



Dear NSBP 2015 Exhibitor:

On behalf of the National Society of Black Physicists (NSBP), we thank you for your participation in the 2015 NSBP Annual Conference. The exhibit portion of the conference will be held on February 25 – 27, 2015 at the Hilton Baltimore Hotel, Key Ballroom 1 – 6 located on the second floor of the hotel. There will be signage to direct you accordingly.

The Exhibitor Service Manual includes comprehensive information to help you prepare for the Conference. It takes less than an hour to review this material, and doing so now will help you control costs and enable you to find streamlined ways of managing your exhibit. The service manual also highlights the rules, regulations and services provided by Shepard Exhibit Contractor for the show. Please read carefully as it contains all the necessary information and forms for the NSBP conference.

Please pay particular attention to the deadlines on each order form. Meeting these cut-off dates will ensure billing at “advance order” discounted rates, where available.

Also, please note the following important points:

- The exhibit-show colors for the conference will be Blue and Gold. The exhibit hall is carpeted. NSBP provides your draped table(s) and chairs according to the terms of your booth contract. Table coverings are Blue. If you require additional 6'x30" tables, please contact us at NsbpAdmin@spi-meetings.com. (Specialty tables may be ordered through Shepard the Exhibit Service Contractor).
- Your exhibit registration includes access to all program events, including the luncheons and dinners where indicated.
- Exhibit badges must be worn at all times throughout the conference week. There will be a \$25 cost to replace your badges if lost.

Key Information To Review:

- Show Information
- Online Ordering Instructions
- Payment Authorization
- Shepard Logistics Services
- Shipping Label Instructions
- Material Handling Authorization
- Hilton Telecommunication Form
- Additional PSAV Audio Visual Service Form



Advanced Shipping Information to the Shepard Warehouse

First Day the Warehouse can receive deliveries without surcharge is:
Wednesday, January 28, 2015

Final Advance Warehouse Delivery Deadline Without Surcharge:
February 18, 2015

Exhibit Hall Schedule:

Setup:

Wednesday, February 25, 4:00pm – 7:00pm

Welcome Opening Reception:

Wednesday, February 25, 7:00pm – 9:00pm

Exhibit Hours:

Thursday, February 26, 9:00am – 5:00pm

Coffee Break/Exhibitor Recruitment: 10:00am – 11:30am

Coffee Break/Exhibitor Recruitment: 3:30pm – 4:00pm

Friday, February 27 9:00am – 5:00pm

Coffee Break/Exhibitor Recruitment: 10:00am – 11:30am

Coffee Break/Exhibitor Recruitment: 3:30pm – 4:00pm

Dismantle:

Exhibitor and Recruiter Move-Out

Friday, February 27 5:00pm – 8:00pm

If you have questions about any of the information in this Manual or about the Conference in general, please contact us via email at NsbpAdmin@spi-meetings.com or via phone at [240-432-5271](tel:240-432-5271).

We look forward to you joining us as we **“Re-Vision The Future of Scientific Leadership.”**

Cordially,

NSBP Conference Team



NSBP ANNUAL CONFERENCE DISPLAY REGULATIONS

The following rules and guidelines are designed to ensure a comfortable, professional, and safe environment for all exhibitors.

Exhibit space fee must be paid in full: No exhibit installation will be permitted by NSBP unless the rental cost of exhibit space is paid in full, in advance.

Exhibitor Move-in: Exhibitors may work in their booths on **Wednesday from 5:00 to 7:00 pm. All exhibits, except for finishing touches, must be completely set up by 7pm. Booth displays must be entirely finished before the exhibit hall opens on Wednesday, February 25 at 7:00pm.** All cartons, crates, packing materials, etc. that is necessary for repacking must be removed from sight and/or labeled with empty stickers for storage by Shepard Exposition Services.

Exhibitor conduct: Exhibitors must confine their activities, such as selling and distributing samples, literature or premiums, to their booths. No display should be arranged so that an exhibitor must stand in the aisle to conduct business. Exhibitors who wish to sponsor any prizes, awards, drawings or contests of any kind are required to submit their request to NSBP for approval prior to the Conference.

Exhibitor Move-out: **The exhibit closes on Friday, February 27 at 5:00pm. Dismantling can begin at 5:00pm.** Any exhibitor who begins to dismantle or who leaves before the official closing time may be ineligible to participate in future NSBP Conferences. **Exhibitors and their exhibit materials must be clear of the exhibit hall no later than 8:00 pm.**

Do not block aisles or invade neighbor's space: No signs or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisles, passageways, lobby or exits leading to any fire extinguishing appliances or to exit doors.

Good taste and the rights of others: NSBP may require any exhibitor to make changes in the exhibit if, in NSBP's opinion, the exhibitor does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

Noise: The use of devices for reproduction of sound is permitted but must be controlled. Sound may not be projected outside the confines of the booth. NSBP reserves the right to determine the acceptable sound level in all instances. Failure to comply will result in the discontinuation of the use of all sound equipment in that exhibitor's booth.



NSBP ANNUAL CONFERENCE DISPLAY REGULATIONS

(Continued)

Damage to Facility: Nothing may be posted, tacked, nailed or screwed to columns, walls, floors, or other parts of the Hilton Baltimore Hotel. Any damage or defacement caused by the infraction of this rule will be repaired at the exhibitor's expense.

Security: During exhibit hall hours, only individuals wearing their NSBP Conference badge will be admitted to the exhibit area. If you see anyone in the exhibit hall without a conference badge, please notify NSBP staff immediately. Exhibitors are reminded to protect personal items and valuables at all times, including cash and portable electronic devices. NSBP provides general hall security when the exhibits are closed, however, exhibitors should remove cash boxes and valuable items from your display when you are not at your booth, including overnight.

Insurance: Exhibitor acknowledges that NSBP, Associated Universities, Inc., Strategic Partnerships International, Shepard Exposition Services, Hilton Baltimore Hotel and its employees, and all Sponsors do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. NSBP suggests that exhibitors contact their insurance brokers who can secure an exhibit rider policy that will provide all risk insurance covering exhibit property while absent from home premises for exhibition purposes.

Liability: The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save NSBP, Associated Universities, Inc., Strategic Partnerships International, Shepard Exposition Services, Hilton Baltimore Hotel and its employees, and all Sponsors and agents harmless against all claim, losses or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the primary negligence of NSBP or Hilton Baltimore and its employees and agents.

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Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

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

Show drape color(s):

Blue, Gold

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, February 25, 2015	4:00 PM - 7:00 PM
Exhibit Hours:	Wednesday, February 25, 2015	7:00 PM - 9:00 PM
	Thursday, February 26, 2015	9:00 AM - 5:00 PM
	Friday, February 27, 2015	9:00 AM - 5:00 PM
Exhibitor Move-out:	Friday, February 27, 2015	5:00 PM - 7:30 PM
Freight Re-route Time:	Friday, February 27, 2015	7:30 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, January 28, 2015
Discount price deadline for standard Shepard orders:	Wednesday, February 4, 2015
First day for warehouse deliveries without a surcharge:	Wednesday, January 28, 2015
Last day for warehouse deliveries without a surcharge:	Wednesday, February 18, 2015
First day freight can arrive at show facility:	Wednesday, February 25, 2015 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

2015 Conference of The National Society of Black Physicists

c/o Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

2015 Conference of The National Society of Black Physicists

Hilton Baltimore Convention Center Hotel

401 West Pratt Street

Baltimore, MD 21201

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

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **2015 Conference of The National Society of Black Physicists**
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 = CNSBP15
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

(410) 737-9270

baltimore@shepardes.com



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PAYMENT AUTHORIZATION

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 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 - **2015 Conference of The National Society of Black Physicists**

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: baltimore@shepardes.com



SHEPARD TERMS & CONDITIONS

2015 Conference of The National Society of Black Physicists

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



Shepard Exposition Services

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Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

THIRD PARTY PAYMENT AUTHORIZATION

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 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: baltimore@shepardes.com



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EXHIBITOR APPOINTED CONTRACTOR

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Deadline Date: January 28, 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 # _____



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CARPETING & CLEANING

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 2015

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐
Blue (05) ☐
Tuxedo (50) ☐



Black (06) ☐
Teal (13) ☐
Burgundy (07) ☐



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	219.75	285.70	
50256	10' x 20'	418.30	543.80	
50257	10' x 30'	624.00	811.20	
50258	10' x 40'	829.55	1078.40	

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

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	4.40	5.70	
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Rental includes installation and removal of carpet and visqueen.

