75	518.40

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.

Subtotal:	\$
8.000% Tax*:	\$
Amount Due:	\$



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CARPETING

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)

Blue (05)

Tuxedo (50)



Black (06)

Teal (13)

Burgundy (07)



Qty.	Item	Discount	Regular	Amount
50401	8' x 10'	236.05	306.85	
50402	8' x 20'	449.30	584.10	
50403	8' x 30'	670.20	871.25	
50404	8' x 40'	891.05	1158.35	

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

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	4.40	5.70	
-------	-----------------	------	------	--

Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

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)

Silver Cloud (18)

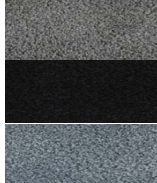
Deep Navy (22)



Charcoal (17)

Black (06)

Cobalt (21)



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	7.20	9.35	
46003	Rental 1000+/sq.ft	6.10	7.95	
46002	Purchase/sq.ft.	18.35	23.85	

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

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.15	1.50	
50008	1" Padding	2.60	3.40	
50010	Visqueen	0.45	0.60	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

Total Carpeting	\$
8.00% 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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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EXPO FURNISHINGS

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014

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	146.25	190.15	
50046			6'L X 30"H	179.75	233.70	
50050			8'L X 30"H	227.70	296.00	
50043			4'L X 42"H	177.70	231.00	
50047			6'L X 42"H	227.65	295.95	
50051			8'L X 42"H	267.65	347.95	
50052			4th Side 30"	88.90	115.55	
50171			4th Side 42"	88.90	115.55	

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	104.20	135.45	
50044		6'L X 30"H	121.95	158.55	
50048		8'L X 30"H	146.60	190.60	
50041		4'L X 42"H	117.30	152.50	
50045		6'L X 42"H	146.60	190.60	
50049		8'L X 42"H	163.50	212.55	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	58.75	76.40	
50084		6'L X 6"H	80.35	104.45	
50086		8'L X 6"H	101.95	132.55	
50083		4'L X 12"H	127.65	165.95	
50085		6'L X 12"H	158.90	206.55	
50087		8'L X 12"H	177.10	230.25	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	30.30	39.40	
50078		6'L X 6"H	42.65	55.45	
50080		8'L X 6"H	143.10	186.05	
50077		4'L X 12"H	58.85	76.50	
50079		6'L X 12"H	84.05	109.25	
50081		8'L X 12"H	102.65	133.45	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	91.35	118.75	
50021		Arm Chair	129.50	168.35	
50024		Stool w/back	144.70	188.10	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	26.70	34.70	
50094		Floor Easel	52.55	68.30	
50245		Literature Rack	202.00	262.60	
LS1		LS1 Literature Rack	332.80	432.65	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	257.00	334.10	
50092		Coat Rack	91.20	118.55	
50093		Garment Rack	257.00	334.10	



Code	Qty.	Item	Discount	Regular	Amount
50427		Lens Barrier Stanchion	108.40	140.90	
50095		Sign Holder, 22x28	119.70	155.60	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	20.10	26.15	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Total Expo Furnishings:	\$
8.000% Tax*:	\$
Amount Due:	\$

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

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Shepard Exposition Services

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SPECIALTY FURNISHINGS/ACCESSORIES

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

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Discount Deadline: February 5, 2014

SPECIALTY CHAIRS AND TABLES



	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	97.15	126.30	
51090		Director's Stool	173.80	225.95	
51089		Ped. Table, 42"	255.35	331.95	
50032		Ped. Table, 30"	255.35	331.95	
50030		Rnd Side Table	123.55	160.60	
50031		Sq. Side Table	123.55	160.60	

SHOWCASES



Full View



Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	968.55	1259.10	
50068		Full View 6'	1068.30	1388.80	
50069		Quarter View 4'	968.55	1259.10	
50070		Quarter View 6'	1068.30	1388.80	

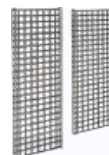
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	56.70	73.70	
50098		Refrigerator	737.55	958.80	
50088		8' Upright	34.00	44.20	
50089		8' Crossbar	22.60	29.40	

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	231.55	301.00	
50237		2'x8' w/o legs, each	173.55	225.60	
50242		7-Ball Waterfall	15.90	20.65	

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



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Ln. Ft.	Item	Discount	Regular	Amount
50073		8' High	23.05	29.95	
50074		3' High	18.20	23.65	

Choose Color:

Minimum 4' panel rental required.

☐ Red (01)

☐ Blue (05)

☐ Grey (10)

☐ White (03)

☐ Black (06)

☐ Burgundy (07)

VELCRO TACK BOARD



50061



50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	313.55	407.60	
50061		4' x 8' Vert.	313.55	407.60	

Total Specialty Furnishings/Accessories:	\$
8.000% Tax*:	\$
Amount Due:	\$

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

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TRADE SHOW

DESIGN

GUIDE

2012



PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

NEW



CHR003



SFA003

MIRABEL

NEW



SFA001



CHR001

ALLEGRO

NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



OTS

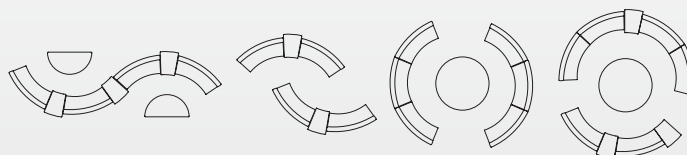


S01



S02

Suggested Uses of South Beach



MARRAKESH



SON



CHN

LISBON



CHC



LSC



SOC

ASTRO



CHQ



SOQ

MEMPHIS



MPS



MPC

NEWPORT



SED



COD

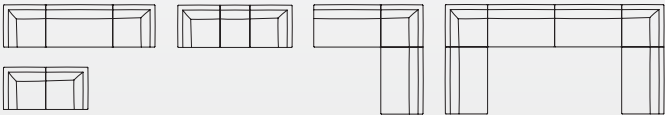


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



S01



SOC



SOQ



SON



SOM



MPS



S02



SED

4

LOVESEATS



LSD



LSM



LSC

Sofas & Sectionals

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

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS



OCCASIONAL CHAIRS



Club Chairs

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

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, 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

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

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

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

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

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H

OCY Onyx

OCC Camel

OCZ Beige

OCR Red

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



PUZ2SW



OTS



OTQ



OTN



OTP



OTM



OSA



OSB



OTK



OTL



CCZ



CCB



CCW



OTH



OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench
Ottoman
White
48"L 24"D 18"H

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

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

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

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

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

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
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES



OCT6W



CG1



CE1



CF1



CF2



CE2



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6
8-CC7
10-CC8



6-CT06GR
8-C508GR
10-CT10GR



CB1



CD1



CC5

SAMPLE CONFERENCE SETS



Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder
Coated Legs
71"L 35.5"D 29"H

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

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

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

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

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

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

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

CB1 Table
Graphite Nebula
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC6



CS8



CS9

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

Conference Chairs

- SC9** Pantone Chair
White
20"L 24"D 33"H
- SC8** Flex Chair With
Wheels
24"L 22"D 31"H
- SC1** New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

- SC4** Jetson Chair
Black
19"L 18"D 31"H
- SC6** Manhattan Chair
Oyster
26"L 22"D 34"H
- SC2** Brewer Chair
Grey, Chrome
20"L 20"D 32"H
- SC3** Brewer Chair
Onyx, Black
20"L 20"D 32"H

- SC5** Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H
- C04** Iso Mesh Chair
Black
26"L 24"D 38"H
- XC3** Luxor Guest Chair
Black Leather
27"L 28"D 40"H
- XC6** Altura Guest Chair
Black Crepe
25"L 20"D 34"H

- CS8** Berlin Chair
Black
18"L 22"D 32"H
- CS9** Berlin Chair
Red
18"L 22"D 32"H
- Executive Chairs**
- XC2** Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

- XC1** Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable
- XC5** Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable
- XC4** Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable
- OTO** Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES



30"-VTK
36"-VTP



30"-VTJ
36"-VTN



VTM



30MHSB



VTF



VTB



VTC



30"-WTK
36"-WTP



30"-WTJ
36"-WTN



WTM



30MHTB



WTF



WTB



WTC

TABLE TOP OPTIONS



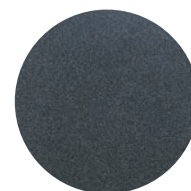
MAHOGANY



MAPLE



GREY
NEBULA



GRAPHITE
NEBULA

Bar Tables

Standard Black Base
30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTF Metallic Silver Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base
36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTM Grey Nebula Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTF Metallic Silver Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTM Grey Nebula Top

CAFE TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTM



30MHSC



ZTF



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTM



30MHTC



XTF



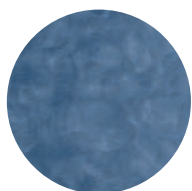
XTB



XTC



BRUSHED
RED



BRUSHED
BLUE



METALLIC
SILVER

SAMPLE BAR TABLE SETS



BSD, WTF



BSS, WTB



BSL, VTK



BSN, VTJ

Cafe Tables

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTF Metallic Silver Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTM Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTF Metallic Silver Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTM Grey Nebula Top

Sample Bar Table Sets

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

WTF Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

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

WTB Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

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

VTK Bar Table
Standard Black Base
Maple Top
30" Round 42"H

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

VTJ Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

BARS

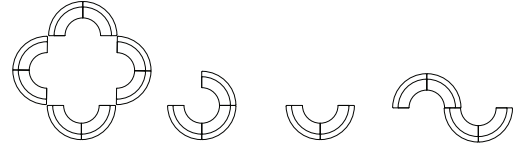


BRC



BR1

Suggested Uses of Martini Bar



BAR STOOLS



BS001



BS002



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

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

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

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"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

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

TRAINING ROOM



CP5



P03



P01



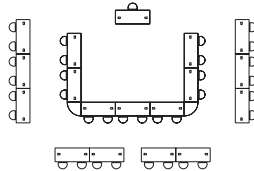
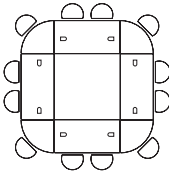
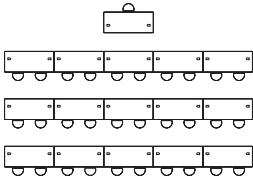
CP3, CP4



