



Greetings PLASA Member!

We are looking forward to your participation at PLASA Focus Kansas City!

We are pleased that you are exhibiting in Kansas City and wanted you to be familiar with the attached exhibitor kit. In addition to this, please let me know if you are interested in upgrading to an enhanced listing. The price is \$93. This includes a unique online listing with the ability to add press releases and pictures to the website, in addition to a color logo alongside your entry in the printed Show Guide.

See attached for the following important documents:

- * Exhibitor kit
- * Marketing handbook

Also as a reminder - we need your certificate of insurance. Please send to Show Ready Events Manager Kari Primiano: kprimiano@showreadyevents.com. Also, don't forget to make your hotel reservations as soon as possible. The hotel deadline is April 24th, 2015

Hotel link: <http://plasafocus.com/kansascity/travel/>

Here is to a successful event!

Kari Primiano, Show Ready Events



Contacts

Events Team

Christopher Toulmin, Director of Events

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Kari Primiano, Exhibitor Services

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laura.hoepker@plasa.org

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Rosie.geyman@plasa.org

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Exhibition Services

Fred Barkley, Account Executive
Shepard Exhibition Services

fbarkley@shepardes.com

Phone: +1 407-690-7531

Venue

Kansas City Convention Center
301 West 13th St.
Kansas City, MO 64105

Phone: +1 816-513-5000

Hotel

Kansas City Marriott Downtown
200 West 12th Street
Kansas City, MO 64105
Special PLASA Focus Rate is \$159.00

Reserve a room by April 24th for the PLASA rate of \$159:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=12536340

plasa**focus**

KANSAS CITY | MAY 20-21, 2015

Important information	Contact	Dates
All PLASA booth forms - furniture choice, special effects, self-built booth request	Show Ready Events: Kari Primiano 603-547-5524 kprimiano@showreadyevents.com	April 17 th
Advance shipping: Your company name Booth # Shepard Exposition Services 3800 Kansas Avenue Kansas City, MO 66106-1251	Shepard: Phone: 407-888-9669	April 22 - March 12
Order Lead Retrieval discount deadline	QMS 678-341-3000	April 17 th
Graphics discount deadline	Shepard	April 29 th
Hotel reservation - last day for discounted rate	PLASA reservation link	April 24 th
Shepard paperwork due - last day for discounts	Shepard	April 29 th
Order Additional Power	TBD	April 17 th
Last day for badges online	QMS	May 15 th
Direct freight accepted after 8am Your company name Booth # Shepard Exposition Services Kansas City Convention Center Kansas, MO 64105	Shepard - -	May 18 th
Exhibitor load-in - 8am - 6pm POVs 8am - 4pm Exhibitor badge pick-up at 2pm	Shepard and PLASA Events	May 15 th
Exhibitor Entry - 8am		
Exhibitor Coffee - 8am		
Exhibitor Daily Meeting - 9:30am		

Show Floor Opens - 10am		May 15 th
2nd Show day - 10am - 4pm		May 15 th
Load-out - 4pm - 10pm		May 15 th
Re-direct freight - freight must be picked up by 10pm	Shepard	May 15 th

Exhibiting Information

Booth specifications

- Each unit includes a 3m x 3m (9.8' x 9.8') hardwall system, carpet, a table and 2 chairs, a waste basket, one 20a electrical service, two clip-on lights, header with company name and logo, and a 500 lb. material handling allowance and pre-show vacuuming. Please see Page 31 for additional freight charges.
- The hardwall is not considered to be loadbearing, but it will support lightweight items. For more information contact Shepard.
- The house lighting set is minimal for the entire floor. Should you wish to have the attendees read fine print, you may order additional lighting from Shepard (options listed here in this guide).
- A header with your company's name and logo will be provided for each open side of your booth if you use the hardwall system. All headers are identical. Your logo needs to have an output ratio of 96 to 100dpi or higher.
- Truss booths are allowed in designated areas and may be a maximum of (12') high. Nothing may be rigged from the building.

Graphics

- Visible area of hardwall panels:
- 1 meter panel visible area - 962mm width x 2299mm height
- The hard wall panels supply a smooth white surface. **You may attach to the panels using Velcro or removable tape.** Do not use glue, nails or anything that may damage the panel or cannot be removed.
- Shepard offers the option to have your graphics printed directly on the hardwall panels of your booth. **Your booth will be ready for you when you arrive.** Shepard will then store and forward your graphics (free of charge) to the next Focus show. For more information, please see the Shepard graphics order form.

Security

- There will be security during load-in, through the show and during load-out.
- Entrances to the exhibit hall from public areas will be manned when unlocked to control access to the hall. We will provide work passes for you to wear during load-in. You will be expected to have either a work pass or an exhibitor badge to enter the hall.
- Your booth should be manned at all times.
- Please do not remove equipment from the hall during load-in or show hours without notifying show management that you intend to do so. This is for the protection of your gear and belongings.

- PLASA, Show Ready Events, Shepard Exposition Services and Rosen Plaza Hotel and their respective officers, directors, agents, contractors and employees have no responsibility or liability for security or for any theft, loss or damage to your personal property regardless of cause and you assume all risk of loss with respect to same. You hereby waive and release PLASA, Rosen Plaza Hotel, and their respective officers, directors, agents, contractors and employees from any and all claims, liabilities, losses and damages with respect to such personal property. You should have in place adequate insurance to cover any theft, loss or damage to your personal property.

Shipping, Load-in, Empties, and Load-out

- Exhibitor load-in begins at 8am on Tuesday May 19th and ends at 6pm. All freight shipped by Shepard or to the advance warehouse will be on your booth when you arrive. Direct freight will be received beginning at 8 am on Tuesday May 19th. POVs may unload beginning at 8am on Thursday May 21st. No freight will be accepted after 4pm either day.
- **Show Management strongly recommends that you ship to the advance warehouse. If you are shipping direct - you must send in the Material Handling Authorization form - even if you are under 500 pounds. If you are driving your freight in on Monday - please coordinate your arrival with Show Management beforehand.**
- Shepard will coordinate the storage of all empties. Pick up empty stickers from the Shepard freight desk. No empties may be stored behind your booth without approval from show management.
- Load out begins at 4pm on Thursday May 21st. You are responsible for making arrangements with your carrier for pick-up. Any material left on the floor after 10pm Friday will be redirected by Shepard logistics at your expense.
- For UPS and FedEx boxes, you may arrange for Shepard to ship these for you. Fees will apply (see exhibitor kit). Your boxes must be ready to ship with pre-printed labels attached and the charges billed to your account. See the Shepard freight desk to arrange.

Amenities

Hot and cold beverages will be provided at the PLASA Hospitality stations during exhibitor load-in and show days.

Rules, regulations & agreements: A – Z

ADA compliance

All public areas of the Kansas City Convention Center are in compliance with the American Disabilities Act. PLASA Focus seeks venues that are in compliance with the Americans with Disabilities Act. Kansas City Convention Center is in compliance with the ADA.