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

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

Choose Color:

Red (01) ☐
Silver Cloud (18) ☐
Deep Navy (22) ☐



Charcoal (17) ☐
Black (06) ☐
Cobalt (21) ☐



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	6.90	8.95	
46003	Rental 1000+/sq.ft	5.95	7.75	
46002	Purchase/sq.ft.	16.45	21.40	

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

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

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.05	1.35	
50008	1" Padding	2.45	3.20	
50010	Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.44	0.55	
47012	Daily Vacuum	1.32	1.70	

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

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030T	Porter Svc Once	0.50	0.65	
47031T	Daily Porter Svc	1.50	1.95	

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

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

Total Carpeting & Cleaning	\$
6.00% Tax*	\$
Amount Due:	\$

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

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

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

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.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

EXPO FURNISHINGS

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 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	129.90	168.85	
50046			6'L X 30"H	159.55	207.40	
50050			8'L X 30"H	202.20	262.85	
50043			4'L X 42"H	157.80	205.15	
50047			6'L X 42"H	202.15	262.80	
50051			8'L X 42"H	237.70	309.00	
50052			4th Side 30"	78.95	102.65	
50171			4th Side 42"	78.95	102.65	

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	92.50	120.25	
50044		6'L X 30"H	110.40	143.50	
50048		8'L X 30"H	130.20	169.25	
50041		4'L X 42"H	104.20	135.45	
50045		6'L X 42"H	130.20	169.25	
50049		8'L X 42"H	145.20	188.75	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	52.40	68.10	
50084			6'L X 6"H	67.55	87.80	
50086			8'L X 6"H	90.50	117.65	
50083			4'L X 12"H	113.40	147.40	
50085			6'L X 12"H	141.15	183.50	
50087			8'L X 12"H	157.25	204.45	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.95	35.05	
50078		6'L X 6"H	37.90	49.25	
50080		8'L X 6"H	49.00	63.70	
50077		4'L X 12"H	52.25	67.95	
50079		6'L X 12"H	74.65	97.05	
50081		8'L X 12"H	91.15	118.50	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

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* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	82.70	107.50	
50021		Arm Chair	115.00	149.50	
50024		Stool w/back	134.75	175.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.70	30.80	
50094		Floor Easel	46.70	60.70	
50245		Literature Rack	179.40	233.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	228.20	296.65	
50092		Coat Rack	81.00	105.30	
50093		Garment Rack	228.20	296.65	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	96.25	125.15	
50095		Sign Holder, 22x28	106.30	138.20	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.80	23.15	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

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



Shepard Exposition Services

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SPECIALTY FURNISHINGS/ACCESSORIES

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 2015

SPECIALTY CHAIRS AND TABLES



	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	86.25	112.15	
51090		Director's Stool	154.30	200.60	
51089		Ped. Table, 42"	237.75	309.10	
50032		Ped. Table, 30"	226.75	294.80	
50030		Rnd Side Table	109.70	142.60	
50031		Sq. Side Table	109.70	142.60	

SHOWCASES



Full View



Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	860.00	1118.00	
50068		Full View 6'	948.55	1233.10	
50069		Quarter View 4'	860.00	1118.00	
50070		Quarter View 6'	948.55	1233.10	

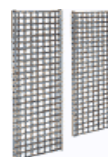
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



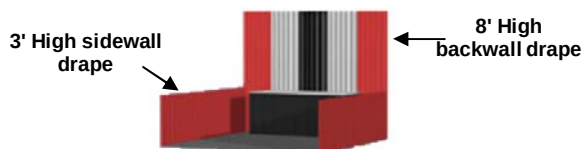
	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	50.30	65.40	
50088		8' Upright	30.20	39.25	
50089		8' Crossbar	20.05	26.05	

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	205.65	267.35	
50237		2'x8' w/o legs, each	154.15	200.40	
50242		7-Ball Waterfall	14.15	18.40	

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



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Ln. Ft.	Item	Discount	Regular	Amount
50073		8' High	21.85	28.40	
50074		3' High	16.20	21.05	

Choose Color:

Minimum 4' panel rental required.

☐ Red (01)

☐ Blue (05)

☐ Grey (10)

☐ White (03)

☐ Black (06)

☐ Burgundy (07)

VELCRO TACK BOARD



50061



50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	278.45	362.00	
50061		4' x 8' Vert.	278.45	362.00	

Total Specialty Furnishings/Accessories: \$

6.000% Tax*: \$

Amount Due: \$

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

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TRADE SHOW
Product Catalog



PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



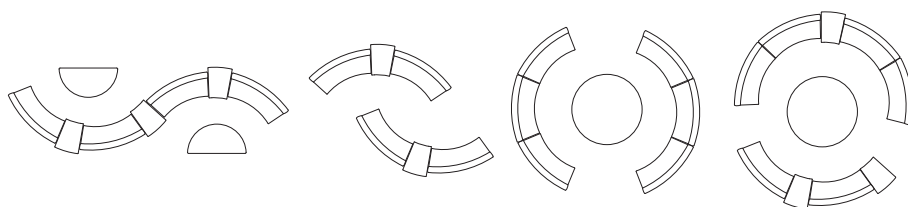
OTS

SO1



SO2

Suggested Uses of South Beach



MARRAKESH



CHN



SON

LISBON



CHC



LSC



SOC

MEMPHIS



MPC



MPS

NEWPORT



SED



COD

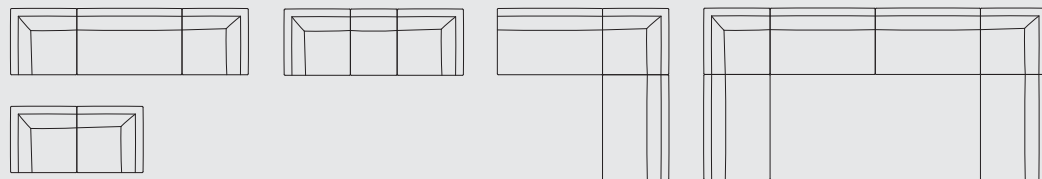


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



SO1



SOC



SON



SOM



MPS



SED



SO2

LOVESEATS



LSD



LSM



LSC

SOFAS & SECTIONALS

SFA003 Roma

White Vinyl
78"L 31"D 33"H

SFA001 Mirabel

Brown Leather
76"L 35"D 32"H

SFA002 Allegro

Blue Fabric
73"L 34.5"D 30"H

SO1 South Beach Sofa

Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa

Black Leather
88"L 36"D 34"H

SON Marrakesh Sofa

Light Beige
83"L 36"D 33"H

SOM Key West Sofa

Black
85"L 35"D 33"H

MPS Memphis Sofa

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

SED Newport 3 pc.

