

Dear Exhibitor,

Welcome to the 2018 ASHP Midyear Clinical Meeting & Exhibition, December 2-6, at the Anaheim Convention Center in Anaheim, California. Thank you for exhibiting.

At the 2018 ASHP Midyear Clinical Meeting, you will be able to reach virtually all of today's current and emerging leaders in health-system pharmacy, as well as professionals in clinical and managerial roles. Your participation as an exhibitor provides valuable support for the society while bringing your products and services before the most influential audience of health-system pharmacists.

The exhibit hours are as follows:

Day	Time
Monday	11:00 a.m. - 3:00 p.m.
Tuesday	11:00 a.m. - 3:00 p.m.
Wednesday	11:00 a.m. - 2:00 p.m.

ASHP has implemented height restrictions for island booths which are detailed in the [Rules and Regulations Governing the Exhibits](#). A floorplan and elevation drawing must be submitted to ASHP Exhibition Management through the online ASHP Exhibitor Resource Center, no later than October 26, 2018.

Shepard Exposition Services is the Official Service Contractor for the 2018 ASHP Midyear Clinical Meeting & Exhibition. The online exhibitor service kit contains all of the order forms and information for a smooth, successful meeting. We encourage you to read through the entire manual. Be aware of the discount deadlines which will save you money!

Thank you for your participation.

See you in December!

David Gershman  
Director, Industry Relations



**2018 ASHP Midyear Clinical Meeting & Exhibition**  
**Anaheim, Calif.**  
**December 2-6, 2018**

## Guidelines for ASHP Pre-Registration Lists

1. ASHP pre-registration lists are available only for communications that are germane to the practice of pharmacy or its scientific or socioeconomic aspects.
2. ASHP pre-registration lists are not available for membership solicitations or surveys of any sort.
3. ASHP approval of any use of its lists will be conditioned on a finding that such use will not limit effectiveness of ASHP programs and is not inconsistent with any policy of ASHP, as established by its Board of Directors.
4. ASHP pre-registration lists will not be made available for:
  - a. use in connection with the dissemination of distasteful or offensive materials;
  - b. use in connection with publicity or advertising which might imply, through copy or layout, ASHP endorsement of an organization or its products;
  - c. use by individuals or organizations who espouse the quackery arts;
  - d. any communication, which would tend to mislead, misinform, deceive or promote an unlawful purpose;
  - e. any communication involving the advertising or the promotion of the use and sale of any tobacco product, beer, wine or other spirits;
  - f. any fund-raising purposes by any organization or society; or
  - g. use in connection with any product deemed, by ASHP, to be directly competitive with any current or planned ASHP product.
5. Mailings specifically pertaining to ASHP meetings must conform to the following:
  - a. You may only ask for advance reservations if you are hosting a symposium that includes a food function.
  - b. If holding a symposium or any other function during ASHP's meeting that will be listed in the meeting program, under no circumstances may the term "limited seating, advance registration required" be used in the mailing materials.
  - c. In your promotional copy, please list the Society and the name of the meeting correctly.
  - d. If holding a symposium, the words "prior to", "during" or "in conjunction with" must be included. Terms such as "ASHP sponsored" or any words that might convey that this is an official ASHP function are prohibited.
  - e. Use of the trademarked ASHP logo or meeting logo in your promotional materials is strictly prohibited.
6. Failure to comply with these guidelines will result in loss of ASHP Mailing List usage.

# Pre-Registration Opportunities

Don't wait until you're onsite to begin strategizing about booth traffic or attendance at your symposium. Participating in one of ASHP's Pre-registration List options gets you in front of attendees weeks before the meeting. Promote a product you'll be spotlighting, a symposium you'll be hosting, a special you'll be offering, or just your booth location. No matter what your message, ASHP has the perfect pre-show vehicle for you to be heard.

**November 16, 2018** is the deadline to submit  
Pre-registration List orders and necessary materials.

## Midyear Meeting Mailing Lists

- Includes the name, address, company, job title, and primary position for each pre-registered attendee.
- Data will be emailed directly to you in an Excel file.
- Select the "with directors" option to add a supplemental list of ASHP member pharmacy directors who have not yet registered.

## Online Symposium Listing

- Only available to companies conducting a symposium.
- Create a website with the symposium's program description, learning objectives, and a way for attendees to register. Your symposium listing on ASHP's meeting site will become an active link to your website.

## Email Advertisement Add-On

ASHP provides an option for you to reach the Midyear meeting registrants electronically. Create a one page advertisement (8.5 x 11 Color PDF file) promoting your booth or symposium. We will include your ad in ***The Exhibitor Preview***, and it will be emailed to registrants on your behalf, November 21.

- **The Exhibitor Preview** will be in Nextbook format, similar to an online catalog where each exhibitor will have a one page advertisement (8.5 x 11 Color PDF file format).
- Placement is on a first come, first serve basis.
- One advertisement per listing. You may not switch out or edit your ad once finalized.
- **The Exhibitor Preview** will be emailed one time on November 21, 2016. All reservations and files must be received by November 16th in order to be included.
- **Click here to view a sample**
- **NOTE: The Exhibitor Preview will be sent out by ASHP on your behalf. ASHP does not sell or give out email addresses.**

## Ordering Instructions

To place your order:

- Complete and sign the List Rental Order Form and the List Rental Agreement page and **fax to 301-657-1251. DO NOT EMAIL FORMS WITH CC INFORMATION**
- Submit a sample of the final mail piece for approval. If selecting the Exhibitor Preview, submit your 1 page color digital PDF ad/mailer.
- Please send all mail pieces/digital proofs for approval to:

Marketing  
ASHP Marketing & Sales Office  
4500 East-West Highway, Suite 900  
Bethesda, MD 20814  
Phone : 301-664-8831  
Email : [marketing@ashp.org](mailto:marketing@ashp.org)

**Note:** In practice with the PCI Compliance Standards, ASHP will only accept credit cards through secure fax and mail transaction. ASHP will not accept credit cards through email. Fax 301-664-8895 Mail: ASHP Customer Relations, 7272 Wisconsin Ave, Bethesda, MD 20814.

# Order Form

## Available October 24, 2018 - Earlybird Lists

	Est. Names	Cost	Quantity <sup>1</sup>	Total
Pre-registrant list [MPRE1P]	5,000+	\$3,550	_____	_____
Pre-registrant list with Directors [MSUPP1P] <sup>2</sup>	7,000+	\$5,000	_____	_____
Pre-registrant list (with Exhib Preview) [MPRE1WP]	5,500+	\$9,850	_____	_____
Pre-reg list with Directors (with Exhib Preview) [MSUPP1WP] <sup>2</sup>	7,500+	\$11,250	_____	_____

## Available November 16, 2018 - Pre-registrant Lists

Pre-reg list [MPRE2P]	7,000+	\$5,000	_____	_____
Pre-registrant list with Directors [MSUPP2P] <sup>2</sup>	9,000+	\$6,500	_____	_____
Pre-reg list (with Exhib Preview) [MPRE2WP]	7,000+	\$11,250	_____	_____
Pre-reg list with Directors (with Exhib Preview) [MSUPP2WP] <sup>2</sup>	9,000+	\$12,500	_____	_____

## Available January 9, 2019 - Post-Registrant List

Post-registrant List [MPOST]	10,500	\$7,500	_____	_____
Post-registrant List with Directors [MEET]	10,500	\$13,500	_____	_____

Total Order \$ \_\_\_\_\_

## Payment

(Orders **MUST** be pre-paid by check or credit card)

☐ Make Check payable to ASHP and drawn on a U.S. bank in U.S. funds.

(Check must be received with order)

☐ Charge to my:

☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

**For multiple lists, deduct  
\$75 from each list  
purchased.**

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Address (please print or type):**

Contact \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address (required for electronic delivery of lists) \_\_\_\_\_

**Note:** In practice with the PCI Compliance Standards, ASHP will only accept credit cards through secure fax and mail transaction. ASHP will not accept credit cards through email. **Fax:** 301-657-1251

**Mail:** ASHP Customer Relations, 4500 East-West Highway, Suite 900, Bethesda, MD 20814.

## Online Symposium Listing Form

Please list the title of your symposium : \_\_\_\_\_

CE Provider \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

URL \_\_\_\_\_

(URL must take the registrant to the course description including the learning objectives, not directly to a registration page)



# List Rental Agreement Form

**ASHP and Customer, in consideration of the mutual promises set forth below, agree as follows:**

The customer agrees to pay \$\_\_\_\_\_ (total from order form) and to adhere to the following provisions concerning the use of names and addresses (hereinafter "the List") furnished via email, which the undersigned obtains from ASHP.

1. The customer desires to rent the List and agrees that the List is owned by the American Society of Health-System Pharmacists, Inc., that the undersigned has no right or interest in that property, and that the List represents unique, confidential, and unpublished data of ASHP.
2. The customer agrees to the following:
  - A. that the List provided will be for a non-exclusive one-time use only;
  - B. that the List will be for a single event;
  - C. that the List will be used only for the specific mailing for which it was ordered and for which ASHP approval has been obtained and for no other purpose (decoy names have been inserted into the List to detect unauthorized usage);
  - D. that all material to be used in conjunction with the List (printed material, literature, advertising material, etc.) must be submitted to and approved by ASHP prior to the use of the List;
  - E. that the List will not be copied or reproduced nor will ASHP or the undersigned permit, intentionally or unintentionally, the reproduction or copying of the List for use unauthorized or otherwise, by the undersigned or any third party;
  - F. that the List will be used within a specified time after receipt in order to retain the advantages of list accuracy;
  - G. that the List will not be used to facilitate any form of telephone or faxed contact; and
  - H. that the undersigned will adhere to ASHP policies governing pre-registration list use, which is attached and made part of this agreement.
  - I. if conducting a program in which Continuing Education credits are not offered, you may not use the word symposium in the title of your program or any place on your printed pieces.

Any violation of this agreement by the undersigned shall result in the immediate termination of this agreement by ASHP and any further use of the List.

This agreement shall be binding upon the undersigned, its principles and its agencies, agents, licensees, subcontractors, affiliates, associates and assignees. This agreement is to the express benefit of ASHP.

ASHP shall have no liability to customer for its use of the List.

Dated \_\_\_\_\_ By (ASHP) \_\_\_\_\_

Dated \_\_\_\_\_ By (Customer) \_\_\_\_\_

Customer Name \_\_\_\_\_ Company Name \_\_\_\_\_

**Return one signed copy to ASHP; retain second copy with attachments for your file.**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Show Information

### BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, White, Grey  
Aisle carpet color: Tuxedo

**Floor covering is required for all exhibitors and is not included in the booth package**

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Friday, November 30, 2018	8:00 AM	to	5:00 PM
	Saturday, December 1, 2018	8:00 AM	to	5:00 PM
	Sunday, December 2, 2018	8:00 AM	to	5:00 PM
Exhibit Hours:	Monday, December 3, 2018	11:00 AM	to	3:00 PM
	Tuesday, December 4, 2018	11:00 AM	to	3:00 PM
	Wednesday, December 5, 2018	11:00 AM	to	2:00 PM
Exhibitor Move-out:	Wednesday, December 5, 2018	2:00 PM	to	10:00 PM
	Thursday, December 6, 2018	8:00 AM	to	2:00 PM
Freight Reroute Begins*	Thursday, December 6, 2018	2:00 PM		

All outbound carriers must be checked in by this time

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
2018 ASHP Midyear Clinical Meeting & Exhibition  
c/o Shepard Exposition Services  
2315 E. Locust Ct.  
Ontario, CA 91761

#### Direct Shipments Address

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
2018 ASHP Midyear Clinical Meeting & Exhibition  
Anaheim Convention Center  
1850 West Street  
Anaheim, CA 92802

See Material  
Handling  
Rate sheet  
for all MH  
related fees!

### IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Friday, November 2, 2018
Exhibitor appointed contractor notification deadline:	Monday, November 5, 2018
First day for warehouse deliveries without a surcharge:	Monday, November 5, 2018
Discount price deadline for standard Shepard orders:	Monday, November 12, 2018
Last day for warehouse deliveries without a surcharge:	Wednesday, November 21, 2018
Last day for warehouse deliveries*:	Wednesday, November 28, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.	
First day freight can arrive at show facility:	Friday, November 30, 2018 at 8:00 AM



## 2018 ASHP Midyear Clinical Meeting & Exhibition

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December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

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phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Quick Facts

### Ancillary Vendor Information

<b>Electrical Services</b>	Edlen - Long Beach Convention Center	<a href="mailto:Anaheim@edlen.com">Anaheim@edlen.com</a>	714-985-1480
<b>Audio Visual</b>	PSAV - California	<a href="https://psav.boomerecommerce.com/">https://psav.boomerecommerce.com/</a>	714-956-6549
<b>Lead Retrieval</b>	Lead Retrieval - Experient	<a href="https://exhibitor.experientswap.com">https://exhibitor.experientswap.com</a>	866-221-7921
<b>Floral</b>	Convention Plant Rental		219-932-1214
<b>Catering Services</b>	ACC Eats	<a href="http://ACCeats.com">ACCeats.com</a>	714-765-8800
<b>Booth Security</b>	Simmons Investigative & Security Agency	<a href="mailto:jmcdeshen@simmonssecurity.com">mailto:jmcdeshen@simmonssecurity.com</a>	240-375-0283
<b>Photography Services</b>	Lagniappe Studio	<a href="http://www.lagniappestudio.com">www.lagniappestudio.com</a>	303-471-2220
<b>ANCC Services Flyer</b>	Smart City	<a href="https://orders.smartcitynetworks.com">https://orders.smartcitynetworks.com</a>	888-446-6911
<b>Internet Services</b>	Smart City	<a href="https://orders.smartcitynetworks.com/Ordering.aspx">orders.smartcitynetworks.com/Ordering.aspx</a>	888-446-6911

### Exhibitor Move Out

Wednesday, December 5, 2018 2:00 PM to 10:00 PM  
Thursday, December 6, 2018 8:00 AM to 2:00 PM

### Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Thursday, December 6, 2018 2:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Thursday, December 6, 2018 2:00 PM

### Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



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Ontario, CA 91761


Online Ordering

## Online Ordering is Easy!

**GO TO** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

**CLICK ON** 2018 ASHP Midyear Clinical Meeting & Exhibition

**LOG IN** from the Show Information page by clicking  at the top right corner of the page.

**ENTER** your email address and password then click 

**NEW users:** User name = Your Email Address (provided by Event Management)  
Password = ASHP18

**Prior users:** User name = Your Email Address  
Password = Your pre-existing password

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.

Once logged in, please confirm your profile information. If you need to update, please contact us at [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

\* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

\* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

**Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!**



**icon on your show page to be**

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

(909) 212-7240

[losangeles@shepardes.com](mailto:losangeles@shepardes.com)



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Payment Authorization

Please complete the information 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. **For your convenience, 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 including 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.

Please complete the following information:

### EXHIBITING COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_

### CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Month Year Security Code  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: (Please Print) \_\_\_\_\_

Please Sign



Card Holder Signature

**By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.**

### 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 **2018 ASHP Midyear Clinical Meeting & Exhibit**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Account Number: 42-6061-9772

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

**TAX EXEMPT?** Please submit tax exemption certificate to:

[losangeles@shepardes.com](mailto:losangeles@shepardes.com)

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



## 2018 ASHP Midyear Clinical Meeting & Exhibition



Terms & Conditions

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

**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.

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

**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.

**Equipment Audits:** EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file 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.

**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.

**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. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

**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.

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

**Cancellation or Event Postponement:** In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

**Insurance:** It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

**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 the 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 the 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.

**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."





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

**Discount Deadline** Monday, November 5, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

### Step 1: Provide the Exhibiting Company Contact Information and Signature

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Third Party Payment  
Authorization

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Please Sign



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

### Step 2: Check Services Below to Invoice to the Third Party

- ☐ Booth Cleaning ☐ Carpet ☐ Exhibit Display Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation  
☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): \_\_\_\_\_

☐ All Services

### Step 3: Provide Third Party Contact Information

3rd Party Name \_\_\_\_\_ 3rd Contact Name \_\_\_\_\_

3rd Party Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

### Step 4: Complete Third Party Credit Card Charge Authorization with Signature

**CREDIT CARD INFORMATION** (Required for all forms of payment)



Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
Month Year Security Code

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: (Please Print)

Please Sign



Card Holder Signature

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.





## 2018 ASHP Midyear Clinical Meeting & Exhibition

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phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Exhibitor Appointed  
Contractor

**Discount Deadline** Monday, November 5, 2018

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name

Booth #

Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

### Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC 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 the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC 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.

The EAC 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.**

Solicitation of business by EAC is strictly prohibited. **EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.**

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

EAC 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.

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.**

Exhibitor  
Please Sign



Exhibitor Signature



December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: C103791218

**Connect With Us!**

email	<a href="mailto:losangeles@shepardes.com">losangeles@shepardes.com</a>
phone	(909) 212-7240
fax	(909) 218-8986
mail	2315 E Locust Court, Ontario, CA 91761

# Grids

## Save Time and Money!

Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

Company Name:

Booth #

Contact Name

Contact Email Address

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #

A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of 20 columns and 20 rows, creating a total of 400 small squares. The lines are evenly spaced and extend across the entire page, leaving no margins or additional markings.

Right Booth #

Below Booth #



# 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](mailto:logistics@shepardes.com)**



# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,  
Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Event Code: C103791218

Connect With  
Us!

email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
phone (888) 568-8858  
fax (404) 596-5620  
mail 2315 E Locust Court,  
Ontario, CA 91761

Shepard Logistics  
Services

### Step 1: Complete Exhibiting company information:

Exhibiting Company Name		Booth #	
Contact Name	Phone #	State	Zip

Email Address

### Step 2: Tell us the Location of items for pick up:

Company				
Street Address		City	State	Zip
<input type="checkbox"/> Is there a loading dock?	<input type="checkbox"/> Do we need a lift gate on our truck?			
<input type="checkbox"/> Is your building in a residential area?	<input type="checkbox"/> Do we need to go inside your office to pick up your items?			
<input type="checkbox"/> Any thing else we should know about your building				

### Step 3: Tell us When we are picking it up:

Date	Hours of Operation
<input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to showsite	Friday, November 30, 2018

### Step 4: Tell us Where this is going:

### Step 5: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

### Step 6: Tell us what Type of Service do you need (how fast do you need it?)

<input type="checkbox"/> Standard Ground	<input type="checkbox"/> 2nd day Air	<input type="checkbox"/> Next Day Air	<input type="checkbox"/> Other (Truckload, Specialized)
--	--------------------------------------	---------------------------------------	---

Service level may be changed to meet delivery date.  
Order must be received within 24 hours of requested pick up date

### Step 7: After the event is over, are we going to Ship Back to you?

☐ YES! ☐ No, I will arrange another carrier

Company		Booth #		
Street Address		City	State	Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



The advance warehouse will be closed on Thursday,  
November 22nd and Friday, November 23rd for the  
Thanksgiving holiday.