Audio levels

The maximum level for audio demonstrations or for audio used as part of a demonstration is 75dBA.

Boundaries

- Aisles and common areas must be kept unobstructed at all times including load-in and load-out.

- Exhibits must be kept within the confines of your booth space.
- Projection and lighting must be contained within the confines of our booth and overhead. If you wish to project into common areas, please contact PLASA Events for Sponsorship Opportunities.

Distribution of promotional material

The distribution of promotional material must be contained within your exhibit space. Non-exhibiting parties may *NOT* distribute promotional material at PLASA Focus without the permission of the show managers. If you see someone in violation of this policy, please notify the show office immediately.

Fire regulations

Exhibitors must adhere to the Uniform Fire Code, as adopted by the City of Orlando. All decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site. Any exhibit containing an enclosed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit. No packing or combustible materials are to be stored in the hall while the exhibit floor is open except in areas approved by the venue and show management. No open flame is allowed.

Health & safety

Health and safety is one of the most important issues in our industry and it is closely regulated by the rules governing exhibitions. It is PLASA's aim to promote all industry standards. Exhibitors at any event organized by PLASA Events are expected to provide a safe workplace in the exhibit hall.

- All exhibits must be constructed to be stable and secure.
- Use a ladder. Do not stand or climb on anything you do not own.
- Maintain control over all movable equipment at all times.
- Hazardous waste must be disposed of safely. This includes electronic equipment and certain types of lamps and batteries. Contact the show managers if you have questions about hazardous waste.
- No ungrounded (2-wire/2-plug) cables may be used.
- Minimize the impact of your operations on the environment.
- If you see someone putting themselves or others at risk, please report it to the show managers immediately.
- All booth personnel should be familiar with location of emergency exits.
- Do not block exits at any time.
- Keep aisles open to foot traffic at all times.
- The use of tobacco products is prohibited on the show floor.
- Children under the age of 16 are not allowed on the show floor at any time. During load-in and load-out no one under the age of 18 is allowed in the exhibition hall.
- Pets are not allowed on the show floor at any time.
- Please wear proper protective footwear (no open-toed shoes).

Insurance & indemnification

The exhibitor shall, and by its participation in PLASA Focus hereby agrees to indemnify, defend and hold harmless PLASA, the Kansas City Convention Center and Show Ready Events and their respective officers, directors, agents, servants, contractors and employees, from any and all claims, losses, damages, liabilities, fines, costs and expenses, (including, without limitation, attorneys' fees and court costs) arising out, resulting from (whether directly or indirectly) or in any way related to exhibitor's attendance or participation in PLASA Focus or the negligence, acts or omissions of exhibitor or exhibitor's agents, employees, independent contractors, representatives and invitees, including, without limitation, by reason of personal injuries, death or property damages sustained by any person. Specifically but without limitation, the exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Convention Center premises and will indemnify, defend, and hold harmless the Convention Center, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Each exhibitor shall obtain, at its own expense, adequate insurance against any such claims, injury, loss, damage or liability, as PLASA does not provide any liability, bodily injury or personal property insurance coverage for individual exhibitors or their agents, employees, independent contractors, representatives or invitees. This coverage should be available from your company's insurance agent or carrier as a rider to your company's insurance policy.

Patents, trademarks, & copyrights

PLASA Events reserves the right to exclude or reject from the exhibition hall any exhibitor who, in the opinion of the show owners, is promoting, selling, marketing or exhibiting items or products that are in any way copies or reproductions of any other product or item already being produced or manufactured by any other exhibitor or manufacturer. More information may be found at the United States Patent and Trademark Office.

www.uspto.gov

Removal of goods or equipment

For the protection and security of all exhibit materials, no equipment may be removed from or brought into the hall during show hours without permission from show management. If you need to transfer gear from your booth to your product demonstration room during show hours, please coordinate with show management so this can happen without interference from security personnel.

It is the responsibility of the exhibitor to remove all exhibit materials at the close of show. Any material left in the hall will be removed by Shepard and shipped to your company address freight collect.

Sale of goods

Any transaction involving the exchange of goods or services for currency may be subject to the sales tax laws of the location of the exchange. By selling something from your booth at PLASA Focus you assume responsibility for paying state and/or local sales tax if required.

Retail sales of any goods or materials require the permission of PLASA Focus show management and must be approved by PLASA Events. If you wish to sell items from your booth, you must submit a request no later than 45 days before the show date. All requests will be judged individually according to the following criteria:

The request to sell does not contradict the trade show ethic. In general terms this is where the trade exhibition provides trade buyers (the visitors) a forum to meet trade suppliers and manufacturers (the exhibitors). PLASA Focus is not a retail opportunity to sell product to non-trade buyers and end users.

That the products sold do not pose a security issue.

That the products sold do not affect other manufacturers exhibiting at the show.

PLASA Events reserves the right to refuse permission for sales to be made from an individual booth.

Special effects

If you are exhibiting, or using as a part of your exhibit, any of the following you must fill out the Special Effects Usage form supplied. The use of any of these items must be approved by show managers. PLASA Focus will post notices that such effects may be in use. In the interest of the health and safety of exhibitors and visitors, you must observe the following guidelines.

- Fog, smoke, haze – demonstrations are limited to 5 second bursts, must be directed at the floor, and cannot overlap other demonstrations.
- Gases – inert or compressed, local ordinances apply.
- Lasers - must be projected above 8'.
- Pyrotechnics are prohibited.
- Strobe lighting effects – Please be aware that flashing lights, whether strobe or simply a strobe-like effect, can trigger seizures in persons suffering from photosensitive epilepsy. These have also been determined to cause headaches, nausea, disorientation and other discomfort in people with light sensitivity. PLASA Focus Show requires that a net flash rate for a bank of strobe lights does not exceed 5 flashes per second. At this rate only 5% of photosensitive epileptics are at risk. It also recommends that no strobe lighting effect should continue for more than 30 seconds, due to the potential for discomfort and disorientation. Exhibitors at PLASA Focus are asked to observe these recommendations.

Termination due to impossibility

The performance of this Agreement by PLASA is subject to termination by PLASA without liability upon the occurrence of any circumstance beyond the control of PLASA or the venue – such as, by way of example only, acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the venue or exhibit space.