Sectional
Charcoal Leather
113"L 34"D 33"H

SO2 South Beach 3 pc.

Sectional Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSD Newport Loveseat

Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat

Black
57"L 35"D 33"H

LSC Lisbon Loveseat

Black Leather
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHC



CHN



OCB



MPC



CHD



COD

OCCASIONAL CHAIRS



CH001



CCE



OCA



OCH



BCW



OCU

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

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

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

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

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

CHN Marrakesh Chair
Light Beige
34"L 36"D 33"H

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

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

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

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

OCCASIONAL CHAIRS

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

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

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

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

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

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

MEETING CHAIRS

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

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

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



VIB08



PUZZ2SW



OTS



OTQ



OTN



OTP



OTM



OTK



OTL



CCZ



CCB



CCW



OTH



OSC



CUBL20



SAL

OTTOMANS

Vibe Cube Ottoman

Waterproof

18"L 18"D 18"H

VIB01 Green Vinyl

VIB02 Blue Vinyl

VIB03 Pink Vinyl

VIB04 Red Vinyl

VIB05 Yellow Vinyl

VIB06 Gold/Bronze Vinyl

VIB07 Champagne Vinyl

VIB08 Orange Vinyl

PUZZ2SW Puzzle

Bench Ottoman

White

48"L 24"D 18"H

OTS South Beach

Ottoman

Wedge, Platinum Suede

25"L 31"D 18"H

OTQ Square Ottoman

White Leather

40"L 40"D 17"H

OTN Bench Ottoman

White Leather

24"L 60"D 17"H

OTP Square Ottoman

Black Leather

40"L 40"D 17"H

OTM Bench Ottoman

Black Leather

24"L 60"D 17"H

OTK Half Round Ottoman

Black Leather

6'L 3'D 17"H

OTL Half Round Ottoman

White Leather

6'L 3'D 17"H

CCZ Circle Ottoman

Black, White Leather

6'L 6'D 17"H

CCB Circle Ottoman

Black Leather

6'L 6'D 17"H

CCW Circle Ottoman

White Leather

6'L 6'D 17"H

OTH Milano Cube

Black Leather

17"L 17"D 18"H

OSC Milano Cube

White Leather

17"L 17"D 18"H

CUBL20 Edge

Lighted Cube Ottoman

White Plastic

20"L 20"D 20"H

SAL Sally Stool

White

12" Round 17"H

GROUP SEATING



SCE



SC10



SC9



SC1



SC8



SCC



SCF



SCD



SC4



SC2



SC3



SC5



CO4



XC3



XC6



CS8



CS9

GROUP SEATING

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

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

SC9 Pantan Chair
White
20"L 24"D 33"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC8 Flex Chair
W/ Wheels
24"L 22"D 31"H

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

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

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

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

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

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

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

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

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

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

CS5 Vista Chair
Black, Chrome Legs
20"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLi



E1E



E1D



CDYTB



E1K



E1F



E1C



E1W



E1Y



CUBTBL

OCCASIONAL COCKTAIL TABLES

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

C1E Silverado Cocktail Table
36" Round 17"H

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

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

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

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

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

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

OCCASIONAL END TABLES

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

EOLi Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

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

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

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

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

E1W Sydney End Table
White
27"L 23"D 22"H

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

CUBTBL Edge LED Cube Table
W/ Plexi Top,
White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CF2



CE2



OCT6W



CG1



CE1



CF1



6'-CB2



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CD1

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

- CG1 Manhattan Table**
Glass, Black
42" Round 29"H
- CF2 Geo Table**
Rectangle Glass, Black
60"L 36"D 29"H
- CE2 Geo Table**
Rectangle Glass, Chrome
60"L 36"D 29"H
- OCT6W Nova Oval Table**
6' White, Silver Powder
Coated Legs
71"L 36"D 29"H

- CE1 Geo Table**
Square Rounded Glass,
Chrome
42"L 42"D 29"H
- CF1 Geo Table**
Square Rounded Glass,
Black
42"L 42"D 29"H
- CB2 Table**
6' Graphite Nebula
72"L 36"D 29"H
- CB3 Table**
8' Graphite Nebula
96"L 36"D 29"H
- CD2 Table**
6' Grey Nebula
72"L 36"D 29"H

- CD3 Table**
8' Grey Nebula
96"L 36"D 29"H
- CC6 Table**
6' Mahogany
72"L 36"D 29.5"H
- CC7 Table**
8' Mahogany
96"L 48"D 29.5"H
- CC8 Table**
10' Mahogany
120"L 48"D 29.5"H
- CT06GR Table**
6' Granite
72"L 36"D 29"H

- C508GR Table**
8' Granite
96"L 44"D 29"H
- CT10GR Table**
10' Granite
120"L 46"D 29"H
- CC5 Table**
Mahogany
42"Round 29"H
- CB1 Table**
Graphite Nebula
42"Round 29"H
- CT42GR Table**
Granite
42"Round 29"H

- CD1 Table**
Grey Nebula
42"Round 29"H

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS

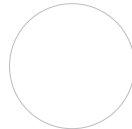


G30CWW

TABLE TOP OPTIONS



MAPLE



WHITE

EXECUTIVE CHAIRS

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

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

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

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
W/ Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
W/ Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
W/ Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
W/ Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
W/ Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
W/ Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



BS001



BS002



BS003



BSN



BS1



BS2



BS3



BST



BSS



BCE



BSD



BSC



BSL



BARSTOOLS

BS001 Shark Swivel Barstool

White Plastic W/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool

White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS003 Zoey Swivel Barstool

Black Vinyl, Chrome Base
15"L 17"D 31"-35"H

BSN Jetson Barstool

Black
18"L 19"D 29"H

BS1 Ohio Barstool

Red, Chrome
18" Round 31"H
Adjustable

BS2 Ohio Barstool

Black, Chrome
18" Round 31"H
Adjustable

BS3 Ohio Barstool

Grey, Chrome
18" Round 31"H
Adjustable

BST Banana Barstool

White, Chrome
21"L 22"D 30"H

BSS Banana Barstool

Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool

Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BSC Oslo Barstool

White
17"L 20"D 30"H

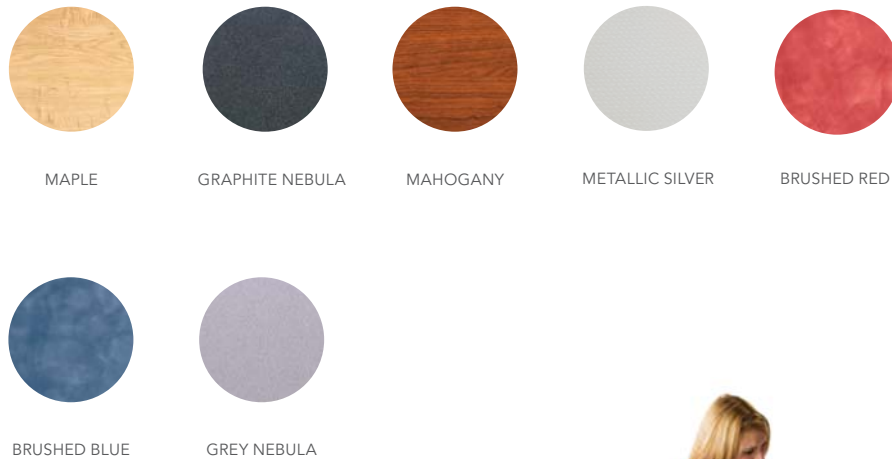
BSL Gin Barstool

Maple, Chrome
16"L 16"D 29"H

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTF Metallic Silver Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTM Grey Nebula Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTF Metallic Silver Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTM Grey Nebula Top



