



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

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(For standard in-line booths only)

Show drape color(s): Black

Aisle carpet color: Black

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Monday, October 12, 2015 7:00 AM - 10:00 PM
Tuesday, October 13, 2015 7:00 AM - 10:00 PM
Wednesday, October 14, 2015 7:00 AM - 9:00 PM
Refer to targeted move-in floor plan for move-in dates based on booth size and location

Exhibit Hours: Thursday, October 15, 2015 9:00 AM - 6:00 PM
Friday, October 16, 2015 9:00 AM - 6:00 PM
Saturday, October 17, 2015 9:00 AM - 5:00 PM

Exhibitor Move-out: Saturday, October 17, 2015 5:00 PM - 12:00 Midnight
Sunday, October 18, 2015 6:00 AM - 12:00 Midnight
Monday, October 19, 2015 6:00 AM - 12:00 Midnight
Tuesday, October 20, 2015 6:00 AM - 12:00 Noon

Freight Re-route Time: Tuesday, October 20, 2015 11:00 AM
All carriers must be checked in by 8:00 AM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, September 17, 2015
Discount price deadline for standard Shepard orders: Thursday, September 24, 2015
First day for warehouse deliveries without a surcharge: Thursday, September 17, 2015
Last day for warehouse deliveries without a surcharge: Monday, October 5, 2015
Last day for all warehouse deliveries: Friday, October 9, 2015
First day freight can arrive at show facility: *Please refer to targeted move-in floor plan for freight arrival day based on booth size and location.*

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

CEDIA EXPO

c/o UPSF/Shepard Exposition Services

4666 Duncanville Rd

Dallas, TX 75236

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

CEDIA EXPO

Kay Bailey Hutchison Convention Center

650 S Griffin Street

Dallas, TX 75202

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



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ONLINE ORDERING INSTRUCTIONS

CEDIA EXPO



October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas



Event Code: T133411015


ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **CEDIA EXPO**
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 = CEDIA15
 - 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!

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PAYMENT AUTHORIZATION

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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 - **CEDIA EXPO**

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

CEDIA EXPO

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



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THIRD PARTY PAYMENT AUTHORIZATION

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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

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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BOOTH CARPETING

CEDIA EXPO

October 15 - 17, 2015

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Event Code: T133411015

Discount Deadline: September 24, 2015

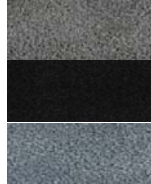
Carpet lends the booth a warm, inviting atmosphere.

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

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

Choose Color:

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



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft.	5.60	7.30	
46003	Rental 1000+/sq.ft.	4.85	6.30	

Rental includes installation and removal of carpet and visqueen.
Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq.ft.	14.05	18.25	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

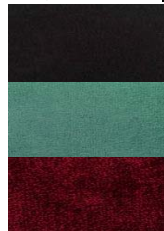
PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.90	1.15	
50008	1" Padding	2.00	2.60	
50010	Visqueen	0.35	0.45	

EXPO CARPET - 16 OZ.

Choose Color:

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



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	179.10	232.85	
50256	10' x 20'	340.85	443.10	
50257	10' x 30'	508.40	660.90	
50258	10' x 40'	675.95	878.75	

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

SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft	3.95	5.15	
50581	400 - 900 sq ft	3.60	4.70	
50582	900+ sq ft	3.25	4.25	

Rental includes installation and removal of carpet and visqueen protective covering.

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

Total Carpeting	\$
8.25% 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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BOOTH CLEANING

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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	0.34	0.45	
47051		400 - 900 sq ft	0.30	0.40	
47052		900+ sq ft	0.25	0.35	

Booth Cleaning - Daily Vacuum

Code	Sq Ft	Description	Discount	Regular	Amount
47055		0 - 399 sq ft	1.02	1.35	
47056		400 - 900 sq ft	0.95	1.25	
47057		900+ sq ft	0.85	1.10	

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	1.30	1.70	

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	\$
8.25% Tax*	\$
Amount Due:	\$

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

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

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

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Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

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Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

EXPO FURNISHINGS

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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	110.95	144.25	
50046			6'L X 30"H	136.35	177.25	
50050			8'L X 30"H	172.75	224.60	
50043			4'L X 42"H	134.80	175.25	
50047			6'L x 42"H	172.70	224.50	
50051			8'L x 42"H	203.05	263.95	
50052			4th Side 30"	67.45	87.70	
50171			4th Side 42"	67.45	87.70	

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	79.05	102.75	
50044		6'L X 30"H	92.50	120.25	
50048		8'L X 30"H	111.20	144.55	
50041		4'L X 42"H	89.00	115.70	
50045		6'L x 42"H	111.20	144.55	
50049		8'L x 42"H	124.05	161.25	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	44.55	57.90	
50084			6'L X 6"H	60.95	79.25	
50086			8'L X 6"H	77.35	100.55	
50083			4'L X 12"H	96.85	125.90	
50085			6'L x 12"H	120.55	156.70	
50087			8'L x 12"H	134.35	174.65	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	23.00	29.90	
50078		6'L X 6"H	32.35	42.05	
50080		8'L X 6"H	41.85	54.40	
50077		4'L X 12"H	44.65	58.05	
50079		6'L x 12"H	63.75	82.90	
50081		8'L x 12"H	77.90	101.25	

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Authorized Signature: _____

Booth #: _____

Phone #: _____

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STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	69.30	90.10	
50021		Arm Chair	98.25	127.75	
50024		Stool w/back	109.80	142.75	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.25	26.35	
50094		Floor Easel	39.90	51.85	
50245		Literature Rack	153.25	199.25	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	195.00	253.50	
50092		Coat Rack	69.20	89.95	
50093		Garment Rack	195.00	253.50	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	82.25	106.95	
50095		Sign Holder, 22x28	90.80	118.05	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.25	19.85	
-------	--	-----------------	-------	-------	--

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:	\$
8.250% Tax*:	\$
Amount Due:	\$



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SPECIALTY FURNISHINGS & ACCESSORIES

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	73.70	95.80	
51090	Director's Stool	131.85	171.40	
51089	Ped. Table, 42"	193.70	251.80	
50032	Ped. Table, 30"	193.70	251.80	
50030	Rnd Side Table	93.70	121.80	
50031	Sq. Side Table	93.70	121.80	

SHOWCASES



Full View

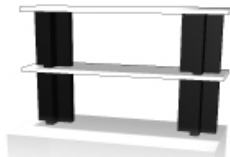


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	734.75	955.20	
50068	Full View 6'	810.45	1053.60	
50069	Quarter View 4'	734.75	955.20	
50070	Quarter View 6'	810.45	1053.60	

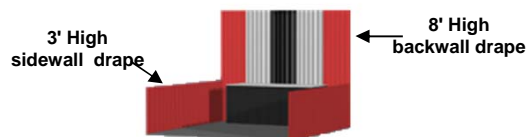
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS

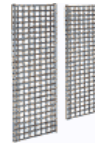


Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	43.00	55.90	
50088	8' Upright	25.80	33.55	
50349	6'-10' Crossbar	17.15	22.30	
50350	8'-14' Crossbar	17.05	22.15	
50296	4' x 12" Display Riser *	84.80	110.25	
50297	6' x 12" Display Riser *	105.55	137.20	

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



GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	175.65	228.35	
50237	2'x8' w/o legs, each	131.65	171.15	
50242	7-Ball Waterfall	12.05	15.65	

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' Horz.	237.90	309.25	
50061	4' x 8' Vert.	237.90	309.25	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	17.50	22.75	
50074	3' High	13.80	17.95	

Choose Color:

Minimum 4' panel rental required.