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shipping Labels

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	2315 E. Locust Ct.
	Ontario, CA 91761
	Delivery Hours: M-F, 8-4:30 PM
	For: 2018 ASHP Midyear Clinical Meeting & Exhibition
	First day freight can arrive w/o a surcharge: November 5, 2018 Last day freight can arrive w/o a surcharge: November 21, 2018

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	2315 E. Locust Ct.
	Ontario, CA 91761
	Delivery Hours: M-F, 8-4:30 PM
	For: 2018 ASHP Midyear Clinical Meeting & Exhibition
	First day freight can arrive w/o a surcharge: November 5, 2018 Last day freight can arrive w/o a surcharge: November 21, 2018

Advance Shipping Labels

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Anaheim Convention Center
	1850 West Street
	Anaheim, CA 92802
	For: 2018 ASHP Midyear Clinical Meeting & Exhibition
	<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 30, 2018 @ 8:00 AM

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Anaheim Convention Center
	1850 West Street
	Anaheim, CA 92802
	For: 2018 ASHP Midyear Clinical Meeting & Exhibition
	<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 30, 2018 @ 8:00 AM

Direct Shipping Labels



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

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

Event Code: C103791218

Connect With  
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email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

**\$\$ Saving Tip!**  
Use Shepard Logistics for inbound  
and outbound and receive a  
discount on your Material Handling  
fees!

Outbound Material Handling  
Authorization & Shipping Labels

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Step 2: Tell us Where your items are going:

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate \_\_\_\_\_ # of Skids \_\_\_\_\_ # of Cases \_\_\_\_\_ # of Cartons \_\_\_\_\_ Approx Total Weight \_\_\_\_\_

Step 4: How many Labels do you need? \_\_\_\_\_

Step 5: Who is picking up your shipment?

\_\_\_\_\_ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

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

Step 6: What type of Service do you need? (how fast does it need to get there?) \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Overnight

Step 7: If your carrier doesn't show up, what do we do with your items? \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
\_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.





# Agility

*Fairs & Events*

**The experts in International Event Logistics**

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

**Single point of contact  
for international shipping  
from door to door:**

Agility Fairs and Events  
1 100 Tamiami Trail S.  
Suite B  
Venice, FL 34285  
Tel: 714-617-6675  
Contact: Kelly O'Neill-Exley  
[koneill@agility.com](mailto:koneill@agility.com)  
[www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
[expousa@agility.com](mailto:expousa@agility.com)

**Get a free quote for international shipping at:**  
**[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)**



**[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

### Labor Hours

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

### Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

**What is Material Handling?** Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in part, are billed as a package.

**How to Calculate Material Handling Services:** The following services whether used completely or in part are offered as a package. When estimating 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 Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

### Advance Shipments to Warehouse

Weight	Type	ST/ST	ST/OT	OT/OT	Total
	Crated	\$128.75	\$167.50	\$193.25	
	Sp Hand	\$167.50	\$217.75	\$251.25	

Crated 35419-ST/ST 35420 ST/OT 35421 OT/OT

Special Handling 35422 ST/ST 35423 ST/OT 35424 OT/OT

### Direct Shipments to Show Site

Weight	Type	ST/ST	ST/OT	OT/OT	Total
	Crated	\$138.00	\$179.50	\$207.00	
	Uncrated	\$207.00	\$269.00	\$310.50	
	Sp Hand	\$179.50	\$233.25	\$269.25	

Crated 35410 ST/ST 35411 ST/OT 35412 OT/OT

Uncrated 35412 ST/ST 35414 ST/OT 35415 OT/OT

Sp Hand 35416 ST/ST 35417 ST/OT 35418 OT/OT

### Light Weight (Shipments under 40 pounds)

Under 40	Type	ST/ST	ST/OT	OT/OT	Total
	Per Ship	\$64.50	\$83.75	\$96.75	

Per shipment: 35400 - ST/ST

**Overtime 35301** - 30% for each overtime application based on ST rate

**Double Time 35302** - 50% fee for each double time application based on ST

**Early/Late Shipments to Warehouse:** 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

**Reweigh of Shipments:** 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 an understated weight on delivery document.

**Disposal Fee:** A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

**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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

**Important!**  
All Material Handling  
fees will be  
automatically billed to  
the credit card on file!

Material Handling Rates

### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

### "Light Weight" Shipment Tips

Consolidate! Shipments that weigh under 40 pounds total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for 1 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Company

Booth #

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

### Labor Hours

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

### GROUND RIGGING FORKLIFT RENTAL

**Step 1:** Tell us **what** we are moving: \_\_\_\_\_ # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_

**Step 2:** **When** are we moving it? Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_  
(times are not guaranteed)

**Step 3:** Describe the **work** to be performed: \_\_\_\_\_

**Step 4:** Choose your **lift** size:

#### Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$365.25	\$474.75	
35039		OT Hourly Rental	\$466.55	\$606.50	
35067		DT Hourly Rental	\$537.10	\$698.25	

#### Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$1,095.70	\$1,424.50	
35066		OT Hourly Rental	\$1,399.70	\$1,819.50	
35070		DT Hourly Rental	\$1,611.35	\$2,094.75	

#### Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$730.45	\$949.50	
35049		OT Hourly Rental	\$933.15	\$1,213.00	
35069		DT Hourly Rental	\$1,074.20	\$1,396.50	

Cranes, Scissor Lifts, and  
4 Stage Forklifts are available  
upon request.  
Contact Us for Pricing!

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.

#### Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$162.19	\$210.85	
35086		OT per man hour	\$243.25	\$316.25	
35099		DT per man hour	\$299.69	\$389.60	

#### Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$129.75	\$168.70	
35100		OT per man hour	\$194.60	\$253.00	
35101		DT per man hour	\$239.75	\$311.70	

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.

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Forklift: \_\_\_\_\_

NA Tax\*: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Forklift Rental



### 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 shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### 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.) These are 2 different items and are billed differently.

### 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. Your crated shipment is billed per 100 lbs.

### 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

### What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual

### How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

### 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 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, fiber cases, 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.

### 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.

### 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 Shipping

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).





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline

Monday, November 12, 2018

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Material Handling Info

### SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

### DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate \$129.75

Per Hour (OT/DT may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30%

Double Time: 50%

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

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30%

Double Time: 50%

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge:

25%

Minimum: \$50.00

35003

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

### UNCRTATED SHIPMENTS

Rate as shown on Material Handling Rate Form

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

### OFF-TARGET DELIVERIES

Surcharge:

15%

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.

### LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

### 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:

\$ 200.00 per round trip

35106

All vehicles must be escorted in and out of building by Shepard personnel.



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

On-site Storage

**Onsite Storage** is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. **Do not use this service for "Empty" storage.**

**Step One: Tell us who you are:**

Exhibiting Company  
Name \_\_\_\_\_

Booth # \_\_\_\_\_

Onsite Contact \_\_\_\_\_

Onsite Cell 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.

**Step Two: Choose the Type of storage to fit your needs**

**Accessible Storage** Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

	Per Day	
Pallets/Skids	\$35.00	35166
1/2 a Trailer	\$80.00	35348
Full Trailer	\$120.00	35349
Labor ST	\$129.75	35087
OT	\$134.60	35100
DT	\$239.75	35101

For both storage options, there is no charge to return items back to your booth at the end of the event.

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

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. (\$100.00 Minimum).

(35068)

	Sq Ft	# of Days	Total
Per Sq Ft	0.80		
Labor ST	\$129.75	35087	
OT	\$134.60	35100	
DT	\$239.75	35101	

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Onsite Storage: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Ontario, CA 91761

Warehouse Storage

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

### Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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.

### Step One: Tell Us Who You Are:

Exhibiting Company

Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

### Step Two: Tell Us What You Are Storing:

How many pieces? \_\_\_\_\_

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

### Step Three: How Long Are We Storing Your Items?

From Date

To

Fees will continue until storage is picked up.

### Step Four: What Do We Do With Your Items At The End Of The Storage Period?

☐ Ship to another destination via Shepard Logistics\*

☐ Transport to another Shepard event\*:

☐ Pick-up is arranged with another carrier:

\*Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **will not** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: \$

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

NA Tax\*: \$

Storage Items will not be stored or released without a valid credit card on file.

Amount Due: \$

Please Print



Please Sign



Printed Name

Card Holder Signature





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Event Code: C103791218

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fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Booth and  
Carpet Cleaning

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show.  
Other service contractors will not be permitted to provide this service on the show floor.

### Booth Vacuuming



#### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.50	\$0.65	
47051		400-900 sq.ft.	\$0.45	\$0.60	
47052		900+ sq. ft	\$0.40	\$0.50	

#### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.50	\$1.95	
47056		400-900 sq.ft.	\$1.35	\$1.75	
47057		900+ sq. ft	\$1.25	\$1.65	

### Did you know....

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

### Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.50	\$0.65	
47031		Daily Porter	\$1.50	\$1.95	

### Specialty Services

#### Mopping and Carpet Shampooing



Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.65	\$0.85	
47022		Mop Daily	\$1.65	\$2.15	
47013		Sham/One Time	\$0.65	\$0.85	

#### Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$168.68	\$174.98	
47044		Daily	\$168.68	\$174.98	

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

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

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

# ASHP Midyear Meeting & Exhibition

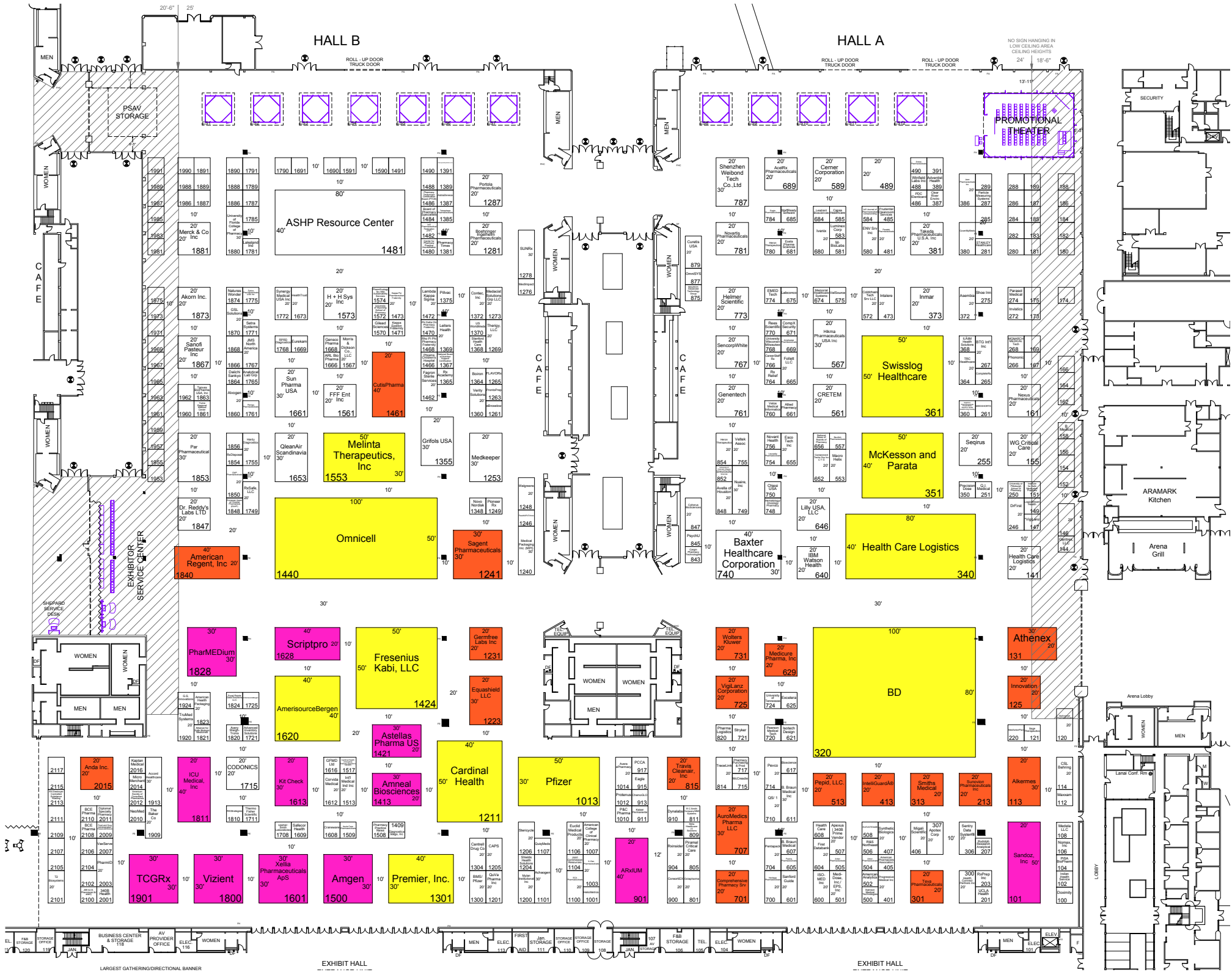
December 2 - 6, 2018

Anaheim Convention Center\_Halls A-B

Anaheim, CA

## TARGET LEGEND

- Thursday - 11/29/18 - 1:00 PM
- Thursday - 11/29/18 - 8:00 AM
- Wednesday - 11/28/18 - 1:00 PM



Show Information	
Show Name	ASHP Midyear Meeting
Show Dates	12/02-06/18
Move-In	12/02/18
Job #	C103791218
AE	Rhiannon Staub

Hall A & B - Exhibit Hall as of 08/28/2018			
Dimension	Size	Qty	SoFt
10'x10'	100	254	25,400
10'x20'	200	79	15,800
10'x30'	300	7	2,100
20'x20'	400	38	15,200
20'x30'	600	14	8,400
20'x40'	800	5	4,000
20'x50'	1,000	1	1,000
30'x30'	900	6	5,400
30'x40'	1,200	2	2,400
30'x50'	1,500	2	3,000
40'x40'	1,600	1	1,600
40'x50'	2,000	2	4,000
40'x80'	3,200	2	6,400
50'x100'	5,000	1	5,000
50'x50'	2,500	2	5,000
80'x100'	8,000	1	8,000
Totals:	417	112,700	

Floor Plan Legend	
■	- DIMENSIONS OF COLUMNS (3' x 3')
◇	- FLOOR DRAINS
⊗	- EMERGENCY EXIT, DO NOT BLOCK
FE	- FIRE EXTINGUISHER, DO NOT BLOCK
FH	- FIRE HOSE, DO NOT BLOCK
FA	- FIRE ALARM
DF	- DRINKING FOUNTAINS
PHONE	- TELEPHONES
HP	- HOUSE PHONE
⚡	- FIRE STROBE

Venue Info	
Building Name	Anaheim Convention Center
Hall	Level 1
Floor	Level 1
Address	1850 West Street Anaheim CA 92802

Drawing Information	
File Path	J:\_SES Floorplans_01_SES_SHOW FLOORPLANS201812_December
File Name	12_ASHPMidyear Meeting & Exhibition_C103791218.dwg
Drawn By	Lierin Gorsky
Last Saved	9/12/2018 10:14 AM
Saved By	Lgorsky
Tab	Floorplan_19
Paper Size	ANSI full bleed B (11.00 x 17.00 Inches)
Scale	NTS

1531 Carroll Drive NW  
Atlanta, GA 30318  
(v) 404-720-8600  
(f) 404-720-8750

Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a sole responsibility of the exhibitor/show management to physically inspect the facility to verify all dimensions and locations.

**SUBJECT TO FIRE MARSHAL APPROVAL**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Target Deadline **Monday, November 12, 2018**

Event Code: C103791218

Connect With Us! email [targets@shepardes.com](mailto:targets@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Target Change  
Request

**All Target change requests must be received no later than: **Monday, November 12, 2018****

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

### To request a change to your assigned target move in date and time:

1. **Complete** all requested information on this form.
2. **Email** this form to [targets@shepardes.com](mailto:targets@shepardes.com)

#### Step 1: Complete company information:

Company name \_\_\_\_\_

Booth # \_\_\_\_\_

Contact name \_\_\_\_\_

Email address \_\_\_\_\_

Phone # \_\_\_\_\_

#### Step 2: Provide target information

Currently assigned date and time \_\_\_\_\_

Requested date and time \_\_\_\_\_

Reason for change \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email this form back to [Targets@shepardes.com](mailto:Targets@shepardes.com)**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Friday, November 2, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

**Please Note: Floor  
covering is required  
for all exhibitors.**

Signature Flooring

**Quick and Easy Luxury!**

**Step One:** Choose the flooring to enhance your design  
**Step Two:** Check the box of your selected color  
**Step Three:** Determine your booth size (length x width = square footage)

Order must be received 30 days in advance of show move in. 100 sq ft minimum

### Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

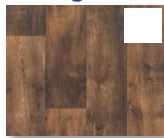
Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$10.05	

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

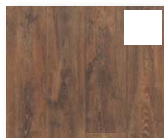
### Premium Vinyl Flooring



Light Maple  
(83)



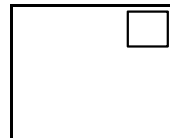
Vineyard Brown  
(61)



Laurel Brown  
(62)



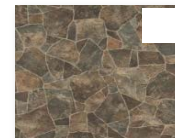
Mountain Grey  
(63)



Snow  
(89)



Checkerboard  
(82)



Rosemary Stone  
(64)

### Elevated Hardwood



Stand above the rest  
with an Elevated  
Hardwood Floor!  
Contact an ESS  
Representative for  
pricing!

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$13.00	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$4.75	

Total Signature Flooring: \$

7.750% Tax\*: \$

Amount Due: \$

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

Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: C103791218

Connect With Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

**Please Note: Floor covering is required for all exhibitors.**

Carpet and Padding

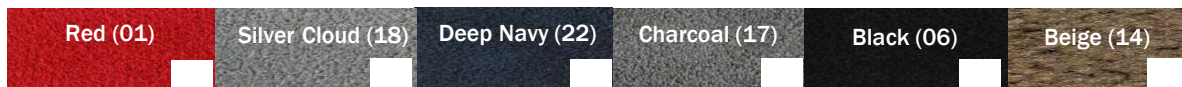
Order in just  
3 Easy Steps!

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

**Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing**



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.25	\$9.45	
46003		Rental 1000+ sqft	\$9.05	\$11.75	
46002		Purchase sqft	\$17.80	\$23.15	

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

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

**Padding & Visqueen** Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.30	\$1.70	
50008		1" Padding	\$2.55	\$3.30	
50010		Visqueen	\$0.40	\$0.50	

Need something extra special? Check out our Signature Flooring Option Page

**Expo Carpet 13 oz. 2 Options: Regular and Special Cut!**



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$254.50	\$330.85	
50256		10' x 20'	\$474.90	\$617.35	
50257		10' x 30'	\$708.30	\$920.80	
50258		10' x 40'	\$941.70	\$1,224.20	

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

**Special Cut**, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$5.80	\$7.55	
50581		400 - 900 sq ft	\$5.30	\$6.90	
50582		900+ sq ft	\$4.90	\$6.35	

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering.