WD2



Suggested Uses of Training Table and Connecting Wedge



UTILITY CHAIRS



SY1



DF1

Training Room

- CP5** Computer Table
Graphite Nebula
36"L 30"D 42"H
- P03** Kiosk
Black, Maple
24"L 21"D 42"H
- P01** Lecturn Podium
Cherry
24"L 19"D 50"H

- WD2** Writing Desk
Graphite
48"L 24"D 30"H
- CP3** Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H
- CP4** Connector Wedge
Matches Training Table
24"L 24"D 1"H

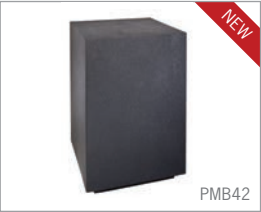
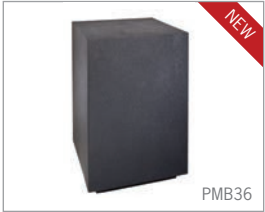
Utility Chairs

- SY1** Altura Task Chair
Black Crepe
25"L 26"D 21"H
- DF1** Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS



BOOKCASES & PRODUCT DISPLAYS



Lamps

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

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

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

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

BC7 Bookcase
Graphite
36"L 13"D 71"H

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

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

Desks & Credenzas

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

JD7 Executive Desk
Graphite
60"L 30"D 29"H

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

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

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

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

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

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



16



ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base



MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



ALLEGRO
10' x 10' Booth



KEY WEST
10' x 10' Booth



MEMPHIS
10' x 10' Booth



ROMA
10' x 10' Booth

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Customer Service Email: atlanta@shepardes.com**EXECUTIVE FURNITURE****AAOP-American Academy of Orthotists & Prosthetists****February 26 - March 1, 2014****Hyatt Regency Chicago - Chicago, Illinois**

Event Code: G141990314

Discount Deadline: February 5, 2014**SEATING**

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	1008.70	1311.30	
	SOC-Lisbon Sofa, Blk Leather	1169.30	1520.10	
	SOQ-Astro Sofa, Cream	1088.90	1415.55	
	SON-Marrakesh Sofa, Light Beige	879.70	1143.60	
	SFA002- Allegro Sofa	691.70	899.20	
	SOM-Key West Sofa, Black	889.45	1156.30	
	MPS-Memphis Sofa	836.80	1087.85	
	SO2-3pc. South Beach, P. Suede	2035.10	2645.65	
	SED-3pc. Newport, Charcoal Leather	2274.25	2956.55	
	SFA003-Roma Sofa, White	812.85	1056.70	
	SFA001-Mirabel Sofa, Brown Leather	812.85	1056.70	
Club Chairs				
	CHD-Newport Armless, Charcoal	559.40	727.20	
	COD-Newport Corner, Charcoal	644.40	837.70	
	CHC-Lisbon Chair, Black Leather	716.50	931.45	
	MPC- Memphis Chair	593.80	771.95	
	CHR002-Allegro Chair	451.40	586.80	
	CHQ-Astro Chair, Cream	719.95	935.95	
	CHN-Marrakesh Chair, Light Beige	625.30	812.90	
	CHR003-Roma Chair, White	530.10	689.15	
	CHR001-Mirabel Chair, Brown Leather	530.10	689.15	

Qty.	Item	Discount	Regular	Amount
LoveSeats				
	LSD-Newport, Charcoal Leather	1015.65	1320.35	
	LSM-Key West, Black	788.60	1025.20	
	LSC-Lisbon, Black Leather	946.70	1230.70	
Occasional Chairs				
	CCE-ICE, Transparent/Chrome	307.35	399.55	
	OCA-T-Vac, Translucent, Chrome	415.50	540.15	
	OCH-Madrid Black Leather	1123.45	1460.50	
	BCW-Madrid Chair, White	1215.10	1579.65	
	OCU-Globus-White Leather	621.35	807.75	
	OCB-Key West Tub, Black	646.55	840.50	
	OCL-Cappuccino, Chocolate	510.85	664.10	
	OCY-Stage, Onyx	302.60	393.40	
	OCC-Stage, Camel	279.80	363.75	
	OCZ-Stage, Beige	284.15	369.40	
	OCR-Stage, Red	279.80	363.75	
	SCD-Fusion, Green/White	139.95	181.95	
	SCC-Fusion, Clear/White	139.95	181.95	
	SCE-Fusion, Red/White	139.95	181.95	
	CH001-Casper, Clear Acrylic	183.80	238.95	

Ottomans

	OTS-South Beach Wedge	360.40	468.50	
	OTQ-Square, White Leather	495.95	644.75	
	OTN-Bench, White Leather	555.35	721.95	
	OTP-Square, Black Leather	575.50	748.15	
	OTM-Bench, Black Leather	600.60	780.80	
	OSA-Oval, Black	481.40	625.80	
	OSB-Oval, White	445.15	578.70	
	VIB02-Vibe Cube, Blue	138.40	179.90	
	VIB04-Vibe Cube, Red	138.40	179.90	
	VIB05-Vibe Cube, Yellow	134.35	174.65	
	VIB07-Vibe Cube, Champaigne	134.25	174.55	

	OSC-Cube, White Leather	169.60	220.50	
	OTH-Cube, Black Leather	183.35	238.35	
	OTK-Half Round, Blk Leather	580.80	755.05	
	OTL-Half Round, Wht Leather	580.80	755.05	
	CCZ-Circle, Black/White Leather	903.00	1173.90	
	CCB-Circle, Black Leather	903.00	1173.90	
	CCW-Circle, White Leather	903.00	1173.90	
	VIB03-Vibe Cube, Pink	138.40	179.90	
	VIB06-Vibe Cube, Gold/Bronze	138.40	179.90	
	VIB01-Vibe Cube, Green	134.25	174.55	
	PUZ2SW-Puzzle Bench, White	318.15	413.60	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	426.35	554.25	
	C1D-Soho, Steel/Chocolate	545.40	709.00	
	C1K-Inspiration	438.35	569.85	
	C1F-Geo Rect., Glass/Black	389.75	506.70	
	C1C-Geo Rect., Glass/Chrome	401.15	521.50	
	COLI - Oliver Cocktail Table	254.85	331.30	
	C1W-Sydney, White	411.60	535.10	
	C1Y-Sydney, Black	411.60	535.10	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	401.15	521.50	
	E1D-Soho, Steel/Chocolate	506.65	658.65	
	E1K-Inspiration	430.30	559.40	
	E1F-Geo, Glass/Black	364.45	473.80	
	E1C-Geo, Glass/Chrome	376.00	488.80	
	EOLI-Oliver End Table	239.25	311.05	
	E1W-Sydney, White	381.50	495.95	
	E1Y-Sydney, Black	381.50	495.95	

Please complete the following:

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

Subtotal \$

8.000% 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.

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EXECUTIVE FURNITURE

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014**CONFERENCE TABLES & CHAIRS**

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	628.15	816.60	
	CE1-Geo Table, Sq. Chrome	449.35	584.15	
	CF1-Geo Table, Sq. Black	426.35	554.25	
	CG1-Manhattan Table, Black	463.05	601.95	
	CE2-Geo Table, Chrome	651.20	846.55	
	CB2-6' Graphite Table	701.60	912.10	
	CB3-8' Graphite Table	850.55	1105.70	
	CD2-6' Grey Nebula Table	648.75	843.40	
	CD3-8' Grey Nebula Table	786.40	1022.30	
	CC6-6' Mahogany Table	651.20	846.55	
	CC7-8' Mahogany Table	802.35	1043.05	
	CC8-10' Mahogany Table	1276.95	1660.05	
	CB1-42" Round, Graphite Nebula	575.45	748.10	
	CD1-42" Round, Grey Nebula	532.10	691.75	
	CC5-42" Round, Mahogany Table	572.25	743.95	
	OCT6W-Nova, Oval White	544.35	707.65	

Qty.	Item	Discount	Regular	Amount
Conference Chairs & Utility Seating				
	SC9-Panton Chair, White	302.60	393.40	
	SC8-Flex Chair with wheels	249.85	324.80	
	SC1-New York Chair	286.50	372.45	
	SC4-Jetson Chair	286.50	372.45	
	SC6-Manhattan Chair	350.85	456.10	
	SC2-Brewer Chair, Grey	268.25	348.75	
	SC3-Brewer Chair, Onyx	268.25	348.75	
	SC5-Tilt Executive Chair	470.60	611.80	
	CO4-Iso Mesh Chair	462.85	601.70	
	XC3-Luxor Guest Chair	564.05	733.25	
	XC2-Luxor Executive Chair	565.95	735.75	
	XC1-Luxor Executive, High-back	651.20	846.55	
	XC6-Altura Guest Chair	502.15	652.80	
	XC5-Altura Executive Chair	552.50	718.25	
	XC4-Altura Executive, High-back	600.60	780.80	
	OTO-Otto Chair, High-back, Black	687.75	894.10	
	CS8-Berline Chair, Black	169.15	219.90	
	CS9-Berlin Chair, Red	169.15	219.90	
	SY1-Altura Task Chair	304.95	396.45	
	DF1-Altura Drafting Stool	451.80	587.35	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	316.10	410.95	
	ZTP-36" Maple Top/Black Base	351.65	457.15	
	ZTJ-30" Graphite Top/Black Base	316.10	410.95	
	ZTN-36" Graphite Top/Black Base	351.65	457.15	
	ZTM-36" Grey Top/Black Base	351.65	457.15	
	ZTE-36" Brandy Top/Black Base	415.50	540.15	
	ZTF-30" Metallic Silver Top/Blk Base	341.35	443.75	
	ZTB-30" Red Top/Black Base	301.00	391.30	
	ZTC-30" Blue Top/Black Base	301.00	391.30	

Qty.	Item	Discount	Regular	Amount
Café Tables - Tullip Chrome Base				
	XTK-30" Maple Top/Chrome Base	415.50	540.15	
	XTP-36" Maple Top/Chrome Base	474.10	616.35	
	XTJ-30" Graphite Top/Chrome Base	436.25	567.15	
	XTN-36" Graphite Top/Chrome Base	474.10	616.35	
	XTM-36" Grey Top/Chrome Base	474.10	616.35	
	XTE-36" Brandy Top/Chrome Base	451.45	586.90	
	XTF-30" Met. Silver Top/Chrm Base	457.85	595.20	
	XTB-30" Red Top/Chrome Base	560.50	728.65	
	XTC-30" Blue Top/Chrome Base	560.50	728.65	