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

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Authorized Signature: _____

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Total Specialty Furnishings/Accessories:	\$
8.250% 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

CEDIA EXPO

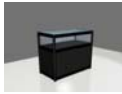
October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

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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	938.85	1220.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1013.25	1317.25	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



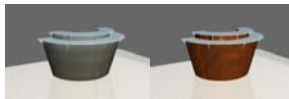
LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	695.80	904.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	844.40	1097.70	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	513.30	667.30	
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	1936.40	2517.30	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	715.60	930.30	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1552.25	2017.95	
66285		CS1*	902.75	1173.60	
66286		CS2	526.15	684.00	

*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	497.20	646.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	878.15	1141.60	
66279		GL2*	830.90	1080.15	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station	1595.00	2073.50	



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



GL1
GL1 - 5' 4" W x 1' 3" D x 8' H



GL2
GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

Company Name:	Booth #:	Subtotal:	\$
Contact Name:	Phone #:	8.250% Tax*:	\$
Authorized Signature:		Amount Due:	\$

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**Shepard Exposition Services**

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Customer Service Email: orlando@shepardes.com**EXECUTIVE FURNITURE****CEDIA EXPO**

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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	674.75	877.20	
	LSM	598.25	777.75	
	OCB	490.50	637.65	
Heathrow				
	HEA08	768.45	999.00	
	HS008	2016.10	2620.95	
	HCH08	599.05	778.75	
	HC008	645.25	838.85	
Naples				
	NPLSOF	968.65	1259.25	
	NPLCHR	676.05	878.85	
	NPLLOV	814.65	1059.05	
Roma				
	CHR003	402.15	522.80	
	SFA003	616.00	800.80	
Tangiers				
	TANSOF	768.45	999.00	
	TANCHR	498.60	648.20	
Miscellaneous Seating				
	SO1	765.20	994.75	
	BCW	921.80	1198.35	
	OCH	852.30	1108.00	
	SWAN	414.25	538.55	
Ottomans				
	OTS	273.40	355.40	
	END02B	414.25	538.55	
	END02W	414.25	538.55	
	BNO08	475.85	618.60	
	BNO75	475.85	618.60	
	OTL	440.60	572.80	
	OTK	440.60	572.80	
	OTH	139.10	180.85	
	VIB02	105.00	136.50	
	OSC	132.50	172.25	

**COCKTAIL, END TABLES & LAMPS**

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	323.45	420.50	
	C1F	295.70	384.40	
	C1C	304.30	395.60	
	AURA	167.85	218.20	
	ETBL	206.20	268.05	
	NEMSAC	337.25	438.45	
	TMBTBL	198.65	258.25	
	COLI	193.35	251.35	
End Tables				
	E1E	304.30	395.60	
	E1F	276.50	359.45	
	E1C	285.25	370.85	
	EOLI	181.50	235.95	



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Please complete the following:

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

Subtotal \$

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

8.250% Tax: \$

Authorized Signature: _____

Amount Due: \$

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EXECUTIVE FURNITURE

CEDIA EXPO

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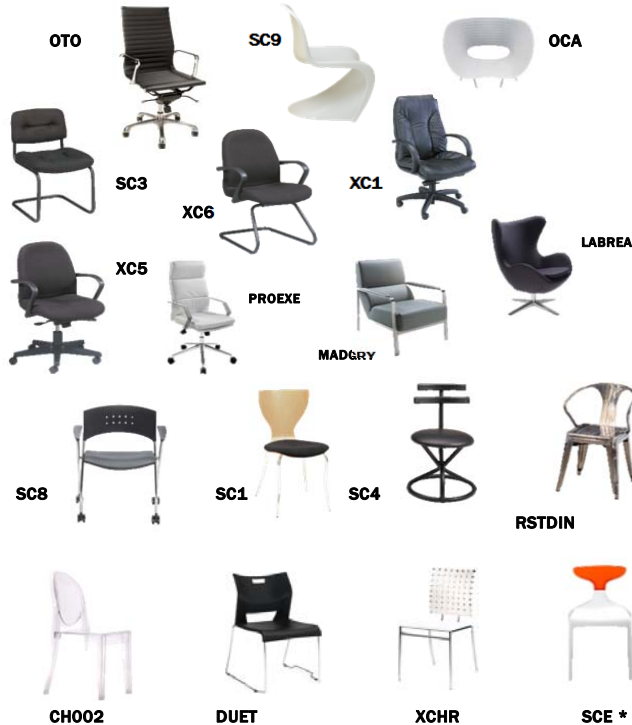
CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	494.00	642.20	
	CF2 (60"L)	476.50	619.45	
	CE1 (42"L)	340.90	443.15	
	CF1 (42"L)	323.45	420.50	
Graphite Nebula - 29" High				
	CB2 (6'L)	532.25	691.95	
	CB3 (8'L)	645.25	838.85	
	CB1 (42"RND)	436.55	567.50	
Mahogany - 29" High				
	CC6 (6'L)	494.00	642.20	
	CC7 (8'L)	608.70	791.30	
	CC8 (10'L)	968.70	1259.30	
	CC5 (42"RND)	434.10	564.35	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	351.30	456.70	



CONFERENCE CHAIRS & OCCASIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	521.75	678.30	
	SC9	229.55	298.40	
Luxor - Black Leather				
	XC1	494.00	642.20	
Altura - Black Crepe				
	XC6	380.95	495.25	
	XC5	419.15	544.90	
Brewer				
	SC3	203.50	264.55	
Miscellaneous Chairs				
	SC8	189.55	246.40	
	SC1	217.35	282.55	
	SC4	217.35	282.55	
	OCA	315.20	409.75	
	LABREA	475.85	618.60	
	MADGRY	490.90	638.15	
	PROEXE	429.65	558.55	
	RSTDIN	167.85	218.20	
	CH002	137.05	178.15	
	DUET	75.45	98.10	
	XCHR	121.65	158.15	
	SCE *	105.05	136.55	