Booth Options and Onsite Contact form

Return by: April 17th, 2015

Booth number: _____

Return to: Kari Primiano Email: kprimiano@showreadyevents.com

Direct: 603-547-5524

Company name as you want it on header(s): _____

Onsite Contact(s): _____

Email: _____ Cell: _____

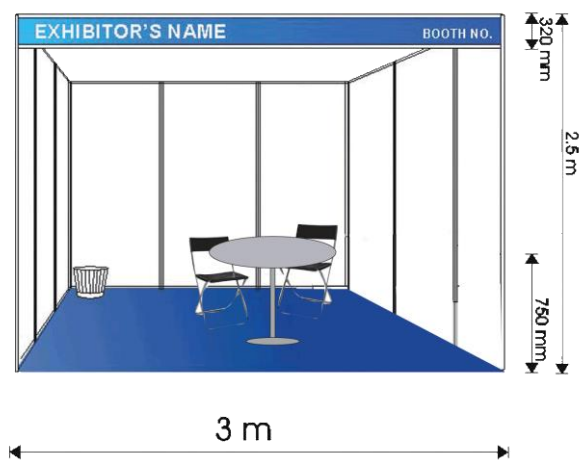
Returning exhibitors - if you want to duplicate your choices from Focus: Orlando 2015, check here: ____

***If you wish to forgo using the hardwall and build your own booth, you are required to submit the Self-built Booth Form and dimensional drawing by April 17th.**

Each unit includes a 3m x 3m (9.8' x 9.8') hardwall system, carpet, a table and 2 chairs, waste basket, 20a electrical service, two clip lights, header with company name and logo, pre-show vacuuming, and 500 lb. material handling allowance. No refunds are given if you choose not to use any part of the package.

*****Please see furniture options below...**

Standard Choice



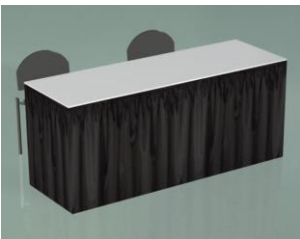
Furniture Choice (Choose one for each unit you have contracted.)



Option 1 ☐



Option 2 ☐



Option 3 ☐

If you do *NOT* want any of the following please check:

Furniture ☐

Clip lights ☐

Walls* ☐

Electrical service ☐

Material handling ☐

Self-built Booth Application

Return - **with drawing** - by: April 17th, 2015 Booth number: _____

Return to: Kari Primiano Email: kprimiano@showreadyevents.com

Direct: 603-547-5524

Company name: _____

Signature: _____

This signature indicates that I have read and agree to guidelines and / or restrictions below.

- All exhibit material and booth structures must be contained within the footprint of your space. Each unit is 3m x 3m (9.8' x 9.8').
- Depending upon the structure and location of your booth you may still have a back and/or side wall.
- Self-built booths will NOT have header boards.
- Truss booths are allowed ONLY in designated areas.
- Truss booths may be 9' high if necessary.
- Any attachment to the building is prohibited.
- No mechanical lifts may be used for the construction of your booth.
- Booths must be finished by 6pm the day before the show opens.
- Aisles and common area must be kept clear during load-in.

All self-built booths must be pre-approved by the show managers. You must submit a dimensional drawing with this application.



Special Effects Form

Return - *only if you are using special effects* - by: April 17th, 2015

Return to: Kari Primiano
Direct: +1 603-547-5524

Email: kprimiano@showreadyevents.com

Company name: _____ **Booth number:** _____

Signature: _____

This signature indicates that I have read and agree to guidelines and / or restrictions below.

- **Fog, smoke, haze** – We are in a hotel and ask that you notify the above Show Ready Events contact if any fog machines are not water based. We ask that you be considerate of your neighbor exhibitors when demonstrating.
- **Gases** – inert or compressed, local ordinances apply.
- **Lasers** - must be projected above 8'.
- **Strobe lighting effects** – Please be aware that flashing lights, whether strobe or simply a strobe like effect, can trigger seizures in persons suffering from photosensitive epilepsy, and have been determined to cause headaches, nausea, disorientation and other discomfort in people with light sensitivity. PLASA Focus Show requires that a net flash rate for a bank of strobe lights does not exceed 5 flashes per second. At this rate only 5% of photosensitive epileptics are at risk. It also recommends that no strobe lighting effect should continue for more than 30 seconds, due to the potential for discomfort and disorientation. Exhibitors at PLASA Focus are asked to observe these recommendations.
- PLASA will post notices that effects may be in use.
- **Pyrotechnics are prohibited.**



KANSAS CITY | MAY 20-21, 2015

Marketing Manual

Introduction

This manual provides you with all of the marketing information you need to prepare for PLASA Focus: Kansas City 2015. It covers the simple things that you can do to raise your profile, and the inclusive services that we offer as part of your booth booking to help you to attract your customers. In addition to this checklist, we will send you Exhibitor Emails to keep you up-dated in the run up to the show. Please take the time to read these emails as they include the marketing resources listed below, as well as reminders about up and coming deadlines and promotional opportunities for your organization. If you would like additional people to be added to the mailing list for these emails, please contact: rosie.geyman@plasa.org

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KANSAS CITY| MAY 20-21, 2015

Section 1: Attracting Your Customers

The success of any exhibition depends on everyone working together to create a fun environment for people to visit. Promoting your presence at an event is the smartest thing you can do to increase the buzz and the return on your investment. We work hard to attract people to PLASA Focus: Kansas City 2015 but we can't do it without your help!

Invitations

You will receive a personalized email invitation to forward to your contacts and customers.

If 50+ people register using your invitation, you will be entitled to a free ad on L&SA Online worth up to \$600!

This invitation will be sent you in Exhibitor Email # 1 so please look out for it! To request this email again, please contact; rosie.geyman@plasa.org

Key Show Information

If you are writing your own invitations, the following information may come in handy...

Admission to PLASA Focus: Kansas City 2015 is FREE. By registering for the event, your customers will receive a personalized entry badge allowing them rapid access to the show. They will also receive the PLASA Focus News Headlines, which detail the new products they can expect to see and the FREE seminars they can book to attend.

For more information please visit: www.plasafocus.com/kansascity

Section 2: Raising Your Company Profile

How to Feature in the Campaign

Our aim is to deliver a targeted and effective media campaign on your behalf.

There are a few simple things that you need to do to make sure that your company and products feature in the pre-show campaign, which will extend across direct mail, advertising and PR.

The following information lists these simple tasks, which will help you to maximize the investment you've made by exhibiting at PLASA Focus: Kansas City 2015, and will assist you in the promotion of your company's products and services in the run up to, and during the show.

Visitor Email Newsletter

Please forward press releases regarding the products that you will be showing at PLASA Focus: Kansas City 2015 to rosie.geyman@plasa.org. Information received will be included on the show website and published in the PLASA Focus News Headlines, which are sent to our database of potential visitors. Please also send your press releases to the trade press for inclusion in their show previews.

Your Logo

If you have not already done so, please send us your logo for inclusion on the show website.

Show Logo

Please remember to actively promote your presence at the show by using the [show logo](#) and a link to the show website <http://www.plasafocus.com/kansascity> on your print and online material in the months and weeks running up to the show.

Show Guide & Online Exhibitor List

All exhibitors at PLASA Focus: Kansas City 2015 will be listed in the Show Guide - an essential reference guide which is handed to all visitors. Please complete this form ASAP to ensure you take advantage of your FREE entry in the guide and online exhibitor list. The deadline for entry is April 20th, 2015.

Online Profile

In addition to your company description and contact details, you can add the following elements to your online profile:

This enhanced online package is available for \$120 (price includes enhanced Show Guide entry and discounted Show Guide advert). Just tick the 'enhanced entry' box on your show guide entry form in the exhibitor zone section of the website or call us today.