Please complete the following:

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

Subtotal	\$
8.000% Tax:	\$
Amount Due:	\$

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

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Event Code: G141990314

Discount Deadline: February 5, 2014**BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
Bar Tables- Black Base				
	VTK-30" Maple Top/Black Base	365.05	474.55	
	VTP-36" Maple Top/Black Base	360.40	468.50	
	VTJ-30" Graphite Top/Black Base	365.05	474.55	
	VTN-36" Graphite Top/Black Base	378.40	491.90	
	VTM-36" Grey Top/Black Base	378.40	491.90	
	VTE-36" Brandy Top/Black Base	434.55	564.90	
	VTF-30" Met. Silver Top/Black Base	414.00	538.20	
	VTB-30" Red Top/Black Base	347.70	452.00	
	VTC-30" Blue Top/Black Base	365.05	474.55	
Barstools				
	BS3-Ohio, Grey/Chrome	278.20	361.65	
	BS1-Ohio, Red/Chrome	278.20	361.65	
	BS2-Ohio, Black/Chrome	278.20	361.65	
	BST-Banana, White/Chrome	374.05	486.25	
	BSS-Banana, Black/Chrome	373.95	486.15	
	BS001-Shark, Swivel White	318.15	413.60	
	BS002-Zoey, Swivel White	289.85	376.80	
	BCE-Ice, Transparent /Chrome	344.95	448.45	

Qty.	Item	Discount	Regular	Amount
Bar Tables- Chrome Base				
	WTK-30" Maple Top/Chrome Base	440.85	573.10	
	WTP-36" Maple Top/Chrome Base	485.45	631.10	
	WTJ-30" Graphite Top/Chrome Base	462.85	601.70	
	WTN-36" Graphite Top/Chrome Base	485.45	631.10	
	WTM-36" Grey Top/Chrome Base	485.45	631.10	
	WTE-36" Brandy Top/Chrome Base	485.45	631.10	
	WTF-30" Met. Silver Top/Chrome Base	509.75	662.70	
	WTB-30" Red Top/Chrome Base	440.85	573.10	
	WTC-30" Blue Top/Chrome Base	440.85	573.10	
Barstools				
	BSD-Oslo, Blue	389.55	506.40	
	BSC-Oslo, White	389.55	506.40	
	BSL-Gin, Maple	296.00	384.80	
	BSN-Jetson, Black	420.65	546.85	
Bars				
	BRC-Circle Martini Bar	6105.35	7936.95	
	BR1-Martini Bar	2121.15	2757.50	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Training Room				
	CP5-Computer Table-Graphite	609.85	792.80	
	PO3-Kiosk, Black/Maple	730.10	949.15	
	PO1-Lecturn Podium, Cherry	462.85	601.70	
	WD2-Writing Desk, Graphite	536.45	697.40	
	CO4-Flex Back Chair, Charcoal	462.85	601.70	
	CP3-Training Table	483.30	628.30	
	CP4-Connector Wedge	220.45	286.60	
Desks, Bookcases, Credenzas, Lateral Files, Files				
	BC6-Bookcase, Mahogany	520.75	677.00	
	BC7-Bookcase, Graphite	509.75	662.70	
	JD6-Executive Desk, Mahogany	799.15	1038.90	
	JD7-Executive Desk, Graphite	799.15	1038.90	
	L26-Lateral File, Mahogany	645.55	839.20	
	L27-Lateral File, Graphite	609.85	792.80	
	CR6-Credenza, Mahogany	811.85	1055.40	
	CR7-Credenza, Graphite	765.25	994.85	
	VF4-Vertical File, 4-drawer	381.50	495.95	
	VF2-Vertical File, 2-drawer	279.80	363.75	

Qty.	Item	Discount	Regular	Amount
Product Display- Pedestals				
	PDL-42"H Pedestal, Locking	717.55	932.80	
	PMB36-36"H Molded, Black	407.75	530.10	
	PMB42-42"H Molded, Black	480.55	624.70	
	PDK-42"H Pedestal, Graphite	701.60	912.10	
Product Display- Etageres				
	ET2-Etagere, Black	520.75	677.00	
	ET1-Etagere, Pewter	520.75	677.00	
Lamps				
	TRW-Trovato, White Floor Lamp	432.25	561.95	
	TRH-Trovato, White Table Lamp	320.40	416.50	
	LA15-Mason Silver Floor Lamp	225.75	293.50	
	LA14-Mason Silver Table Lamp	152.90	198.75	
Refrigerators				
	R1R-White 14 Cubic Feet	1216.75	1581.80	
	R1Q-White 4 Cubic Feet	425.15	552.70	

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$

8.000% Tax: \$

Contact Name: _____

Phone #: _____

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.



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

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: January 27, 2014

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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

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

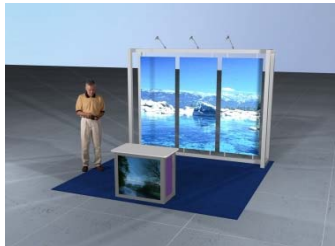
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3730.85	4850.10
	10' x 20'	6075.50	7898.15
Subtotal			

(66470, 66471)

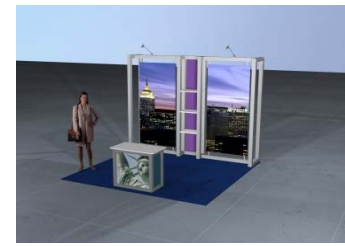
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2602.75	3383.60
	10' x 20'	4555.90	5922.65
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	3228.45	4197.00
	10' x 20'	6129.90	7968.85
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3915.00	5089.50
	10' x 20'	4640.00	6032.00
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	4132.50	5372.25
	10' x 20'	5727.50	7445.75
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3799.00	4938.70
	10' x 20'	5582.50	7257.25
Subtotal			

(66492, 66493)

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

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

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

Please complete the following:

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	8.000% Tax*:	\$
Authorized Signature:	_____			Amount Due:	\$

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

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INLINE BOOTH RENTALS

AAOP-American Academy of Orthotists & Prosthetists

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EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

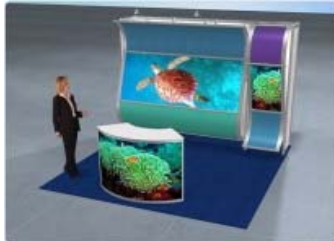
***Custom Design for Rentals**

***Onsite Logistics Management**

***Freight Management**

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'	4052.75	5268.60
	10' x 20'	6126.25	7964.15
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3842.50	4995.25
	10' x 20'	5292.50	6880.25
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	4023.75	5230.90
	10' x 20'	6380.00	8294.00
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2392.50	3110.25
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	4176.00	5428.80
Subtotal			

(66481)

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

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

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

Please complete the following:

Company Name:	_____	Booth #:	_____	Subtotal	\$	_____
Contact Name:	_____	Phone #:	_____	8.000% Tax*:	\$	_____
Authorized Signature:	_____			Amount Due:	\$	_____

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ISLAND BOOTH RENTALS

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: January 27, 2014

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

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

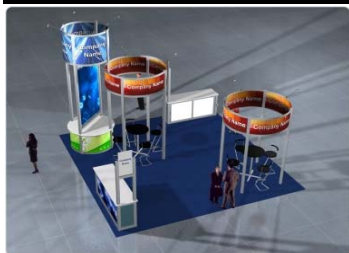
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	9497.50	12346.75
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	14137.50	18378.75
Subtotal			

(66498)

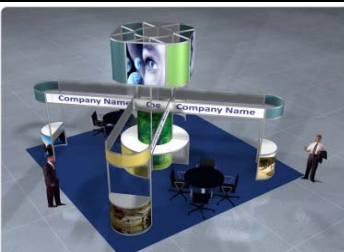
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	13282.00	17266.60
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	13630.00	17719.00
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 #: _____	8.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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ISLAND BOOTH RENTALS

AAOP-American Academy of Orthotists & Prosthetists

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Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: January 27, 2014

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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- *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 Adams



Qty.	Description	Discount	Regular
	20' x 20'	13775.00	17907.50
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	10142.75	13185.60
Subtotal			

(66495)

The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	9932.50	12912.25
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	14790.00	19227.00
Subtotal			

(66499)

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.

****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 #: _____	8.000% Tax*: \$	
Authorized Signature: _____		Amount Due: \$	

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EXHIBIT RENTAL ACCESSORIES

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

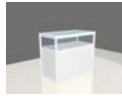
Discount Deadline: January 27, 2014

SHOWCASES AND LOCKING CABINETS



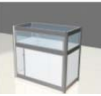
Quartermview Showcase

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	1237.60	1608.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1335.65	1736.35	
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

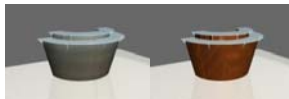


LC2 - 1.5 meters wide

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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	917.20	1192.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	1113.10	1447.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	676.65	879.65	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

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	2552.50	3318.25	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	943.30	1226.30	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	2046.15	2660.00	
66285		CS1*	1190.00	1547.00	
66286		CS2	693.55	901.60	

*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	655.40	852.00	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	1157.55	1504.80	
66279		GL2*	1095.25	1423.85	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station	2102.50	2733.25	



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 #:	8.000% Tax*:	\$
Authorized Signature:		Amount Due:	\$

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**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

SIGN ORDER FORM

AAOP-American Academy of Orthotists & Prosthetists**February 26 - March 1, 2014****Hyatt Regency Chicago - Chicago, Illinois**

Event Code: G141990314

Discount Deadline: February 5, 2014**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	196.10	254.95	
70010		Horz., 22" x 28"	196.10	254.95	
70011		Vertical, 28" x 44"	298.85	388.50	
70012		Horz., 28" x 44"	298.85	388.50	
70025		Meterboard, 39" x 90.75"	604.80	786.25	
Accessories					
70017		Blank Foamcore, 4'x 8'	53.30	69.30	
70021		Velcro, per ft, min. 5 ft.	3.50	4.55	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	24.85	32.30	
70071		grommets, per sq. ft. - Horizontal	24.85	32.30	
70066		Pockets, per sq. ft. - Vertical	26.75	34.80	
70072		Pockets, per sq. ft.- Horizontal	26.75	34.80	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	58.65	76.25	

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 \$

8.000% 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.