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

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

Total Carpet and Padding: \$

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

7.750% Tax\*: \$

Amount Due: \$

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

**Discount Deadline** Monday, November 12, 2018

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

### Regular Skirted Tables



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

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

### Unskirted Regular Tables



Table is delivered with plastic sheeting on top

### Stretch Fabric Table Covers



Modernize  
your look!

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$141.90	\$184.45	
50046			6'L X 30"H X 24"W	\$174.40	\$226.70	
50050			8'L X 30"H X 24"W	\$221.05	\$287.35	
50043			4'L X 42"H X 24"W	\$172.45	\$224.20	
50047			6'L x 42"H x 24"W	\$220.90	\$287.15	
50051			8'L x 42"H X 24" W	\$259.75	\$337.70	
50052			4th Side 30"	\$86.25	\$112.15	
50171			4th Side 42"	\$86.25	\$112.15	

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$101.05	\$131.35	
50044		6'L X 30"H X 24"W	\$120.65	\$156.85	
50048		8'L X 30"H X 24"W	\$142.20	\$184.85	
50041		4'L X 42"H X 24"W	\$113.90	\$148.05	
50045		6'L x 42"H x 24"W	\$142.20	\$184.85	
50049		8'L x 42"H X 24" W	\$158.70	\$206.30	

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$258.65	
50700		Red - Fabric Table Cover w/Table	\$258.65	
50700		Blue - Fabric Table Cover w/Table	\$258.65	
50700		Black - Fabric Table Cover w/Table	\$258.65	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$  
7.750% Tax\*: \$

Amount Due: \$

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Expo Tables



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Specialty Tables

### Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$324.90	\$422.35	
50706		30"H X 30" R	\$311.65	\$405.15	

Natural Feel tables also have matching chairs and accessories to complete your look!

### Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$254.75	\$331.20	
50032		30"H X 36" R	\$238.20	\$309.65	

Brand our table  
with your custom  
Graphic!  
See Graphic and  
Sign Order for  
Details!

### Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$119.90	\$155.85	
50031		Sq 18"H X 24" W	\$119.90	\$155.85	

Total Sp Tables: \$

7.750% Tax\*: \$

Amount Due: \$

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Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

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Chairs and Stools

**Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!**

### Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$185.70	\$241.40	
50704		Natural Feel Chair	\$152.50	\$198.25	

Natural Feel chairs and stools also have matching tables and accessories to complete your look!



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$153.15	\$199.10	
50020		Side Chair	\$92.20	\$119.85	
50021		Arm Chair	\$125.70	\$163.40	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$170.25	\$221.35	
51086		Director Chair	\$95.15	\$123.70	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Chairs: \$ \_\_\_\_\_  
7.750% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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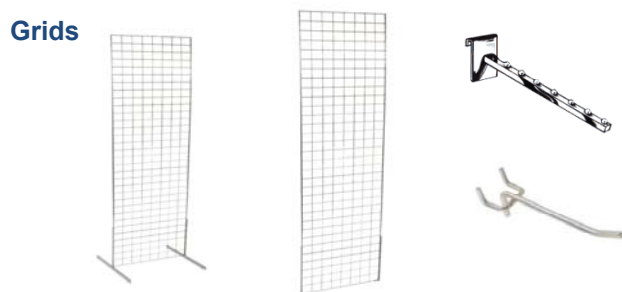
Display Furniture

### Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$188.30	\$244.80	
50094		Floor Easel	\$51.00	\$66.30	
50095		22x28 Sign Holder	\$116.20	\$151.05	
50175		Bag Rack	\$249.40	\$324.20	
50092		Coat Rack	\$88.50	\$115.05	
50093		Garment Rack	\$249.40	\$324.20	

### Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$224.75	\$292.20	
50237		2'x8' w/o legs, each	\$168.40	\$218.90	
50242		7-Ball Waterfall	\$15.45	\$20.10	
50104		6" Hooks (12)	\$49.50	\$64.35	

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

### Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	\$304.30	\$395.60	
50061		4' x 8' Vert.	\$304.30	\$395.60	

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There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Display Furnishings: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Showcases & Risers

**Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!**

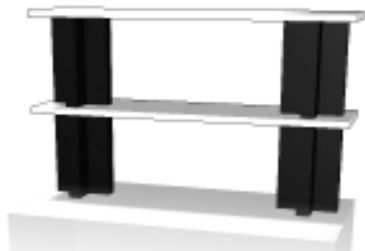
### Showcases



Code	Qty	Item	Discount	Regular	Total
50067	4'	Full View	\$939.75	\$1,221.70	
50068	6'	Full View	\$1,036.50	\$1,347.45	
50069	4'	Quarter View	\$939.75	\$1,221.70	
50070	6'	Quarter View	\$1,036.50	\$1,347.45	

Regular showcase color is white, call to inquire about other colors

### Stacking Shelves



Don't See what you are looking for?  
See our "Exhibit Counters" page for custom counters and create  
something just for you!  
Contact an ESS Representative to get started!

Code	Qty	Item	Discount	Regular	Total
50296	4'x12"	Display Shelf	\$105.30	\$136.90	
50297	6' x12"	Display Shelf	\$131.05	\$170.35	

Each Shelf comes with (2) black bases. They are stackable up to (4) units  
high. All stacking shelves will be delivered to your booth, it is up to your  
creativity how you want to stack them.

Wrap your stacking shelves with color  
to show off your products!

### Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	19.50	25.35	

Order per linear foot

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in  
writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Showcase & Risers: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Drape, Skirting & Misc

### Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$23.90	\$31.05	
50074			3' high drape	\$17.70	\$23.00	
50088		NA	8' upright with base	\$32.95	\$42.85	
50349		NA	6'-10' cross bar	\$21.95	\$28.55	
50348		NA	7'-12' crossbar	\$21.95	\$28.55	

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$19.50	\$25.35	

Order per linear foot

### Skirting of Exhibitor Equipment

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

### Accessories



Natural Feel accessories also have  
matching chairs and tables to complete  
your look!



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$165.75	\$215.50	
50710		Natural Feel Tab Lamp	\$119.40	\$155.20	
50708		Natural Feel Recept	\$72.95	\$94.85	
50091		Wastebasket	\$25.15	\$32.70	
50185		Drawing Bowl	\$46.80	\$60.85	
50427		Tensa Stanchion, each	\$105.20	\$136.75	

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writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Drape and Accessories: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

# Power Up In Style.

Denotes Powered Products



ROMA



**CHRPWR Chair, Powered**  
(white vinyl) 37"L 31"D 33"H



ROMA



**SFAPWR Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H



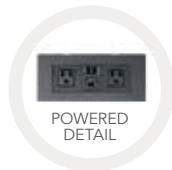
## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



## Powered Seating

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

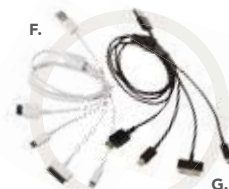


**A) NPLCHP**  
**Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

**B) NPLSOP**  
**Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

**C) NPLLOP**  
**Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

## Powered Tables



**Ventura Powered Tables**  
**A) VNTWHT Bar**

(white top)  
72.25"L 26.25"D 42"H

**B) VNTBLK Bar**  
(black top)  
72.25"L 26.25"D 42"H

**G30 Powered Tables**  
(white top)

**C) G30DWP Café**  
72"L 26"D 30"H

**Sydney Powered  
Cocktail Tables**  
**D) C1WP**

(white, brushed steel)  
48"L 26"D 18"H

**E) C1YP**  
(black, brushed steel)  
48"L 26"D 18"H

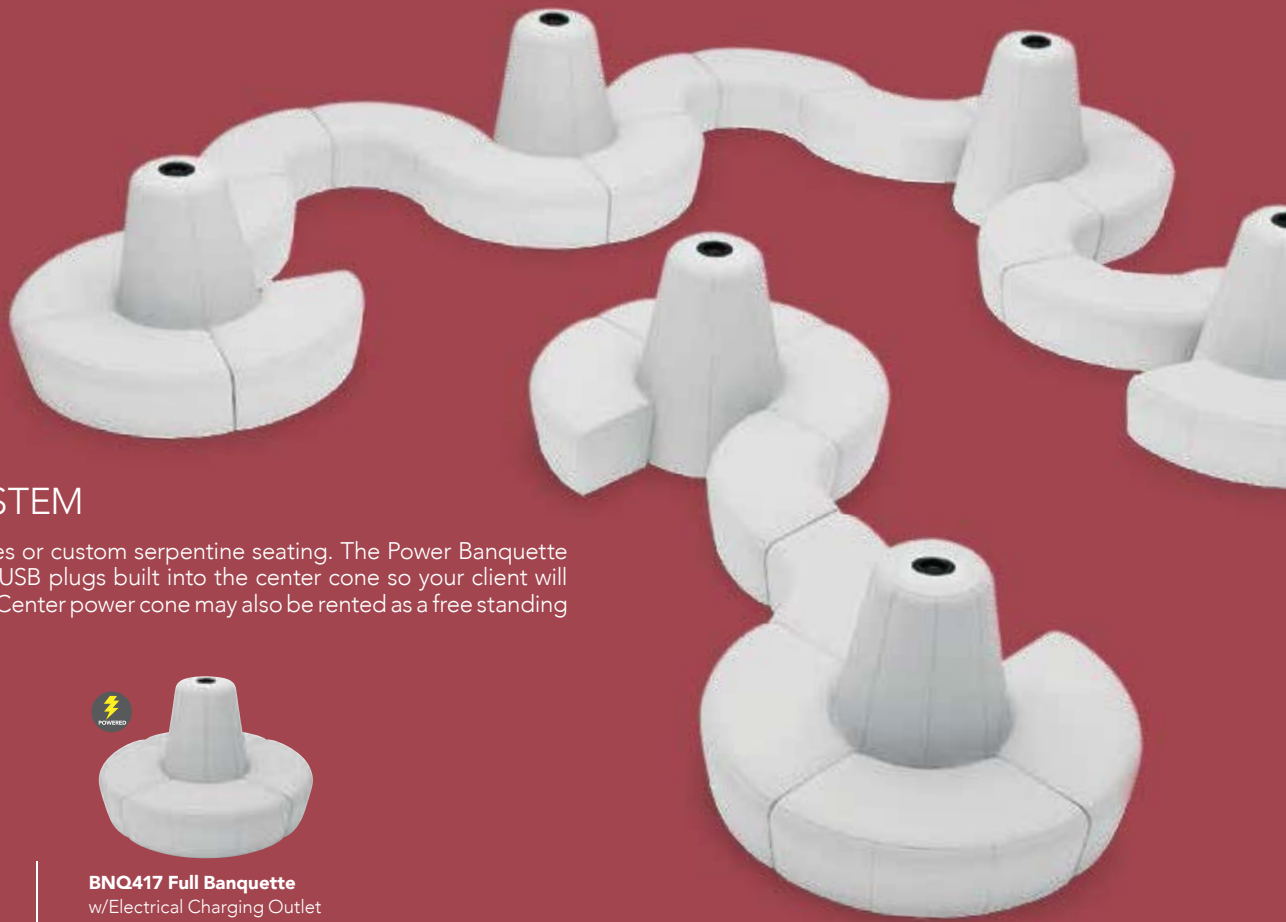
**Charging Adapters**  
**F) ADAPTW** (white)  
**G) ADAPTB** (black)

Charging adapters are  
available to rent for all  
powered products.



# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

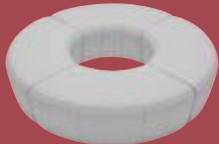
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQTL7 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNQ417 Full Banquette**  
w/Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H



**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H



Detail of Electrical  
Charging Outlet

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)

### HOPCH, Chair

21"L 25"D 34"H

### HOPLV, Loveseat

48"L 25"D 34"H

## PEDESTAL

PDL42W

### Powered Locking

(white)

24"L 24"D 42"H

## CAFÉ TABLE

30WHHC

### Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

## REGIS

### REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

### MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



## BAJA

**A) BCHA Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

A.



B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Munich Collection

Modular Seating to Design Custom Exhibits



## MUNICH

**MNCHSC Sectional 3pc.**  
(gray fabric)  
93.5"L 27"D 28.5"H

## SILVERADO

**C1E Cocktail Table**  
(glass, chrome)  
36" Round 17"H



**MNCHCH Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H



**MNCHCC Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



**MNCHLV Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H

# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)  
36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)  
57.5"L 37"D 37"H



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

(black fabric)  
35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)  
57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)  
79"L 35"D 34"H



A.

B.

C.

## SOUTH BEACH

### A) SO1 Sofa

(platinum suede)  
69"L 29"D 33"H

### B) OTS Ottoman

(platinum suede)  
25"L 31"D 18"H

### C) SO2

### Sofa Sectional 3pc.

(platinum suede)  
152"L 40"D 33"H



# Accent Chairs

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## MADDEN

**MADGRY Arm Chair**  
(light gray vinyl)  
27"L 32"D 33"H



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H





## Accent Chairs



A.



B.



C.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

**C) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

**D) LABREA  
La Brea Swivel Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H

**E) MNCHCH  
Munich Armless Chair**  
(gray fabric)  
22.5"L 27"D 28.5"H

**F) HOPCH, Chair**  
(gray linen)  
21"L 25"D 34"H



D.



E.



F.

## Meeting & Stage Chairs



A.



B.



C.

**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)

## ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 30MAHC  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30"RND 29"H



## LAGUNA

**C) LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



**MALBA  
MALGRY Chair**  
(gray)  
20"L 20"D 32"H



**MALBA  
MALGRN Chair**  
(green)  
20"L 20"D 32"H



# Group Seating

# Styles & Shapes



## Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

## C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

## D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

## F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

## H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

# Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





# Ottomans

## VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.

J.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)



# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)

A.



B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)



# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)

### Cocktail Tables

48"L 26"D 18"H

**A) C1W** (white)

**C1WP** (Powered)

**B) C1Y** (black)

**C1YP** (Powered)

### End Tables

27"L 23"D 22"H

**C) E1W** (white)

**D) E1Y** (black)

## REGIS

(brushed metal)

### E) REGBEN Bench Table

47"L 15.5"D 16"H

### F) REGOTT End Table

16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)

### G) E1E End Table

24" Round 22"H

### H) C1E Cocktail Table

36" Round 17"H

## OLIVER

(walnut finish)

### I) EOLI End Table

22" Round 22"H

### J) COLI Cocktail Table

47"L 27"D 19"H

## RUSTIC

(wood)

### K) ETBL E-Table

21"L 15.5"D 27.5"H

### L) TMBTBL Timber Table

16" Round 17"H

### M) AURA

#### Aura Round Table

(white metal)

15" Round 22"H

### N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

# Conference Tables



## PWRUSB

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



A.

B.

C.

### 42" Round Conference Table

42" RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

# Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

**A) 42ATO** 42"RND 30"H  
(not shown)

**36ATO** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

**C) CE1** (glass, chrome)

**D) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

**E) CF2** (glass, black)

**D) CE2** (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

**I) CB3 8'**

96"L 48"D 29"H

**J) CB2 6'**

72"L 42"D 29"H

## Conference Tables

(granite)

**K) C508GR 8'**

96"L 44"D 29"H

**L) CT10GR 10'**

120"L 46"D 29"H

**M) CT06GR 6'**

72"L 36"D 29"H

# Mix & Match

**N) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.

**O) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable.

N.



O.



# Executive Seating

A.



## Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.  
**A) PROEXE** (white classic vinyl)  
**B) PROEXB** (black vinyl)

B.



**PROMDB Pro Executive Mid Back Chair**  
(black vinyl)  
24"L 22"D 40"H Adjustable



**PROMID Pro Executive Mid White Chair**  
(white vinyl)  
24"L 22"D 40"H Adjustable



**PROGB Pro Executive Guest Chair**  
(black vinyl)  
24"L 22"D 36"H



**SY1 Altura Steno Chair**  
(black crepe)  
25"L 26"D 21"H

# Café Tables



**A) 30MAHC Madison Hydraulic Café Table**

(chrome base, gray acajou top)  
30" RND 29"H

**B) MALGRN Malba Chair**

(green)  
20"L 20"D 32"H



**30" Round Café Tables**

**Standard Black Base**

30" Round 29"H

**A) ZTH** (liquid steel blue top)

**B) ZTB** (red top)

**Hydraulic Chrome Base**

30" Round 29"H

**C) 30WHHC** (white laminate top)

**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**

(black, chrome)  
23"L 19"D 32.25"H

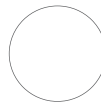


# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



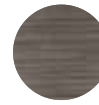
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

## Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/  
gray acajou)

36" Round 29"H

F) ZTQ (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





# Communal and Powered Tables

Denotes AC and USB  
charging outlets



Charging adapters  
are available to rent  
for all Powered  
Table Products.

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



**Ventura Powered  
Bar Tables**  
(silver frame)  
72.25"L 26.25"D 42"H  
**A) VNTBLK** (black top)  
**VNTWHT** (white top)

**Ventura Communal  
Bar Tables**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**VNTBNP** (solid)

### Table Top Options

Colors not available in all table options.  
Please check options listed to the right.



BLACK



WHITE



MAPLE

## G30 CAFÉ TABLES



**G30 Powered Café  
Tables**  
72"L 26"D 30"H.  
**A) G30DWP**  
(silver frame, white top)

**G30 Communal Café  
Tables**  
(silver frame)  
72"L 26"D 30"  
Maple Top  
**B) G30DMS** (solid)  
**C) G30DMW** (grommets)  
White Top  
**D) G30DWS** (solid)  
**E) G30DWW** (grommets)

# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
 (white laminate top, chrome hydraulic base)  
 30" RND 45"H  
**B) APS12**  
**Apex Barstools**  
 (blue ultra suede)  
 21"L 21"D 33"H

**C) 30SBHB**  
**30" Round Bar Table**  
 (liquid steel blue top, chrome hydraulic base)  
 30" RND 45"H

**D) LMBAR**  
**Laguna Barstool** (maple, chrome)  
 18"L 20"D 47"H



**E) RSTSQT**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

**F) RSTSTL**  
**Rustique Barstool**  
 (gunmetal)  
 13"L 13"D 30"H

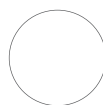


# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



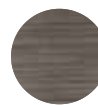
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A. | I.



B. | J.



C.



D.



E. | H.



F.



G.



K. | P.



L. | Q.



M.



N.



O.