Product Demonstrations and Seminar Opportunities at PLASA Focus

Education and Learning facilities are also available at PLASA Focus: Kansas City 2015. Both product demonstration facilities and seminar facilities are available for booking. Please contact us to register your interest. The facilities we will be offering will be in 60 minutes slots at a rate of \$500. The rate for Standard Members is \$450 and the rate for Premier Members is \$375.

Advertising in Official Show Publications

The official Show Publications are one of the best platforms for communicating to potential clients the products and services you will be featuring on your booth. [Lighting&Sound America](#), [Protocol](#) and [The PLASA Focus: Kansas City 2015 Show Guide](#) are the official show publications and you can take advantage of special package deals in the issues leading up to the show.

Sponsorship Opportunities

[Please download this PDF document](#) to see the opportunities available.

- logo
- images
- Facebook
- Twitter

- press releases
- product catalogue
- video



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SHOW INFORMATION

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, May 19, 2015	8:00 AM - 5:00 PM
Exhibit Hours:	Wednesday, May 20, 2015	10:00 AM - 5:00 PM
	Thursday, May 21, 2015	10:00 AM - 4:00 PM
Exhibitor Move-out:	Thursday, May 21, 2015	4:00 PM - 10:00 PM
Freight Re-route Time:	Thursday, May 21, 2015	9:00 PM

BOOTH PANEL DIMENSIONS

1 meter panel visible area - 962mm width x 2299mm height

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, April 22, 2015
Discount price deadline for standard Shepard orders:	Wednesday, April 29, 2015
First day for warehouse deliveries without a surcharge:	Wednesday, April 22, 2015
Last day for warehouse deliveries without a surcharge:	Tuesday, May 12, 2015
First day freight can arrive at show facility:	Tuesday, May 19, 2015 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

PLASA Focus: Kansas City 2015

c/o UPSF/Shepard Exposition Services

3800 Kansas Avenue

Kansas City, MO 66106-1251

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

PLASA Focus: Kansas City 2015

Kansas City Convention Center

301 W. 13th Street

Kansas City, MO 64105

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



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

ONLINE ORDERING INSTRUCTIONS

PLASA Focus: Kansas City 2015



May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515


ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **PLASA Focus: Kansas City 2015**
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 = PLASA15
 - 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

(407) 888-9669

orlando@shepardes.com

**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

PAYMENT AUTHORIZATION

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

Event Code: T137690515

Discount Deadline: April 29, 2015

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 - **PLASA Focus: Kansas City 2015**

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: orlando@shepardes.com



SHEPARD TERMS & CONDITIONS

PLASA Focus: Kansas City 2015

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

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

THIRD PARTY PAYMENT AUTHORIZATION

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

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

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

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

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

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

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

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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



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EXHIBITOR APPOINTED CONTRACTOR

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Deadline Date: April 22, 2015

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 #** _____



(407) 888-9669

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orlando@shepardes.com

EVENT CODE

T137690515

DISCOUNT DEADLINE

April 20, 2015

Signature Series Furniture

Natural Feel Business Table 30"

Natural Feel Business Table 40"

Natural Feel Business Stool

Natural Feel Business Chair

6 Foot Fabric Table Cover w/ Table



Available Colors:



Promotional Furnishings



Lighting & Accessories



Natural Feel Furniture					
Qty.	Item	Discount	Regular	Amount	
50704	Natural Feel Business Chair	132.25	171.95		
50705	Natural Feel Business Stool	161.00	209.30		
50706	Natural Feel Business Table 30"	270.25	351.35		
50707	Natural Feel Business Table 40"	281.75	366.30		

Natural Feel Accessories					
Qty.	Item	Discount	Regular	Amount	
50709	Natural Feel Floor Lamp	143.75	0.00		
50710	Natural Feel Table Lamp	103.50	0.00		
50708	Natural Feel Waste Receptacle	63.25	0.00		

Fabric Table Covers (50700)

Qty.	Item	Discount	Regular	Amount	
	White - Fabric Table Cover w/ Table	224.25	291.55		
	Red - Fabric Table Cover w/ Table	224.25	291.55		
	Blue - Fabric Table Cover w/ Table	224.25	291.55		
	Black - Fabric Table Cover w/ Table	224.25	291.55		

Promotional Furnishings

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

*Promotional Stools must be ordered 30 days prior to show

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	\$	
(9.250%) Tax*:	\$	
Amount Due:	\$	

Authorized Signature: _____

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

*All tax rates are subject to change.

**Shepard Exposition Services**

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BOOTH CLEANING

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

Event Code: T137690515

Discount Deadline: April 29, 2015***A clean booth creates a positive image.******Take advantage of these opportunities to make the most of your exhibit!*****BOOTH VACUUMING****Booth Cleaning - Vacuum Once**

Code	Sq Ft	Description	Discount	Regular	Amount
47050		0 - 399 sq ft	0.40	0.50	
47051		400 - 900 sq ft	0.35	0.45	
47052		900+ sq ft	0.30	0.40	

Booth Cleaning - Daily Vacuum

Code	Sq Ft	Description	Discount	Regular	Amount
47055		0 - 399 sq ft	0.80	1.05	
47056		400 - 900 sq ft	0.75	1.00	
47057		900+ sq ft	0.70	0.90	

PERIODIC PORTER SERVICE

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

Booth Porter Services

Code	Sq Ft	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.45	0.60	
47031		Daily Porter Svc	0.90	1.15	

IMPORTANT INFO

- Vacuuming and Porter Service rates are based on total booth square footage, regardless of area being cleaned - minimum 100 square feet.
- Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.
- Vacuuming/sweeping of booths and emptying of wastebaskets are not included as part of your space rental, these must be ordered separately.
- As General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.
- A credit card must be on file when ordering cleaning services through Shepard.
- Cancellations must be received 24 hours prior to show opening.
- One time services ordered will be provided for the first day of the event. If you have a need for one vacuuming or porter service any day besides the first day, please contact Customer Service.

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

Total Booth Cleaning	\$
7.60% 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

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

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

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

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	119.50	155.35	
50046			6'L X 30"H	146.80	190.85	
50050			8'L X 30"H	186.00	241.80	
50043			4'L X 42"H	145.20	188.75	
50047			6'L x 42"H	185.95	241.75	
50051			8'L x 42"H	218.65	284.25	
50052			4th Side 30"	72.60	94.40	
50171			4th Side 42"	72.60	94.40	