CAFÉ TABLES



SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTF Metallic Silver Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTM Grey Nebula Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTF Metallic Silver Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTM Grey Nebula Top

TRAINING ROOM



PO1



CP5



PO3



WD2

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

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

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

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

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

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

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

UTILITY CHAIRS

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

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

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

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

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

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

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

FILES

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

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

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

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

FRIDGES

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

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



MOBILE TABLET STANDS



TBSTDW



TBSTND



TBBCHR



TBSHLF



TBPNTN

LAMPS



LA15



LA14



TRW



TRH

LIGHTED PRODUCTS



CUBL20



CUBTBL

MOBILE TABLET STANDS

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

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

MOBILE TABLET STAND ACCESSORIES

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

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

TBPNTN Wireless Printer Holder
3.3"L 1.9"D 5.28"H

LAMPS

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

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

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

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

LIGHTED PRODUCTS

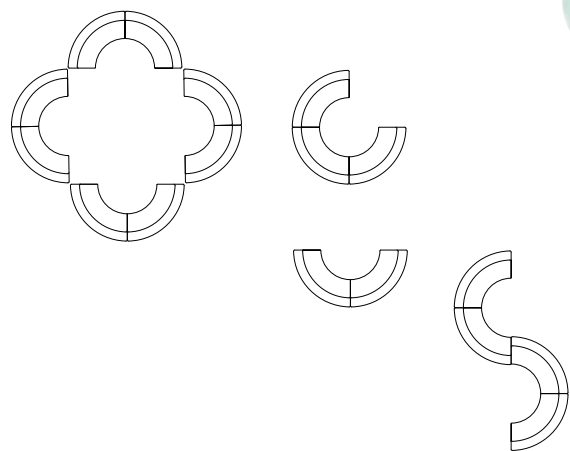
CUBL20 Edge Lighted Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
W/ Plexi Top,
White Plastic
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

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

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



Shepard Exposition Services

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EXECUTIVE FURNITURE

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 2015

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	895.65	1164.35	
	SOC-Lisbon Sofa, Blk Leather	1038.25	1349.75	
	SON-Marrakesh Sofa, Light Beige	781.15	1015.50	
	SFA002- Allegro Sofa	614.20	798.45	
	SOM-Key West Sofa, Black	789.75	1026.70	
	MPS-Memphis Sofa	743.00	965.90	
	SO2-3pc. South Beach, P. Suede	1807.00	2349.10	
	SED-3pc. Newport, Charcoal Leather	2019.40	2625.20	
	SFA003-Roma Sofa, White	721.00	937.30	
	SFA001-Mirabel Sofa, Brown Leather	721.75	938.30	
Club Chairs				
	CHD-Newport Armless, Charcoal	496.70	645.70	
	COD-Newport Corner, Charcoal	572.20	743.85	
	CHC-Lisbon Chair, Black Leather	636.20	827.05	
	MPC- Memphis Chair	527.25	685.45	
	CHN-Marrakesh Chair, Light Beige	555.25	721.85	
	CHR003-Roma Chair, White	470.70	611.90	
	CHR001-Mirabel Chair, Brown Leather	470.70	611.90	

Qty.	Item	Discount	Regular	Amount
Occasional Chairs				
	CCE-ICE, Transparent/Chrome	272.90	354.75	
	OCA-T-Vac, Translucent, Chrome	368.95	479.65	
	OCH-Madrid Black Leather	997.55	1296.80	
	BCW-Madrid Chair, White	1078.95	1402.65	
	OCU-Globus-White Leather	551.70	717.20	
	OCB-Key West Tub, Black	574.15	746.40	
	SCD-Fusion, Green/White	160.90	209.15	
	SCC-Fusion, Clear/White	160.90	209.15	
	SCE-Fusion, Red/White	160.90	209.15	
	SCF-Fusion Chair, Black/White	160.90	209.15	
	CH001-Casper, Clear Acrylic	163.20	212.15	
Loveseats				
	LSD-Newport, Charcoal Leather	901.80	1172.35	
	LSM-Key West, Black	700.20	910.25	
	LSC-Lisbon, Black Leather	840.65	1092.85	
Club Chairs				
	OCMESP-Meeting Chair	260.75	339.00	
	OCMTAU-Meeting Chair	376.65	489.65	
	CHR002-Allegro Chair	400.80	521.05	

Qty.	Item	Discount	Regular	Amount
Ottomans				
	OTS-South Beach Wedge	320.00	416.00	
	OTQ-Square, White Leather	440.40	572.50	
	OTN-Bench, White Leather	493.15	641.10	
	OTP-Square, Black Leather	511.00	664.30	
	OTM-Bench, Black Leather	533.30	693.30	
	VIB02-Vibe Cube, Blue	122.90	159.75	
	VIB04-Vibe Cube, Red	122.90	159.75	
	VIB05-Vibe Cube, Yellow	119.30	155.10	
	VIB07-Vibe Cube, Champaigne	119.25	155.05	
	VIB01-Vibe Cube, Green	119.25	155.05	
	VIB08-Vibe Cube, Orange	182.80	237.65	
	SAL Sally Stool	121.90	158.45	

Qty.	Item	Discount	Regular	Amount
	OSC-Cube, White Leather	150.55	195.70	
	OTH-Cube, Black Leather	162.80	211.65	
	OTK-Half Round, Blk Leather	515.70	670.40	
	OTL-Half Round, Wht Leather	515.70	670.40	
	CCZ-Circle, Black/White Leather	801.80	1042.35	
	CCB-Circle, Black Leather	801.80	1042.35	
	CCW-Circle, White Leather	801.80	1042.35	
	VIB03-Vibe Cube, Pink	122.90	159.75	
	VIB06-Vibe Cube, Gold/Bronze	122.90	159.75	
	PUZ2SW-Puzzle Bench, White	282.50	367.25	
	CUBL20-Edge Lighted Cube	270.40	351.50	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	378.55	492.10	
	C1D-Soho, Steel/Chocolate	484.30	629.60	
	C1K-Inspiration	389.20	505.95	
	C1F-Geo Rect., Glass/Black	346.05	449.85	
	C1C-Geo Rect., Glass/Chrome	356.20	463.05	
	COLI - Oliver Cocktail Table	226.25	294.15	
	C1W-Sydney, White	365.45	475.10	
	C1Y-Sydney, Black	365.45	475.10	
	G30CMS-Table, Maple	473.20	615.15	
	G30CMW-Table w/ Grmt, Maple	473.20	615.15	
	G30CWS-Table, White	473.20	615.15	
	G30CWW-Table w/ Grmt, White	473.20	615.15	

Qty.	Item	Discount	Regular	Amount
Occasional End Tables				
	E1E-Silverado	356.20	463.05	
	E1D-Soho, Steel/Chocolate	449.90	584.85	
	E1K-Inspiration	382.05	496.65	
	E1F-Geo, Glass/Black	323.65	420.75	
	E1C-Geo, Glass/Chrome	333.90	434.05	
	EOLI-Oliver End Table	212.45	276.20	
	E1W-Sydney, White	338.75	440.40	
	E1Y-Sydney, Black	338.75	440.40	
	CUBTBL-Edge LED Cube	270.40	351.50	
	CDYTB-Candy Table	280.05	364.05	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$

6.000% Tax: \$

Amount Due: \$

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

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EXECUTIVE FURNITURE

2015 Conference of The National Society of Black Physicists

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Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 2015

CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	557.75	725.10	
	CE1-Geo Table, Sq. Chrome	399.00	518.70	
	CF1-Geo Table, Sq. Black	378.55	492.10	
	CG1-Manhattan Table, Black	411.20	534.55	
	CE2-Geo Table, Chrome	578.20	751.65	
	CB2-6' Graphite Table	615.45	800.10	
	CB3-8' Graphite Table	755.25	981.85	
	CD2-6' Grey Nebula Table	576.00	748.80	
	CD3-8' Grey Nebula Table	698.25	907.75	
	CC6-6' Mahogany Table	578.20	751.65	
	CC7-8' Mahogany Table	712.45	926.20	
	CC8-10' Mahogany Table	1133.80	1473.95	
	CB1-42" Round, Graphite Nebula	510.95	664.25	
	CD1-42" Round, Grey Nebula	472.45	614.20	
	CC5-42" Round, Mahogany Table	508.15	660.60	
	OCT6W-Nova, Oval White	483.30	628.30	
	CT06GR Conference Table 6' Granite	292.25	379.95	
	C508GR Conference Table 8' Granite	355.40	462.00	
	CT10GR Conference Table 10' Granite	533.05	692.95	

Qty.	Item	Discount	Regular	Amount
Conference Chairs & Utility Seating				
	SC9-Panton Chair, White	268.70	349.30	
	SC8-Flex Chair with wheels	221.80	288.35	
	SC1-New York Chair	254.45	330.80	
	SC4-Jetson Chair	254.45	330.80	
	SC6-Manhattan Chair	311.50	404.95	
	SC2-Brewer Chair, Grey	238.20	309.65	
	SC3-Brewer Chair, Onyx	238.20	309.65	
	SC5-Tilt Executive Chair	417.90	543.25	
	XC3-Luxor Guest Chair	500.80	651.05	
	XC2-Luxor Executive Chair	502.50	653.25	
	XC1-Luxor Executive, High-back	578.20	751.65	
	XC6-Altura Guest Chair	445.90	579.65	
	XC5-Altura Executive Chair	490.65	637.85	
	XC4-Altura Executive, High-back	533.30	693.30	
	OTO-Otto Chair, High-back, Black	610.70	793.90	
	CS8-Berline Chair, Black	150.20	195.25	
	CS9-Berlin Chair, Red	150.20	195.25	
	SY1-Altura Task Chair	270.75	352.00	
	DF1-Altura Drafting Stool	401.20	521.55	
	CO4-Iso Mesh Chair	411.00	534.30	
	SC10 Razor Chair	105.00	136.50	

Café TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	280.70	364.90	
	ZTP-36" Maple Top/Black Base	312.25	405.95	
	ZTJ-30" Graphite Top/Black Base	280.70	364.90	
	ZTN-36" Graphite Top/Black Base	312.25	405.95	
	ZTM-36" Grey Top/Black Base	312.25	405.95	
	ZTE-36" Brandy Top/Black Base	368.95	479.65	
	ZTF-30" Metallic Silver Top/Blk Base	303.05	393.95	
	ZTB-30" Red Top/Black Base	267.30	347.50	
	ZTC-30" Blue Top/Black Base	267.30	347.50	

Qty.	Item	Discount	Regular	Amount
Café Tables - Tullip Chrome Base				
	XTK-30" Maple Top/Chrome Base	368.95	479.65	
	XTP-36" Maple Top/Chrome Base	420.95	547.25	
	XTJ-30" Graphite Top/Chrome Base	387.40	503.60	
	XTN-36" Graphite Top/Chrome Base	420.95	547.25	
	XTM-36" Grey Top/Chrome Base	420.95	547.25	
	XTE-36" Brandy Top/Chrome Base	400.95	521.25	
	XTF-30" Met. Silver Top/Chrm Base	406.50	528.45	
	XTB-30" Red Top/Chrome Base	497.70	647.00	
	XTC-30" Blue Top/Chrome Base	497.70	647.00	

Additional Café Tables

	G30DMS-Café, Maple Top	714.55	928.90	
	G30DMW-Café w/ Grmt, Maple	714.55	928.90	

	G30DWS-Café, White Top	714.55	928.90	
	G30DWW-Café w/ Grmt, White	714.55	928.90	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$

6.000% Tax: \$

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Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: **February 4, 2015**

BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Bar Tables- Black Base				
	VTK-30" Maple Top/Black Base	324.15	421.40	
	VTP-36" Maple Top/Black Base	320.00	416.00	
	VTJ-30" Graphite Top/Black Base	324.15	421.40	
	VTN-36" Graphite Top/Black Base	336.00	436.80	
	VTM-36" Grey Top/Black Base	336.00	436.80	
	VTE-36" Brandy Top/Black Base	336.00	436.80	
	VTF-30" Met. Silver Top/Black Base	367.55	477.80	
	VTB-30" Red Top/Black Base	308.75	401.40	
	VTC-30" Blue Top/Black Base	324.15	421.40	
Additional Bar Tables				
	G30BMS-Bar Table, Maple	888.40	1154.90	
	G30BMW-Bar w/ Grmt, Maple	888.40	1154.90	
Barstools				
	BST-Banana, White/Chrome	332.15	431.80	
	BSS-Banana, Black/Chrome	332.05	431.65	
	BS001-Shark, Swivel White	282.50	367.25	
	BS002-Zoey, Swivel White	257.40	334.60	
	BS003-Zoey, Swivel Black	395.95	514.75	
Bars				
	BRC-Circle Martini Bar	5421.15	7047.50	
	BR1-Martini Bar	1883.45	2448.50	

Qty.	Item	Discount	Regular	Amount
Bar Tables- Chrome Base				
	WTK-30" Maple Top/Chrome Base	391.45	508.90	
	WTP-36" Maple Top/Chrome Base	431.05	560.35	
	WTJ-30" Graphite Top/Chrome Base	411.00	534.30	
	WTN-36" Graphite Top/Chrome Base	431.05	560.35	
	WTM-36" Grey Top/Chrome Base	431.05	560.35	
	WTE-36" Brandy Top/Chrome Base	431.05	560.35	
	WTF-30" Met. Silver Top/Chrome Base	452.65	588.45	
	WTB-30" Red Top/Chrome Base	391.45	508.90	
	WTC-30" Blue Top/Chrome Base	391.45	508.90	
Additional Bar Tables				
	G30BWS-Bar Table, White	888.40	1154.90	
	G30BWW-Bar w/ Grmt, White	888.40	1154.90	
Barstools				
	BSD-Oslo, Blue	345.90	449.65	
	BSC-Oslo, White	345.90	449.65	
	BSL-Gin, Maple	262.80	341.65	
	BSN-Jetson, Black	373.50	485.55	
	BCE-Ice, Transparent /Chrome	306.30	398.20	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Training Room				
	CP5-Computer Table-Graphite	541.50	703.95	
	PO3-Kiosk, Black/Maple	648.25	842.75	
	PO1-Lecturn Podium, Cherry	411.00	534.30	
	WD2-Writing Desk, Graphite	476.30	619.20	
	CO4-Flex Back Chair, Charcoal	411.00	534.30	
Desks, Bookcases, Credenzas, Lateral Files, Files				
	BC6-Bookcase, Mahogany	462.40	601.10	
	BC7-Bookcase, Graphite	452.65	588.45	
	JD6-Executive Desk, Mahogany	709.65	922.55	
	JD7-Executive Desk, Graphite	709.65	922.55	
	L26-Lateral File, Mahogany	573.20	745.15	
	L27-Lateral File, Graphite	541.50	703.95	
	CR6-Credenza, Mahogany	720.90	937.15	
	CR7-Credenza, Graphite	679.50	883.35	
	VF4-Vertical File, 4-drawer	338.75	440.40	
	VF2-Vertical File, 2-drawer	247.20	321.35	
Product Display- Pedestals				
	PDL-42" Pedestal, Locking	637.15	828.30	