## Bar Tables

Standard Black Base

30" Round 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white laminate)

F) VTH (liquid steel blue)

G) VTA (Madison/

gray acajou)

36" Round 42"H

H) VTW (white laminate)

I) VTN (graphite nebula)

J) VTP (maple)

## Bar Tables

Hydraulic Chrome Base

30" Round 45"H

K) 30GRHB (graphite nebula)

L) 30MTHB (maple)

M) 30STHB (silver textured)

N) 30BRHB (red)

36" Round 45"H

O) 36WTHB (white laminate)

P) 36GRHB (graphite nebula)

Q) 36MTHB (maple)

# Style & Design

**Create the right look.** Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base  
(Madison/gray acajou) 30" RND 45"H

S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



# Barstools



## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)



# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

- 21"L 21"D 33"H  
**A) APS08** (black vinyl)  
**B) APS59** (red vinyl)  
**C) APS75** (white vinyl)  
**D) APS12** (blue ultra suede)

## Zoey Barstools

- 15"L 16"D 30-34.75"H  
**E) BS002** (white, chrome)  
**F) BS003** (black, chrome)

## Banana Barstools

- 21"L 22"D 41.75  
**G) BSS** (black, chrome)  
**H) BST** (white, chrome)

## Oslo Barstools

- 17"L 20"D 45"H  
**I) BSD** (blue)  
**J) BSC** (white)

## K) XBAR Christopher Barstool

- (white vinyl, chrome)  
 19"L 15"D 41"H

## L) BS001 Shark Barstool

- (white, chrome)  
 22"L 19"D 34-44"H

## M) BSR Syntax Barstool

- (black, chrome)  
 23"L 19"D 43.25"H

## N) RSTSTL Rustique Barstool

- (gunmetal)  
 13"L 13"D 30"H

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of select Bar Seating for the perfect style.

- O) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H  
**P) LMBAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H



O.



P.

# Office Essentials

## MADISON

### A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

### B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

### C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable

### D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



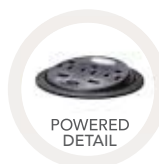


## TECH COLLECTION



Denotes AC and USB charging outlets

A. 



**A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet**

(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**

(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**

(black metal, laminate)  
16"L 20"D 28"H

B. 



C.

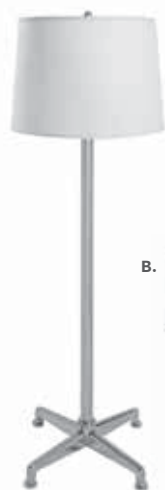


**Charging Adapters**  
**D) ADAPT B** (black)

Charging adapters are available to rent for all powered products.

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

**MASON LAMPS**

(brushed silver)

**A) LA15 Floor Lamp**

18" Round 55"H

**B) LA14 Table Lamp**

16" Round 26"H

## SHELVING

**C) PSHCCS**

**Posh Shelving**

(Chrome, Acrylic)

36"L 18"D 72"H

**D) BC8**

**Madison Bookcase**

(gray acajou)

36"L 12"D 72"H

# Powered Pedestals



Denotes AC and USB charging outlets

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A. | B. 



C. | D. 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

## Powered Locking Pedestal

**A) PDL36W** (white)

24"L 24"D 36"H

**B) PDL42W** (white)

24"L 24"D 42"H

**C) PDL36B** (black)

24"L 24"D 36"H

**D) PDL42B** (black)

24"L 24"D 42"H

## Charging Adapters

**E) ADAPTW** (white)

**F) ADAPT B** (black)

Charging adapters are available to rent for all powered products.

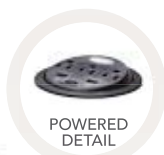


# Powered Tech Desk



Denotes AC and USB charging outlets

A. 



B. 



C.



## A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

## B) TECH Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

## C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

## Charging Adapter D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



# Show Essentials



## MARTINI BAR

### A) BRC Martini Bar Circle

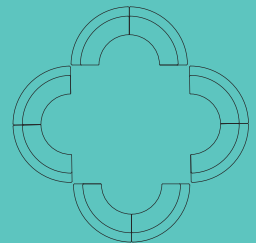
Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

### B) BR1 Martini Bar

(gray metal, frosted glass top)  
67"L 22"D 45"H



## Suggested Uses of Martini Bar



## REFRIGERATORS



**C) R1R Large**  
(White, 14.0 cubic feet)  
28"L 28"D 64"H

**D) R1Q Small**  
(White, 4.0 cubic feet)  
20"L 22"D 33"H



## LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


### A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
20"L 20"D 20"H  
A/C power only

### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

## MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



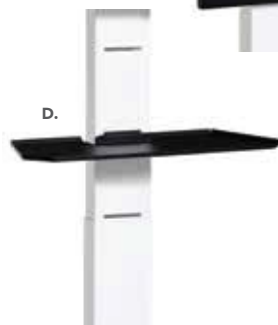
Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



B.



C.



D.



E.

### TABLET STANDS

A) TBSTND (black)  
14"L 13"D 44.5"H

B) TBSTDW (white)  
14"L 13"D 44.5"H

### ACCESSORIES

C) TBBCHR  
Brochure Holder  
(black)  
8.625"L 1.1"D 11.325"H

D) TBSHLF  
Charging Shelf  
(black)  
14.85"L 7.17"D 1"H

E) TBPNTR  
Wireless Printer Holder  
(black)  
3.3"L 1.9"D 5.28"H



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Cocktail &  
Occasional Tables

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$365.00	\$474.50	
	ALC100-Alondra, Glass/Chrome	\$440.00	\$572.00	
	ALC200-Alondra, Wood/Chrome	\$440.00	\$572.00	
	C1FWB-Geo, Wood/Black	\$385.00	\$500.50	
	C1C-Geo Rect., Glass/Chrome	\$330.00	\$429.00	
	COLI - Oliver Cocktail Table	\$315.00	\$409.50	
	C1W-Sydney, White	\$370.00	\$481.00	
	C1WP-Sydney White, <b>Powered!</b>	\$470.00	\$611.00	
	C1Y-Sydney, Black	\$370.00	\$481.00	
	C1YP-Sydney Black, <b>Powered!</b>	\$470.00	\$611.00	
	REGBEN-Regis Bench Table	\$377.50	\$490.75	

Don't forget device adapters/  
chargers for your powered  
tables!

### Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPT B-Charging Adapter, black	\$32.50	\$42.25	
	ADAPT W-Charging Adapter, white	\$32.50	\$42.25	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$347.50	\$451.75	
	ALE100-Alondra, Glass/Chrome	\$317.50	\$412.75	
	ALE200-Alondra, Wood/Chrome	\$317.50	\$412.75	
	E1FWB-Geo, Wood/Black	\$335.00	\$435.50	
	E1C-Geo, Glass/Chrome	\$325.00	\$422.50	
	EOLI-Oliver End Table	\$280.00	\$364.00	
	E1W-Sydney, White	\$335.00	\$435.50	
	E1Y-Sydney, Black	\$335.00	\$435.50	
	CUBTBL-Edge LED Cube	\$260.00	\$338.00	
	AURA End Table	\$190.00	\$247.00	
	ETBL-E Table, Wood	\$235.00	\$305.50	
	TMBTBL Timber Table, Wood	\$225.00	\$292.50	
	REGOTT-Regis End Table	\$277.50	\$360.75	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Tables Furnishings: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

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Ontario, CA 91761

Ottomans

### Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$345.00	\$448.50	
	END02W-Square, White Leather	\$345.00	\$448.50	
	END01B-Curved, Black Leather	\$550.00	\$715.00	
	END01W-Curved, White Leather	\$550.00	\$715.00	
	SAL Sally Stool	\$120.00	\$156.00	
	CUBL20-Edge Lighted Cube	\$260.00	\$338.00	
	WHT12-Half Bench, White Vinyl	\$495.00	\$643.50	
	BNQ7-Quarter Curve, White Vinyl	\$647.50	\$841.75	
	BNQR17-Ottoman Ring, White Vinyl	\$2,320.00	\$3,016.00	
	REGBEN Regis Bench, Brushed Metal	\$377.50	\$490.75	

### Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$530.00	\$689.00	
	BVLYBN Bev Bench Brown Fabric	\$530.00	\$689.00	
	BVLYGR Bev Bench Grey Fabric	\$530.00	\$689.00	
	BVLYLN Bev Bench Linen Fabric	\$530.00	\$689.00	
	BVLYOB Bev Bench Ocean Fabric	\$530.00	\$689.00	
	BVLYRD Bev Bench Red Fabric	\$530.00	\$689.00	
	BVLYWH Bev Bench White Vinyl	\$530.00	\$689.00	

### Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$185.00	\$240.50	
	VIB02-Vibe Cube, Blue	\$185.00	\$240.50	
	VIB03-Vibe Cube, Pink	\$185.00	\$240.50	
	VIB04-Vibe Cube, Red	\$185.00	\$240.50	
	VIB05-Vibe Cube, Yellow	\$185.00	\$240.50	
	VIB06-Vibe Cube, Gold/Bronze	\$185.00	\$240.50	
	VIB07-Vibe Cube, Champagne	\$185.00	\$240.50	
	VIB08-Vibe Cube, Orange	\$185.00	\$240.50	
	VIB09-Vibe Cube, White Wtrproof	\$185.00	\$240.50	
	VIB10-Vibe Cube, Black Wtrproof	\$185.00	\$240.50	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$185.00	\$240.50	
	VIB12 Vibe Cube, Silver Vinyl	\$185.00	\$240.50	
	Vibe13-Vibe Cube, Purple Vinyl	\$185.00	\$240.50	

### Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$245.00	\$318.50	
	MAR002-Marche Swivel, Grey	\$245.00	\$318.50	
	MAR003-Marche Swivel, Linen	\$245.00	\$318.50	
	MAR008-Marche Swivel, Mdw Grn	\$245.00	\$318.50	
	MAR009, Marche Swivel, Pear	\$245.00	\$318.50	
	MAR007-Marche Swivel, Plum	\$245.00	\$318.50	
	MAR004-Marche Swivel, Raspberry	\$245.00	\$318.50	
	MAR005-Marche Swivel, Red	\$245.00	\$318.50	
	MAR006-Marche Swivel, Rose Qtz	\$245.00	\$318.50	
	MAR001-Marche Swivel, White	\$245.00	\$318.50	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Ottomans: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





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Soft Seating

### Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,442.50	\$3,175.25	
	SFA002- Allegro Sofa	\$920.00	\$1,196.00	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,100.00	\$1,430.00	
	SO2-3pc. South Beach, P. Suede	\$2,097.50	\$2,726.75	
	TANSOF-Tangiers Sofa, Beige	\$872.50	\$1,134.25	
	KEYSOF-Key Largo Sofa	\$622.50	\$809.25	
	FAIRSW-Fairfax Sofa	\$627.50	\$815.75	
	S01- South Beach Sofa, P.Suede	\$872.50	\$1,134.25	

### Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$482.50	\$627.25	
	HOPLV-Hopi Loveseat, Grey Linen	\$490.00	\$637.00	
	TANLOV Tangiers Loveseat	\$910.00	\$1,183.00	
	BLVWHT Baja Loveseat White Vinyl	\$1,047.50	\$1,361.75	
	MNCHLV- Munich Armless Loveseat	\$1,087.50	\$1,413.75	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$925.00	\$1,202.50	

### Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$715.00	\$929.50	
	NPLCHR-Naples Chair, Black Vinyl	\$767.50	\$997.75	
	TANCHR-Tangiers Chair, Beige	\$567.50	\$737.75	
	CHR002-Allegro Chair	\$645.00	\$838.50	
	KEYCHR-Key Largo Chair	\$412.50	\$536.25	
	FAIRCW-Fairfax Chair	\$452.50	\$588.25	

### Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$832.50	\$1,082.25	
	SFAPWR-Roma Sofa, powered	\$1,340.00	\$1,742.00	
	NPLCHP-Naples Chair, powered	\$832.50	\$1,082.25	
	NPLSOP-Naples Sofa, powered	\$1,340.00	\$1,742.00	
	NPLLOP-Naples Loveseat, powered	\$1,152.50	\$1,498.25	

### Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$470.00	\$611.00	
	OCB-Key West Tub, Black	\$522.50	\$679.25	
	MADGRY-Madden Arm Chair, Grey	\$557.50	\$724.75	
	BCW-Madrid Chair, White	\$982.50	\$1,277.25	
	LABREA-La Brea Swivel Chair	\$540.00	\$702.00	
	HOPCH-Hopi Chair, Grey Linen	\$315.00	\$409.50	
	MNCHCC Munich Corner Chair	\$612.50	\$796.25	
	MNCHCH Munich Armless Chair	\$742.50	\$965.25	
	OCH Madrid Chair, Black	\$982.50	\$1,277.25	

### Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$360.00	\$468.00	
	OCMWHT-Meeting Chair, White	\$330.00	\$429.00	
	OCMESP-Meeting Chair, Espresso	\$365.00	\$474.50	

### Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette-Powered!	\$3,017.50	\$3,922.75	
	BNQR17-Ottoman Ring, White Vinyl	\$2,320.00	\$3,016.00	
	BNQ7-Quarter Curve, White Vinyl	\$647.50	\$841.75	
	BNQTL7- Center Cone, White Vinyl	\$952.50	\$1,238.25	
	WHT12-Half Bench, White Vinyl	\$495.00	\$643.50	
	OTS-South Beach Wedge	\$417.50	\$542.75	

Get some extra time  
with your customers  
as they sit, relax, and  
charge their mobile  
devices in your  
booth!

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Total Soft Seating: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Conference Tables &  
Group Seating

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$592.50	\$770.25	
	CE1-Geo Table, Sq. Chrome	\$417.50	\$542.75	
	CF1-Geo Table, Sq. Black	\$417.50	\$542.75	
	CE2-Geo Table, Chrome	\$592.50	\$770.25	
	CB2-6' Graphite Table	\$622.50	\$809.25	
	CB3-8' Graphite Table	\$732.50	\$952.25	
	CB1-42" Round, Graphite Nebula	\$505.00	\$656.50	
	C508GR-8', Granite	\$732.50	\$952.25	
	CT10GR-10', Granite	\$1,100.00	\$1,430.00	
	CT06GR-6', Granite	\$622.50	\$809.25	
	PWRUSB-Powered Table Module	\$100.00	\$130.00	
	CB8-42" Round Madison, Grey	\$227.50	\$295.75	
	MADC10-10' Madison, Grey	\$1,262.50	\$1,641.25	
	MADC05-5' Madison, Grey	\$632.50	\$822.25	
	MADC08-8' Madison, Grey	\$1,262.50	\$1,641.25	
	CONF42-42" Round, White lam	\$505.00	\$656.50	
	36ATO Atomic 36" Round, Glass	\$417.50	\$542.75	
	42ATO Atomic 42" Round, Glass	\$417.50	\$542.75	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$85.00	\$110.50	
	RSTDIN-Rustique w/ arms, Gunmetal	\$172.50	\$224.25	
	CS8-Berlin Chair, Black	\$167.50	\$217.75	
	CS9-Berlin Chair, Red	\$167.50	\$217.75	
	XCHR-Christopher Chr, White Vinyl	\$137.50	\$178.75	
	CH002-Wendy Chair, Acrylic	\$155.00	\$201.50	
	SC10 Razor Chair	\$102.50	\$133.25	
	SC3-Brewer Chair, Onyx	\$230.00	\$299.00	
	XC6-Altura Guest Chair	\$405.00	\$526.50	
	LMCHR-Laguna Chair, Maple/Chrome	\$195.00	\$253.50	
	MALGRY-Malba Chair, Grey	\$150.00	\$195.00	
	MALGRN-Malba Chair, Green	\$150.00	\$195.00	
	CS4-Syntax Chair, Black/Chrome	\$272.50	\$354.25	
	ZENCHR-Zenith Chair-White/Chrome	\$220.00	\$286.00	
	SY1-Altura Task Chair	\$260.00	\$338.00	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	487.50	633.75	
	PROEXB-Executive Chair High Back	487.50	633.75	
	PROGB-Guest Executive Chair	342.50	445.25	
	PROMDB-Exec Mid-Back, Black	310.00	403.00	
	PROMID-Executive Chair Mid Back	320.00	416.00	

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Total Conference: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Ontario, CA 91761

Café and Communal  
Tables

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$295.00	\$383.50	
	ZTP-36" Maple Top/Black Base	\$322.50	\$419.25	
	ZTJ-30" Graphite Top/Black Base	\$295.00	\$383.50	
	ZTN-36" Graphite Top/Black Base	\$322.50	\$419.25	
	ZTG-30" Silver Textured Top	\$295.00	\$383.50	
	ZTQ-36" White Laminate Top	\$322.50	\$419.25	
	ZTB-30" Red Top/Black Base	\$295.00	\$383.50	
	ZTH-30" Steel Blue Top/Black Base	\$305.00	\$396.50	
	ZTA-30" Grey Top/Black Base	\$305.00	\$396.50	
	30WH29 -30" White Laminate	\$312.50	\$406.25	

#### Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$395.00	\$513.50	
	30GRHC-Graphite Nebula, Chrome	\$395.00	\$513.50	
	30STHC-Silver Textured, Chrome	\$395.00	\$513.50	
	30BRHC-Brushed Red Top, Chrome	\$395.00	\$513.50	
	30SBHC-Steel Blue Top, Chrome	\$435.00	\$565.50	
	30MAHC-Grey Top, Chrome	\$395.00	\$513.50	
	30WHHC-White Laminate	\$427.50	\$555.75	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	\$430.00	\$559.00	
	36GRHC-Graphite Nebula, Chrome	\$430.00	\$559.00	
	36WTHC-White Top, Chrome	\$430.00	\$559.00	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	\$697.50	\$906.75	
	G30DMW-Café w/ Grmt, Maple	\$697.50	\$906.75	
	G30DWS-Café, White Top	\$697.50	\$906.75	
	G30DWW-Café w/ Grmt, White	\$697.50	\$906.75	
	G30DWP-Café Table- <b>Powered!</b>	\$802.50	\$1,043.25	

Don't forget  
device adapters/  
chargers for your  
powered tables!

#### Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPTBC-Charging Adapter, black	\$32.50	\$42.25	
	ADAPTWC-Charging Adapter, white	\$32.50	\$42.25	

#### 42" High Tables

	VNTBNP Communal Table Black Top	\$872.50	\$1,134.25	
	VNTMNP Communal Table Maple Top	\$872.50	\$1,134.25	
	VNTWNP Communal Table White Top	\$872.50	\$1,134.25	
	VNTBMW Comm Table Maple Top w/ Grom	\$872.50	\$1,134.25	
	VNTBWW Comm Table White w/ Grom	\$872.50	\$1,134.25	

#### Powered! 42" High Tables

	VNTBLK Communal Table Black Top	\$1,030.00	\$1,339.00	
	VNTWHT Communal Table White Top	\$1,030.00	\$1,339.00	

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Total Café: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

Booth# \_\_\_\_\_

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Contact Email Address

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Bar Tables, Barstools &  
Bars

### Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$325.00	\$422.50	
	VTP-36" Maple Top/Black Base	\$347.50	\$451.75	
	VTJ-30" Graphite Top/Black Base	\$325.00	\$422.50	
	VTN-36" Graphite Top/Black Base	\$347.50	\$451.75	
	VTG-30" Silver Textured Top	\$325.00	\$422.50	
	VTW-36" White Laminate Top	\$347.50	\$451.75	
	VTB-30" Red Top/Black Base	\$325.00	\$422.50	
	VTH-30" Steel Blue/Black Base	\$335.00	\$435.50	
	30WH42 30" White Laminate,	\$342.50	\$445.25	
	VTA-30" Grey Top/Black Base	\$325.00	\$422.50	
	RSTSQT Rustique Square Metal Bar Table	\$360.00	\$468.00	

### Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$395.00	\$513.50	
	30MTHB-Maple Top, Chrome	\$395.00	\$513.50	
	30STHB-Silver Texture, Chrome	\$395.00	\$513.50	
	30BRHB-Brushed Red, Chrome	\$395.00	\$513.50	
	30SBHB-Steel Blue Top, Chrome	\$395.00	\$513.50	
	30WHHB White Laminate, Chrome	\$427.50	\$555.75	
	30MAHB-Grey Top, Chrome	\$395.00	\$513.50	

### Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	\$430.00	\$559.00	
	36MTHB, Maple Top, Chrome	\$430.00	\$559.00	
	36WTHB-White Top, Chrome	\$430.00	\$559.00	

### Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	\$327.50	\$425.75	
	BSS-Banana, Black/Chrome	\$327.50	\$425.75	
	BS001-Shark, Swivel White	\$417.50	\$542.75	
	BS002-Zoey, Swivel White	\$382.50	\$497.25	
	BS003-Zoey, Swivel Black	\$382.50	\$497.25	
	RSTSTL-Rustique Barstool, Gunmetal	\$190.00	\$247.00	
	APS08-Apex Black Vinyl	\$295.00	\$383.50	
	APS59-Apex Red Vinyl	\$295.00	\$383.50	
	APS75-Apex White Vinyl	\$295.00	\$383.50	
	APS12-Apex Blue Ultra Suede	\$295.00	\$383.50	
	XBAR-Christopher White Vinyl	\$237.50	\$308.75	
	LMBAR-Laguna, Maple/Chrome	\$245.00	\$318.50	
	BSR-Syntax, Black/Chrome	\$297.50	\$386.75	
	ZENBAR-Zenith, White/Chrome	\$220.00	\$286.00	
	BSD-Oslo, Blue	\$345.00	\$448.50	
	BSC-Oslo, White	\$345.00	\$448.50	
	ROLLBL-Lift Barstool, Black Vinyl	\$277.50	\$360.75	
	ROLLGY-Lift Barstool, Grey Vinyl	\$277.50	\$360.75	
	ROLLRD-Lift Barstool, Red Vinyl	\$277.50	\$360.75	
	ROLLWH-Lift Barstool, White Vinyl	\$277.50	\$360.75	

### Bars

	BRC-Circle Martini Bar	\$5,095.00	\$6,623.50	
	BR1-Martini Bar	\$1,770.00	\$2,301.00	

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Total Bar: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Ontario, CA 91761

Executive Accessories

### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$675.00	\$877.50	
	JD8-Madison Executive Desk, Grey	\$797.50	\$1,036.75	
	BC8-Madison Bookcase, Grey	\$577.50	\$750.75	
	TECH3B-Tech Desk w/drawers- <b>Powered!</b>	\$732.50	\$952.25	
	TECH-Tech Desk- <b>Powered</b>	\$592.50	\$770.25	
	TECH3-3-drawer File Cbnt w/Casto	\$195.00	\$253.50	

### Product Display- Pedestals

	PDL36B-Ped, Locking- <b>Powered!</b>	\$662.50	\$861.25	
	PDL42B-Ped, Locking- <b>Powered!</b>	\$785.00	\$1,020.50	
	PDL36W-Ped, Locking- <b>Powered!</b>	\$662.50	\$861.25	
	PDL42W-Ped, Locking- <b>Powered!</b>	\$785.00	\$1,020.50	

### Product Display- Shelving

	PSHCCS-Posh Shelving	\$677.50	\$880.75	
--	----------------------	----------	----------	--

### Refrigerators

	R1R-White 14 Cubic Feet	\$1,140.00	\$1,482.00	
	R1Q-White 4 Cubic Feet	\$400.00	\$520.00	

### Lamps

	LA15-Mason Silver Floor Lamp	\$290.00	\$377.00	
	LA14-Mason Silver Table Lamp	\$190.00	\$247.00	

### Mobile Tablet Stands

	TBSTDW-Mobile Tablet Stand, Black	\$185.00	\$240.50	
	TBSTND-Mobile Tablet Stand, White	\$185.00	\$240.50	

### Mobile Tablet Accessories\*

	TBBCHR-Tablet, brochure holder	\$85.00	\$110.50	
	TBSHLF-Tablet, charging shelf	\$85.00	\$110.50	
	TBPNTTR-Tablet, print stand	\$85.00	\$110.50	

Have a **Powered** product? Order  
the Adapter to make charging  
easy!

### Chargers and Adapters

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	\$32.50	\$42.25	
	ADAPTW-Charging Adapter, white	\$32.50	\$42.25	

### Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$452.50	\$588.25	
	WD3-Work Table	\$435.00	\$565.50	

Ordering Tablet Accessories?

Don't forget to also order the Tablet Stand!

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Accessories: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Friday, November 2, 2018**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: C103791218

Connect With Us! email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Graphics and Signs

**Sign prices are based on customer supplying print-ready graphics in the requested format.**

### Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$190.30	\$247.40	
	70010	Horz., 22" x 28"	\$190.30	\$247.40	
	70011	Vertical, 28" x 44"	\$289.95	\$376.95	
	70012	Horz., 28" x 44"	\$289.95	\$376.95	
	70025	Meterboard, 39" x 90.75"	\$586.80	\$762.85	

### Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	\$24.15	\$31.40	
	70071	Grommets, per sq. ft. - Horizontal	\$24.15	\$31.40	
	70066	Pockets, per sq. ft. - Vertical	\$25.95	\$33.75	
	70072	Pockets, per sq. ft. - Horizontal	\$25.95	\$33.75	

### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$51.70	\$67.20	
	70021	Velcro, per ft, min. 5 ft.	\$3.40	\$4.40	
	70004	7" x 44" ID Sign	\$56.95	\$74.05	
	50094	Floor Easel	\$51.00	\$66.30	
	50095	22x28 Sign Holder	\$116.20	\$151.05	

### Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$202.50	\$263.25	

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

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

Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ \_\_\_\_\_  
7.750% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Upload Deadline **Friday, November 2, 2018**

Orders with complete Payment Authorization and graphics must be received before  
Upload Deadline date

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Graphic File  
Upload Instructions

**All graphic files for ordered products should be uploaded to our FTP site.**

**Address:** [https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/12\\_ASHP%20Midyear%20Meeting/Exhibitor%20Upload](https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/12_ASHP%20Midyear%20Meeting/Exhibitor%20Upload)

**Username:** **sesftp**

**Password:** **ftpftp**

- 1 Name your files in this format: Company Name\_Booth#\_Panel Letter **example:** **Shepard\_1905\_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or  
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **losangeles@shepardes.com**  
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

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Ontario, CA 91761

Graphic Guidelines

### ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program	File Extension
---------	----------------

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

### Special Considerations

Create using a high-quality output.\*

Vector artwork. Images embedded and fonts changed to outlines\*\* or a packaged file.

Fonts changed to outlines\*\* or a packaged file.

Raster artwork. File should be in CMYK color space.

### FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

### ARTWORK GUIDELINES

#### Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

### COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

### ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

#### Vector

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

#### Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

#### Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Order Deadline **Friday, November 2, 2018**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: C103791218

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mail 2315 E Locust Court,  
Ontario, CA 91761

Hanging Rental Signs

**Attention Getting • High Visibility • Great Branding**

**Easy • Cost Effective Rental • Durable Dye Sublimation Graphics**



### CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$5,803.45	\$7,544.50
69142	16' x 48"	\$9,223.55	\$11,990.60



### SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$7,057.00	\$9,174.10



### TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$5,710.50	\$7,423.65



### WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$2,514.90	\$3,269.35
69146	48" Double	\$3,346.50	\$4,350.45

### All Rentals Include:

Dye sublimation printed  
fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75  
pounds

Rigging not included

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Hanging Sign Rental: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Hanging Sign Shipping Labels

R  
U  
S  
H

## ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, CA 91761

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

For:

2018 ASHP Midyear Clinical Meeting & Exhibition

First day freight can arrive w/o a surcharge:

**November 5, 2018**

Last day freight can arrive w/o a surcharge:

**November 21, 2018**

R  
U  
S  
H

## ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

2315 E. Locust Ct.

Ontario, CA 91761

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

For:

2018 ASHP Midyear Clinical Meeting & Exhibition

First day freight can arrive w/o a surcharge:

**November 5, 2018**

Last day freight can arrive w/o a surcharge:

**November 21, 2018**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Event Code: C103791218

Connect With  
Us!

email [losangeles@shepardes.com](mailto:losangeles@shepardes.com)  
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fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Structural Integrity  
Statement

**This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.**

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

### **2018 ASHP Midyear Clinical Meeting & Anaheim Convention Center Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name (printed) \_\_\_\_\_

Email \_\_\_\_\_

Display House/Builder (if applicable) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name (printed) \_\_\_\_\_

Email \_\_\_\_\_



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

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fax (909) 218-8986  
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Ontario, CA 91761

Need a Hanging  
Sign?  
Check out our  
Hanging Signs  
Rentals!

Hanging Signs 101

## Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

**Shepard** is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

**Only** Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

**Only** Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

**All signs**, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

**Include engineer-stamped drawings** with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

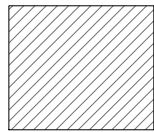
Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

## Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: #####

Have questions or need  
more help?  
Our knowledgeable staff  
is ready to assist...give us  
a call!





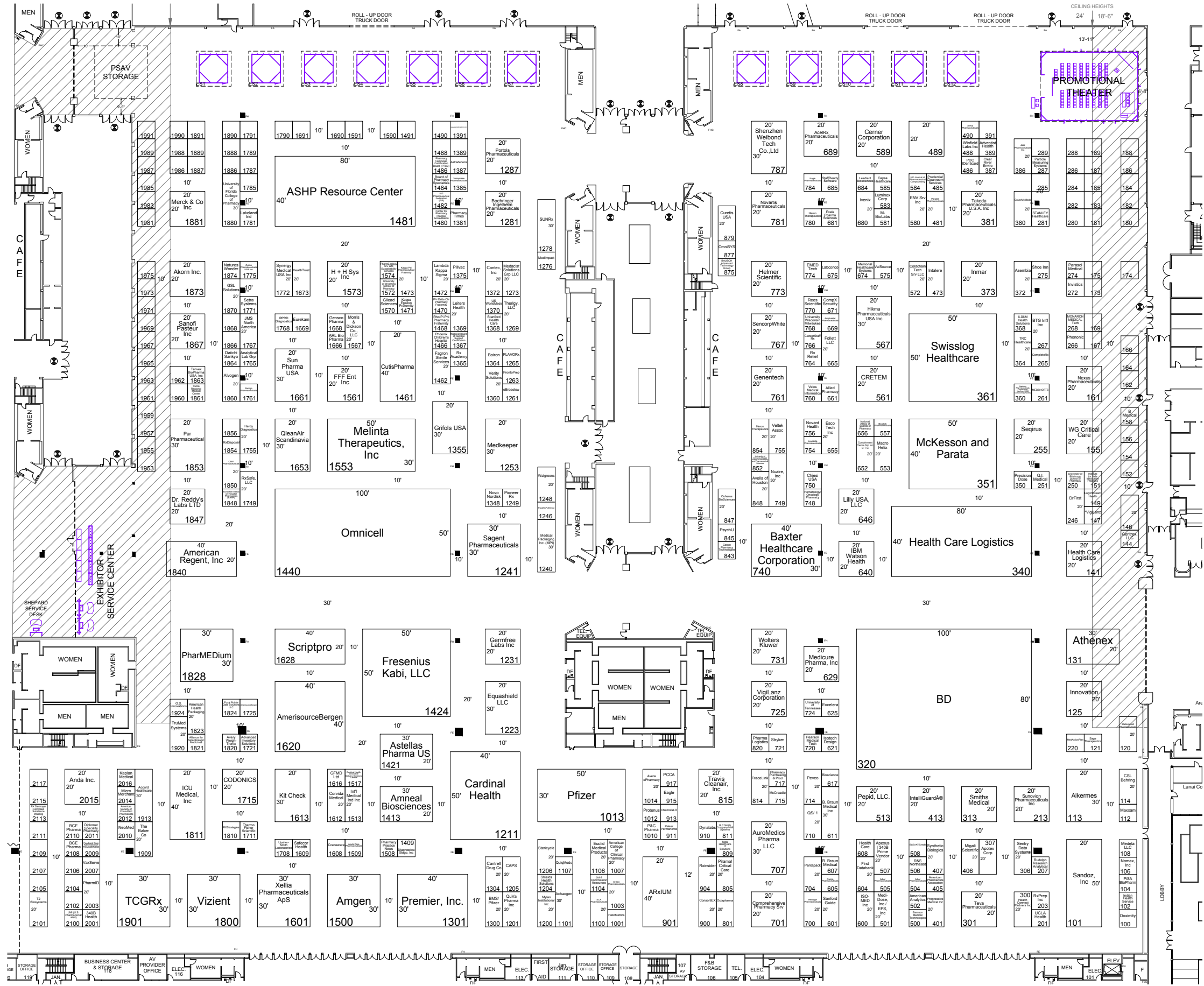
Shaded Areas Cannot  
Accommodate Hanging Signs

# ASHP Midyear Meeting & Exhibition

## December 2 - 6, 2018



Show Information	
Show Name	ASHP Midyear Meeting
Show Dates	12/02-06/18
Move-In	12/02/18
Job #	C103791218
AE	Rhiannon Staub



Floor Plan Legend	
■	- DIMENSIONS OF COLUMNS (3' x 3')
◇	- FLOOR DRAINS
⊗	- EMERGENCY EXIT, DO NOT BLOCK
FE	- FIRE EXTINGUISHER, DO NOT BLOCK
FH	- FIRE HOSE, DO NOT BLOCK
FA	- FIRE ALARM
DF	- DRINKING FOUNTAINS
PHONE	- TELEPHONES
HP	- HOUSE PHONE
⚡	- FIRE STROBE

Venue Info	
Building Name	Anaheim Convention Center
Hall	Level 1
Floor	Level 1
Address	1850 West Street Anaheim CA 92802

Drawing Information	
File Path	J:\_SES Floorplans_01_SES SHOW FLOORPLANS\2018\12_December
File Name	12_ASHP Midyear Meeting & Exhibition_C103791218.dwg
Drawn By	Lierin Gorsky
Last Saved	9/4/2018 2:34 PM
Saved By	Lgorsky
Tab	Floorplan_16
Paper Size	ANSI full bleed B (11.00 x 17.00 Inches)
Scale	NTS

1531 Carroll Drive NW  
Atlanta, GA 30318  
(v) 404-720-8600  
(f) 404-720-8750

9/4/2018 3:21 PM LIERIN GORSKY

Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a sole responsibility of the exhibitor/show management to physically inspect the facility to verify all dimensions and locations.

**SUBJECT TO FIRE MARSHAL APPROVAL**



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Company Name

Booth #

**The items below are supplies for Hanging Sign installation and overhead rigging.  
These items will be billed to you upon usage.**

Code	Qty	Item	Discount	Regular
69022		CABLE SLINGS 1 FT	\$6.25	\$9.40
69023		CABLE SLINGS 2 FT	\$8.15	\$12.25
69024		CABLE SLINGS 4 FT	\$11.00	\$16.50
69025		CABLE SLINGS 5 FT	\$11.25	\$16.90
69026		CABLE SLINGS 6 FT	\$12.20	\$18.30
69027		CABLE SLINGS 8 FT	\$16.25	\$24.40
69028		CABLE SLINGS 10 FT	\$20.65	\$31.00
69029		CABLE SLINGS 12 FT	\$23.15	\$34.75
69030		CABLE SLINGS 14 FT	\$26.25	\$39.40
69031		CABLE SLINGS 20 FT	\$322.50	\$483.75
69032		CABLE SLINGS 30 FT	\$40.00	\$60.00
69033		CHAIN 3/8" X 3FT	\$15.00	\$22.50
69054		SHACKLES 1/2"	\$8.15	\$12.25
69035		STAC CHAIN	\$20.00	\$30.00
69064		TURNBUCKLES 5/16"	\$17.50	\$26.25
69122		CLAMPS-BEAM	\$87.50	\$131.25
69116		SHUNTS	\$47.50	\$71.25
69117		RATCHET STRAP 1"	\$18.75	\$28.15
69118		RATCHET STRAP 2"	\$25.00	\$37.50
68020		CONDUIT CONNECTOR	\$2.50	\$3.75

Code	Qty	Item	Discount	Regular
69119		TELESCOPE per foot	\$2.50	\$3.75
69120		WIRE 14 GAUGE per ft	\$0.65	\$1.00
69067		BOLT FORGED EYE	\$13.15	\$19.75
69068		BOLT UNISTRUT EYE	\$13.15	\$19.75
69069		BOLT EYE	\$9.40	\$14.10
69072		BATTEN 1'X3" PER FT	\$1.90	\$2.85
69073		BATTEN 1'X3" PAINTED WHITE	\$2.50	\$3.75
69075		PEAR RING 3/8"	\$15.00	\$22.50
69078		BLACK PIPE 2" per foot	\$2.50	\$3.75
68011		1/8" Cable per foot	\$3.75	\$5.65
68013		3/16" Cable per foot	\$5.00	\$7.50
69074		MONOFILAMENT per foot	\$0.65	\$1.00
69045		NYLON SLING-8FT	\$25.00	\$37.50
69124		SUPER TELE (12'-20')	\$62.50	\$93.75
69147		VERLOX-20'	\$37.50	\$56.25
69040		NYLON SPANSETS-3FT	\$10.65	\$16.00
69041		NYLON SPANSETS-4FT	\$13.75	\$20.65
69042		NYLON SPANSETS-6FT	\$18.75	\$28.15
69135		PICK POINTS, PER	\$100.00	\$100.00

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Hanging Sign Supplies: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

### Labor Hours

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Double-time: All other hours and holidays

**Step One: Tell Us About Your Sign** Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

**Step Two: Order Assembly and Disassembly Labor.** Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

### Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		<b>\$162.19</b>	<b>\$210.85</b>	\$
69151	OT		<b>\$243.25</b>	<b>\$316.25</b>	\$
69152	DT		<b>\$299.69</b>	<b>\$389.60</b>	\$

Date of Assembly \_\_\_\_\_ Start Time \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

### Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		<b>\$162.19</b>	<b>\$210.85</b>	\$
69154	OT		<b>\$243.25</b>	<b>\$316.25</b>	\$
69155	DT		<b>\$299.69</b>	<b>\$389.60</b>	\$

Date of Disassembly \_\_\_\_\_ Start Time \_\_\_\_\_

**Step Three: Order Overhead Rigging Crew** Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

### Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		<b>\$935.00</b>	<b>\$1,215.50</b>	\$

Date of Install \_\_\_\_\_ Start Time \_\_\_\_\_

\*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

**Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.**

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Event Code: C103791218

Connect With Us!