UNION JURISDICTIONS CHICAGO AREA

UNION LABOR

Illinois is NOT a "right-to-work" state. All exhibit and display work in the Chicago area must be performed by union personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION - Carpenters

Carpenter union exhibit labor claims jurisdiction for the erection and dismantling of displays and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also re-crate machines for outbound loading.

Exhibitors may set up and dismantle pop displays in booths of 10'x10' or less. A pop up display shall be defined as a display system of 10' or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop up displays larger than 10' will require union labor.

EXHIBIT LABOR JURISDICTION – Decorators

Decorator union labor handles the installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background has been erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps. Exhibitors may blow up balloons provide they are not used in the display.

TEAMSTER LABOR JURISDICTION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles; deliver the material to your booth and remove and re load material at the close of the show. The only exceptions to this are, machinery (See Riggers) and small items which can be easily carried by one man, in one trip, without the use of dollies, flat trucks, etc.

Exhibitors may carry in small packages, including pop up booths, provided they can be hand carried by one person in one trip per booth.

RIGGERS and MACHINERY MOVERS

Riggers handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and re-skid machines and spot machines in your booth.

The weight of your machine and it's size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliance provided it can be easily and reasonably done by hand.

Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any powered equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one man is needed to do the work, then only one rigger will be required.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit back wall.

GENERAL PROVISIONS

In each case where these rules indicate an "exhibitor may" do something, this is interpreted to mean a full time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line and is shipped in pieces that you can assemble it. This means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set the merchandise for display providing that no tools are required to open the boxes. Exhibitors are allowed to do the technical work on their machines such as fine line balancing, programming, additional electrical work and in most cases, cleaning the machine.

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
 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

LABOR ORDER FORM

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
 Date of installation: _____ Requested start time: _____ Est. Hours _____
 Date of dismantling: _____ Requested start time: _____ Est. Hours _____

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	106.75	138.80	30% **	
68067		OT	160.13	208.15	30% **	
68068		DT	213.50	277.55	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	106.75	138.80	
68061		OT	160.13	208.15	
68062		DT	213.50	277.55	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; All day Saturday
 DT - Double time: All day 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:

Exhibitor-Owned Carpet Installation/Dismantling				
68080		SQ. FT.	1.00	1.30
68079		MINIMUM	213.50	277.55

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 1/2 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 written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



GROUND RIGGING/FORKLIFT RENTAL

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

Discount Deadline: February 5, 2014

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@shepards.com

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested 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	382.00	496.50	
35039		Overtime Hourly Rental	478.75	622.50	
35067		Double-time Hourly Rental	575.45	748.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	763.95	993.25	
35049		Overtime Hourly Rental	957.45	1244.75	
35069		Double-time Hourly Rental	1150.95	1496.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	1145.95	1489.75	
35066		Overtime Hourly Rental	1436.20	1867.00	
35070		Double-time Hourly Rental	1726.40	2244.25	

CRANE RENTAL AVAILABLE UPON REQUEST

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; All day Saturday

DT - Double time: All day 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	133.44	173.45	
35086		Overtime Hourly Rate	200.16	260.20	
35099		Double-time Hourly Rate	266.88	346.95	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	106.75	138.80	
35100		Overtime Hourly Rate	160.13	208.15	
35101		Double-time Hourly Rate	213.50	277.55	

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

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

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

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 #)

AAOP-American Academy of Orthotists & Prosthetists
Shepard Exposition Services c/o UPS Freight/J&J Motor Freight
2338 South Indiana Ave
Chicago, IL 60616

Warehouse Deadline February 18, 2014
Date

☐ I will be shipping to **SHOW SITE**

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

AAOP-American Academy of Orthotists & Prosthetists
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601

Delivery date: February 25, 2014

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



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

AAOP-American Academy of Orthotists & Prosthetists

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	Shepard Exposition Services c/o UPS Freight/J&J Motor Freight 2338 South Indiana Ave Chicago, IL 60616
	Delivery Hours: M-F, 8-4:30 PM
For: AAOP-American Academy of Orthotists & Prosthetists	
First day freight can arrive w/o a surcharge: January 29, 2014	
Last day freight can arrive w/o a surcharge: February 18, 2014	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	Shepard Exposition Services c/o UPS Freight/J&J Motor Freight 2338 South Indiana Ave Chicago, IL 60616
	Delivery Hours: M-F, 8-4:30 PM
For: AAOP-American Academy of Orthotists & Prosthetists	
First day freight can arrive w/o a surcharge: January 29, 2014	
Last day freight can arrive w/o a surcharge: February 18, 2014	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hyatt Regency Chicago 151 East Wacker Drive Chicago, IL 60601
	For: AAOP-American Academy of Orthotists & Prosthetists
MUST NOT BE DELIVERED PRIOR TO: February 25, 2014 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hyatt Regency Chicago 151 East Wacker Drive Chicago, IL 60601
	For: AAOP-American Academy of Orthotists & Prosthetists
MUST NOT BE DELIVERED PRIOR TO: February 25, 2014 @ 8:00 AM	

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

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Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

MATERIAL HANDLING AUTHORIZATION

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

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					
	\$135.00	\$202.50	\$175.50		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Advance Shipments to Warehouse					
	\$140.00	\$182.00			
	Crated	Special Handling			
35010 / 35013		35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$70.00	\$140.00			
	Each carton	Min. per shipment			
35048		35045			

Signature Series Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$121.50	\$182.25	\$158.00		
	Crated	Uncrated	Special Handling		
35390 / 35395 35391/ / 35399 35394 / 35402					
Advance Shipments to Warehouse					
	\$126.00	\$163.75			
	Crated	Special Handling			
35393 / 35397 35392 / 35401					
Overtime					
	Overtime: 30% fee for every overtime application			30%	

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

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

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

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

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.

* All tax rates are subject to change.



Shepard Exposition Services

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Customer Service Email: atlanta@shepardes.com

STORAGE AUTHORIZATION FORM

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

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 (\$20.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. 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. **(\$100.00 Minimum)**

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

(35166)

POST SHOW TRANSPORTATION AND HANDLING

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

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

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

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

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

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

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

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.



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Customer Service Phone: (404) 720-8600

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MATERIAL HANDLING INFORMATION

AAOP-American Academy of Orthotists & Prosthetists

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot 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, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, 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.

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.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

35003

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

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.

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: \$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.

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.

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.



MATERIAL HANDLING 101

AAOP-American Academy of Orthotists & Prosthetists

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.

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.

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).



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

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

AAOP-American Academy of Orthotists & Prosthetists

February 26 - March 1, 2014

Hyatt Regency Chicago - Chicago, Illinois

Event Code: G141990314

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 by the deadline date above. 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

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

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

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

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

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

Please complete the following:

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

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

Authorized Signature: _____

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

Shepard 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.



WELCOME TO THE HYATT REGENCY CHICAGO

In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that ALL EXHIBITORS read and strictly adhere to the following:

Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or under their table or display at any time during the show. You may keep one day's supply of your product or materials on display in the open area of your booth space. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility.

"Empty" labels are provided for your convenience and are available at the SHEPARD Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.

The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.

WE APPRECIATE YOUR COOPERATION.





GENERAL FIRE SAFETY POLICIES & PROCEDURES

STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an open area of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is not permitted at any time.
11. Report emergencies immediately by dialing 55 on any house phone.

QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
Chicago, IL 60601
Phone: (312) 616-6988
Fax: (312) 616-6830

HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2014

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS February 26 - March 1, 2014 / Hyatt Regency Chicago

NAME OF SHOW:		BOOTH #:	
COMPANY NAME:		BOOTH SIZE: X	
ADDRESS:		CUSTOMER #	
PHONE #:	EXT.:	FAX# :	
SIGNATURE:		PRINT NAME:	
E-MAIL:			
E-MAIL FOR INVOICE:		<input type="checkbox"/> CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER	

Invoices will be sent by email. Please provide email address of the person who reconciles your invoices if different from above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (301652) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AM EXPRESS

☐ MASTERCARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACHE Direct Deposit

ABA # 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we may properly credit your account.

Account No.:	Exp. Date:
<input type="checkbox"/> Personal Credit Card	<input type="checkbox"/> Company Credit Card
Cardholder Name: (Print)	Signature:
Cardholder Billing Address:	
City/State/Zip:	
E-MAIL ADDRESS FOR INVOICE NOTIFICATION:	

ENTER TOTALS HERE

ELECTRICAL/ PLUMBING	TELEPHONE	CLEANING	COMPRESSED AIR/WATER/DRAIN	GRAND TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Remember to order in advance to save time and money. You may place your order by phone, fax or mail.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative at (773) 473-7080

Freeman method of payment

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2014

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS **February 26 - March 1, 2014 / Hyatt Regency Chicago**

To authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

TFC#: (IF KNOWN)

CITY/STATE/ZIP:

PHONE:

(EXT.)

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party.

☐

BOOTH CLEANING

☐

UTILITIES

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

(EXT.)

FAX:

CONTACT'S EMAIL ADDRESS

INVOICES WILL BE SENT BY EMAIL, PLEASE PROVIDE EMAIL ADDRESS OF THE PERSON WHO RECONCILES YOUR INVOICES IF DIFFERENT THAN ABOVE.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐

AMERICAN EXPRESS

☐

MASTERCARD

☐

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME: (PLEASE PRINT)

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

BILLING CITY/STATE/ZIP:

Chgo.All Rev.10-07 PROJECT #14-301652

FREEMAN third party authorization

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2014**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS February 26 - March 1, 2014 / Hyatt Regency Chicago

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Electrical Assistance, please contact Doug Castle at 312-239-4678 or e-mail at doug.castle@hyatt.com.