* 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	\$
8.250% Tax	\$
Amount Due	\$



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

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	287.05	373.15	
	VTW	306.45	398.40	
	WTW	460.45	598.60	
30" Round x 42" High				
	VTK	276.95	360.05	
	VTJ	276.95	360.05	
	VTG	284.90	370.35	
	VTC	276.95	360.05	
	WTJ	351.10	456.45	
	WTS	438.90	570.55	

* 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	1609.15	2091.90	
	BRC	4631.65	6021.15	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	283.75	368.90	
	BSS	283.70	368.80	
Oslo - 30" High				
	BSD	295.50	384.15	
	BSC	295.50	384.15	
Miscellaneous				
	BSL (29"H)	224.55	291.90	
	BSN (29"H)	319.10	414.85	
	BCE (32"H)	261.70	340.20	
	BS003	338.25	439.75	
	RSTSTL	152.45	198.20	
	ROLLRD *	244.85	318.30	
	ROLLGY *	244.85	318.30	



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

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Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$



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

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	266.75	346.80	
	ZTN	266.75	346.80	
	ZTQ	302.50	393.25	
	XTP	359.65	467.55	
	XTN	359.65	467.55	
	XTR	438.90	570.55	
30" Round x 29" High				
	ZTK	239.80	311.75	
	ZTJ	239.80	311.75	
	XTK	330.95	430.25	
	XTJ	330.95	430.25	
	XTS	414.25	538.55	
	ZTG	289.95	376.95	
	30MHSC	320.45	416.60	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	128.30	166.80	
	CS9	128.30	166.80	
Altura - Black Crepe				
	SY1	231.35	300.75	
	DF1	342.75	445.60	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDL	544.35	707.65	
	PMB36	309.30	402.10	
	PMB42	364.55	473.90	
	BC6	395.05	513.55	
	BC7	386.70	502.70	
	ET2	395.05	513.55	
Training Room				
	JD6	666.15	866.00	
Lateral Files				
	L26	489.70	636.60	
	L27	462.65	601.45	
Refrigerator				
	R1Q	322.50	419.25	



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Authorized Signature: _____

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* All tax rates are subject to change.

Subtotal	\$
8.250% Tax	\$
Amount Due	\$



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

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

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

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

LIGHTED PRODUCTS & LAMPS

Qty.	Item	Discount	Regular	Amount
Lighted Ottoman & Table				
	CUBL20	237.95	309.35	
	CUBTBL	237.95	309.35	
Lamps				
	LA15	171.25	222.65	
	LA14	116.00	150.80	
Lighted Pedestals				
	PDL36W	552.85	718.70	
	PDL42W	660.65	858.85	
	PDL36B	552.85	718.70	
	PDL42B	660.65	858.85	



CUBL20



CUBTBL



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	781.75	1016.30	
	G30DMW	628.80	817.45	
	G30CMW	416.40	541.30	
	G30BWW	781.75	1016.30	
	G30DWW	628.80	817.45	
	G30CWW	416.40	541.30	



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 *	76.50	99.45	
	TBSHLF *	76.50	99.45	
	TBPNT *	76.50	99.45	
	TBSDW	246.45	320.40	
	TBSTND	243.05	315.95	

* Please note that all tablet stands must be ordered separately

Tablets and electrical services are not included with this rental.



TBBCHR



TBSHLF



TBPNT



TBSDW



TBSTND

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: _____

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Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$



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Customer Service Email: smoon@shepardes.com

ALL-INCLUSIVE PACKAGES

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

ALL-INCLUSIVE PACKAGES

Each All-Inclusive Package will include:

- One Custom Exhibit Booth of your choosing below
- Installation and Dismantle
- Booth Carpet of your choosing below
- Daily Vacuuming
- Up to 1,000 lbs. of standard Material Handling

*Some restrictions may apply

- (1) 120v 5amp* electrical circuit for back lighting

*Additional material handling & electrical needs must be ordered and paid for by the exhibitor.

The Grant



The Harrison



The Madison



All Inclusive Package - System 1			
10' x 10' Booth (66450)			
Qty	Discount	Regular	Amount
	4,500	5,850	
10' x 20' Booth (66453)			
Qty	Discount	Regular	Amount
	9,000	11,700	

All Inclusive Package - System 2			
10' x 10' Booth (66451)			
Qty	Discount	Regular	Amount
	4,500	5,850	
10' x 20' Booth (66454)			
Qty	Discount	Regular	Amount
	9,000	11,700	

All Inclusive Package - System 3			
10' x 10' Booth (66452)			
Qty	Discount	Regular	Amount
	4,500	5,850	
10' x 20' Booth (66455)			
Qty	Discount	Regular	Amount
	9,000	11,700	

Please select your metal color:

* In the event metal color is not chosen, silver will be the default selection

Silver (15) ☐ Black (06) ☐

Please select your carpet color:

* In the event carpet color is not chosen, black will be the default selection

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

Please complete the following:

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

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

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

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All Inclusive Package Total:	\$
8.250% Tax*:	\$
Amount Due:	\$



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SIGNATURE SERIES PACKAGES

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

Signature Series - We Make Exhibiting EZ!!

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

100 SERIES PACKAGE

~ 10'x10' Expo Carpet (Select Color) 50255

(01) Red

(05) Blue

(13) Teal

(10) Grey

(06) Black

(07) Burgundy

~ 6'Lx42"H Skirted Counter (Select Color) 50047

(01) Red

(02) Green

(03) White

(04) Gold

(05) Blue

(06) Black

(07) Burgundy

(10) Grey

(13) Teal


~ (2) Padded Stools with Back 50024

~ Wastebasket 50091

~ One Time Vacuuming for 100 sq. ft 47011

~ 200 lbs. Material Handling* 35030/35010

Qty.	Discount	Regular	Amount
66320	759.15	986.90	



200 SERIES PACKAGE

~ 10'x10' Expo Carpet (Select Color) 50255

(01) Red

(05) Blue

(13) Teal

(10) Grey

(06) Black

(07) Burgundy

~ 30" Star Base Pedestal Table 50032


~ (2) Padded Arm Chairs 50021

~ Wastebasket 50091

~ One Time Vacuuming for 100 sq. ft. 47011

~ Up to 200 lbs. Material Handling* 35030/35010

Qty.	Discount	Regular	Amount
66323	638.45	830.00	



300 SERIES PACKAGE

~ 10'x10' Expo Carpet (Select Color) 50255

(01) Red

(05) Blue

(13) Teal

(10) Grey

(06) Black

(07) Burgundy


~ 1 Meter Locking Cabinet (LC3) 66284

~ Wastebasket 50091

~ One Time Vacuuming for 100 sq. ft. 47011

~ Up to 200 lbs. Material Handling* 35030/35010

Qty.	Discount	Regular	Amount
66326	749.30	974.10	



400 SERIES PACKAGE

~ 10'x10' Expo Carpet (Select Color) 50255

(01) Red

(05) Blue

(13) Teal

(10) Grey

(06) Black

(07) Burgundy


~ 10'x10' Pierce Booth 66477

~ Wastebasket 50091

~ One Time Vacuuming for 100 sq. ft. 47011

~ Up to 200 lbs. Material Handling* 35030/35010

Qty.	Discount	Regular	Amount
66329	2491.55	3239.00	



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



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

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

Discount	Regular
104.50	135.85
302.50	393.25

Please complete the following:

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

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* All tax rates are subject to change.