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phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court,  
Ontario, CA 91761

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision 68069 ☐ Exhibitor Supervised

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

Exhibitor Contact \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision 68073 ☐ Exhibitor Supervised

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

Exhibitor Contact \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

### Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		<b>\$935.00</b>	<b>\$1,215.50</b>	\$

Date of Removal \_\_\_\_\_ Start Time \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Discount Deadline **Monday, November 12, 2018**

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Black (06) ☐ Silver(15) ☐

### Truss\*

Code	QTY	Item	Discount	Regular	Amount
6909415	12"	Silver Box Truss (Per FT)	\$27.30	\$35.50	
6909406	12"	Black Box Truss (Per FT)	\$27.30	\$35.50	
6903815	12"	Silver Corner Block	\$102.45	\$133.20	
6903806	12"	Black Corner Block	\$102.45	\$133.20	
70067		Design Fee (Hourly)	\$170.75	\$222.00	

\*If you are ordering truss, you also need to order motors!

### Truss Details

(Quantity & Size)

### Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$580.55	\$754.70	
69016		Half Ton Hoist/Chain Motor	\$512.25	\$665.95	
69101		1/4 Ton Hoist/Chain Motor	\$307.30	\$399.50	
69019		Rotating Motor 500 LB Limit	\$546.40	\$710.30	
69020		Rotating Motor 200 LB Limit	\$307.30	\$399.50	

Rotate Clockwise  
(right) ☐

Rotate Counterclockwise  
(left) ☐

### Include the following items with your Truss and Motor Order:

- ☐ Hanging Sign Instructions
- ☐ Sign/Hanging Diagram
- ☐ Placement Grid
- ☐ Overhead Rigging Labor Order

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

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_

Event Code: C103791218

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Overhead Rigging  
Equipment

For more information, to request a  
design/scaled plot, or to place  
additional orders  
please contact Shepard's Customer  
Service Department at:

[losangeles@shepardes.com](mailto:losangeles@shepardes.com)

Total Rigging Equipment: \$ \_\_\_\_\_  
7.750% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## LABOR JURISDICTIONS ANAHEIM, CA

### LABOR

California is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators 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

Painter's decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

### MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

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

### 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 half 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.





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Deadline date to receive discounted pricing.

### Labor Hours

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Double-time: All other hours and holidays

**Shepard Blue Supervised Labor** \*\*Pricing includes Supervisory fee of 30% over standard labor.

Code	Discount	Regular
68066 ST	\$168.68	\$219.30
68067 OT	\$252.98	\$328.85
68068 DT	\$311.68	\$405.20

(68070/68071/68072)

### Spend a Little, Save a Lot

Shepard will supervise\* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: C103791218

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 fax (909) 218-8986  
 mail 2315 E Locust Court,  
 Ontario, CA 91761

Shepard Blue  
Supervised Labor

Choose Shepard Blue for  
your labor needs and leave  
your worries behind!

### Step One:

Choose Your **Service**

☐ Installation  
☐ Dismantling  
☐ Both

### Step Two:

How Many **People**?

#   
 #   
 #

### Step Three:

How Many **Hours**?

#   
 #   
 #

### Step Four:

When Should the Build be **Complete**?

Date:  Time:   
 Date:  Time:   
 Date:  Time:

### Step Five: Tell Us About Your **Exhibit!**

(this portion **must be completed** before Shepard can begin any work on your exhibit)

### Inbound Freight

Carrier Name  Tracking or Pro #  Estimated Weight   
 # of Pieces  Advance Warehouse or Direct to Show site?  Estimated Arrival Date

### Set Up Information:

Company Contact Name:  Email  Cell Phone #   
 Contact Arrival Date  Time Build Should be Complete   
 Booth Size:  X  Carpet: ☐ Ordered from Shepard ☐ Exhibitor Owned Carpet ☐ Carpet Padding

### Drawings/Photos/Instructions:

Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In crate #

### Electrical Placement

(exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit

Does Electrical go UNDER carpet? ☐ Yes ☐ No

### Graphics:

☐ With Exhibit ☐ Shipped Separately

### Other Services Ordered:

☐ Overhead Rigging ☐ Cleaning ☐ AV

### Outbound Shipping:

# of Crates  # of Cartons  # of Fiber Cases  # of Pallets

Ship To:

Phone #

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

Method: ☐ Common ☐ Air ☐ Van ☐ Other

If Your Carrier doesn't show? ☐ Reroute with SLS

\*Allow time for empty return when scheduling your pick up

☐ Send to warehouse for pick up (\$400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated **SES Blue Labor**: \$

NA Tax\*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





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DT - Double-time: All other hours and holidays

### Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	\$129.75	\$168.70	
68061 OT	\$194.60	\$253.00	
68062 DT	\$239.75	\$311.70	

(68063/68064/68065)

#### Step One:

Choose your **service**

☐ Installation

☐ Dismantling

☐ Both

#### Step Two:

How many **people**?

#

#

#

#### Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.

Send a detailed drawing and instructions to us prior to the event.

When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

#### Step Three:

How many **hours**?

#

#

#

#### Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details:

#### Step Five: Schedule

	Date	Start Time	End Time
Installation Request	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

#### Step Six: Onsite Contact Info

Name

Cell:  Email:

### Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	337.35	438.55	

Flooring Type:

☐ Carpet Rolls

☐ Carpet Squares

☐ Padding

☐ Other

Is electrical to be installed under your carpet? ☐ Yes ☐ No

(Please forward Shepard a diagram of your electrical layout.)

#### In a Hurry or Have a Plane to Catch?

Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$

NA Tax\*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Exhibitor  
Supervised Labor



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Event Code: C103791218

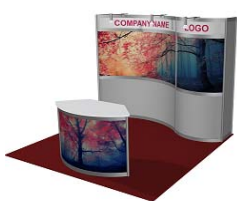
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Ontario, CA 91761

### Turnkey Rental Designs Make Exhibiting Easier!

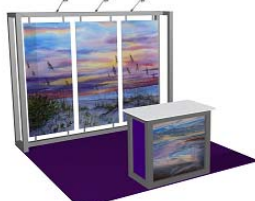
Don't See what you are looking for or need a tweak to a design?  
Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

#### The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,619.95	\$4,705.95
66471		The Eddie- 10' x 20'	\$5,894.80	\$7,663.25
66474		The Jonathon - 10' x 10'	\$2,525.40	\$3,283.00
66475		The Jonathon - 10' x 20'	\$4,420.45	\$5,746.60

#### The Jonathon



#### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,132.45	\$4,072.20
66478		The Pierce - 10' x 20'	\$5,947.70	\$7,732.00
66484		The Madison - 10' x 10'	\$3,798.65	\$4,938.25
66485		The Madison - 10' x 20'	\$4,502.05	\$5,852.65

#### The Madison



#### The Grant

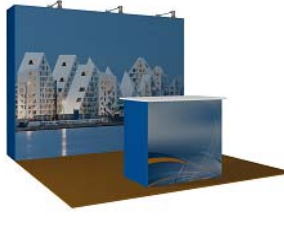


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$4,009.65	\$5,212.55
66487		The Grant- 10' x 20'	\$5,557.20	\$7,224.35
66492		The Harrison - 10' x 10'	\$3,686.05	\$4,791.85
66493		The Harrison - 10' x 20'	\$5,416.50	\$7,041.45

#### The Harrison



#### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,568.55	\$3,339.10
66468		The Hamilton- 10' x 20'	\$4,499.80	\$5,849.75
66473		The Lucy - 10' x 10'	\$2,321.40	\$3,017.80

#### The Lucy



Carpet and Electricity not included. Please order as needed. 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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

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Total Inline Rentals: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Ontario, CA 91761

Custom Exhibit  
Counters

## Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products **Metal Colors** Black (06) Silver (15)

**Panel Colors** Black (06) White (03)

### Locking Cabinets

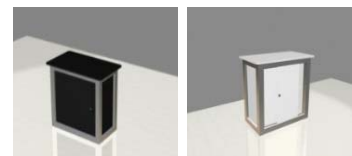
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$890.00	\$1,157.00		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,080.00	\$1,404.00		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$656.50	\$853.45	Silver Only	

### Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$915.25	\$1,189.85		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,985.30	\$2,580.90		

Graphic size: 1075mm x 885mm

### Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,154.55	\$1,500.90	
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$672.95	\$874.85	

Graphic Size  
250mm x 700mm  
380mm x 580mm

Don't See what you are looking for or need a tweak to a design?  
Let one of our incredible designers create something just for you!

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Total Counter Rentals: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Custom Product  
Display and Charging  
Stations

## Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays **Metal Colors** Black (06) Silver (15)

**Panel Colors** Black (06) White (03)

### Product Displays

#### Gondolas



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$623.65	\$810.75			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$616.50	\$801.45	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,062.70	\$1,381.50	Silver Only	NA	674mm x 1682mm

#### GL Display Units



### Showcases

#### Quartermview



#### Square



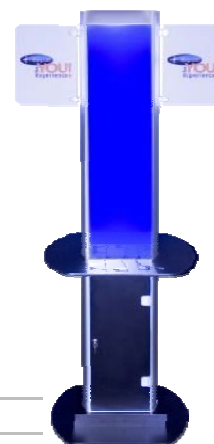
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,200.75	\$1,561.00		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,295.95	\$1,684.75		

### Charging Units

#### SCS3



#### PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2" H x 20" D	\$437.50	\$568.75		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,040.00	\$2,652.00	Black Only	250mm x 700mm

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Custom Product Display Rentals: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Fabex Booth  
Rentals

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,387.00	\$3,103.10
66558		FX2M1 10' w/Monitor	\$4,318.25	\$5,613.75

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,920.80	\$3,797.05
66562		FX2M1H 10' w/Monitor	\$4,852.05	\$6,307.65

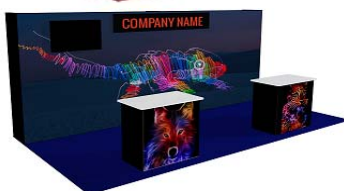
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,137.50	\$5,378.75
66560		FX2M2 10' x 20' w/Monitor	\$6,068.75	\$7,889.40
66567		FX2H2 10' x 20'	\$4,614.95	\$5,999.45
66563		FX2M2H 20' w/Monitor	\$6,546.20	\$8,510.05

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet Order form.

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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any customizations at 404-720-8652.

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

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Total Fabex Rental: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





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Fabex Backlit  
Booth Rentals

### Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

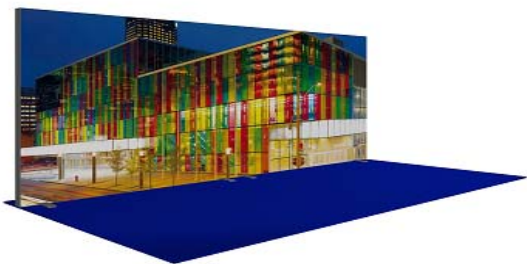


**Step 1: Choose Your Booth Size**  
**Step 2: Send Us Your Full Color Graphics**

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,406.95	\$3,129.05	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,719.75	\$4,835.70	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$5,032.65	\$6,542.45	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'



Don't forget to order Power for  
your backlighting!

FX 13- 8' h x 30'



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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Fabex Backlit: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Order Deadline

Friday, November 2, 2018

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: C103791218

Connect With  
Us!

email [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone 404-720-8652  
fax 404-720-8757  
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Island Booth Rentals

## Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @  
<http://www.shepardes.com/shep-gallery.html>

The Monroe

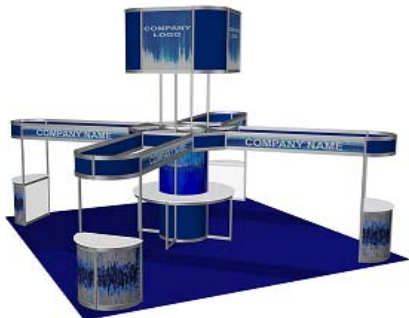


The Tyler

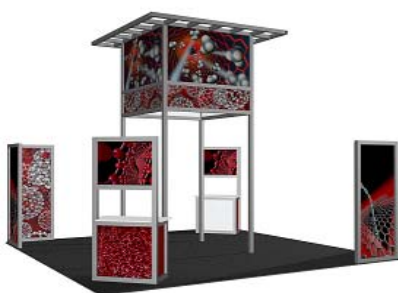


Don't See what you are looking  
for or need a tweak to a design?  
Let one of our incredible  
designers create a space just for  
you!  
Contact an ESS Representative  
to get started!

The Washington



The Garfield



Code	Qty	Item	Discount	Regular
66494		The Monroe	\$9,215.05	\$11,979.55
66368		The Washington	\$13,224.70	\$17,192.10
66495		The Tyler	\$9,841.20	\$12,793.55
66496		The Garfield	\$9,637.15	\$12,528.30

Monitors also  
available!  
Contact us for  
details!

Carpet and Electricity not included. Please order as needed. 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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Total Island Rentals: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

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fax 404-720-8757  
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Artisan Exhibit  
Rentals

### 10x10 Artisan Rentals



Van Gogh



Kahlo



Warhol



O'Keefe

Code	Qty	Item	Discount	Regular
66601		Van Gogh 10' x 10'	\$2,568.55	\$3,339.10
66602		Kahlo 10' x 10'	\$3,115.15	\$4,049.70
66604		Warhol 10' x 10'	\$3,991.25	\$5,188.65
66605		O'Keefe 10' x 10'	\$3,379.70	\$4,393.60

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

[ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

### 10x20 Artisan Rentals



DaVinci



Pollock



Banksy

Code	Qty	Item	Discount	Regular
66607		DaVinci 10x20 Rental	\$6,245.70	\$8,119.40
66608		Pollock 10x20 Rental	\$5,986.90	\$7,782.95
66609		Banksy 10x20 Rental	\$6,598.45	\$8,578.00

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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Artisan: \$

7.750% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## 2018 ASHP Midyear Clinical Meeting & Exhibition

Anaheim Convention Center, Anaheim, CA

December 3 - 5, 2018

Order Deadline **Friday, November 2, 2018**

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Event Code: C103791218

Connect With Us!

email [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone 404-720-8652  
 fax 404-720-8757  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Artisan Island  
Exhibit Rentals

### 20x20 Picasso



Code	Qty	Item	Discount	Regular
66610		Picasso 20x20	\$13,583.15	\$17,658.10

### 20x20 Rembrandt



Code	Qty	Item	Discount	Regular
66611		Rembrandt 20x20	\$18,990.65	\$24,687.85

### Kiosks



Code	Qty	Item	Discount	Regular
66606		Monet Kiosk	\$1,545.00	\$2,008.50
66603		Dali Kiosk	\$2,568.55	\$3,339.10

Monitors are not included in the rental price.  
Contact us for pricing!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

[ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

Carpet is not included, to order please refer to the Carpet Order form. 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. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Artisan Island: \$ \_\_\_\_\_  
 7.750% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**Register at [www.insurance4exhibitors.com/](http://www.insurance4exhibitors.com/) It's easy and you get an immediate certificate!**

**General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate**

## GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ **1 Event Day:**     \$89.00     ☐ **4-10 Event Days:**     \$119.00     ☐ **6 Month Policy:**     \$475.00  
☐ **2-3 Event Days:**     \$109.00     ☐ **11-30 Event Days:**     \$199.00     ☐ **Annual Policy:**     \$650.00

NAME OF EVENT: \_\_\_\_\_ EVENT START DATE: \_\_\_\_\_ End Date: \_\_\_\_\_

EVENT WEBSITE: \_\_\_\_\_ EVENT CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_

VENUE ADDRESS with City, State & Zip: \_\_\_\_\_

## EXHIBITOR INFORMATION – REGISTER AT [www.insurance4exhibitors.com](http://www.insurance4exhibitors.com)

Exhibiting Company/Insured: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_ Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Business/Exhibit: \_\_\_\_\_

**Does your exhibit or business involve any of the excluded activities below?**     ☐ **YES**     ☐ **NO**

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) \_\_\_\_\_

**Additional Insured:** Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: \_\_\_\_\_ Additional Insured #2: \_\_\_\_\_

Address, City, ST, Zip: \_\_\_\_\_ Address, City, ST, Zip: \_\_\_\_\_

Any special wording or coverage needed: \_\_\_\_\_

Any Additional Information or notes: \_\_\_\_\_

## METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

**Payment Form:** ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Address: \_\_\_\_\_

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

### TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

**I accept and understand the terms and conditions,** Cardholder Name (Print) \_\_\_\_\_

**I understand that no property is covered on this policy:** ☐ **I want a quote for property coverage:** \_\_\_\_\_

**Insurance for Exhibitors**  
 30285 Bruce Industrial Parkway, Suite B  
 Solon, OH 44139

**Online:** <http://www.insurance4exhibitors.com>  
**Email:** [info@insurance4exhibitors.com](mailto:info@insurance4exhibitors.com)  
**Phone:** 440-349-6650     **Fax:** 440-815-2154

## **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.



## ORDER INSTRUCTIONS



**ELECTRICAL EXHIBITION SERVICES**  
715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
Anaheim@edlen.com

**Advance Payment Deadline Date: 11/12/18**

EXHIBITOR:		BTH #	
EVENT:	ASHP 2018 Midyear Clinical Meeting		
FACILITY:	Anaheim Convention Center		
DATES:	December 2-4, 2018	EVENT #128002LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

### COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

#### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

#### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

#### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

#### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

##### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

##### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

#### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.