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	85.10	110.65	
50044		6'L X 30"H	101.55	132.00	
50048		8'L X 30"H	119.75	155.70	
50041		4'L X 42"H	95.85	124.60	
50045		6'L x 42"H	119.75	155.70	
50049		8'L x 42"H	133.55	173.60	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	48.20	62.65	
50084			6'L X 6"H	62.15	80.80	
50086			8'L X 6"H	83.25	108.25	
50083			4'L X 12"H	104.30	135.60	
50085			6'L x 12"H	129.85	168.80	
50087			8'L x 12"H	144.65	188.05	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	24.80	32.25	
50078		6'L X 6"H	34.85	45.30	
50080		8'L X 6"H	45.10	58.65	
50077		4'L X 12"H	48.05	62.45	
50079		6'L x 12"H	68.65	89.25	
50081		8'L x 12"H	83.85	109.00	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	76.05	98.85	
50021		Arm Chair	105.80	137.55	
50024		Stool w/back	123.95	161.15	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	21.80	28.35	
50094		Floor Easel	42.95	55.85	
50245		Literature Rack	165.05	214.55	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	209.95	272.95	
50092		Coat Rack	74.50	96.85	
50093		Garment Rack	209.95	272.95	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	88.55	115.10	
50095		Sign Holder, 22x28	97.80	127.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	16.40	21.30	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

Total Expo Furnishings:	\$
7.600% Tax*:	\$
Amount Due:	\$

Booth #: _____

Phone #: _____



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SPECIALTY FURNISHINGS & ACCESSORIES

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	79.35	103.15	
51090	Director's Stool	141.95	184.55	
51089	Ped. Table, 42"	218.75	284.40	
50032	Ped. Table, 30"	208.60	271.20	
50030	Rnd Side Table	100.90	131.15	
50031	Sq. Side Table	100.90	131.15	

SHOWCASES



Full View

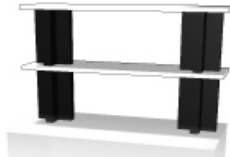


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	791.20	1028.55	
50068	Full View 6'	872.70	1134.50	
50069	Quarter View 4'	791.20	1028.55	
50070	Quarter View 6'	872.70	1134.50	

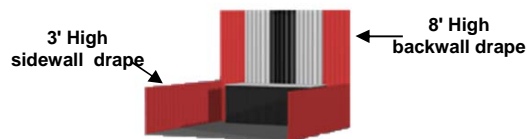
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	46.30	60.20	
50088	8' Upright	27.75	36.10	
50349	6'-10' Crossbar	18.45	24.00	
50350	8'-14' Crossbar	18.45	24.00	
50296	4' x 12" Display Riser *	88.65	115.25	
50297	6' x 12" Display Riser *	110.35	143.45	

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



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

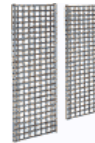
Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	20.10	26.15	
50074	3' High	14.90	19.35	

Choose Color:

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

Minimum 4' panel rental required.

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	189.20	245.95	
50237	2'x8' w/o legs, each	141.80	184.35	
50242	7-Ball Waterfall	13.00	16.90	

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

VELCRO TACK BOARD



50065



50061

50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horiz.	256.15	333.00	
50061	4' x 8' Vert.	256.15	333.00	

Total Specialty Furnishings/Accessories: \$
 7.600% Tax*: \$
 Amount Due: \$

Please complete the following:

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

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

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

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

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EXECUTIVE FURNITURE

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

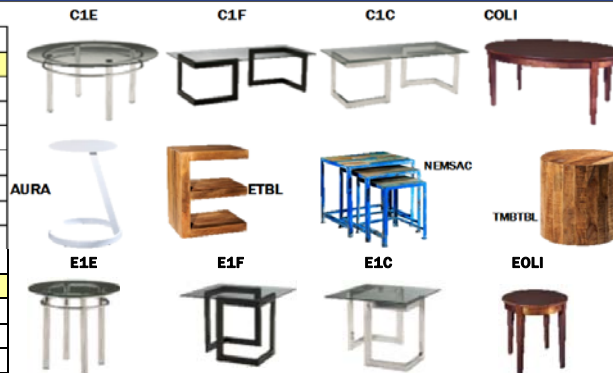
COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	726.55	944.50	
	LSM	644.15	837.40	
	OCB	528.20	686.65	
Heathrow				
	HEA08	803.40	1044.40	
	HS008	2107.70	2740.00	
	HCH08	626.30	814.20	
	HC008	674.60	877.00	
Naples				
	NPLSOF	1012.70	1316.50	
	NPLCHR	706.80	918.85	
	NPLLOV	851.70	1107.20	
Roma				
	CHR003	621.80	808.35	
	SFA003	953.50	1239.55	
Tangiers				
	TANSOF	803.40	1044.40	
	TANCHR	521.25	677.65	
Miscellaneous Seating				
	SO1	824.00	1071.20	
	BCW	992.60	1290.40	
	OCH	917.75	1193.10	
	SWAN	433.10	563.05	
Ottomans				
	OTS	294.40	382.70	
	END02B	433.10	563.05	
	END02W	433.10	563.05	
	BNO08	497.50	646.75	
	BNO75	497.50	646.75	
	OTL	474.45	616.80	
	OTK	474.45	616.80	
	OTH	149.80	194.75	
	VIB02	157.55	204.80	
	OSC	138.50	180.05	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	348.30	452.80	
	C1F	318.40	413.90	
	C1C	327.70	426.00	
	AURA	175.50	228.15	
	ETBL	215.55	280.20	
	NEMSAC	352.60	458.40	
	TMBTBL	207.70	270.00	
	COLI	290.20	377.25	
End Tables				
	E1E	327.70	426.00	
	E1F	297.75	387.10	
	E1C	307.15	399.30	
	EOLI	257.60	334.90	



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

Please complete the following:

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

Subtotal \$ _____
 7.600% Tax: \$ _____
 Amount Due: \$ _____

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

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

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* All tax rates are subject to change.



Shepard Exposition Services
 603 W. Landstreet Rd. Orlando, FL 32824
 Customer Service Phone: (407) 888-9669
 Customer Service Fax: (407) 888-2301
 Customer Service Email: orlando@shepardes.com

EXECUTIVE FURNITURE

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

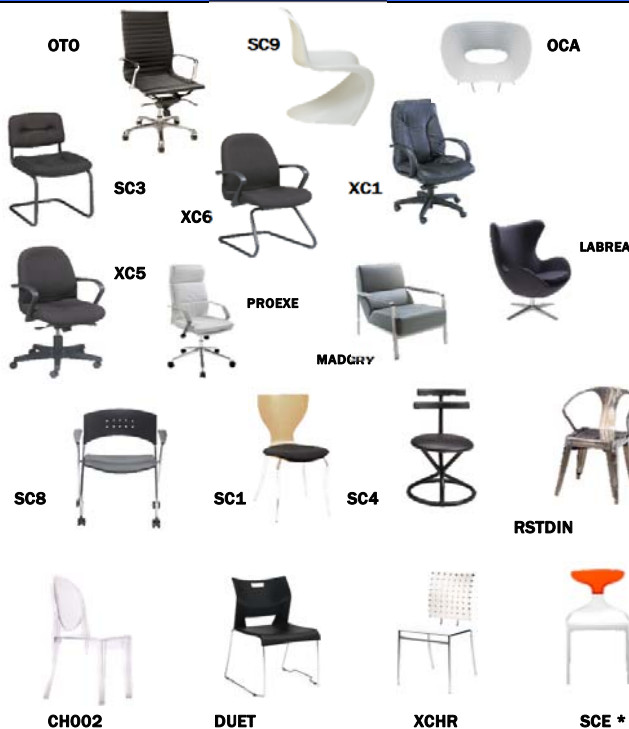
CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	531.95	691.55	
	CF2 (60"L)	513.15	667.10	
	CE1 (42"L)	367.10	477.25	
	CF1 (42"L)	348.30	452.80	
Graphite Nebula - 29" High				
	CB2 (6'L)	566.20	736.05	
	CB3 (8'L)	694.85	903.30	
	CB1 (42"RND)	470.05	611.05	
Mahogany - 29" High				
	CC6 (6'L)	531.95	691.55	
	CC7 (8'L)	655.45	852.10	
	CC8 (10'L)	1043.10	1356.05	
	CC5 (42"RND)	467.50	607.75	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	378.30	491.80	