Subtotal:	\$
8.250% Tax*:	\$
Amount Due:	\$



Bailey Hutchison Convention Center - Dallas, Texas

October 15 - 17, 2015

CEDIA EXPO

(407) 888-9669

(407) 888-2301

orlando@shepardes.com

EVENT CODE
T133411015DISCOUNT DEADLINE
September 15, 2015Elevated
Hardwood FlooringSignature Series
Flooring

Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

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

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

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	8.30	
(74)	Crimson	8.30	
(73)	Graphite	8.30	
(03)	White	8.30	
(06)	Black	8.30	
(90)	Hot Pink	8.30	
(91)	Electric Blue	8.30	
(77)	Bay Blue	8.30	
(48)	Hunter	8.30	
(99)	Sun Gold	8.30	
(98)	Paprika	8.30	
(07)	Burgundy	8.30	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	10.80	
(84)	Rustic Cherry	10.80	
(80)	Blackwood	10.80	
(31)	Ivory	10.80	
(85)	Barnwood	10.80	
(82)	Checkerboard	10.80	

Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor	Call for Quote	
50711	Dark Oak - Elevated Hardwood Floor	Call for Quote	

* Please refer to the labor order form to order labor for the installation of your elevated floor

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Flooring: \$ _____

(9.250%) Tax*: \$ _____

Amount Due: \$ _____

Authorized Signature: _____

Payment authorization must be completed and returned with order.

*All tax rates are subject to change.



Bailey Hutchison Convention Center - Dallas, Texas

October 15 - 17, 2015

CEDIA EXPO

(407) 888-9669

(407) 888-2301

orlando@shepardes.com

EVENT CODE
T133411015DISCOUNT DEADLINE
September 15, 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

Promotional Furnishings

Lighting & Accessories

Available Colors:



Natural Feel Furniture					
Qty.	Item	Discount	Regular	Amount	
50704	Natural Feel Business Chair	126.50	164.45		
50705	Natural Feel Business Stool	154.00	200.20		
50706	Natural Feel Business Table 30"	258.50	336.05		
50707	Natural Feel Business Table 40"	269.50	350.35		

Natural Feel Accessories					
Qty.	Item	Discount	Regular	Amount	
50709	Natural Feel Floor Lamp	137.50	0.00		
50710	Natural Feel Table Lamp	99.00	0.00		
50708	Natural Feel Waste Receptacle	60.50	0.00		

Fabric Table Covers (50700)					
Qty.	Item	Discount	Regular	Amount	
	White - Fabric Table Cover w/ Table	214.50	278.85		
	Red - Fabric Table Cover w/ Table	214.50	278.85		
	Blue - Fabric Table Cover w/ Table	214.50	278.85		
	Black - Fabric Table Cover w/ Table	214.50	278.85		

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.

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Shepard Exposition Services

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Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 17, 2015

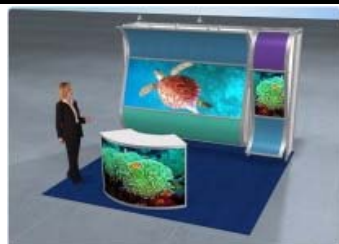
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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

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

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3074.50	3996.85
	10' x 20'	4647.50	6041.75
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	2915.00	3789.50
	10' x 20'	4015.00	5219.50
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3052.50	3968.25
	10' x 20'	4840.00	6292.00
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1815.00	2359.50
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3168.00	4118.40
Subtotal			

(66481)

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

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

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

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$

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

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INLINE BOOTH RENTALS

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EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

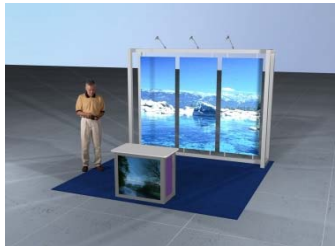
- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

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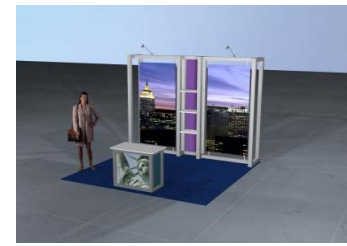
The Eddie



The Jonathon



The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2830.30	3679.40
	10' x 20'	4609.00	5991.70
Subtotal			

(66470, 66471)

Qty.	Description	Discount	Regular
	10' x 10'	1974.50	2566.85
	10' x 20'	3456.20	4493.05
Subtotal			

(66474, 66475)

Qty.	Description	Discount	Regular
	10' x 10'	2449.15	3183.90
	10' x 20'	4650.25	6045.35
Subtotal			

(66477, 66478)

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	8.250% Tax*: \$	
Authorized Signature: _____		Amount Due: \$	

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ISLAND BOOTH RENTALS

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 17, 2015

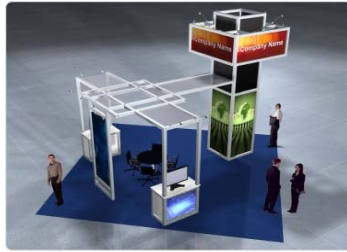
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

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

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

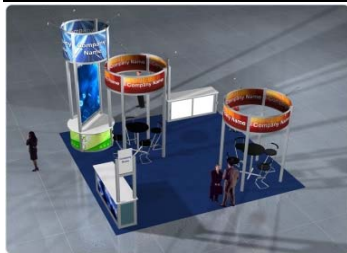
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	7205.00	9366.50
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	10725.00	13942.50
Subtotal			

(66498)

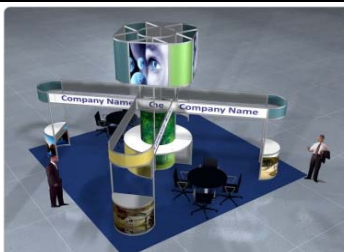
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	10076.00	13098.80
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	10340.00	13442.00
Subtotal			