Qty.	Item	Discount	Regular	Amount
Product Display- Etageres				
	ET2-Etagere, Black	462.40	601.10	
	ET1-Etagere, Pewter	462.40	601.10	
Lamps				
	TRW-Trovato, White Floor Lamp	383.80	498.95	
	TRH-Trovato, White Table Lamp	284.50	369.85	
	LA15-Mason Silver Floor Lamp	200.45	260.60	
	LA14-Mason Silver Table Lamp	135.75	176.50	
Refrigerators				
	R1R-White 14 Cubic Feet	1080.40	1404.50	
	R1Q-White 4 Cubic Feet	377.50	490.75	
Mobile Tablet Stands*				
	TBSTDW-Mobile Tablet Stand, Black	280.05	364.05	
	TBSTND-Mobile Tablet Stand, White	276.20	359.05	
	TBBCHR-Tablet, brochure holder	86.95	113.05	
	TBSHLF-Tablet, charging shelf	86.95	113.05	
	TBPNT-Tablet, print stand	86.95	113.05	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$

6.000% Tax: \$

Amount Due: \$

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Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: January 26, 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>

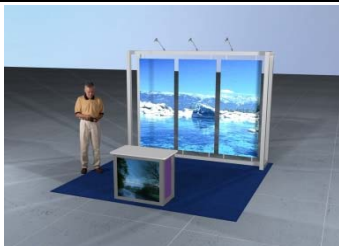
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3312.75	4306.60
	10' x 20'	5394.65	7013.05
Subtotal			

(66470, 66471)

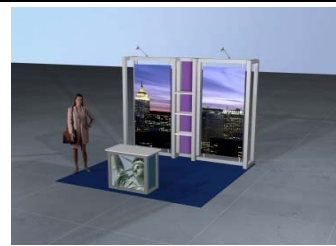
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2311.05	3004.35
	10' x 20'	4045.30	5258.90
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2866.65	3726.65
	10' x 20'	5442.95	7075.85
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3476.25	4519.15
	10' x 20'	4120.00	5356.00
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3669.40	4770.20
	10' x 20'	5085.65	6611.35
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3373.25	4385.25
	10' x 20'	4956.90	6443.95
Subtotal			

(66492, 66493)

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

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

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

Please complete the following:

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	6.000% Tax:	\$
Authorized Signature:	_____			Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 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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Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: January 26, 2015

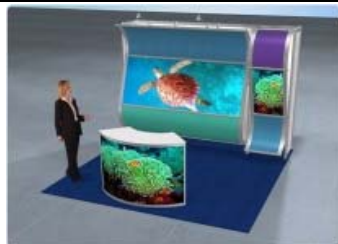
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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'	3598.55	4678.10
	10' x 20'	5439.70	7071.60
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3411.90	4435.45
	10' x 20'	4699.40	6109.20
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3572.80	4644.65
	10' x 20'	5665.00	7364.50
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2124.40	2761.70
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3708.00	4820.40
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	\$
6.000% Tax*	\$
Amount Due:	\$

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

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

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

* All tax rates are subject to change.



Shepard Exposition Services

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

ISLAND BOOTH RENTALS

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: January 26, 2015

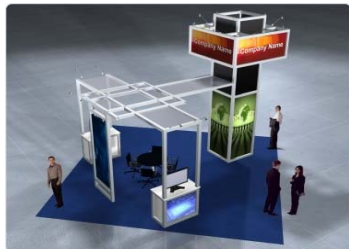
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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>

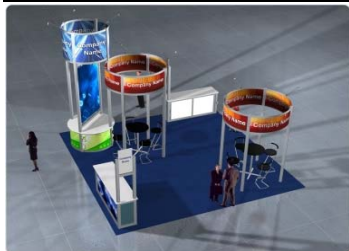
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8433.15	10963.10
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12553.15	16319.10
Subtotal			

(66498)

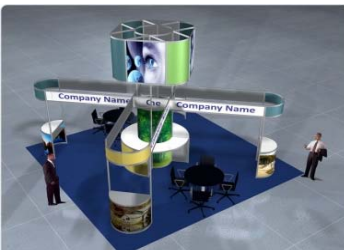
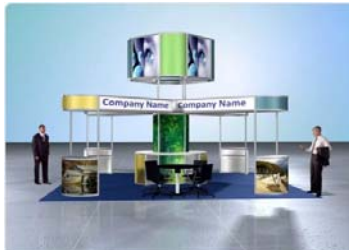
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	11793.50	15331.55
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	12102.50	15733.25
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 #: _____	6.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

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

ISLAND BOOTH RENTALS

2015 Conference of The National Society of Black Physicists

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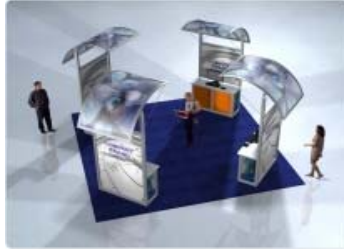
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

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

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

The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12231.25	15900.65
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	9006.05	11707.85
Subtotal			

(66495)

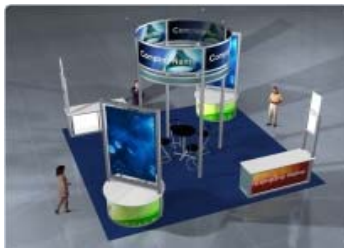
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8819.40	11465.20
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	13132.50	17072.25
Subtotal			

(66499)

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

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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	6.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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

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EXHIBIT RENTAL ACCESSORIES

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

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Shepard Exposition Services
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Exhibit Solutions Sales Phone: 404-720-8652
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Exhibit Solutions Email: ESSRentals@shepardes.com

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	1098.90	1428.55	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		Square	1186.00	1541.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					



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



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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	814.45	1058.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		LC2	988.40	1284.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		LC3	600.80	781.05	
Please choose panel color: ☐ Black (06) ☐ White (03)					

RECEPTION COUNTERS AND COMPUTER STANDS



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



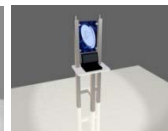
RC2
4' 9" W x 2' 3" D x 3' 3" H



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



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2266.45	2946.40	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		RC2	837.55	1088.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		RC3*	1816.90	2361.95	
66285		CS1*	1056.65	1373.65	
66286		CS2*	615.80	800.55	

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

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	570.70	741.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		GL1*	1027.80	1336.15	
66279		GL2*	972.50	1264.25	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1866.90	2426.95	



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 #:	6.000% Tax*:	\$
Authorized Signature:		Amount Due:	\$

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

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

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

* All tax rates are subject to change.

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SIGN ORDER FORM

2015 Conference of The National Society of Black Physicists**February 25 - 27, 2015****Hilton Baltimore Convention Center Hotel - Baltimore, Maryland**

Event Code: M187450215

Discount Deadline: February 4, 2015**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	174.15	226.40	
70010		Horz., 22" x 28"	174.15	226.40	
70011		Vertical, 28" x 44"	265.40	345.00	
70012		Horz., 28" x 44"	265.40	345.00	
70025		Meterboard, 39" x 90.75"	537.00	698.10	
Accessories					
70017		Blank Foamcore, 4' x 8'	47.30	61.50	
70021		Velcro, per ft, min. 5 ft.	3.05	3.95	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	22.05	28.65	
70071		grommets, per sq. ft. - Horizontal	22.05	28.65	
70066		Pockets, per sq. ft. - Vertical	23.75	30.90	
70072		Pockets, per sq. ft. - Horizontal	23.75	30.90	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	52.05	67.65	

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

Please complete the following:

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

Subtotal \$

6.000% Tax*: \$

Amount Due: \$

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

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

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

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

* All tax rates are subject to change.