CONFERENCE CHAIRS & OCCASIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	561.85	730.40	
	SC9	247.20	321.35	
Luxor - Black Leather				
	XC1	531.95	691.55	
Altura - Black Crepe				
	XC6	410.20	533.25	
	XC5	451.40	586.80	
Brewer				
	SC3	219.15	284.90	
Miscellaneous Chairs				
	SC8	186.65	242.65	
	SC1	234.10	304.35	
	SC4	234.10	304.35	
	OCA	339.40	441.20	
	LABREA	497.50	646.75	
	MADGRY	513.20	667.15	
	PROEXE	449.20	583.95	
	RSTDIN	175.50	228.15	
	CH002	143.30	186.30	
	DUET	78.90	102.55	
	XCHR	127.20	165.35	
	SCE *	164.15	213.40	



* The SCE chair is also available in green, white, and black.
 Please contact Shepard if you would like to order these colors.

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Subtotal	\$
7.600% Tax	\$
Amount Due	\$



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BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	309.10	401.85	
	VTW	320.40	416.50	
	WTW	481.40	625.80	
30" Round x 42" High				
	VTK	298.20	387.65	
	VTJ	298.20	387.65	
	VTG	297.85	387.20	
	VTC	298.20	387.65	
	WTJ	378.10	491.55	
	WTS	458.85	596.50	



* These bar tables are available in a variety of colors. Please contact Shepard for more information.

BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1732.75	2252.60	
	BRC	4987.45	6483.70	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	305.55	397.20	
	BSS	305.50	397.15	
Oslo - 30" High				
	BSD	318.20	413.65	
	BSC	318.20	413.65	
Miscellaneous				
	BSL (29"H)	241.80	314.35	
	BSN (29"H)	343.60	446.70	
	BCE (32"H)	281.80	366.35	
	BS003	364.25	473.55	
	RSTSTL	159.40	207.20	
	ROLLRD *	256.00	332.80	
	ROLLGY *	256.00	332.80	



* These barstools are also available in white and black. Please contact Shepard for more information.

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	287.25	373.45	
	ZTN	287.25	373.45	
	ZTQ	316.25	411.15	
	XTP	387.25	503.45	
	XTN	387.25	503.45	
	XTR	458.85	596.50	
30" Round x 29" High				
	ZTK	258.25	335.75	
	ZTJ	258.25	335.75	
	XTK	356.40	463.30	
	XTJ	356.40	463.30	
	XTS	433.10	563.05	
	ZTG	303.15	394.10	
	30MHSC	335.00	435.50	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	138.15	179.60	
	CS9	138.15	179.60	
Altura - Black Crepe				
	SY1	249.10	323.85	
	DF1	369.10	479.85	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDL	586.15	762.00	
	PMB36	333.10	433.05	
	PMB42	392.55	510.30	
	BC6	425.40	553.00	
	BC7	416.40	541.30	
	ET2	425.40	553.00	
Training Room				
	JD6	717.30	932.50	
Lateral Files				
	L26	527.35	685.55	
	L27	498.20	647.65	
Refrigerator				
	R1Q	434.15	564.40	



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LIGHTED PRODUCTS & LAMPS

Qty.	Item	Discount	Regular	Amount
Lighted Ottoman & Table				
	CUBL20	248.75	323.40	
	CUBTBL	248.75	323.40	
Lamps				
	LA15	257.05	334.15	
	LA14	174.10	226.35	
Lighted Pedestals				
	PDL36W	578.00	751.40	
	PDL42W	690.70	897.90	
	PDL36B	578.00	751.40	
	PDL42B	690.70	897.90	



CUBL20



CUBTBL

LED color guide



LA14



LA15

PDL36W & 42W



PDL36B & 42B



PEDESTALS

PDL36W

PDL42W

PDL36B

PDL42B

COLOR

White

White

Black

Black

SIZE

24"Lx24"Dx36"H

24"Lx24"Dx42"H

24"Lx24"Dx36"H

24"Lx24"Dx42"H

GROMMETED TABLES

Qty.	Item	Discount	Regular	Amount
Grommeted Tables				
	G30BMW	817.30	1062.50	
	G30DMW	657.40	854.60	
	G30CMW	435.35	565.95	
	G30BWW	817.30	1062.50	
	G30DWW	657.40	854.60	
	G30CWW	435.35	565.95	



Maple Top with Grommet Holes

G30BMW - 72"Lx26"Dx42"H

G30DMW - 72"Lx26"Dx30"H

G30CMW - 72"Lx26"Dx18"H



White Top with Grommet Holes

G30BWW - 72"Lx26"Dx42"H

G30DWW - 72"Lx26"Dx30"H

G30CWW - 72"Lx26"Dx18"H

MOBILE TABLET STANDS

Qty.	Item	Discount	Regular	Amount
Mobile Tablet Stands				
	TBBCHR *	80.00	104.00	
	TBSHLF *	80.00	104.00	
	TBPNTN *	80.00	104.00	
	TBSDW	257.65	334.95	
	TBSTND	254.10	330.35	

* Please note that all tablet stands must be ordered separately

Tablets and electrical services are not included with this rental.



TBBCHR



TBSHLF



TBPNTN

TBSDW



TBSTND



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Subtotal	\$
7.600% Tax*	\$
Amount Due:	\$



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

EXHIBIT RENTAL ACCESSORIES

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 20, 2015

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	1010.95	1314.25	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1091.10	1418.45	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



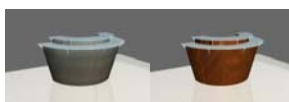
LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	749.30	974.10	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	909.30	1182.10	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	552.75	718.60	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



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

RECEPTION COUNTERS AND COMPUTER STANDS



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



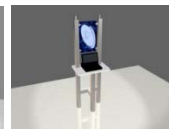
RC2
4' 9" W x 2' 3" D x 3' 3" H



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



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2085.10	2710.65	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	770.55	1001.70	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1671.55	2173.00	
66285		CS1*	972.10	1263.75	
66286		CS2*	566.55	736.50	

*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	525.05	682.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	945.60	1229.30	
66279		GL2*	894.70	1163.10	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1717.55	2232.80	



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 #:	7.600% Tax*:	\$
Authorized Signature:		Amount Due:	\$

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SIGN ORDER FORM

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

Event Code: T137690515

Discount Deadline: April 29, 2015**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	160.20	208.25	
70010		Horz., 22" x 28"	160.20	208.25	
70011		Vertical, 28" x 44"	244.15	317.40	
70012		Horz., 28" x 44"	244.15	317.40	
70025		Meterboard, 39" x 90.75"	494.05	642.25	
Accessories					
70017		Blank Foamcore, 4' x 8'	43.55	56.60	
70021		Velcro, per ft, min. 5 ft.	2.80	3.65	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	20.30	26.40	
70071		grommets, per sq. ft. - Horizontal	20.30	26.40	
70066		Pockets, per sq. ft. - Vertical	21.85	28.40	
70072		Pockets, per sq. ft. - Horizontal	21.85	28.40	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	47.90	62.25	

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 \$

7.600% Tax*: \$

Amount Due: \$

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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.