For fast, easy ordering go to www.myfreemanonline.com

ELECTRICAL OUTLETS (Single Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
40715	1500 Watts (120 volts) (Standard Service Quad Box)	_____	173.60	225.00	= \$ _____
40915	15 Amps (208 volts) (1 HP)	_____ Quoted on	Request		= \$ _____
40930	30 Amps (208 volts) (5 HP)	_____ Quoted on	Request		= \$ _____

ELECTRICAL OUTLETS (Three Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
401015	15 Amps (208 volts) (Heavy Duty Service Unit)	_____ Quoted on	Request		= \$ _____
401030	30 Amps (208 volts) (Heavy Duty Service Unit)	_____ Quoted on	Request		= \$ _____

Above 30 Amps or 208 Volts Call for Quote.

Special Instructions

ELECTRICAL EQUIPMENT

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
403010	Extension Cord	_____	19.30	32.05	= \$ _____
4019155	8' Light Tree (150 Watts) (W/ 2 Floods--Includes Power)	_____	141.40	180.00	= \$ _____
40305	Power Strip - #40-30-5 (5 HP)	_____	26.25	34.45	= \$ _____

TOTAL COST

Outlet(s)	\$ _____
Equipment	\$ _____
Tax 8% (Rental)	\$ _____
GRAND TOTAL	\$ _____

PLEASE NOTE

• Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

• **A scaled floor plan is required for orders with multiple outlet locations and/or island booths.** Submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

• Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.

Labor Is Required For:

- Floorwork** - Distribution of electrical under carpet and flooring.
- Boothwork** - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- Hook Up** - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- Lighting** -
 - Assembly and installation of all lighting to exhibit structure.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Cabling** - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- Mounting** of single monitors over 6' (to include plasma AV screens, LCD & CRT) and installation of hanging brackets.
- Please also submit the Freeman Method of Payment Form with credit card information.** Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

FREEMAN electrical service

Attn: Doug Castle, Chief Electrician
c/o Hyatt Regency Chicago

ELECTRICAL SERVICES

1. **Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
2. **Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Company Name: _____ Booth #: _____

Adjacent Aisle or Booth #

Adjacent Aisle or Booth #

Adjacent Aisle or Booth #

SCALE: 1 SQUARE = _____ FOOT/FEET or _____ INCHES

ELECTRICAL SERVICES Conditions and Regulations

1. Deadline Date: Your order must be received not later than 22 days before opening day to insure installation in time for the opening of the show. A 30% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are included in this 22 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2014

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

NAME OF SHOW: **February 26 - March 1, 2014 / Hyatt Regency Chicago**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on this form and on the Electrical Service Order Form.

Electrical Labor Rates:

Straight Time: Monday-Friday 8:00 a.m. - 4:30 p.m.\$132.50

Over Time: Monday-Friday 4:30 p.m. - 8:00 a.m.;
All Day Saturday, Sunday and Holidays\$ 227.90

PLEASE SUBMIT A FLOOR PLAN OF ALL BOOTHS 20' X 20' OR LARGER INDICATING PLACEMENT OF ELECTRICAL SERVICE.

INSTALLATION

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
_____						Total	

DISMANTLE

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
_____						Total	

THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT

Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S. funds. Invoices can be paid by company check, Visa, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

**METHOD OF PAYMENT FORM
MUST BE INCLUDED WITH
YOUR ORDER**

Freeman electrical labor

F R E E M A N

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Chicago, Illinois 60644-1436
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Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

February 26 - March 1, 2014 / Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

Hot and Cold Water and Drainage are strategically located at five positions in Riverside Center, each capable of serving up to 20 booths. All prices include single hook-up. Please include a sketch or blue print showing service location in booth. All prices subject to a 8% rental tax. 50% charge for cancellations.

ALL ORDERS SUBJECT TO GENERAL INFORMATION AS SET FORTH ON REVERSE SIDE

Freeman requires 100% of amount owed, including applicable tax, be paid in advance. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. **Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders - accompanied by full payment must be received by FEBRUARY 3, 2014.** Mail the advance payments with order forms to the above address. Payments should be payable to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. Please indicate method of payment. **The Method of Payment and the Order Form must be completed before your orders can be processed. A credit card authorization is a deposit against additional charges incurred and/or labor.** Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your credit card. Prices subject to change without notice.

Installation Labor Rates per hour

Monday thru Friday

8:00 a.m. to 4:30 p.m.\$ 77.20

After 4:30 p.m. Weekdays,

and all day Weekends\$ 154.35

PROJECT#: 14-301652

Please indicate services desired:

AIR One time charge

90 psi delivered in 3/8" ID hose

Indicate pipe end of equipment

Discount Price/Standard Price

☐ Air at \$275.65 / \$441.00 each \$ _____

please provide your own regulator

☐ CFM

WATER One time charge

80 psi delivered hose will have

3/4" garden hose connection

Indicate pipe end of equipment

Discount Price/Standard Price

☐ Hot at \$275.65 / \$441.00 each \$ _____

☐ Cold at \$275.65 / \$441.00 each \$ _____

DRAIN One time charge

Water hose 1-1/2" ID

Discount Price/Standard Price

☐ Drain at \$275.65 / \$441.00 each \$ _____

SUBTOTAL:

AIR/WATER/DRAIN \$ _____

CABLE HOOK-UP

Discount Price/Standard Price

☐ Hook-up at \$200.00 / \$250.00 each \$ _____

Special Instructions:

Add 8% rental tax

Freeman compressed air - water - drain

The plumbing service rates listed on the reverse side of this form cover only the plumbing service where specified and in the most convenient manner plus the removal of those lines at the close of the exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment will be charged at the prevailing rates for labor and material. Because of responsibility Facility Service Center must make all connections to and from the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing services should be sent in as promptly as possible since orders received within three (3) days prior to the opening of the exposition will be subject to 50% increase in the published rates. To avoid delay in installation, all equipment should be properly tagged and labeled with full information as to kind of service, size of line, etc. ready to connection.

Freeman nor Facility Service Center will not be responsible for moisture or water in the air lines. Exhibitor should supply their own filter or other equipment to handle moisture or water. FSC must have (15) days notice if they are to supply special regulators, strainers, traps, etc. Pressure for service listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of FSC; such material and equipment will be removed by FSC after close of the exposition.

Changes to order after installation and connections and disconnects to equipment form service valve will be additionally charged at labor and material rates quoted herein.

A completed METHOD OF PAYMENT form must accompany this order.

For technical questions please contact:

**Doug Castle, Chief Electrician
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
(312) 616-6881**

F R E E M A N

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DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2014

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

February 26 - March 1, 2014 / Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum
- **Our exclusive cleaning contract with show management for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.**
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	610100	Booth Vacuuming-One Time60	.85	_____
_____	610200	Booth Vacuuming-2 Days	1.20	1.70	_____
_____	610300	Booth Vacuuming-3 Days	1.80	2.50	_____
_____	610300	Booth Vacuuming-4 Days (Duration of Show).....	2.40	3.35	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	630100	Shampoo Carpet-One Time90	1.25	_____
_____	630200	Shampoo Carpet-2 Days.....	1.80	2.50	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Discount	Show Site Price	Total Price
-----------------	--------	-------------	----------	--------------------	----------------

- Includes emptying of wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Porter Service (1-500 sqft)	63.55	88.95	_____
_____	6201500	Porter Service (501-1500 sqft)	83.40	116.75	_____
_____	6202500	Porter Service (1501-2500 sqft)	105.25	147.35	_____
_____	6203500	Porter Service (Over 2500 sq. ft.)	Call For Quote	_____	_____
_____	6201000	Full Time Porter Service per hour	37.60	52.65	_____

TOTAL COST

_____	+	_____	= \$	_____
Subtotal		N/A %Tax		Total Cost

F R E E M A N

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**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

February 26 - March 1, 2014 / Hyatt Regency Chicago

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Standard telephone service consists of one (1) house line through the hotel's NEAX 2400 System.

- **Payment in full for installation must accompany orders.**
- **Exhibiting firm is responsible for all local and long distance telephone charges.**
 - **A credit card is required to process order.**
- **An invoice listing individual bills will be available upon conclusion of show.**

Freeman requires 100% of amount owed, including applicable tax, to be paid in advance or at showsite. Payment must be made in U.S. funds. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders and full payment must be received by **FEBRUARY 3, 2014**. Mail the advance payments with order forms to the above address. Payments for line and equipment should be made to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. The Freeman credit card authorization is a deposit against additional charges incurred and/or labor. Payment of any balances may also be made by company check while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card. 50% charge for cancellations. Prices subject to change without notice.

Local Access, Internet Access & 800 Calls will be billed at:

- **Per call access fee: \$1.25 per call**
- **\$.27 per minute plus AT&T charges for long distance calls**
- **\$.12 / minute for all calls over 20 minutes in length**

PLEASE PROVIDE COMPLETE INFORMATION BELOW:

Service Information:

Installation Removal
Date _____ Day _____ Time _____ Date _____ Day _____ Time _____

Type of Service:

Telephone Line _____ Computer _____ Fax _____ Location in Booth (Specify or attach drawing) _____

Indicate Service Required:

Quantity	Discount	Standard	Total
_____ Telephone Line Installation Charge	\$132.30 per line	\$198.45	_____
_____ Telephone	\$ 55.15	\$ 82.70	_____
_____ Daily Phone Service per line per day	\$ 82.70 per day		_____

Subtotal _____ **+ Tax (14.5%)** _____ **=TOTAL COST** _____

NOTE: Freeman requires a METHOD OF PAYMENT on file for above services and cannot be invoiced at a later date.

**THE ENCLOSED HYATT CREDIT CARD AUTHORIZATION FORM MUST BE ON FILE
WITH THE HYATT REGENCY FOR PHONE SERVICE TO BE PROVIDED.**

Final Telephone call charges will be billed to this card by the Hyatt and cannot be invoiced at a later date.