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

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

When sending disks, please label them with the following:

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

Acceptable Software & Formats

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

Artwork Dimensions & Color Specifications

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

Other Graphic Services Available

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

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



UNION JURISDICTIONS MARYLAND/DC AREA

UNION LABOR

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

EXHIBIT LABOR JURISDICTION

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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.



LABOR ORDER FORM

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Shepard Exposition Services
4710 Trident Court, Baltimore, MD 21227
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

Event Code: M187450215

Discount Deadline: February 4, 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	101.25	131.65	30% **	
68067		OT	151.90	197.45	30% **	
68068		DT	202.50	263.25	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	101.25	131.65	
68061		OT	151.90	197.45	
68062		DT	202.50	263.25	

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; All day Saturday & Sunday
DT - Double time: All other hours and holidays, including union holidays

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	202.50	263.25	

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

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

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

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

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

Outbound Freight Information

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

Set-up Information for Installation

Please check all that apply and provide information where requested.

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

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

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

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



GROUND RIGGING/FORKLIFT RENTAL

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M187450215

Discount Deadline: February 4, 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	320.70	417.00	
35039		Overtime Hourly Rental	399.85	519.75	
35067		Double-time Hourly Rental	478.90	622.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	641.40	833.75	
35049		Overtime Hourly Rental	799.70	1039.50	
35069		Double-time Hourly Rental	957.80	1245.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	962.10	1250.75	
35066		Overtime Hourly Rental	1199.55	1559.50	
35070		Double-time Hourly Rental	1436.70	1867.75	

CRANE RENTAL AVAILABLE UPON REQUEST

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

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

DT - Double time: All other hours and holidays, including union holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	126.56	164.55	
35086		Overtime Hourly Rate	189.88	246.85	
35099		Double-time Hourly Rate	253.13	329.05	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	101.25	131.65	
35100		Overtime Hourly Rate	151.90	197.45	
35101		Double-time Hourly Rate	202.50	263.25	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

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

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

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

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

PLEASE NOTE:

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

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

Please complete the following:

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

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

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

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

* All tax rates are subject to change.

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



SHEPARD LOGISTICS SERVICES

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Shepard Logistics Phone: 888-568-8858
 Shepard Logistics Fax: 404-720-8733
 Shepard Logistics Email: logistics@shepardes.com

Event Code: M187450215

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

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION		SHIPPING INFORMATION																	
• 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)		Items to be shipped <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr><td>Crates</td><td></td></tr> <tr><td>Cartons (cardboard)</td><td></td></tr> <tr><td>Cases/Trunks (fiber) (color)</td><td></td></tr> <tr><td>Skids/Pallets</td><td></td></tr> <tr><td>Carpet (color)</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>Total Pieces</td><td>Total Wt.</td></tr> </tbody> </table> Size of largest piece: L _____ W _____ H _____ Loading Dock ☐ Yes ☐ No Lift Gate _____ Residential _____ Inside Pick up _____ Inside Delivery _____ Special Instructions: _____		Number of Pieces	Est. Weight	Crates		Cartons (cardboard)		Cases/Trunks (fiber) (color)		Skids/Pallets		Carpet (color)		Other		Total Pieces	Total Wt.
Number of Pieces	Est. Weight																		
Crates																			
Cartons (cardboard)																			
Cases/Trunks (fiber) (color)																			
Skids/Pallets																			
Carpet (color)																			
Other																			
Total Pieces	Total Wt.																		
SHIP TO ☐ I will be shipping to the WAREHOUSE (Company Name, Booth #) 2015 Conference of The National Society of Black Physicists c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227 Warehouse Deadline <u>February 18, 2015</u> Date ☐ I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#) 2015 Conference of The National Society of Black Physicists Hilton Baltimore Convention Center Hotel 401 West Pratt Street Baltimore, MD 21201 Delivery date: <u>February 25, 2015</u>		• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site OUTBOUND SHIPPING INFORMATION ☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information. Ship to Address: _____ _____ Contact Name: _____ Phone: _____ Deliver By Date: _____ Number of labels: _____ Special Instructions: _____																	
TYPE OF SERVICE - Choose One ☐ Next Day Air ☐ 2nd Day Air Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater. ☐ Standard Ground ☐ Other (Truck Load, Specialized)		TRANSPORTATION CHARGES Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file. Type Card ☐ ☐ ☐ Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐ Credit Card #: _____ Expiration Date: _____ Security Code: _____ Billing Address: _____ City, ST, Zip: _____ Name on Card: _____ Authorized Signature: _____																	

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

Please complete the following:

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

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

Email: _____ **Fax #:** _____

Authorized Signature: _____

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

FAX COMPLETED FORM TO 404-720-8733



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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



Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

2015 Conference of The National Society of Black Physicists

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Conference of The National Society of Black Physicists
	First day freight can arrive w/o a surcharge: January 28, 2015
	Last day freight can arrive w/o a surcharge: February 18, 2015

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: 2015 Conference of The National Society of Black Physicists
	First day freight can arrive w/o a surcharge: January 28, 2015
	Last day freight can arrive w/o a surcharge: February 18, 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
	Hilton Baltimore Convention Center Hotel 401 West Pratt Street Baltimore, MD 21201
	For: 2015 Conference of The National Society of Black Physicists
	MUST NOT BE DELIVERED PRIOR TO:
	February 25, 2015 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Hilton Baltimore Convention Center Hotel 401 West Pratt Street Baltimore, MD 21201
	For: 2015 Conference of The National Society of Black Physicists
	MUST NOT BE DELIVERED PRIOR TO:
	February 25, 2015 @ 8:00 AM

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING AUTHORIZATION

2015 Conference of The National Society of Black Physicists**February 25 - 27, 2015****Hilton Baltimore Convention Center Hotel - Baltimore, Maryland**

Event Code: M187450215

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					
	\$138.75	\$208.25	\$180.50		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Advance Shipments to Warehouse					
	\$153.00	\$199.00			
	Crated	Special Handling			
35010 / 35013		35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$76.50	\$153.00			
	Each carton	Min. per shipment			
35048		35045			

Signature Series Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$125.00	\$187.50	\$162.50		
	Crated	Uncrated	Special Handling		
35390 / 35395		35391/ / 35399	35394 / 35402		
Advance Shipments to Warehouse					
	\$137.75	\$179.00			
	Crated	Special Handling			
35393 / 35397		35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

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

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

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

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

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

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

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

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

STORAGE AUTHORIZATION FORM

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

SHOWSITE STORAGE

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

(35400)

- ☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$60.00 per day for partial trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$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.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING INFORMATION

2015 Conference of The National Society of Black Physicists

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive via small package carrier such as **FedEx Express Service**, **UPS small package service**, **DHL small package service** and **Airborne Express** will be charged a special handling rate due to their delivery procedures.

OVERTIME

Surcharge: 30%

35301

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

WAREHOUSE OVERTIME

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

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

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 15%

Minimum: \$50.00

35004

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

MARSHALING YARD

Surcharge: \$30 per Shipment

35250

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

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

EMPTY CRATE STORAGE

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

35105

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

SMALL PACKAGE CONSOLIDATION

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

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

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

MOBILE SPOTTING FEE

Surcharge: \$100.00 each way

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

2015 Conference of The National Society of Black Physicists

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

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

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

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

How do I calculate my small package carrier shipment?