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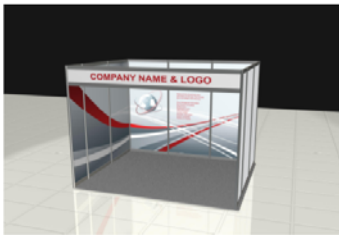
BOOTH GRAPHICS

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

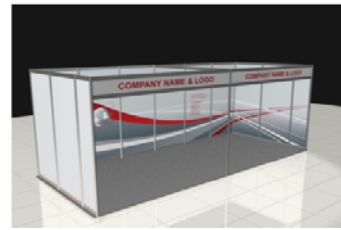
Event Code: T137690515

Discount Deadline: April 20, 2015**BOOTH GRAPHICS****Upgrade your booth with graphics!**

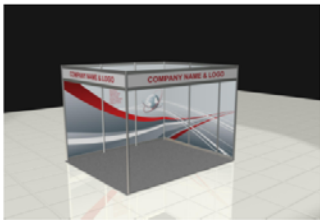
Simply choose an option below of your booth type and send us your graphic files. Price includes production, installation and dismantle of graphics, as well as storage and transportation to ANY Plasa show located in the United States. For more information please contact Shepard Exposition Services Exhibit Solutions Customer Service at (404) 720-8652 or ESSRentals@shepardes.com.

Inline 3m x 3m (66190)

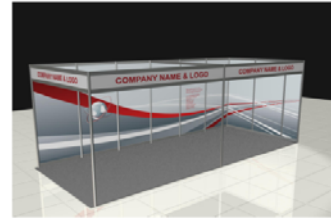
QTY	Price	Amount
	\$2,070.00	

Inline 3m x 6m (66191)

QTY	Price	Amount
	\$2,760.00	

Corner 3m x 3m (66192)

QTY	Price	Amount
	\$1,380.00	

Corner 3m x 6m (66193)

QTY	Price	Amount
	\$2,070.00	

Single panel prices available for \$230.00.

Please complete the following:

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UNION JURISDICTIONS KANSAS CITY, MISSOURI

UNION LABOR

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

EXHIBIT LABOR JURISDICTION

Union Labor claims jurisdiction over all installation and dismantling of exhibits, including laying of carpet and all sign hanging. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Carpenters Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

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

Exhibitors may unload material from their privately owned passenger vehicle, provided there is no use of dollies, hand trucks, pallet jacks, or other mechanical equipment.

GRATUITIES

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

IN GENERAL

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

SAFETY

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



Shepard Exposition Services
 603 W. Landstreet Rd. Orlando, FL 32824
 Customer Service Phone: (407) 888-9669
 Customer Service Fax: (407) 888-2301
 Customer Service Email: orlando@shepardes.com

LABOR ORDER FORM

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

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	84.00	109.20	30% **	
68067		OT	126.00	163.80	30% **	
68068		DT	168.00	218.40	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	84.00	109.20	
68061		OT	126.00	163.80	
68062		DT	168.00	218.40	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

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

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM
 DT - Double time: All other hours and holidays

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	168.00	218.40	

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

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

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

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

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

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

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.

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)

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



GROUND RIGGING/FORKLIFT RENTAL

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

Discount Deadline: April 29, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

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

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

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	270.25	351.25	
35039		Overtime Hourly Rental	330.65	429.75	
35067		Double-time Hourly Rental	391.00	508.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	540.50	702.75	
35049		Overtime Hourly Rental	661.25	859.75	
35069		Double-time Hourly Rental	782.00	1016.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	810.75	1054.00	
35066		Overtime Hourly Rental	991.90	1289.50	
35070		Double-time Hourly Rental	1173.00	1525.00	

CRANE RENTAL AVAILABLE UPON REQUEST

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM

DT - Double time: All other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	105.00	136.50	
35086		Overtime Hourly Rate	157.50	204.75	
35099		Double-time Hourly Rate	210.00	273.00	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	84.00	109.20	
35100		Overtime Hourly Rate	126.00	163.80	
35101		Double-time Hourly Rate	168.00	218.40	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

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

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

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

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

PLEASE NOTE:

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

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

Please complete the following:

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

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

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

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

* All tax rates are subject to change.

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



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

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

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION	SHIPPING INFORMATION																
<p>• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.</p> <p>Requested Pick Up Date: _____</p> <p>Hours of Operation: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>_____ (City) (State) (Zip)</p>	<p>Items to be shipped</p> <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr> <td>Crates</td> <td></td> </tr> <tr> <td>Cartons (cardboard)</td> <td></td> </tr> <tr> <td>Cases/Trunks (fiber) (color)</td> <td></td> </tr> <tr> <td>Skids/Pallets</td> <td></td> </tr> <tr> <td>Carpet (color)</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total Pieces</td> <td>Total Wt.</td> </tr> </tbody> </table>	Number of Pieces	Est. Weight	Crates		Cartons (cardboard)		Cases/Trunks (fiber) (color)		Skids/Pallets		Carpet (color)		Other		Total Pieces	Total Wt.
Number of Pieces	Est. Weight																
Crates																	
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Skids/Pallets																	
Carpet (color)																	
Other																	
Total Pieces	Total Wt.																