**THE FREEMAN METHOD OF PAYMENT FORM
MUST BE INCLUDED WITH YOUR ORDER**

**THE HYATT CREDIT CARD AUTHORIZATION FORM
MUST BE INCLUDED WITH YOUR ORDER**

Freeman telephone service

HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601
Telephone: (312) 239-4408
Submit THIS form to: Fax: (312) 239-4409

CREDIT CARD AUTHORIZATION

I authorize the Hyatt Regency Chicago to charge my credit card for (Check Appropriate):

_____ Telephone Call Charges

Local Access, Internet Access & 800 Calls will be billed at:

- Per call access fee: \$1.25 per call
- \$.27 per minute plus AT&T charges for long distance calls
- \$.12 per minute for all calls over 20 minutes in length\

NOTE: A photo copy of your credit card (front and back) is required to be attached for verification.

IMPORTANT: The telephone service order form must be completed & submitted to the fax number listed on that form.

=====

Name of Show: _____ Date of Show: _____

Exhibitor Name: _____ Booth Number: _____

Exhibitor Address: _____

Exhibitor Phone: _____

=====

Type of Card (Check One)

American Express _____

Visa _____

MasterCard _____

Diners Club _____

Discover _____

The hotel may place a charge on my credit card for the estimated amount (14) days prior to my function.

Name On Card: _____

Card Number: _____ Exp. Date: _____

Total Estimated Charges: \$ _____ Phone Number: _____

Signature: _____ Date: _____

F.A.Q. Riverside Exhibition Hall

EXHIBIT/ NETWORKING PRICE GUIDE Page 1

Thank you for choosing AVT Event Technologies as your Internet and audio visual equipment provider. AVT is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: hrcexhibits@avt.com. Please include your show dates, name of your company, and your contact information.

Q. What are the deadlines and/or cut-off dates?

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered onsite orders and are **SUBJECT TO EQUIPMENT AVAILABILITY**. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive onsite by using the web portal. You can use a credit card to book or place your charge to your room.

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order on the set-up day of the show. All credit card orders must include the entire number, the expiration date and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show.

Q. Where is my equipment?

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from AVT to Local Union 134. A union electrician will be responsible for the delivery and set-up of the equipment ordered. AVT does not control this schedule.

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to hrcexhibits@avt.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

Q. During the show if I have a question, who do I contact?

A. AVT will have personnel on-site in the exhibit hall to assist with questions and concerns about equipment and internet lines.

Q. Can I bring my own networking equipment?

A. No. Customer provided wireless access points or other network infrastructure devices are prohibited to insure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.

F.A.Q. Riverside Exhibition Hall

EXHIBIT/ NETWORKING PRICE GUIDE Page 2

Q. Can I pay with a company check?

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to AVT Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by AVT, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

Q. Why is union labor a separate charge?

A. On-location set-up and take down by required union labor is not included in the rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

Q. Are wire transfers an acceptable form of payment?

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact hrcexhibits@avt.com for written instructions.

Q. Who do I contact if I have problems with equipment during the show?

A. For AVT equipment, wired and wireless internet connections, login information and passwords; contact AVT directly at 312-735-6622. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

Q. Does AVT require a diagram of my booth?

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to AVT, AVT will process them and will send you a final order within 48 hours of receipt. **IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**



EVENT TECHNOLOGIES
A Freeman Company

Networking Request Form

EXHIBIT/ NETWORKING PRICE GUIDE Page 3

NOTE: ALL SECTIONS MUST BE COMPLETED

Client/Exhibitor Information

Group/Organization: _____ Event: _____
On-Site Contact _____ Requested by _____
On-Site Cell # _____ Phone # _____
Fax # _____ Fax # _____
E-mail Address _____ E-mail Address _____
Address _____ City _____ State _____ Zip _____

Service Request BOOTH NUMBER: _____

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/AVT network unless other arrangements have been discussed and agreed upon with AVT Event Technologies.

Cost Worksheet

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired Internet Access	\$ 100.00 per device			
<u>Wireless Internet access is not to be purchased in advance if that is the only item that you are purchasing.</u> Exhibitors may sign up onsite for wireless internet access via the web portal. Wireless service can be ordered by using a credit card or charging to a guest room through the onsite automated access portal. Two 4Mbps plans are available from the web portal: "Business Class" \$36/device/day for meeting and public space or "Business Plus" \$39.95/device/day for a full roaming experience (meeting space, public space and guest room).				
Wireless Internet Access ("Business Class" – non-roaming)	\$ 36.00 per device			
Wireless Internet Access ("Business Plus" – full roaming)	\$ 39.95 per device			
VLAN Configuration	PER QUOTE			
Specific Bandwidth Configuration	PER QUOTE			
Managed Switches / Cabling	PER QUOTE			
Expanded Wireless Capacity	PER QUOTE			
Special Computer IP Address Needs	PER QUOTE			
Custom Event Items (e.g. web splash pages, SSID, etc.)	PER QUOTE			

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Charge Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 22% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Due to Chicago city tax laws an 8% city tax will be assessed on the service charge.

SUBTOTAL: _____

Service Charge: 23% of Subtotal

City Tax: 9.25% of Service

Calculated by AVT

GRAND TOTAL: _____



Committed to Excellence

www.avt.com

312-735-6622

Fax or Email to: AVT Event Technologies

151 E. Wacker Dr., Chicago, IL 60601

Ph: 312-735-6622 Fax: 312-275-8735

hrcehibits@avt.com



EVENT TECHNOLOGIES
A Freeman Company

Exhibit Request Form

EXHIBIT/ NETWORKING PRICE GUIDE Page 4

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.

ITEM	DAILY RATE	QTY	DAYS	TOTAL
------	------------	-----	------	-------

Video Equipment

1/2" VHS Player w/repeat	\$ 100.00			
DVD Player	100.00			
42" Plasma Monitor w/Stand & Cables Will sound be required? <input type="checkbox"/> yes <input type="checkbox"/> no	350.00			
LCD Projector (XGA) w/stand & 6' Screen	795.00			

Sound Equipment

Mid-Size P.A. System (75 Watt amplified speaker)	\$ 125.00			
Computer Speakers	45.00			
Microphone, Wireless Handheld	175.00			
Microphone, Wireless Lavalier	175.00			
Microphone, Wired Handheld	55.00			
CUSTOM SYSTEMS AVAILABLE	\$ PER QUOTE			

Computer Equipment - See Commerce Concierge rental forms for computer rental and smaller display monitors.

SUBTOTAL: _____

Rental Tax: 8% of Subtotal

Service Charge: 23% of Subtotal

City Tax: 9.25% of Service

Charge

Calculated by AVT

GRAND TOTAL: _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED



Committed to Excellence

www.avt.com

312-735-6622

Fax or Email to: AVT Event Technologies

151 E. Wacker Dr., Chicago, IL 60601

Ph: 312-735-6622 Fax: 312-275-8735

hrcexhibits@avt.com

Exhibit Rental Reservation

EXHIBIT/ NETWORKING PRICE GUIDE Page 5

Exhibitor is responsible for equipment until it is picked up by an AVT Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization must be on file. Any balances outstanding as of load-out will be charged to your account. Please do not ask us to bill you.

Card Type (Visa, MasterCard, Discover, AMEX):		
Credit Card #:	Exp:	CCID:
Customer Signature	Print Name (as it appears on credit card)	Date

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to the event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Chicago are subject to city tax of 8%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location install and dismantle by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320.

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

7. Payment tendered for the specified equipment with this reservation form is an estimate only; any changes in equipment requirements or any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an AVT Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.
9. AVT Event Technologies must supply all Switches and Hubs/Access Points for the high-speed internet service.

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

Networking Agreement

EXHIBIT/ NETWORKING PRICE GUIDE Page 6

- It is understood that AVT does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that AVT shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless AVT from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.
- The total order cost will be billed to the form of payment specified in this document.
- You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card. In the event that you are unable to provide your own wireless card, wireless cards are available through AVT for a rental fee. These cards are available on a first come first serve basis, and quantities are limited.
- Instant wireless access is available in the Riverside Convention Hall for the duration of each event through the use of our automated access portal. A CREDIT CARD is required for use of the portal.
- Customer provided wireless access points or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure.
- Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.
- Please contact the Exhibit Hall Manager for pricing on AVT provided available options.
- On location install and dismantle by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

- All materials and equipment furnished by AVT for this service order shall remain the property of AVT and shall be removed only by AVT at the close of the meeting.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
- You agree to remain entirely liable for all activities conducted through the network connections.
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene or material protected by trade secrets.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by AVT at any time.
- No service will be provided without a signed copy of this form. This form must be received no later than one 72 hours prior to the meeting.
- You or your IT professional will be responsible for appropriate computer configuration for the service provided. AVT personnel cannot be responsible for making configuration changes to your personal computer.
- If you are uncertain of your requirements or for any changes you must contact hrcexhibits@avt.com.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS INTERNET REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Customer Signature: _____ Date: _____
 Title: _____

You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcexhibits@avt.com.

EXHIBIT BOOTH ORDER FORM-AAOP

IMPORTANT INFORMATION: Please review the attached meal selection and pricing. The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. All pricing is subject to a **23% service charge** and applicable sales tax. To place an order for your exhibit booth please fill out one form for each day using the attached menu selections as a guide. Each day's meal functions must have its own form with appropriate contact information, completed order form with a signed exhibit booth form. Your Catering Manager will follow-up with a **contract** based on this order and include an **estimate & payment information**. All requests must be received **no later than 2 weeks prior** to your event start date. Final guarantees for per person orders must be received by 11am, (3) business days in advance of the event. Any cancellation after that time is subject to full of order.