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

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepards.com

MOTORIZED UNIT/VEHICLE SPOTTING FEE

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

Discount Deadline: February 4, 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:

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$100.00	

Subtotal
6.00% Tax
Amount Due

Please complete the following:

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

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



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

2015 Conference of The National Society of Black Physicists

February 25 - 27, 2015

Hilton Baltimore Convention Center Hotel - Baltimore, Maryland

Event Code: M187450215

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ Number of Labels Requested: _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

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

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

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

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

OUTBOUND SHIPMENT REQUIREMENTS:

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

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

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.



Hilton Baltimore Telecommunications Request Form

Fax to 443-573-8799

Full Name of Event

Customer Contact:

Email:

Address:

City:

State:

Zip:

Exhibit Booth:

Meeting Rm:

Installation Day:

Disconnection Date:

Time:

Time:

Your Company Name:

Phone:

2014 Order Form

Telecommunications Services

Internet Connections (Per Room/per Booth)

of Devices?*

Wired High Speed Internet Connection - first device* in the room or booth

Each additional device* in the room or booth

of Days?

Cost

\$400.00

\$100.00

\$0.00

\$0.00

* Device = Any equipment (PC, laptop, printer, network switch, etc.) which is directly or indirectly connected to the network.

Daily Charges for Wired and Wireless Internet are per device per day.

Wireless Internet Connection, first device* in the room/booth

Each additional device* in the room/booth

\$400.00

\$40.00

\$0.00

\$0.00

* Device = Any PC or laptop which is directly or indirectly connected to the network.

Our wireless network does not support network printing or allow the use of additional network hubs/switches.

Daily Charges for Wired and Wireless Internet are per device per day.

Telephone Line (Line Only-No Device) (Note: If you install a credit card machine or other device, it will need to dial "9" to get out)

of Lines (max 2)

--

Telephone Line with Single Line Phone Set (includes cost of telephone line)

(Daily Charges for Phone Lines are per day)

(All phone lines are PLUS cost of calls - see below)

--

\$ 150.00

\$0.00

Comments:

--

Total Charges

\$0.00

PAYMENT: Please provide credit card information below. A credit card is always required for telephone line orders to cover cost of outgoing phone calls.

The credit card covers the cost

Card Member Name:

Card Number:

Master Account:

Major Credit Card type:

Exp. Date:

I agree to be responsible for all usage charges made in connection with local and long distance

Authorized Signature:

Date:

--	--

Local and Long Distance Charges

Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed above. All telephone calls are charged the AT & T operator dial business day rate plus 50%. A local call is \$1.00 and an 800/877/855/866 is \$4.00 and an additional \$0.10 per minute after 60 minutes on local 800/888, calling card, credit card, third party calls and calls made through other common carriers (950/10xx)



AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.



POPULAR PACKAGES

Meeting Room Projector Package - \$690

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

Projection Support Package - \$185

- AV Cable Lot
- Projection Stand
- Tripod Screen

Podium Microphone Package – House Sound - \$325

- Podium Microphone
- Meeting Room House Sound
- 4-Channel Mixer

Post-it® Flip Chart Package - \$95

- Flip Chart Easel
- Post-it® Flip Chart Pad
- Markers



POPULAR COMPONENTS

Conference Speaker Phone	\$180
Laptop Computer	\$245
LED Wash Light	\$90
Powered Speaker	\$135
Presidential Microphone	\$90
Wireless Microphone	\$205
4-Channel Mixer	\$75
12-Channel Mixer	\$155
46" LCD Monitor	\$525
8' Tripod Screen	\$95
6' x 10'5" Fast-Fold® Screen	\$355
7'6" x 13'4" Fast-Fold® Screen	\$395
9' x 16' Fast-Fold® Screen	\$440
10'6" x 18'8" Fast-Fold® Screen	\$580



STANDARD LABOR RATES

Setup / Strike	\$85/hr.
Event Operation	\$95/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 443.683.8557
or visit us on the Web at: partner.psav.com/hiltonbaltimoreconventioncenterhotel



EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



at the Hilton Baltimore Convention Center Hotel

Equipment Rentals		Qty	DAILY RATE		Days	Total
			Advanced	On Site	Used	
DVD Player			\$85.00	\$125.00		
19" Flat Screen LCD Monitor			\$150.00	\$225.00		
46" LCD Monitor (Includes Monitor Stand)***			\$525.00	\$675.00		
55" LCD Monitor (Includes Monitor Stand)***			\$710.00	\$875.00		
60" LCD Monitor (Includes Monitor Stand)***			\$825.00	\$1,000.00		
70" LED LCD Monitor (Includes Monitor Stand)***			\$2,000.00	n/a		
80" LED LCD Monitor (Includes Monitor Stand)***			\$2,500.00	n/a		
90" LED LCD Monitor (Includes Monitor Stand)***			\$4,000.00	n/a		
Tripod Screen			\$85.00	\$100.00		
*** We do not supply labor for mounting Plasma Monitors to your hard sets***						
Speaker package (includes speaker, stand, patch cables, etc)			\$105.00	\$150.00		
Cable TV Hookup for Monitor or Projector			\$225.00	\$300.00		

Computer Rentals		Qty	DAILY RATE		Days	Total
			Advanced	On Site	Used	
Laptop Computer w CD/DVD Drive			\$250.00	\$350.00		

Please Note Specific Software/Hardware Needs Below:
Note: Daily Rate is subject to change reliant upon software/hardware needs.

Electrical Services Requests		Qty	DAILY RATE		Days	Total
			Advanced	On Site	Used	
Single Phase 120 Volt 5 AMP			\$50.00	\$75.00		
Single Phase 120 Volt 20 AMP			\$125.00	\$200.00		
Three Phase 210v 100 AMP (cam-lock tails only)			\$675.00	\$850.00		
Power Distribution Unit (distro)			\$200.00	\$300.00		
Additional Power Strips			\$15.00	\$15.00		
Additional Extension Cords			\$15.00	\$15.00		

Total		PAYMENT IS DUE WHEN ORDER IS PLACED				
EQUIPMENT TOTAL	1					
23% SERVICE CHARGE	2					
SUBTOTAL	3					
6% SALES TAX	4					
TOTAL DUE	5					

Customer Information	
Show/Convention Name:	
Firm Name:	
Address:	
City:	State: Zip:
Ordered By:	Telephone #:
Fax #:	email:
If you don't see something you need, please call 443-683-8556 for assistance.	

Method of Payment		PLEASE CHECK ONE
Card Number:	Exp Date	
_____ / _____		
CCV (on back of card):		
_____		American Express ☐
Cardholder's Name (as appears on card):		Visa ☐
_____		MasterCard ☐
Cardholders Signature:		Discover ☐

Ordering Instructions

- ⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
- ⇒ Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- ⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ CANCELLATIONS:
 A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.

Delivery Information

On-Site Contact:

Booth #:

Room:

Delivery Date:

Time:

Show Start Date:

Time:

Pickup Date:

Time:

Special Instructions:

Return For Processing

Presentation Services, Inc.

at the Hilton Baltimore Convention Center

Contact our sales team at
HiltonBaltimoreExhibits@PSAV.com
[Save first, then Click here to E-Mail](#)

401 W. Pratt Street
 Baltimore, Maryland 21201
 443-683-8556 (PHONE)
 443-683-8560 (FAX)



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