**METHOD OF PAYMENT**

The Power People

**ELECTRICAL EXHIBITION SERVICES**

715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 Anaheim@edlen.com

**Advance Payment Deadline Date: 11/12/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ASHP 2018 Midyear Clinical Meeting</b>		
<b>FACILITY:</b>	<b>Anaheim Convention Center</b>		
<b>DATES:</b>	<b>December 2-4, 2018</b>	<b>EVENT #128002LA</b>	

**FINANCIALLY RESPONSIBLE COMPANY**

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>	<b>CELL #:</b>		
<b>EMAIL:</b>			

**METHOD OF PAYMENT**

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046  
 3800 Howard Hughes Parkway, Las Vegas, NV 89169  
 Phone: 800.289.3557

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo  
**Wire Transfer:**  
 ABA#: 121000248 Acct: 4122636046  
**International Wire Transfer:**  
 Swift Code: WFBUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

**\* \$50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

**CHECK AND CREDIT CARD INFORMATION**

<b>COMPANY NAME:</b>	
<b>CHECK #:</b>	
<b>CREDIT CARD NUMBER:</b>	<b>EXP DATE:</b>
<b>CARD HOLDER SIGN:</b>	<b>PRINT NAME:</b>
<b>EMAIL:</b>	
<b>THIRD PARTY PAYMENT? YES or NO</b>	

**CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**

<b>ADDRESS:</b>	<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>
-----------------	--------------	------------	-------------

**SERVICE TOTALS**

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
<b>TOTAL DUE</b>	

**AUTHORIZATION**

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.**

**ELECTRICAL ORDER**

The Power People

**ELECTRICAL EXHIBITION SERVICES**

715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 Anaheim@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 11/12/18**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ASHP 2018 Midyear Clinical Meeting</b>		
<b>FACILITY:</b>	<b>Anaheim Convention Center</b>		
<b>DATES:</b>	<b>December 2-4, 2018</b>	<b>EVENT #128002LA</b>	

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
<b>CANCELLATIONS</b> Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

**ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event**

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)			130.00	195.00	
1000 WATTS (10 AMPS)			239.00	359.00	
1500 WATTS (15 AMPS)			264.00	396.00	
2000 WATTS (20 AMPS)			290.00	435.00	
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS			560.00	840.00	
30 AMPS			675.00	1013.00	
60 AMPS			905.00	1358.00	
<b>208 VOLT THREE PHASE</b>					
20 AMPS			772.00	1158.00	
30 AMPS			916.00	1374.00	
60 AMPS			1168.00	1752.00	
100 AMPS			1577.00	2366.00	
200 AMPS			1798.00	2697.00	
400 AMPS			2598.00	3897.00	
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

**Please call for information on any services you require that are not listed here.****480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event**

<b>480 VOLT THREE PHASE</b>					
20 AMPS			1544.00	2316.00	
30 AMPS			1832.00	2748.00	
60 AMPS			2226.00	3339.00	
100 AMPS			3154.00	4731.00	

**120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)**

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	

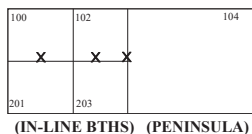
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
PRINT NAME:		
EMAIL:	PHONE:	

# TERMS & CONDITIONS

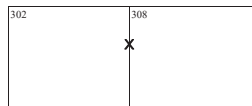
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- For a dedicated outlet, order a 20 amp outlet.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

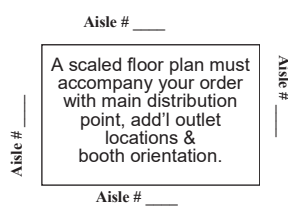
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



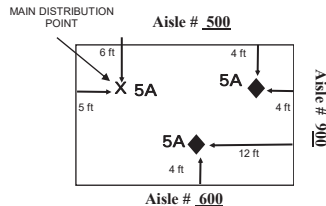
(IN-LINE BTHS) (PENINSULA)



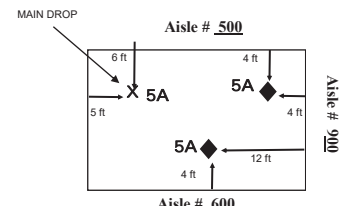
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 11/12/18



**ELECTRICAL EXHIBITION SERVICES**  
715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	ASHP 2018 Midyear Clinical Meeting		
FACILITY:	Anaheim Convention Center		
DATES:	December 2-4, 2018	EVENT #128002LA	

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss

## POWER DELIVERY

**Power is delivered from the ceiling** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

**ELECTRICAL DISTRIBUTION****Advance Payment Deadline Date: 11/12/18**

The Power People

**ELECTRICAL EXHIBITION SERVICES**

715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 Anaheim@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ASHP 2018 Midyear Clinical Meeting</b>		
<b>FACILITY:</b>	<b>Anaheim Convention Center</b>		
<b>DATES:</b>	<b>December 2-4, 2018</b>	<b>EVENT #128002LA</b>	

**ELECTRICAL DISTRIBUTION UNDER CARPET**

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

**1. Provide an Electrical Layout Form:**

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

**2. What date will you begin building your booth?**

A. Date: \_\_\_\_\_ Time: \_\_\_\_\_

**3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?**

A. Describe flooring: \_\_\_\_\_

B. Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_

**4. Show site supervisor:**

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_

**5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.****6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
		ST	\$125.00	
		OT	\$250.00	
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	<b>LIFT RENTAL</b>		
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
			\$150.00	
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		

**AUTHORIZATION**

PRINT NAME:

DATE:



**ELECTRICAL BOOTH WORK****Advance Payment Deadline Date: 11/12/18**

The Power People

**ELECTRICAL EXHIBITION SERVICES**

715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 Anaheim@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ASHP 2018 Midyear Clinical Meeting</b>		
<b>FACILITY:</b>	<b>Anaheim Convention Center</b>		
<b>DATES:</b>	<b>December 2-4, 2018</b>	<b>EVENT #128002LA</b>	

**BOOTH LABOR REQUIREMENTS**

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

**Hardwiring of any Device or Apparatus** (Any electrical device that does not come with a plug attached)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Connection of High Voltage Services** (208V - 480V)

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**Installation of Booth Lighting**

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ # Elec \_\_\_\_\_ Hrs. Each \_\_\_\_\_ Total \_\_\_\_\_

**OVERHEAD LIGHTING / LIGHTING REQUIREMENTS****Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

**LABOR RATES AND HOURS**

**Labor Minimums** Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.

**Straight Time** Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.

**Overtime** Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

**BOOTH LABOR ESTIMATE**

MAN HRS	RATE	TOTAL
ST	\$125.00	
OT	\$250.00	

**LIFT RENTAL**

HOURS	RATE	TOTAL
	\$150.00	

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

**ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:



# LIGHTING ORDER

# EDLEN

The Power People

## ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
Anaheim@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 11/12/18

EXHIBITOR:		BTH #	
EVENT:	ASHP 2018 Midyear Clinical Meeting		
FACILITY:	Anaheim Convention Center		
DATES:	December 2-4, 2018	EVENT #128002LA	

### OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost.  
Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

\* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician's are needed.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	50.00	75.00		N/A		375.00						

### BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.  
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- \* Pole lights are placed along the side rail or back wall of inline booths.
- \* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		125.00						
8 FT POLE WITH 2 LIGHTS	60.00	90.00		125.00						



- \* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		125.00						

### FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE:

# PLUMBING ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
Anaheim@edlen.com

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Advance Payment Deadline Date: 11/12/18

EXHIBITOR:		BTH #	
EVENT:	ASHP 2018 Midyear Clinical Meeting		
FACILITY:	Anaheim Convention Center		
DATES:	December 2-4, 2018	EVENT #128002LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

### IMPORTANT NOTES

#### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

#### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

#### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

### LABOR NOTES

#### OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

#### OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

#### OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

### UTILITY SERVICES

ADVANCE REGULAR TOTAL

#### COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	440.00	660.00	
Additional Connections within 20' of Outlet	213.00	320.00	

#### CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 10.00	=	
Total CFM _____ x REGULAR Rate 15.00	=	

#### WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	440.00	660.00	
Additional Connections within 20' of Outlet	213.00	320.00	

# of connections required: \_\_\_\_\_ Size of connection: \_\_\_\_\_

PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

#### DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	440.00	660.00	
Additional Connections within 20' of Outlet	213.00	320.00	

Number of connections required: \_\_\_\_\_ Size of connection required: \_\_\_\_\_

#### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	128.00	192.00	
51 – 200 Gallons	340.00	510.00	
201 – 500 Gallons	425.00	638.00	
Each additional 100 Gallons up to 1,000 Gallons	43.00	128.00	

### LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

### GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

# PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 11/12/18



**ELECTRICAL EXHIBITION SERVICES**  
715 Hundley Way, Placentia, CA 92870  
Phone: (714) 985-1480 Fax: (714) 985-1481  
Anaheim@edlen.com

EXHIBITOR:		BTH #	
EVENT:	ASHP 2018 Midyear Clinical Meeting		
FACILITY:	Anaheim Convention Center		
DATES:	December 2-4, 2018	EVENT #128002LA	

## PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

### 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

#### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

#### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

#### A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

#### B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: \_\_\_\_\_ Estimated time: \_\_\_\_\_

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: \_\_\_\_\_

E. What time do you estimate needing the physical connection to your equipment? Date: \_\_\_\_\_ Time: \_\_\_\_\_

F. Show site supervisor: \_\_\_\_\_ Company: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$90.00	
OT	\$180.00	

ESTIMATED TOTAL
-----------------

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	





## **PLUMBING TERMS, CONDITIONS & REGULATIONS**

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at [www.edlen.com](http://www.edlen.com)  
or call the number on the Plumbing Order form

# Booth Catering Menu



## TAP.ORDER.ENJOY

Utilize our express online ordering site in your exhibit booth to have your services delivered to you with no need to pre-order or for on-site replenishments

Visit:

ACCEATS.com

## Early Riser

### Rise and Shine

Assorted Danish, muffins, bagels  
 Cream cheese, fruit preserves, Seasonal whole fruit  
 Fair Trade Certified coffee and decaf  
 Herbal tea  
 \$18 per person

### Einstein's Bagel Bar

Assortment of fresh bagels  
 Whipped butter, peanut butter, honey  
 fruit preserves, cream cheese  
 Assorted bottled juices  
 Fair Trade Certified coffee and decaf  
 Herbal tea  
 \$18 per person

### Bacon and Eggs

Scrambled eggs\*, seasonal fruit salad  
 Tri-color country potatoes, bacon, buttermilk biscuits  
 Assorted bottled juices  
 Fair Trade Certified coffee and decaf  
 Herbal tea  
 \$25.75 per person



### Breakfast Burrito

Hearst Ranch steak\*, flour tortilla, cage free scrambled eggs\*  
 Cheese, peppers and onions, Weiser Farms Potatoes  
 Anaheim chili salsa  
 \$6 each

### From the Bakery

Sliced Breakfast Breads  
 Assorted Muffins  
 Bagel Assortment, cream cheese  
 Danish, Pastries, Mini Croissants  
 Coffee Cake Squares  
 Artisan Scones  
 Cinnamon Buns  
 Donut Assortment  
 \$42.50 per dozen

<b>Whole Fresh Fruit</b>	\$2.50	each
<b>Sliced Fresh Fruit</b>	\$8	per person
<b>Individual Yogurts</b>	\$3.50	each
<b>Coconut Chia Pudding Parfait</b>	\$6	each
<b>Greek Yogurt and Fruit Parfait</b>	\$6	each
<b>Protein Box</b>	\$10	each (6 minimum)

Cage-free hard boiled egg, whole wheat crackers, raw almonds, grapes, babybel cheese



\*consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of food borne illness

# Booth Catering Menu



## Beverages

### Hot Beverages

Fair Trade Certified Coffee, Decaf

Herbal Tea

Includes half and half, Soy milk, 2% milk,

Sugar in the Raw, Truvia and Equal, honey and lemon

\$65 per gallon

### Cold Beverages

Assorted Soft Drinks \$4.00 each

Tropicana Bottled Juice \$4.00 each

orange, apple, cranberry

Anaheim Bottled Water \$4.00 each

Sparkling Water \$5.00 each

Chameleon Cold Brew

(min 6) \$6.00 each

Fresh Squeezed Lemonade \$40 per gallon

Lemon, strawberry or cherry

Brewed Iced Tea \$40 per gallon

Infused Iced Tea \$50 per gallon

Aqua Fresca \$50 per gallon

Watermelon, pineapple or cantaloupe

Flavored SPA Water \$50 per gallon

cucumber and lime, Strawberry with fresh basil, Orange

**Water Cooler** \$50 per day

(115 volt 5 amp electrical required)

Arrowhead Water 5 GA \$75 each

### Keurig Kit

Make it yourself Keurig single brew machine

Contains four packages of 25K cups,

Each with choice of: Starbucks regular and/or decaf coffee

Earl Grey and Green teas

Ten gallons water, appropriate condiments

(requires 120volt. 15.3 amp electrical)

\$350 each (100 cups)-replenishments, \$75.00 per box

### Hosted Bar

Bartender \$150 (four hour minimum, required)

Mixed Drinks, Premium \$10.00

Mixed Drinks, Call \$9.00

House Wine, Trinity Oaks \$8.00

Kendall Jackson \$11.50

Imported/Craft Beer \$8.00

Domestic Beer \$7.00

Soft Drinks & Bottled Water \$4.00

### Keg Beer

Domestic \$550.00

Imported \$700.00

Local Craft \$750.00

Specialty cocktail selections available, Inquire with your sales professional

\*Specialty Wine and Local Craft Beer menu listed on page five



# Booth Catering Menu



## Lunch minimum 15pl

### The Premium Sandwich Event

Includes choice of our Premium signature sandwiches, tossed green salad, two dressings, pasta salad, chips, fresh baked cookie

(minimum of 5 per selection)

- Grilled Chicken Caprese, tomato, red onion, mozzarella
- Cold Rueben, corned beef, Russian dressing, sauerkraut slaw, Swiss cheese
- Hearst Ranch Beef, heirloom tomato jam, arugula, crispy fried onion, muenster cheese
- Smoked Pork Loin, Havarti cheese, watercress, green apple, red onion marmalade, spicy mustard
- Veggie Tofu Stack, grilled tofu, tomato, cucumber, red onion, alfalfa sprouts, vegan balsamic spread, butter lettuce

\$42 per person

### The Classic Sandwich Collection

Includes choice of our Classic sandwiches, tossed green salad, two dressings, pasta salad, chips, fresh baked cookie

(minimum of 5 per selection)

- Tuna Salad
- Ham and Cheese
- Italian Wrap in Herb Tortilla
- Roast Beef
- Turkey
- Chicken Salad
- Chicken Caesar
- Vegetarian

\$39 per person

### Bistro Designer Box Lunch

Selection from our Premium Signatures Sandwiches

(minimum 5 per selection)

Includes pasta salad, chips, whole fresh fruit, fresh baked cookie

\$29 per person

### Classic Sandwich Box Lunch

Selection from our Classic Sandwiches

(minimum 5 per selection)

Includes pasta salad, chips, whole fresh fruit, fresh baked cookie

\$25 per person

### Bistro Designer Salad Box Lunch

(minimum 5 per selection)

Includes chips, whole fresh fruit, fresh baked cookie

- Baby Kale and Quinoa, golden raisin, toasted almond, cherry tomato, balsamic dressing
- Grilled Chicken and Strawberry, baby spinach, roasted yellow cherry tomato, feta cheese, candied walnuts, tarragon dressing
- Roasted Beet, heirloom beets, arugula, watercress, smoked goat cheese, mustard vinaigrette

\$27 per person





# Booth Catering Menu



## Crowd Pleasers and After Hours

### Sweet

Justin's Peanut Butter Cups/2 per pk	\$65.00 per box/10
Hershey's Miniatures	\$30 per pound
Assorted Full Size Candy Bars	\$3.50 each
Cracker Jacks, Rice Crispy Treats	\$4.00 each
Jumbo Baked Cookies	\$40 per dozen
Dessert Bars	\$40 per dozen
Brownies	\$40 per dozen
Cupcakes	\$55 per dozen

### Savory

Chex Mix	\$3.25 each
Mini Pretzels, Peanuts	\$3.25 each
"Pops" Gourmet Popcorn	\$5.00 each
Kettle Potato Chips	\$3.25 each
Trail Mix, Cashews	\$4.00 each

### Healthy

Cheese Sticks, Mozzarella or	
Tillamook Cheddar Cheese	\$2.00 each
KIND Bars	\$6.00 each
Think Thin Energy Bars	\$6.00 each
Peeled Snacks, apple or mango	\$6.00 each
Field Trip Turkey Jerky	\$5.00 each
Toasted Coconut Chips	\$5.00 each

### Chilled

Novelty Ice Cream Bars	\$5.00 each
Frozen Juice Bars	\$3.75 each
Haagan Dazs Gourmet Bars	\$9.00 each

### Cold Hors D'oeuvres/\$600.00 per 100

Tomato Caprese Skewers
Ham Wrapped Asparagus
Vietnamese Spring Roll
Hearst Ranch Tenderloin, horseradish crème
Bruschetta Duet;
Roma tomato and basil tapenade, crème fraiche
Smoked Chicken Canape
cream cheese, papaya salsa on Multi-grain baguette
Smoked Salmon Nori Pinwheel Canape

### Hot Hors D'oeuvres/\$600.00 per 100

Vegetable Egg Rolls, hoisin sauce
Chicken Pot Stickers
Spinach Spanakopita
Stuffed Breaded Mushroom Cap, boursin cheese
Adobo Chicken Quesadilla, cilantro dip
Braised Beef Empanada, chipotle aioli
Laguna Beach Crab Cake, chipotle aioli

### Savory Snacks/15 person minimum order

House-made Kettle Chips, ranch and onion dip	\$4.50pp
Tortilla Chips and Salsa	\$4.50pp
Fresh Guacamole	\$3.50pp
Pita Chips, hummus and spinach dip	\$6.50pp
Mexican Seven Layer Dip, tortilla chips	\$6.50pp
Mixed Cocktail Nuts	\$6.75pp
Farmstead and California Cheeses, crackers, crostini	\$8.00pp
Farm Fresh Season Crudit�, watercress and ranch dips	\$8.00pp
Bruschetta and Tapenades,	
tomato basil, olive and caper, mushroom and chive	\$9.00pp

# Booth Catering Menu



## Specialty Items

### Antique Brass Espresso Machine

Hot fresh cappuccino, latte or mocha

(900 servings) \$3,150 per day

Additional cups \$3.50 each

One barista attendant included for up to 6 hours per day

- Requires dedicated 220 volt, 30 amp electrical and one eight-foot skirted table

Additional barista hours \$37.50 per hour

### Frozen Beverage Service

500 (5oz) servings \$1,850 per day

Additional frozen beverage \$3.75 each

One attendant included for 6 hours

- Requires 110 volt, 20 amp, 24 hour electrical

Additional attendant hours \$37.50 per hour

### Flavor Burst Ice Cream

550 cones \$1,925 per day

Additional cones \$3.50 each

One attendant included for 6 hours

- Requires 220 volt, 30 amp, 3 phase, 24 hour electrical

Additional attendant hours \$37.50 per hour

### Otis Spunkmeyer Cookies

Choice of: chocolate chip, oatmeal raisin, peanut butter, white chocolate chip, macadamia nut

Includes 240 cookies \$220 per case

Oven Rental \$120 per day

9"H x 20"D

- Requires 110 volt, 20 amp electrical

Attendant required (4 hour minimum) \$150 each

Additional hour \$37.50 per hour

### Antique Popcorn Machine Rental

Machine \$225 per day

Popcorn Packs (300 servings) \$450 per case

Includes bags

67H x 34W x 25D

- Requires 110 volt, 20 amp electrical

# Booth Catering Menu



## Wine and Local Craft Beer Menu

### White Wine, House

CHARDONNAY, Trinity Oaks/Napa	\$38 per bottle
PINOT GRIS, Trinity Oaks/Napa	\$38 per bottle

### White Wine, Premium

#### One Case/12 bottle minimum

VIOGNIER, Freemark Abbey	\$57 per bottle
PINOT GRIS, Cloudline/Oregon	\$43 per bottle
SAUVIGNON BLANC, Matanzas Creek/Sonoma County	\$48 per bottle
MOSCATO, Mirassou/California	\$30 per bottle
CHARDONNAY, Kendall Jackson Vintner's Reserve/California	\$41 per bottle
CHARDONNAY, Raymond Reserve/Napa	\$44 per bottle
CHARDONNAY, La Crema/Sonoma Coast	\$52 per bottle
CHARDONNAY, Sonoma Cutrer/Sonoma Coast	\$57 per bottle

### Red Wine, House

CABERNET SAUVIGNON, Trinity Oaks/Napa	\$38 per bottle
PINOT NOIR, Trinity Oaks/Napa	\$38 per bottle

### Red Wine, Premium

#### One Case/12 bottle minimum

PINOT NOIR, Carmel Road/Monterey	\$42 per bottle
PINOT NOIR, McMurray Ranch/Sonoma County	\$52 per bottle
PINOT NOIR, La Crema/Sonoma Coast	\$58 per bottle
CABERNET, Louis Martini/Sonoma County	\$39 per bottle

### Red Wine, Premium (con't)

CABERNET, Kendall Jackson Vintner's Reserve/California	\$48 per bottle
CABERNET, Franciscan "Oakville Estate"/Carneros, Napa	\$63 per bottle
TEMPERNILLO GARNASHA, Palacios Remondo La Montesa/Rioja, Spain	\$60 per bottle
MALBEC, Tamari Reserva/Uco Valley, Argentina	\$45 per bottle
ZINFANDEL, Gnarly Head Old Vine/Lodi, California	\$33 per bottle

### Sparkling Wine, House

Paul Clement BRUT, France	\$36 per bottle
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### Sparkling Wine, Premium

Zonin PROSECCO BRUT	\$38 per bottle
Scharfenberger BRUT NV, Mendocino	\$32 per bottle
Domaine Chandon BRUT/California	\$56 per bottle

### Craft Beer

Anaheim officially named "Brew City" in 2014, currently features twelve local breweries located within 7 miles of the Anaheim Convention Center.