RETURN TO: Cathy Biris
(Fax) 312.239.4701

EMAIL: cathy.biris@hyatt.com
(Phone) 312.239.4709

Date of Event: _____ **# of Guest:** _____ **Start/End Time of Event:** _____ **Booth Number:** _____

Company Name: _____ **Contact Name:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact: _____ **Phone:** _____ **Fax:** _____ **Email:** _____

QTY SNACKS / BREAK ITEMS

____ Pretzels @ \$30.00/bowl
____ Goldfish Crackers @ \$30.00/bowl
____ Mixed Nuts @ \$30.00/bowl
____ Potato Chips w/Onion Dip @ \$4.00 /guest
____ Tortilla Chips w/Salsa & Guacamole @ \$4.00/guest
____ Assorted Candy Bars @ \$36.00/dozen
____ Whole Fresh Fruit @ \$30.00/dozen
____ Doughnuts @ \$48.00 / dozen
____ Croissants/Danish/Muffins @ \$56.00/dozen
____ Bagels w/Cream Cheese @ \$58.00/dozen
____ Cupcakes @ \$48.00/dozen
____ Assorted Miniature Pastries @ \$48.00/dozen
____ Assorted Jumbo Cookies @ \$56.00/dozen
____ Chocolate Brownies @ \$56.00/dozen
____ Lemon Bars @ \$56.00/dozen
____ Jumbo Soft Pretzels @ \$56.00/dozen
____ Fresh Fruit Tarts @ \$62.00/dozen

QTY PRESENTATION STATIONS (25 Person/Piece Minimum)

____ Jumbo Shrimp @ \$6.00/piece
____ Crudit  Display @ \$9.50 /guest
____ International Cheese Display @ \$12.50/guest
____ Sliced Fresh Fruit and Berries @ \$7.00/guest
____ Antipasto & Grilled Vegetables @ \$14.50/guest

QTY COLD/HOT HORS D'OEUVRES \$5.90 each (50 Piece Minimum Per Item)

____ Tiny Tomato Caprese
____ Smoked Salmon in Olive Oil Bread Cup
____ Assorted Tea Sandwiches
____ Thai Spring Roll, Shoyu Sauce
____ Indonesian Chicken Satay, Peanut Sauce
____ Coconut Shrimp, Apricot Sauce
____ Mushroom Cap w/Boursin Cheese
____ Chorizo Sausage Calzone

QTY COLD/HOT HORS D'OEUVRES \$6.25 each (50 Piece Minimum Per Item)

____ Ahi Poke & Cucumber on Wonton
____ Sliced Tenderloin on Ficelle
____ Crabmeat Cocktail in Tuile Cup
____ Shrimp BLT
____ Scallops Wrapped in Bacon
____ Chicken Marsala Pot Pie
____ Thai Beef Satay, Ginger Sauce
____ Moroccan Cigar (Lamp & Beef)
____ Sliders-Beef, Turkey or Pulled Pork
____ Mini Hot Dogs and Corn Dogs

QTY SPECIALTY STATIONS (50 Person Minimum)

____ Pasta Station* @ \$19.00/guest
____ Bruschetta Station* @ \$18.50/guest
____ Chicago Station @ \$20.00/guest

*Requires Attendant @ \$175.00/each plus tax
-\$25.00 /guest if ordered independently-

QTY CARVING STATIONS (50 Person Minimum)

____ Roasted Boneless Breast of Turkey @ \$17.00/guest
____ Beef Tenderloin @ \$20.00/guest
____ Eye of the Round @ \$16.00/guest
____ Herb Crusted Strip Loin @ \$18.00/guest
____ Cedar Plank Roasted Salmon @ \$16.00/guest
____ Smoked Virginia Ham @ \$16.00/guest

* Carver Fee @ \$175.00/each plus tax (up to 3 hours)

EXHIBIT BOOTH ORDER FORM

IMPORTANT INFORMATION: Please review the attached meal selection and pricing. The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. All pricing is subject to a **23% service charge** and applicable sales tax. To place an order for your exhibit booth please fill out one form for each day using the attached menu selections as a guide. Each day's meal functions must have its own form with appropriate contact information, completed order form with a signed exhibit booth form. Your Catering Manager will follow-up with a **contract** based on this order and include an **estimate & payment information**. All requests must be received **no later than 2 weeks prior** to your event start date. Final guarantees for per person orders must be received by 11am, (3) business days in advance of the event. Any cancellation after that time is subject to full of order.

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Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact: _____ **Phone:** _____ **Fax:** _____ **Email:** _____

QTY COFFEE BREAK SOLUTIONS

_____ Regular, Decaf and Herbal Tea @ \$110.00/gallon
_____ Individual Bottled Soft Drinks @ \$5.50 each
_____ Still & Sparkling Waters @ \$5.50 each
_____ Bottled Juices @ \$5.75 each
_____ Specialty Beverages (Vitamin Water, Fruit Fusion,
Starbuck's Frappuccino, Red Bull, Tazo Iced Teas)
@ \$6.00each

QTY BEER

_____ Domestic Beer @ \$180.00/Case
_____ Imported / Premium Beer @ \$192.00/Case

QTY WINE & SPIRITS

_____ Toso Brut, Mendoza Argentina @ \$42.00
_____ Canvas by Michael Mondavi, Pinot Grigio @ \$42.00
_____ Canvas by Michael Mondavi, Chardonnay @ \$42.00
_____ Canvas by Michael Mondavi, Merlot @ \$42.00
_____ Canvas by Michael Mondavi, Pinot Noir @ \$42.00
_____ Canvas by Michael Mondavi, Cabernet Sauvignon @ \$42.00

*** Additional Wine List Available Upon Request**

HOSTED BAR

Pricing Upon Request

EZ❖TRAC™ LEAD RETRIEVAL



AAOP Annual Meeting & Scientific Symposium
February 26 – March 1, 2014
Hyatt Regency - Chicago, IL

**WE ARE PLEASED TO OFFER YOU 3
SCANNER OPTIONS AND A MOBILE APP**

EZ❖TRAC-I™ HANDHELD BAR CODE SCANNER SYSTEM

- NO ELECTRICITY REQUIRED – BATTERY OPERATED
- LIGHTWEIGHT & PORTABLE - DOES NOT TAKE UP ANY BOOTH SPACE
- RECEIVE A PRINTED REPORT EACH DAY OF THE PROSPECTS WHO VISITED YOUR BOOTH
- OUR UNIQUE LEAD QUALIFICATION CARD PROVIDES 49 ADDITIONAL PROSPECT QUALIFICATION CODES FOR YOU TO CUSTOMIZE AT NO ADDITIONAL CHARGE
- MULTIPLE SCANNERS CAN BE MERGED INTO A SINGLE REPORT
- LEADS AVAILABLE ON USB FLASH DRIVE FOR EASY TRANSFER TO YOUR DATABASE
- DROP 'n GO SERVICE PROVIDES AN EMAILED FILE OF YOUR LEADS
- CUSTOM COMMENT BOOKLET ALLOWS YOU TO RECORD NOTES



EZ❖TRAC-II™ 2-D BAR CODE SCANNER SYSTEM

MUST ORDER PRIOR TO FEBRUARY 17TH TO ENSURE AVAILABILITY

- INTEGRATED UNIT OFFERING AN EASY TO USE LASER “GUN” SCANNER FOR POINT-AND-SHOOT SCANNING
- SMALL FOOTPRINT - ONLY REQUIRES 5” X 8” OF COUNTER SPACE
- THERMAL PRINTER PRODUCES INSTANT RECORD OF ATTENDEE’S INFORMATION, ALONG WITH ANY QUALIFYING INFORMATION YOU ENTER
- ALL LEADS IMMEDIATELY WRITTEN TO A USB FLASH DRIVE THAT YOU TAKE WITH YOU AT THE CONCLUSION OF THE SHOW
- STANDARD 120V ELECTRICAL OUTLET REQUIRED
- INCLUDES 1 ROLL OF PAPER – ADDITIONAL ROLLS AVAILABLE
- YOU CAN CUSTOMIZE UP TO 20 LEAD QUALIFIER QUESTIONS (SEE ORDER FORM)



EZ❖TRAC-II m™ HANDHELD 2-D BAR CODE SCANNER SYSTEM

MUST ORDER PRIOR TO FEBRUARY 17TH TO ENSURE AVAILABILITY

- NO ELECTRICITY REQUIRED – BATTERY OPERATED
- ONE-BUTTON OPERATION WITH FULL-COLOR TOUCH-SCREEN MENU
- LEADS ARE DISPLAYED ON THE SCREEN FOR YOUR VERIFICATION
- UNIT AUTOMATICALLY SENDS YOUR LEADS TO A WEB-BASED REPORTING SITE VIA GPRS CAPABILITIES FOR YOU TO DOWNLOAD AT ANY TIME IN A VARIETY OF FORMATS
- LEADS ARE ALSO STORED ON INTERNAL MEMORY
- 20 STANDARD LEAD QUALIFICATION RESPONSES ARE PRE-PROGRAMMED, CUSTOMIZATION IS ALSO AVAILABLE
- WIRELESS BLUETOOTH THERMAL PRINTER AVAILABLE



EZ❖TRAC-iLEADS™ MOBILE LEAD APP

- DOWNLOAD THE iLEADS APP ON YOUR IPHONE, IPAD, IPOD TOUCH, OR ANDROID PHONE
- SIMPLY ENTER THE ID NUMBER FROM THE ATTENDEE'S BADGE
- YOU CAN ALSO ENTER QUALIFIERS, NOTES, AND SURVEY RESPONSES FOR EACH ATTENDEE
- CUSTOMIZE YOUR OWN QUALIFIER QUESTIONS
- LEADS ARE UPLOADED TO A WEB-BASED REPORTING SITE FOR YOU TO DOWNLOAD
- AVAILABLE PRE-INSTALLED ON IPOD TOUCH RENTAL UNIT



FOR EZ❖TRAC-I™ HANDHELD SCANNER SYSTEM USERS



You can design a customized Lead Qualification Card for the EZ❖Trac-I at no additional charge

- Customized and laminated Lead Qualification Card created for your company, with only the fields that you specify.
- After scanning the attendee's badge, you then scan the fields on the Lead Qualification Card that pertain to that attendee.
- We will be happy to assist you in defining your Lead Qualification Card, just give us a call!
There is no additional charge for this service.

Here is a sample lead qualification card

PLEASE FILL IN THE FOLLOWING FORM AND RETURN WITH YOUR ORDER IF YOU WISH TO USE A LEAD QUALIFICATION CARD WITH YOUR EZ❖TRAC-I™ SCANNER

Lead Qualification Card (Included with EZ-Trac-I System at no additional charge)

In the numbered boxes below, please fill in any products, services or comments you will use to qualify attendee leads. These descriptions should be relative to your business and must not exceed 12 characters in length.