(66368)

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

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.250% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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

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ISLAND BOOTH RENTALS

CEDIA EXPO

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EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

- *Custom Design for Rentals *Onsite Logistics Management *Freight Management
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Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Adams



Qty.	Description	Discount	Regular
	20' x 20'	10450.00	13585.00
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	7694.50	10002.85
Subtotal			

(66495)

The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	7535.00	9795.50
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	11220.00	14586.00
Subtotal			

(66499)

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	8.250% Tax*: \$	
Authorized Signature: _____		Amount Due: \$	

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

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Customer Service Phone: (407) 888-9669

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MATERIAL HANDLING AUTHORIZATION

CEDIA EXPO**October 15 - 17, 2015****Kay Bailey Hutchison Convention Center - Dallas, Texas**

Event Code: T133411015

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			
	\$75.00		
	Crated		
35030 / 35033			
Advance Shipments to Warehouse			
	\$77.00		
	Crated		
35010 / 35013			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)		
	\$38.50	\$77.00	
	Each carton	Min. per shipment	
35048		35045	

Signature Series Material Handling			
Weight	Description	Price	Total
Direct Shipments to Showsite			
	\$67.50		
	Crated		
35390 / 35395			
Advance Shipments to Warehouse			
	\$69.25		
	Crated		
35393 / 35397			

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

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION

CEDIA EXPO

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% 35003

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

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

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

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

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

SMALL PACKAGE CONSOLIDATION

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

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING FEE Surcharge: \$150.00 round trip 35106

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

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



MATERIAL HANDLING 101

CEDIA EXPO

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

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

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

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

How do I calculate my small package carrier shipment?

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

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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

CEDIA 2015

Target Floor Plan

Last Updated: 3/6/15

LEGEND

Thursday: 10/08

Friday: 10/09

Saturday: 10/10

Last In, First Out Monday 10/12

1/64"=1'-0"

- INDICATES BY CEILING HEIGHT FROM DASH LINE SHOWN TO WALLS





Shepard Exposition Services

10001 Fannin St. Houston, TX 77045

Customer Service Phone: (832) 799-5708

Customer Service Fax: (832) 799-5710

Customer Service Email: klindsey@shepardes.com

SHIPPING QUESTIONNAIRE/TARGET CONFIRMATION

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Deadline: September 24, 2015

IMPORTANT INFORMATION

Targeted move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. **Please complete and submit this form via fax to Shepard no later than September 24, 2015 to confirm your targeted move-in date/time.** Exhibitor shipments arriving at show site that have not completed this form, will be unloaded AFTER those who have confirmed their targeted date/time on a first-come, first-serve basis.

MARSHALING YARD CHECK-IN REQUIRED

All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check-in at the marshaling yard two hours prior to your assigned target date/time. Please refer to the Marshaling Yard Information page included in this kit.

SHIPPING INFORMATION

If shipping to **Advance Warehouse**, how many pieces?

Approximate weight?

If shipping Direct to Show Site, please complete the following information:

Name of Carrier (or Co. vehicle)

Plan to schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Carrier contact phone number:

How many truck loads?

How many pieces?

Approximate weight?

How heavy is the largest piece?

If special equipment is required to unload, what type ? ☐ Yes ☐ No

(such as crane, extended forklift blades, rollers, dunnage, slings, etc.)

Will you require a forklift in your booth to unskid, assemble, or spot machinery and/or display? ☐ Yes ☐ No

If ordering carpet from Shepard, what size and color:

If ordering carpet from Shepard, please complete the Carpet Order Form included in Expo Furnishings Section.

Do you want your carpet installed prior to target*?

*Only applies to carpeted ordered from Shepard, or if Shepard is installing exhibitor-owned carpet.

ASSIGNED TARGET DATE/TIME CONFIRMATION

Assigned Target Date/Time: _____ (please check Target Floor Plan for assignment)

(If you need to request a new assigned target date/time, please complete the Freight Target Change Request form by **September 24, 2015.**)

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____ Fax #: _____

Authorized Signature: _____

Email Address: _____

Signature indicates that I acknowledge the assigned target date/time as shown on the Target Floor Plan, and will schedule my shipment to arrive at the marshaling yard two (2) hours prior to that assigned date/time.



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Customer Service Email: klindsey@shepardes.com

TARGET CHANGE REQUEST

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Deadline: September 24, 2015

IMPORTANT INFORMATION

If you would like to request a change in your assigned target date/time, please complete and return this form no later than **September 24, 2015**. All requests will be reviewed and responded to within one week of receiving request.

Completion of this form does not automatically guarantee approval of request. While we attempt to honor all requests, we cannot grant all requests due to logistical considerations, booth location, dock availability, labor demands, etc.

REQUEST INFORMATION

Currently assigned date/time: _____

Change requested date/time: _____

Reason for change: _____

Upon completion, please submit this form to Kayla Lindsey: (832) 799-5708 or klindsey@shepardes.com

Company Name: _____

Booth Number: _____

Contact: _____

Email: _____

Contact Phone #: _____



SHIPPING LABELS

CEDIA EXPO

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services
	4666 Duncanville Rd Dallas, TX 75236
	Delivery Hours: M-F, 8-4:30 PM
For: CEDIA EXPO	
First day freight can arrive w/o a surcharge: September 17, 2015	
Last day freight can arrive w/o a surcharge: October 5, 2015	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services
	4666 Duncanville Rd Dallas, TX 75236
	Delivery Hours: M-F, 8-4:30 PM
For: CEDIA EXPO	
First day freight can arrive w/o a surcharge: September 17, 2015	
Last day freight can arrive w/o a surcharge: October 5, 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
	Kay Bailey Hutchison Convention Center 650 S Griffin Street Dallas, TX 75202
	For: CEDIA EXPO
MUST NOT BE DELIVERED PRIOR TO: October 8, 2015 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Kay Bailey Hutchison Convention Center 650 S Griffin Street Dallas, TX 75202
	For: CEDIA EXPO
MUST NOT BE DELIVERED PRIOR TO: October 8, 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

MARSHALLING YARD INFORMATION

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

MARSHALLING YARD INFORMATION

Show Site Addresss:

Kay Bailey Hutchison Convention Center
650 S Griffin Street
Dallas, TX 75202

Marshalling Yard Address:

Lot E
500 Memorial Drive
Dallas, TX 75202

Lot E is the parking lot located between Ceremonial Street and the railroad tracks. There will be Shepard signs leading trucks to the yard.