SHIP TO	OUTBOUND SHIPPING INFORMATION
<p><input type="checkbox"/> I will be shipping to the WAREHOUSE (Company Name, Booth #) PLASA Focus: Kansas City 2015 c/o UPSF/Shepard Exposition Services 3800 Kansas Avenue Kansas City, MO 66106-1251</p> <p>Warehouse Deadline <u>May 12, 2015</u> Date</p> <p><input type="checkbox"/> I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#) PLASA Focus: Kansas City 2015 Kansas City Convention Center 301 W. 13th Street Kansas City, MO 64105</p> <p>Delivery date: <u>May 19, 2015</u></p>	<p>Size of largest piece: L _____ W _____ H _____</p> <p>Loading Dock <input type="checkbox"/> Yes <input type="checkbox"/> No Lift Gate _____</p> <p>Residential _____ Inside Pick up _____ Inside Delivery _____</p> <p>Special Instructions: _____</p> <p>• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site</p> <p><input type="checkbox"/> I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.</p> <p>Ship to Address:</p> <p>_____</p> <p>_____</p> <p>Contact Name: _____</p> <p>Phone: _____</p> <p>Deliver By Date: _____</p> <p>Number of labels: _____</p> <p>Special Instructions: _____</p>

TYPE OF SERVICE - Choose One	TRANSPORTATION CHARGES
<p><input type="checkbox"/> Next Day Air <input type="checkbox"/> 2nd Day Air</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.</p> </div> <p><input type="checkbox"/> Standard Ground <input type="checkbox"/> Other (Truck Load, Specialized)</p>	<p>Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.</p> <p>Type Card <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Logistics/Material Handling ONLY <input type="checkbox"/> Authorize ALL charges <input type="checkbox"/></p> <p>Credit Card #: _____</p> <p>Expiration Date: _____ Security Code: _____</p> <p>Billing Address: _____</p> <p>City, ST, Zip: _____</p> <p>Name on Card: _____</p> <p>Authorized Signature: _____</p>

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

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____

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

Email: _____ **Fax #:** _____

Authorized Signature: _____

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

FAX COMPLETED FORM TO 404-720-8733



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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



Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

PLASA Focus: Kansas City 2015

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services
	3800 Kansas Avenue
	Kansas City, MO 66106-1251
	Delivery Hours: M-F, 8-4:30 PM
For: PLASA Focus: Kansas City 2015	
First day freight can arrive w/o a surcharge: April 22, 2015	
Last day freight can arrive w/o a surcharge: May 12, 2015	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services
	3800 Kansas Avenue
	Kansas City, MO 66106-1251
	Delivery Hours: M-F, 8-4:30 PM
For: PLASA Focus: Kansas City 2015	
First day freight can arrive w/o a surcharge: April 22, 2015	
Last day freight can arrive w/o a surcharge: May 12, 2015	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Kansas City Convention Center
	301 W. 13th Street
	Kansas City, MO 64105
For: PLASA Focus: Kansas City 2015	
MUST NOT BE DELIVERED PRIOR TO:	
May 19, 2015 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Kansas City Convention Center
	301 W. 13th Street
	Kansas City, MO 64105
For: PLASA Focus: Kansas City 2015	
MUST NOT BE DELIVERED PRIOR TO:	
May 19, 2015 @ 8:00 AM	

**Shepard Exposition Services**

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING AUTHORIZATION

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

Event Code: T137690515

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					
	\$101.50	\$152.25	\$132.00		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Advance Shipments to Warehouse					
	\$114.50	\$148.75			
	Crated	Special Handling			
35010 / 35013		35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$57.25	\$114.50			
	Each carton	Min. per shipment			
35048		35045			

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$91.25	\$137.00	\$118.75	
	Crated	Uncrated	Special Handling	
35390 / 35395		35391/ / 35399	35394 / 35402	
Advance Shipments to Warehouse				
	\$103.00	\$134.00		
	Crated	Special Handling		
35393 / 35397		35392 / 35401		
Overtime				
Overtime: 30% fee for each overtime application based on ST rate				
Double Time				
Double Time: 50% fee for each double time application based on ST rate				

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

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

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

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

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 Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

STORAGE AUTHORIZATION FORM

PLASA Focus: Kansas City 2015**May 20 - 21, 2015****Kansas City Convention Center - Kansas City, Missouri**

Event Code: T137690515

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

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

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

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

(35166)

POST SHOW TRANSPORTATION AND HANDLING

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

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

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

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

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

Please complete the following:

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

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

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

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

* All tax rates are subject to change.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION

PLASA Focus: Kansas City 2015

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

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

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

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

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE

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

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

SMALL PACKAGE CONSOLIDATION

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

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING FEE

Surcharge: \$100.00 each way 35108

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

PLASA Focus: Kansas City 2015

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

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

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

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

How do I calculate my small package carrier shipment?

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

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

PLASA Focus: Kansas City 2015

May 20 - 21, 2015

Kansas City Convention Center - Kansas City, Missouri

Event Code: T137690515

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

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

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

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

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

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

☐ Crate ☐ Skid ☐ Cases ☐ Carton Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

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

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

Type of Service:

In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

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

OUTBOUND SHIPMENT REQUIREMENTS:

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

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

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

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

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

Authorized Signature: _____

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

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.

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FOR KANSAS CITY, MISSOURI
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Phone: (816)513.5200

ORDER ONLINE AT www.greenwavetechnology.net or EMAIL TO: convention@grnwav.com

Name of Convention: _____ Show Date _____ Booth #: _____

Company Name _____

Street Address: _____

City: _____ State _____ Zip Code _____

Contact Name: _____ Co. Phone #: () _____

Email: _____ Fax #: () _____

CREDIT CARD NUMBER IS REQUIRED

Credit Card Holder Name _____ Card #: _____ V-Code _____ Exp. Date _____

Method of Payment: ☐ Master Card ☐ Visa ☐ Check

Credit Card Billing Address (numbers only-do not need street name) _____

Credit Card Billing Address Zip Code _____

Authorized Signature _____

PRE-PAY DISCOUNT PRICES APPLY ONLY TO ORDERS RECEIVED WITH FULL PAYMENT 15 DAYS PRIOR TO FIRST MOVE IN DAY. PAYMENT MUST BE RENDERED BEFORE SERVICE PROVIDED.



1000 Watt



2000 Watt

110 VOLT OUTLET				208V SINGLE PHASE OUTLET				208V THREE PHASE OUTLET			
NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE
—Dedicated Circuit	20	150.00	\$175.00	—0-4000 Watts	20	290.00	\$360.00	—0-4000 Watts	20	350.00	\$400.00
—0-1000 Watts	10	95.00	\$120.00	—4001-6000	30	320.00	\$390.00	—4001-6000	30	380.00	\$430.00
—1001-2000	20	135.00	\$165.00	—6001-8000	40	350.00	\$420.00	—6001-8000	40	410.00	\$460.00
—1001-2000 (24-Hr. Service)	20	240.00	\$330.00	—8001-10,000	50	370.00	\$450.00	—8001-10,000	50	450.00	\$500.00
				—10,001-12,000	60	400.00	\$480.00	—10,001-12,000	60	500.00	\$560.00

Other 120/280 volt, 240 volt and 480 volt service available by special order. Call exhibitor Service Department for pricing (816)513.5200

POWER STRIPS		
NUMBER OF OUTLETS REQUIRED	15 DAY PRE-PAY PRICE	FLOOR PRICE
—Power Strip (6 spots)	50.00	\$65.00
—Power Strip (6 spots) w/Surge Protector*	75.00	\$95.00
*Note: Power Strips Require 2000 W Outlet		

24 HOUR SERVICES

Electricity may be turned on within 30 minutes of show opening and off within 30 minutes of show closing; show days only. If you require power at any other time, order 24 hour power at double the outlet rate.

TOTAL ORDER

\$ _____
FED ID# 26-4183915