01	08	15	22	29	36	43
02	09	16	23	30	37	44
03	10	17	24	31	38	45
04	11	18	25	32	39	46
05	12	19	26	33	40	47
06	13	20	27	34	41	48
07	14	21	28	35	42	49

American Academy of O & P 2014 - EXHIBITING COMPANY: _____

FOR EZ❖TRAC-II™ & IIm™ 2-D SCANNER SYSTEM USERS



Your units are pre-programmed with 20 standard lead qualification codes (see list below). If you wish to order custom programmed lead qualifiers at an additional cost of \$40, please provide your qualifiers on the form below.



STANDARD LEAD QUALIFICATION CODES FOR EZ❖TRAC-II™ & IIm™

- | | | |
|-----------------------------|----------------------------|-------------------------------|
| 1. Send Literature | 2. Send Samples | 3. Send Pricing |
| 4. Add to Mailing List | 5. Technical Info Required | 6. Detail Specs Required |
| 7. Provide Quote | 8. Product Demo Required | 9. Immediate Contact Required |
| 10. Have Salesperson Call | 11. Recommends | 12. Final Say |
| 13. Makes Purchase Decision | 14. Partial Interest | 15. Purchase in 30 days |
| 16. Purchase in 3 months | 17. Purchase in 6 months | 18. Ready to Purchase |
| 19. Immediate Need | 20. Order Placed at Show | |

American Academy of O & P 2014 - EXHIBITING COMPANY: _____

1. _____

11. _____

2. _____

12. _____

3. _____

13. _____

4. _____

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17. _____

8. _____

18. _____

9. _____

19. _____

10. _____

20. _____



PO Box 1280, Woonsocket, RI 02895
Phone: (401) 766-4142 Fax: (401) 765-6677



EZ❖TRAC™ LEAD RETRIEVAL ORDER FORM

AAOP Annual Meeting & Scientific Symposium

February 26 – March 1, 2014

Hyatt Regency - Chicago, IL

PLEASE FILL OUT ALL INFORMATION COMPLETELY - TYPE OR PRINT - PAYMENT MUST ACCOMPANY ORDER

COMPANY: _____ BOOTH #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

ORDERED BY: _____ TITLE: _____

EMAIL: _____

SERVICES AVAILABLE (please see accompanying flyer for complete descriptions)	QUANTITY	UNIT COST	TOTAL
<u>EZ❖TRAC-I™ BAR CODE SCANNER SYSTEM</u>			
EZ❖TRAC-I™ HANDHELD BAR CODE SCANNER SYSTEM (One scanner, printed leads provided daily.)	_____	\$ 199.00	\$ _____
ADDITIONAL EZ❖TRAC-I™ SCANNERS (All scanners merged into one file for reports & data output)	_____	\$ 89.00	\$ _____
LEAD LIST ON USB FLASH DRIVE (COMMA DELIMITED FILE) (All your leads provided at end of show on a USB flash drive)	_____	\$ 39.00	\$ _____
DROP 'n GO SERVICE (ALL LEADS EMAILED AFTER THE SHOW) (All your leads emailed as an Excel file within 3 business days after the show)	_____	\$ 39.00	\$ _____

Email for Drop 'n Go file: _____

EZ❖TRAC-II™ & IIIm™ BAR CODE SCANNER SYSTEMS

(MUST BE ORDERED BY FEBRUARY 17TH TO ENSURE AVAILABILITY)

EZ❖TRAC-II™ 2-D BAR CODE SCANNER SYSTEM (One unit, leads print on thermal paper and write to USB flash disk.)	_____	\$ 299.00	\$ _____
EZ❖TRAC-IIIm™ 2-D BAR CODE SCANNER SYSTEM (One scanner, leads downloadable from secure website.)	_____	\$ 299.00	\$ _____
BLUETOOTH THERMAL PRINTER FOR EZ❖TRAC-IIIm™ (Wireless thermal printer works in a 15' range – includes 1 roll of paper.)	_____	\$ 99.00	\$ _____
CUSTOMIZATION OF UP TO 20 LEAD QUALIFIERS	_____	\$ 40.00	\$ _____
EXTRA PRINTER PAPER (per roll)	_____	\$ 4.00	\$ _____

EZ❖TRAC-iLEADS™ MOBILE LEAD APP

EZ❖TRAC-iLEADS™ MOBILE LEAD APP (Mobile app for iPhone, iPad, iPod Touch or Android devices, leads downloadable from secure website).	<input type="checkbox"/> license for 1 device - \$ 199.00 <input type="checkbox"/> license for 2 devices - \$ 299.00 <input type="checkbox"/> license for 3 devices - \$ 399.00	\$ _____
EZ❖TRAC-iLEADS™ MOBILE LEAD APP W/IPOD TOUCH RENTAL (Mobile app pre-installed on iPod Touch – leads downloadable from secure website).	_____	\$ 299.00 \$ _____

SAVE! Order by January 27th and deduct \$29!

TOTAL COST: \$ _____

METHOD OF PAYMENT

☐ DISCOVER ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA ☐ CHECK (#: _____)

CARD NUMBER: _____ EXP DATE: ____/____/____

PRINT NAME AS IT APPEARS ON CARD

SIGNATURE OF CARDHOLDER

Send to: ExpoTrac, PO Box 1280, 1296 Park East Dr, Woonsocket, RI 02895

Phone: (401) 766-4142 Fax: (401) 765-6677 Federal ID #: 05-0436117

Please review the terms and conditions, as your order indicates agreement with these terms.

TERMS AND CONDITIONS

1. ExpoTrac agrees to perform lead retrieval / data collection services to the customer for the agreed upon fee, as listed on the front of this agreement. The service will include use of a bar code scanner and the processing of the collected information, or master report services.
2. The method of payment shall be in United States dollars, and must be submitted with the order for service. ExpoTrac will accept for payment the following: Checks drawn on banks in the United States of America; Certified checks or money orders; valid American Express, Discover, MasterCard, or Visa charge cards. Except as provided in Paragraph 4 below, any payments to ExpoTrac will not be refunded for any reason. ExpoTrac reserves the right to hold all collected data until the fee for services is paid in full.
3. ExpoTrac will furnish the equipment to the customer in good working order, and the customer agrees to return the equipment to ExpoTrac in the same condition received excepting normal wear and tear. The customer agrees to the immediate payment, upon demand by ExpoTrac, for all damages or loss to ExpoTrac's equipment, except such as may result from the normal operation thereof. The customer acknowledges and understands that the total replacement of each EZ-Trac I bar code scanner will be \$500.00_{USD}, the total replacement of each EZ-Trac II bar code scanner will be \$2,500_{USD}, the total replacement of each EZ-Trac IIIm bar code scanner will be \$3,500_{USD}, the total replacement of each iPod Touch unit will be \$500_{USD}. The customer agrees to the processing of payment for lost scanners on the credit card shown on the front of this agreement; or if payment is made by check, to the immediate payment for the loss.
4. ExpoTrac will use all reasonable care in handling the information collected by the scanner, however, ExpoTrac SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING FROM THE LOSS OF SUCH INFORMATION, FOR ANY REASON, ARISING FROM OR RELATED TO EXPOTRAC'S EQUIPMENT. EXPOTRAC'S SOLE LIABILITY FOR DAMAGE FOR ANY CAUSE WHATSOEVER SHALL BE LIMITED TO THE TOTAL FEE PAID FOR THE SERVICES PROVIDED BY EXPOTRAC.
5. Customer agrees to return all equipment to ExpoTrac's service desk at the conclusion of the show, and obtain a written receipt for the equipment. Equipment left in the exhibit area, lost, or stolen is the responsibility of the customer, pursuant to Paragraph 3. Customer acknowledges that they are responsible to obtain all equipment at the ExpoTrac service desk located in the registration area, equipment will not be delivered to the customer's booth. Final lead reports not picked up on-site will be mailed within 3 business days after the show via first class mail, unless Drop 'n Go Service is selected where the emailed file will be the final report
6. It is agreed that the governing law pertaining to this contract will be the laws of the State of Rhode Island and the United States of America.
7. Customer agrees that it is purchasing the data collection service for its own use, and that it will not resell for any reason the information or output generated by this service. The customer will be held liable for any incidental damages caused by the resale or improper use of this information.

NORTHERN GREENHOUSES

1800 W. LAKE ST. - CHICAGO, IL 60612
PHONE (312) 666-9177 FAX (312) 666-8978
EMAIL: Northerngreenhouses@hotmail.com
PREPAYMENT REQUIRED

Name of Show _____

Location _____ Show Dates _____

Exhibitor: _____ Booth # _____ Order Date: _____

Address: _____

City, State, Zip: _____

Company Representative: _____ Telephone: _____

E-Mail Address: _____

Credit Card (circle): VISA MC AMEX DISCOVER CVV Code: _____ Exp. Date: _____

Credit Card # _____ Signature _____

- Foliage plants and architectural containers on rental basis
- Blooming plants and fresh cut flowers are purchased
- Price includes: Installation, service throughout show, removal, and rental of architectural containers

CONTAINERS: (**Please specify**) [] WHITE [] BLACK [] BASKET (If you do not specify, BLACK will be provided)

QUANTITY (Please specify quantity, height, and variety of plants)

	Price Ea.	Ext. Price
_____ 3 Ft. Plants _____	\$ 41.00	_____
_____ 4 Ft. Plants _____	\$ 51.00	_____
_____ 5 Ft. Plants _____	\$ 61.00	_____
_____ 6-7 Ft. Plants _____	\$ 71.00	_____
_____ 8 - 9 Ft. Plants _____	\$ 120.00	_____
_____ POTTED FERNS: _____ SMALL (\$28 each) _____ LARGE (\$33 each) _____		_____
_____ Custom: _____	\$ _____ each	_____

*** Taller plants and custom decor available - please inquire for pricing ***

SUBTOTAL 1: _____

8% Rental Tax (apply to subtotal 1): _____

_____ POTTED MUMS (YELLOW, WHITE, LAVENDER, BRONZE subject to availability) \$ 30.00 _____

_____ POTTED AZALEA (RED, PINK & WHITE) OR BROMELIADS \$ 40.00 _____

_____ Floral Arrangements: _____ \$ 50 & up _____

SUBTOTAL 2: _____

9.25% Sales Tax (apply to subtotal 2) _____

GRAND TOTAL (Add Subtotals + Taxes) _____

Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.