From I-35E

- Take Lamar St under the Convention Center
- Turn LEFT onto Ceremonial St until it comes out from underneath the Convention Center, and then follow it the the intersection of Ceremonial and Horton
- LOT E is on the LEFT SIDE of Ceremonial St, across the street from the Horton Intersection

From I-30

- Take Griffin St exit
- Turn LEFT onto Ceremonial St until it comes out from underneath the Convention Center, and then follow it the the intersection of Ceremonial and Horton
- LOT E is on the LEFT SIDE of Ceremonial St, across the street from the Horton Intersection

MARSHALLING YARD HOURS OF OPERATION

Targeted Exhibitors:

Thursday, October 08, 2015	6:00 AM - 4:00 PM
Friday, October 09, 2015	6:00 AM - 4:00 PM
Saturday, October 10, 2015	6:00 AM - 4:00 PM
Sunday, October 11, 2015	6:00 AM - 4:00 PM

General Move-in:

Monday, October 12, 2015	6:00 AM - 6:00 PM
Tuesday, October 13, 2015	6:00 AM - 6:00 PM
Wednesday, October 14, 2015	6:00 AM - 6:00 PM
Thursday, October 15, 2015	6:00 AM - 10:00 AM

Exhibitor Move-out:

Saturday, October 17, 2015	2:00 PM - 8:00 PM
Sunday, October 18, 2015	6:00 AM - 4:00 PM
Monday, October 19, 2015	6:00 AM - 4:00 PM
Tuesday, October 20, 2015	6:00 AM - 12:00 PM

**** All drivers MUST be checked in by 8:00 AM**



*PARKING LOTS AND LOCATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.



PARKING GARAGE ENTRANCE



DART RAIL AND STATIONS



TOURIST INFORMATION



GROUND LEVEL PARKING



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS



CONVENTION CENTER PARKING



MARSHALLING YARD
*NOTE: TXDOT owns one half of Lot G



REUNION ARENA PARKING



PARKS AND PLAZAS



HOTELS



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

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Customer Service Email: orlando@shepardes.com

CARTLOAD MATERIAL HANDLING SERVICE

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
Roundtrip Cartload				
35158		Round Trip Cartload Rate	185.25	

Subtotal	\$
8.250% Tax:	\$
Amount Due:	\$

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

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

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

Freight that is too large or heavy must be handled by Shepard at their freight handling rates and will be routed through the Marshalling Yard.

No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weighing less than 250 lbs. total. To receive this service, proceed directly to the POV lot and watch for the Cartload Service signage.

Freight will be unloaded from the specific POV dock location designated by Shepard.

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.



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



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

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

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

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

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

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) _____

(State) _____

(Zip) _____

SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color) _____

Skids/Pallets

Carpet (color) _____

Other _____

Total Pieces

Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)

CEDIA EXPO

c/o Shepard Exposition Services

10001 Fannin Street

Dallas, TX 77045

Warehouse Deadline October 5, 2015

Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services

(Company Name, Booth#)

CEDIA EXPO

Kay Bailey Hutchison Convention Center

650 S Griffin Street

Dallas, TX 75202

Delivery date: October 8, 2015

OUTBOUND SHIPPING INFORMATION

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

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air

☐ 2nd Day Air

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

☐ Standard Ground

☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card



Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

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

Please complete the following:

Exhibiting Co. Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Email: _____

Fax #: _____

Authorized Signature: _____

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



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

STORAGE AUTHORIZATION FORM

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$20.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**

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

(35166)

POST SHOW TRANSPORTATION AND HANDLING

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

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

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

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

Special instructions or remarks:

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

☐ Shipped to another destination as arranged via Shepard Logistics Services

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

☐ Pick-up arranged with another carrier

Please complete the following:

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

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

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.



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MOTORIZED UNIT/VEHICLE SPOTTING FEE

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

MOTORIZED UNIT/VEHICLE SPOTTING FEE

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

- No more than 5 gallons or ¼ of a tank of gasoline or diesel fuel is allowed, whichever is less.
- Fuel tank openings shall be locked or sealed to prevent escape of vapors.
- Batteries must be disconnected. Auxiliary batteries not connected to the engine starting system may be left connected.
- The Event Security Company at Kay Bailey Hutchinson Convention Center must keep keys for the vehicle(s).
- External chargers or batteries are recommended for demonstration purposes.
- Battery charging is only permitted outside the building.
- Combustible materials must not be stored beneath display vehicles.
- Except for equipment that uses liquefied petroleum gas (LPG) or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require a permit from the Dallas Fire Department. Overnight storage of LPG, natural gas as fuel, or compressed gas cylinders is prohibited in the building and must be stored outside next to the outer walls.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors, which are audible outside the area of the booth. Floor plans must be submitted.

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

*** This fee is per roundtrip per vehicle**

Subtotal	
8.25% Tax	
Amount Due	

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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



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

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

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

Type of Service:

☐ Ground

☐ Overnight

☐ 2nd Day

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

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

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

OUTBOUND SHIPMENT REQUIREMENTS:

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

TRANSPORTATION CHARGES BILLING ADDRESS:

☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

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

Please complete the following:

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

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

Authorized Signature: _____

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

**Shepard Exposition Services**

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SIGN ORDER FORM

CEDIA EXPO**October 15 - 17, 2015****Kay Bailey Hutchison Convention Center - Dallas, Texas**

Event Code: T133411015

Discount Deadline: September 24, 2015**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	148.80	193.45	
70010		Horz., 22" x 28"	148.80	193.45	
70011		Vertical, 28" x 44"	226.70	294.70	
70012		Horz., 28" x 44"	226.70	294.70	
70025		Meterboard, 39" x 90.75"	458.80	596.45	
Accessories					
70017		Blank Foamcore, 4' x 8'	40.45	52.60	
70021		Velcro, per ft, min. 5 ft.	2.65	3.45	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	18.85	24.50	
70071		grommets, per sq. ft. - Horizontal	18.85	24.50	
70066		Pockets, per sq. ft. - Vertical	20.30	26.40	
70072		Pockets, per sq. ft. - Horizontal	20.30	26.40	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	44.50	57.85	

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

Please complete the following:

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

Subtotal \$

8.250% Tax*: \$

Amount Due: \$

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

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

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION**Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

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

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4537.50	6352.50
69142	16' x 48"	7211.60	10096.25

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	5517.60	7724.65



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4464.90	6250.85



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1966.25	2752.75
69146	10' x 48" Double	2695.00	3773.00

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Thursday, September 17, 2015

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



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: T133411015

CEDIA EXPO

October 15 - 17, 2015
Kay Bailey Hutchison Convention Center - Dallas, Texas

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	8.250% Tax*:	\$
Authorized Signature:	_____			Amount Due:	\$

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



HANGING SIGNS 101

CEDIA EXPO

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
 - *Overhead Truss
 - * Attachment and removal of light fixtures for truss or signs
 - * Assembly of hanging sign frame and graphics
 - * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Hanging signs are only permitted for island booths where all sides are 20' or longer.
- There is no minimum or maximum height requirements for the sign other than ceiling height.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** **Monday, October 05, 2015**





HANGING SIGN SHIPPING LABELS

CEDIA EXPO

HANGING SIGN SHIPPING ADDRESS LABELS

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

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<p>c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: CEDIA EXPO</p> <p>First day freight can arrive w/o a surcharge: September 17, 2015</p> <p>Last day freight can arrive w/o a surcharge: October 5, 2015</p>

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<p>c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: CEDIA EXPO</p> <p>First day freight can arrive w/o a surcharge: September 17, 2015</p> <p>Last day freight can arrive w/o a surcharge: October 5, 2015</p>

**Shepard Exposition Services**

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Customer Service Email: orlando@shepardes.com

HANGING SIGN OVERHEAD RIGGING

CEDIA EXPO**October 15 - 17, 2015****Kay Bailey Hutchison Convention Center - Dallas, Texas**

Event Code: T133411015

Discount Deadline: September 24, 2015**SIGN ASSEMBLY/DISASSEMBLY LABOR**

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle**SIGN ASSEMBLY LABOR**

Code	Est Hours	Item	Discount	Regular	Amount
69150		ST	92.50	120.25	\$
69151		OT	138.75	180.40	\$
69152		DT	181.25	235.65	\$

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

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle**SIGN DISASSEMBLY LABOR**

Code	Est Hours	Item	Discount	Regular	Amount
69153		ST	92.50	120.25	\$
69154		OT	138.75	180.40	\$
69155		DT	181.25	235.65	\$

Sup install: 68069 Sup dismantle: 68073

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

Total Estimated Assembly/Dismantle: \$

8.250% Tax*: \$

Estimated Amount Due: \$

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.**Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.****OVERHEAD RIGGING CREW****RIGGING INSTALLATION**

Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	509.30	662.10	\$
69002		OT	590.70	767.90	\$
69005		DT	665.50	865.15	\$

RIGGING REMOVAL

Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	509.30	662.10	\$
69004		OT	590.70	767.90	\$
69006		DT	665.50	865.15	\$

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 - Doubletime:** All other hours and holidays

Total Estimated Install/Removal: \$

8.250% Tax*: \$

Estimated Amount Due: \$

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

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

Other charges will apply for additional supplies required to ensure structural integrity of overhead sign.**REQUESTED DATE, TIME & SUPERVISION**

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

☐

Shepard Supervision

☐

Exhibitor Supervision

☐

Display House (EAC)

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

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please note: Shepard will commence rigging per requested time. Should hanging sign or supervision not be present at requested time a 1 Hour Crew Minimum charge will be assessed.

Please complete the following:

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

Subtotal: \$

8.250% Tax*: \$

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

Amount Due: \$

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.

**Shepard Exposition Services**

1531 Carroll Drive NW, Atlanta GA 30318

Exhibit Solutions Phone: 404-720-8652

Exhibit Solutions Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

OVERHEAD RIGGING EQUIPMENT

CEDIA EXPO**October 15 - 17, 2015****Key Bailey Hutchison Convention Center - Dallas, Texas**

Event Code: T133411015

Discount Deadline: September 24, 2015**RIGGING GUIDELINES**

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

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	467.50	701.25	
69016		Half Ton Hoist/Chain Motor	412.50	618.75	
69101		1/4 Ton Hoist/Chain Motor	247.50	371.25	
69019		Rotating Motor 500 LB Limit	440.00	660.00	
69020		Rotating Motor 200 LB Limit	247.50	371.25	

- ☐ Rotate Clockwise
- ☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	22.00	33.00	
6909406		12" Black Box Truss (Per FT)	22.00	33.00	
Truss Details					
(QTY/Size)					
6903815		12" Silver Corner Block	82.50	123.75	
903806		12" Black Corner Block	110.00	165.00	
70067		Design Fee (Hourly)	137.50	178.75	

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com**PLACEMENT DIAGRAM**

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

_____ feet in from back aisle/booth # _____

_____ feet in from left aisle/booth # _____

_____ feet in from right aisle/booth # _____

_____ feet in from front aisle/booth # _____

SIGN DESCRIPTION, SIZE & WEIGHT

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

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

Additional Notes/Description:

Please complete the following:

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

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

Authorized Signature: _____

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.

Subtotal:	\$
8.250% Tax*:	\$
Amount Due:	\$



UNION LABOR

Texas is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own non powered tools and full time company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibitors may erect or dismantle their own exhibits provided they utilize their own fulltime company personnel. All hired labor must come from the union supplied labor. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. 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.

Exhibitors may unload their own privately owned vehicles provided they do not use any material handling equipment (forklifts, dollies, flat beds, pallet jacks, etc)

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



Shepard Exposition Services
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 Customer Service Email: orlando@shepardes.com

LABOR ORDER FORM

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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	74.00	96.20	30% **	
68067		OT	111.00	144.30	30% **	
68068		DT	145.00	188.50	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	74.00	96.20	
68061		OT	111.00	144.30	
68062		DT	145.00	188.50	

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					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	148.00	192.40	

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	\$
8.250% 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



Shepard Exposition Services

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EXHIBITOR APPOINTED CONTRACTOR

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Deadline Date: September 17, 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 #** _____



GROUND RIGGING/FORKLIFT RENTAL

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

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following:

of pieces to be spotted _____ Heaviest piece to be spotted _____

Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	244.75	318.25	
35039		Overtime Hourly Rental	295.65	384.25	
35067		Double-time Hourly Rental	342.40	445.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	489.50	636.25	
35049		Overtime Hourly Rental	591.25	768.75	
35069		Double-time Hourly Rental	684.75	890.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	734.25	954.50	
35066		Overtime Hourly Rental	886.90	1153.00	
35070		Double-time Hourly Rental	1027.15	1335.25	

CRANE RENTAL AVAILABLE UPON REQUEST

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; 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	92.50	120.25	
35086		Overtime Hourly Rate	138.75	180.40	
35099		Double-time Hourly Rate	181.25	235.65	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	74.00	96.20	
35100		Overtime Hourly Rate	111.00	144.30	
35101		Double-time Hourly Rate	145.00	188.50	

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: \$

Exhibitors have the option of reserving a stand alone sound room or adding a sound room to their existing booth. Sound rooms are ideal for demonstrating speakers, projection screens, or when a controlled sound and/or lighting environment is needed.

- Stand alone sound rooms are located along the back of Hall E and Hall F. These sound rooms are labeled Sound Room 1 thru Sound Room 22. Stand alone sound rooms include the cost of the sound room, static display area floor space, electrical for the AC and lighting. Additional electrical requirements must be ordered and paid for by the exhibitor through the convention center.
- An exhibitor may rent a conference or sound suite to place in their exhibit space, which must be a 20'x30' or larger in order to accommodate the suite. Conference or sound suites when added to an existing exhibit space start at \$12,500, in addition to the cost of the exhibit space. Electrical is not included in these conference or sound suites and must be ordered and paid for through the convention center.

Dimensions

Outside Dimensions: 16'4" W x 24' D x 10'2" H

Inside Dimensions: 16' W x 23'8" D x 10' H

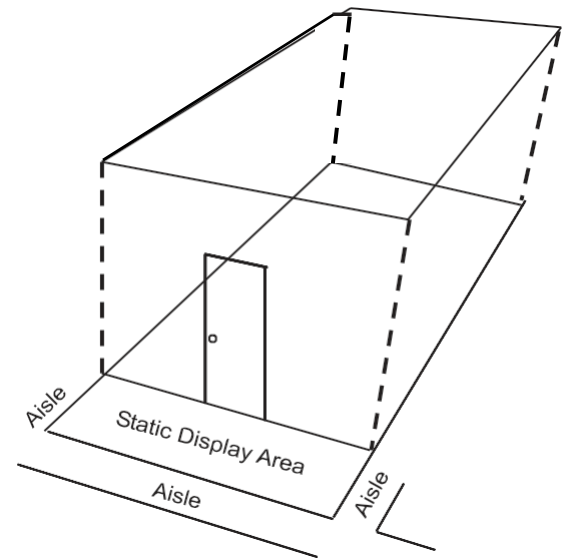
Static display area: 17' W x 10' D

Use of Space

Display materials in the static display area should be arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors. The maximum height of twenty feet (20') is allowed only in the rear half of the static display area, with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

Sound Room Details

- The door can be placed on any of the front 5 panels (listed 1-5 from left to right as you face the room) as they will be the only panels visible due to the rest of the unit being behind a drape line.
- The room comes with plush custom carpet in your choice of colors from the exhibitor manual and ½" foam padding.
- The static display is carpeted in standard black carpet. You have the option to upgrade to a thicker pile, select a different color, or add padding (available at an additional cost).
- The room comes with two 8' tracks of lighting. Each track has four 50 watt halogen lamps. As you enter the room, there are ceiling beams that span the width and are numbered from front to back, A-F. You may place your tracks on any two beams. The lighting is controlled by a remote control programmable Lutron Grafik Eye.
NOTE: The electricity for Sound Room 1 - Sound Room 22 will be ordered and paid for you. Do not re-order.
- The room comes with an 18,000 btu stand alone air conditioner located outside of the room. A digital thermostat is located inside the room.
NOTE: The electricity for Sound Room 1 - Sound Room 22 will be ordered and paid for you. Do not re-order.
- The only power you need to order is what you will use with your equipment.
- To confirm door placement, lighting placement, carpet color, the hanging of speakers, plasmas, etc., please contact Shannon Moon at smoon@shepardes.com or (404) 720-8668 or (678) 898-4253 with Shepard directly.



Hanging signs are permitted, but they must not protrude into the front four feet (4') of the static display area. Sound rooms which have a side along an aisle open to attendees may add graphics to the side of the sound room at your expense for additional exposure.

Questions, or want to customize your sound room? Contact Shannon Moon at smoon@shepardes.com or (404) 720-8668 or (678) 898-4253.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (404) 720.8668

Customer Service Fax: (404) 720.8757

Customer Service Email: smoon@shepardes.com

CONFERENCE & SOUND SUITE

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Deadline: September 1, 2015

CONFERENCE & SOUND SUITE ORDER FORM

CEDIA EXPO is offering a Conference & Sound Suite. Each room will feature multi-layered walls and accoustically layered ceiling panels designed for maximum performance, resulting in a custom exhibit appearance. Our noise absorbing wall and ceiling panels highly reduce outer noise interference, making them ideal for everything from demonstrating audio visual equipment to utilizing them for private conference rooms.

Each suite rental will include:

- White outer wall panels
- Grey fabric inner wall panels (velcro compatible)
- Black ceiling panels
- Solid locking door system (partial window available as upgrade)
- (2) Track lights with (4) 50w halogen lamps per track (power not included)
- 18,000 BTU standalone AC unit with interior digital thermostat (power not included)
- Two zone Lutron Programmable Graphix Eye with remote control
- Wall-mounted fire extinguisher and ceiling-mounted smoke/fire alarm
- Exit sign mounted above door (doors open outward)
- Installation and dismantle labor with these items is inclusive
- Premium booth carpet of your choosing below

Please select your carpet color:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Red (01) | <input type="checkbox"/> Black (06) | <input type="checkbox"/> Charcoal (17) |
| <input type="checkbox"/> Silver Cloud (18) | <input type="checkbox"/> Cobalt (21) | <input type="checkbox"/> Deep Navy (22) |

Code	Item	Price
	Conference & Sound Suite	\$12,500.00

*** Quantities are limited and are subject to availability. Electrical servcies must be ordered through the facility. Material handling, cleaning, labor, and any additional furnishings may br ordered through this exhibitor manual**

Estimates for customizing your suite are available upon request. Please contact Shannon Moon with Shepard Exposition Services for more information.

Shannon Moon

smoon@shepardes.com

Office: (404) 720-8668 Cell: (678) 898-4253

Total	\$
8.25% 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.



SHIPPING LABELS - OMNI HOTEL ROOM

CEDIA EXPO

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	OMNI HOTEL ROOM # _____
	c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM
	For: CEDIA EXPO First day freight can arrive w/o a surcharge: September 17, 2015 Last day freight can arrive w/o a surcharge: October 5, 2015

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	OMNI HOTEL ROOM # _____
	c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM
	For: CEDIA EXPO First day freight can arrive w/o a surcharge: September 17, 2015 Last day freight can arrive w/o a surcharge: October 5, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	OMNI HOTEL ROOM # _____
	C/O: SHEPARD EXPOSITION SERVICES Kay Bailey Hutchison Convention Center 650 S Griffin Street Dallas, TX 75202
	For: CEDIA EXPO MUST NOT BE DELIVERED PRIOR TO: October 8, 2015 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	OMNI HOTEL ROOM # _____
	C/O: SHEPARD EXPOSITION SERVICES Kay Bailey Hutchison Convention Center 650 S Griffin Street Dallas, TX 75202
	For: CEDIA EXPO MUST NOT BE DELIVERED PRIOR TO: October 8, 2015 @ 8:00 AM