We proudly feature the following partners, please inquire with your sales professional our seasonal options available.

*Anaheim Brewery	*Karl Strauss	*Backstreet
*Bottle Logic	*Legends	*Unsung
*Golden Road	*Noble Ale Works	*Phantom Ale



# Booth Catering Menu



Show Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Order Contact \_\_\_\_\_ On Site Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Tel: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Hall Name \_\_\_\_\_ Booth No \_\_\_\_\_ No Guests \_\_\_\_\_

## Ordering Guidelines

Go **online** to [ACCeats.com](http://ACCeats.com) to place your order or fax the form below for a confirmation

**Aramark** is the exclusive caterer for the Anaheim Convention Center. Outside food of any kind will not be permitted.

**Deadline:** All orders must be received 21 DAYS prior to first show day or a 10% late fee will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of service. Cancellations may not be made after that time without applicable fees.

**Payment Policy:** All estimated catered services must be paid in full prior to the start of your service.

**Delivery Charge:** A \$25.00 delivery fee will apply to all orders less than \$100.00.

**Taxes and Administrative Charges** All food and beverage items are subject to a 17% Administrative Charge and applicable California Sales Tax, currently at 7.75%. Please note that Administrative Charges are taxable in the state of California. Labor fees are subject to applicable California Sales Tax.

This (Administrative/delivery) charge is not intended to be a tip, gratuity, or service charge for the benefit of employees; however please note that 14.45% of the Administrative charge is distributed to certain employees as additional wages.

**Tables & Electrical Requirements:** All tables and electricity required for catering services must be provided by the show decorator.

**Once we receive your order,** a sales professional will complete and send you a confirmation. Your order is not confirmed until you have approved and signed your final order with payment applied.

Day/Date	Start/End Times	Qty	Item Description	Item price	Extended price

## Payment Information-Must Accompany Your Order

\_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ American Express \_\_\_\_ Discover

Card Number \_\_\_\_\_ Exp \_\_\_\_\_ CVC \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

I hereby authorize Aramark Sports & Entertainment Services  
 to apply all charges for services rendered for the above company to my  
 credit card.

## Subtotal

10 % Late Fee \_\_\_\_\_

17% Administrative \_\_\_\_\_

7.75% Sales Tax \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

800 W Katella Ave

Anaheim, CA 92802

Catering Sales Office

Tel: (714) 765-8800 Fax: (714) 765-8808



# Lead Management Order Form

## 2018 ASHP Midyear Clinical Meeting and Exhibition

December 2 - 6, 2018 • Anaheim, California

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 11/12/18	after 11/12/18	number of units	sub total	TOTAL
<b>SWAP<sup>®</sup> "3 Pack"</b> One license and three activations.	\$499	\$499		\$	
<b>Additional SWAP Activations</b> Additional activations available with purchase SWAP "3 Pack", RT2000, or Tablet	\$129	\$129		\$	
SWAP products not taxed for this event. SWAP Total				\$	
<b>Optium<sup>™</sup> RT2000</b> Includes Optional Custom Survey	\$485	\$525		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$450	\$500		\$	
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$1,500	\$1,500		\$	
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100		\$	
<b>See page 2 for system descriptions and requirements.</b>					
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					
Sub-Total				\$	
Processing Fee *				\$ 9.99	
7.75% Sales Tax				\$	
<b>Total</b>				\$	

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

### Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

\* **Processing Fee** is waived when order is placed using the company's online portal.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)  
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

## For Assistance Contact:

Ann Cusimano

**P:** 866.297.5247

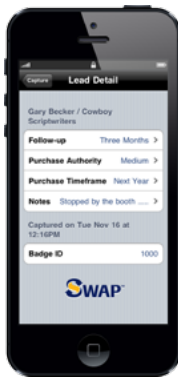
**E:** [ann.cusimano@experient-inc.com](mailto:ann.cusimano@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

Showcode: ASH183



## Descriptions & Requirements



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up
- Ability to attach and send marketing materials from your device



### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



8862 Snowbunting Court  
Littleton, CO 80126  
TEL 303 - 471 - 2220  
FAX 303 - 471 - 2224

Professional Photography  
photos@lagniappestudio.com  
www.lagniappestudio.com

OFFICIAL SERVICE PROVIDER

## PHOTOGRAPHY ORDER FORM



CONVENTION NAME: **2018 ASHP Midyear Clinical Meeting & Exhibition** ONSITE CONTACT: \_\_\_\_\_  
CONVENTION LOCATION: **Anaheim, CA** ONSITE CELL #: \_\_\_\_\_  
EXHIBITOR: \_\_\_\_\_ TRADESHOW DATES: **DECEMBER 2-6, 2018**  
YOUR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ FAX #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### PHOTOGRAPHIC & DIGITAL IMAGING OF EXHIBITS

_____ 12 Digital image views on CD with transfer of copyright	\$2,000.00/pkg _____
_____ 8 Digital image views on CD with transfer of copyright	\$1,360.00/pkg _____
_____ 4 Digital image views on CD with transfer of copyright	\$700.00/pkg _____
_____ 1 Digital image view on CD with transfer of copyright	\$185.00 each _____
_____ Each 8 x 10 original view photo	\$160.00 each _____
_____ Each 8 x 10 photo reprint or digital image from original	\$ 40.00 each _____
_____ Unmanipulated view(s) of "on-site delivery" digital photography	\$250.00 each _____

Handling & U.S. Shipping (7 day delivery) + \$15.00

☐ Yes, add \$75 to email digital images within 5 day \_\_\_\_\_

#### MUST INDICATE:

☐ without people ☐ staff (date \_\_\_\_/time \_\_\_\_)

☐ activity

Total Due \_\_\_\_\_

### SPECIAL EVENTS PHOTOGRAPHY

Evening events, press conferences, award ceremony (not booth photos without people).

\_\_\_\_\_ Hours @ \$375.00 per hour with unlimited digital images (2 hour min. for offsite or evening)

Handling & U.S. Shipping+ \$15.00

Onsite Delivery + \$50.00

Total Due \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

MUST  
ORDER  
2 WEEKS  
IN  
ADVANCE

### PROFESSIONAL VIDEO PRODUCTION

One hour set up \$375.00

First hour minimum \$940.00

Consecutive addl. hours \_\_\_\_\_

at \$650.00 each \_\_\_\_\_

Additional copy of footage \_\_\_\_\_

at \$75.00 each \_\_\_\_\_

Handling & U.S. Shipping \$15.00

Total Due \_\_\_\_\_

MUST ORDER 2 WEEKS IN ADVANCE

### ARCHITECTURAL EXHIBIT PHOTOGRAPHY

Your booth will be professionally photographed using multiple architectural lighting to emphasize its design and look like a "Hollywood movie set"!!!

4 Views (Includes 8 x 10 photos, digital images on CD, and 2 hours digital retouching work) \$2,895.00

Go to [www.lagniappestudio.com/architectural](http://www.lagniappestudio.com/architectural) to view samples.

MUST ORDER 2 WEEKS IN ADVANCE

Additional views \$500 each

#### INDICATE FORM OF ADVANCE PAYMENT:

☐ AMEX ☐ VISA ☐ MC Account No. \_\_\_\_\_ ID# \_\_\_\_\_ Exp. Date \_\_\_\_\_

☐ U.S. dollar check payable to **Lagniappe Studio, Inc.**

Printed Name \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

SPECIFY METHOD OF SHIPMENT: ☐ First Class U.S. Mail ☐ FEDEX acct.# \_\_\_\_\_

If you wish FEDEX Shipment but do not have an account #, add \$30 for delivery within the U.S. or \$60 for international.

**EMAIL, MAIL OR FAX THIS ORDER FORM TO US AT THE ABOVE ADDRESS!**

All claims must be made in writing within 7 days of receipt of materials.

Cancellation Fees: Within 2 weeks of convention 25% fee, within 1 week 50% fee, on site 75%

Office use only:

DR \_\_\_\_\_ Inv # \_\_\_\_\_ AP\$ \_\_\_\_\_ DM \_\_\_\_\_



## Advanced Price Deadline: November 12th

**Price Matching + No Drayage:** With PSAV as the official AV provider for the ASHP Midyear Clinical Meeting, you will never pay drayage on your audio visual equipment. If you have preferred pricing with another vendor but would like to waive your drayage fees for AV, send us your quote and we'll price match your equipment costs.

AUDIO	Advanced Price / Standard Price	MONITORS / VIDEO	Advanced Price / Standard Price
Wired Microphone	75 / 95	32" Monitor & Floor Stand Combo	450 / 570
Wireless Microphone Kit	300 / 375	40"/42" Monitor & Floor Stand Combo	675 / 845
Countryman E6i Microphone Headset	125 / 155	55" Monitor & Floor Stand Combo	1000 / 1250
PC Direct Input Box	40 / 50	Laptop	343 / 490
10 Channel Audio Mixer	200 / 250	MacBook Pro	390 / 450
Individual Self Powered Speaker	225 / 280	MAC Mini Dual Core	350 / 435
Small Sound System	560 / 700	21.5" iMAC Dual Core	510 / 640
Large Sound System	745 / 930	Blu Ray / DVD Player	50 / 60
Computer Speakers	35 / 45	23"/24" LED/LCD Monitor	200 / 250
		32" LED/LCD Monitor	450 / 570
OTHER SOLUTIONS	Advanced Price / Standard Price	40"-43" LED/LCD Monitor	600 / 750
Media Player	100 / 125	46"/48" LED/LCD Monitor	675 / 875
Chrome Floor Stand	150 / 190	55" LED/LCD Monitor	1000 / 1250
Keyboard and Mouse - Wired	20 / 25	65" LED/LCD Monitor	1300 / 1625
Keyboard and Mouse - Wireless	50 / 65	70" LED/LCD Monitor	1650 / 2060
iPad	200 / 250	27" All-In-One Touchscreen	600 / 750
iPad Desktop Stand	88 / 110	Distribution Amplifier	145 / 180
iPad Floor Stand	88 / 110	Other:	
Microsoft Surface	270 / 340		
HP 400DW B&W Laser Printer	250 / 315		
15-Device WiFi Kit	1944 / 2430		
Showcase XD Digital Product Catalog	n/a / 1200		

## 3 Options for Placing your Order:

- Build a shopping cart at [psav.store](http://psav.store)
- Save this locally and then email: [exhibits@psav.com](mailto:exhibits@psav.com)
- Call 800.966.4498 to speak to one of our helpful experts

\***Labor Disclaimer:** Listed prices do not include labor. Labor is calculated based on the total price of equipment (before tax) for each individual order. For orders of \$150+, there is a 30% labor fee (based on labor rates in Anaheim).

## BOOTH SECURITY GUARD SERVICE – ORDER FORM

EXHIBITOR: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

ON-SITE CONTACT NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL PHONE: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

DATE	START TIME	END TIME	TOTAL HOURS

GRAN TOTAL HOUR \_\_\_\_\_

Simmons Security requires payment in full at the time of your order in placed.

Advance Discount Rate (order by 12/28/2018):      On-site/Regular Rate (order after 12/28/18):  
Straight Time - \$28.00 per hour                      Straight Time - \$30.00 per hour

**PAYMEN INFORMATION:**

- Pay by Company Check
- Pay by Major Credit Card (Visa, Master Card and American Express)

Cardholder Name: \_\_\_\_\_

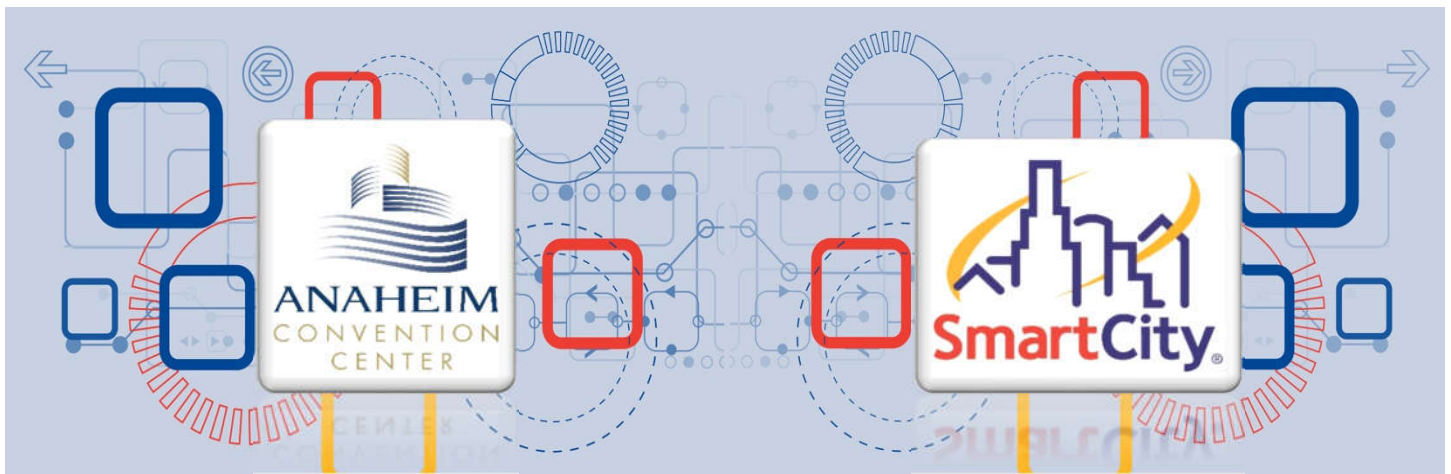
Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Email Form to: [jmcdeshen@simmonssecurity.com](mailto:jmcdeshen@simmonssecurity.com) or Fax to: 866-610-9606  
Simmons Investigative & Security Agency  
7716 Rotherham Drive, Hanover, MD 21076 TEL: 240-375-0283



### **ASHP 2018**

December 3<sup>rd</sup> thru December 5<sup>th</sup>, 2018

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

Incentive deadline for the above event is November 12<sup>th</sup>, 2018

Smart City is the exclusive telecommunications and television service provider for the Anaheim Convention Center.



#### **Hardwired Internet Service**

- Shared or Dedicated Bandwidth Services



#### **Telephone Service**

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit  
<https://orders.smartcitynetworks.com>



#### **Wireless Internet Service**

- Custom Hot Spot
- On-Site / On-Demand Services



#### **Television Service**

- HD Service

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).





Exhibitor Company Name:	Show Name: <b>ASHP 2018</b>
Billing Company Name:	Show Dates: <b>12 / 3 / 18 To 12 / 5 / 18</b>
Billing Company Address:	Incentive Order Deadline: <b>11 / 12 / 18</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	<b>Broadband Wired Internet No Wired or Wireless Routers</b> Connection speeds 1.5mbps Burstable to 3mbps, DHCP <b>Recommended for:</b> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <b>Includes 1 Private IP Address</b>

**Wireless services are NOT included on this form – please contact us for specific rates**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](http://orders.smartcitynetworks.com/Ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1140	\$1368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
				<b>SUBTOTAL</b>	
<b>Send Completed Orders with Payment and Floor Plan To:</b> SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% TAX / FEES</b>	
				<b>GRAND TOTAL</b>	
<b>Effective January 1, 2018 – December 31, 2018</b>		<b>Customer No: 2018 - 004 - 627</b>			

# Network Security Declaration

Center: A n a h e i m C C ( 0 0 4 ) - C A

Show: ASHP 2018

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 004 - 627 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

\*\*\* **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** \*\*\*

\*\*\* **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** \*\*\*

Device(s) Operating System:	_____	Total # of Devices Connecting to Smart City's Network:	_____
Type of Anti-Virus Software Installed:	Norton      McAfee      Other:	_____	_____
Virus Scan Last Updated - Date:	____ / ____ / ____	Security Updates Last Performed - Date:	____ / ____ / ____
Are You Renting Computers?	<u>Yes</u> <u>No</u>	Rental Company Name:	_____
Rental Company Contact:	_____	Contact Number:	_____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: A n a h e i m C C ( 0 0 4 ) - C A

Show: ASHP 2018

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 004 - 627 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

# Floor Plan – Communications Cable

Center: A n a h e i m C C ( 0 0 4 ) - C A

Show: ABC EXAMPLE SHOW

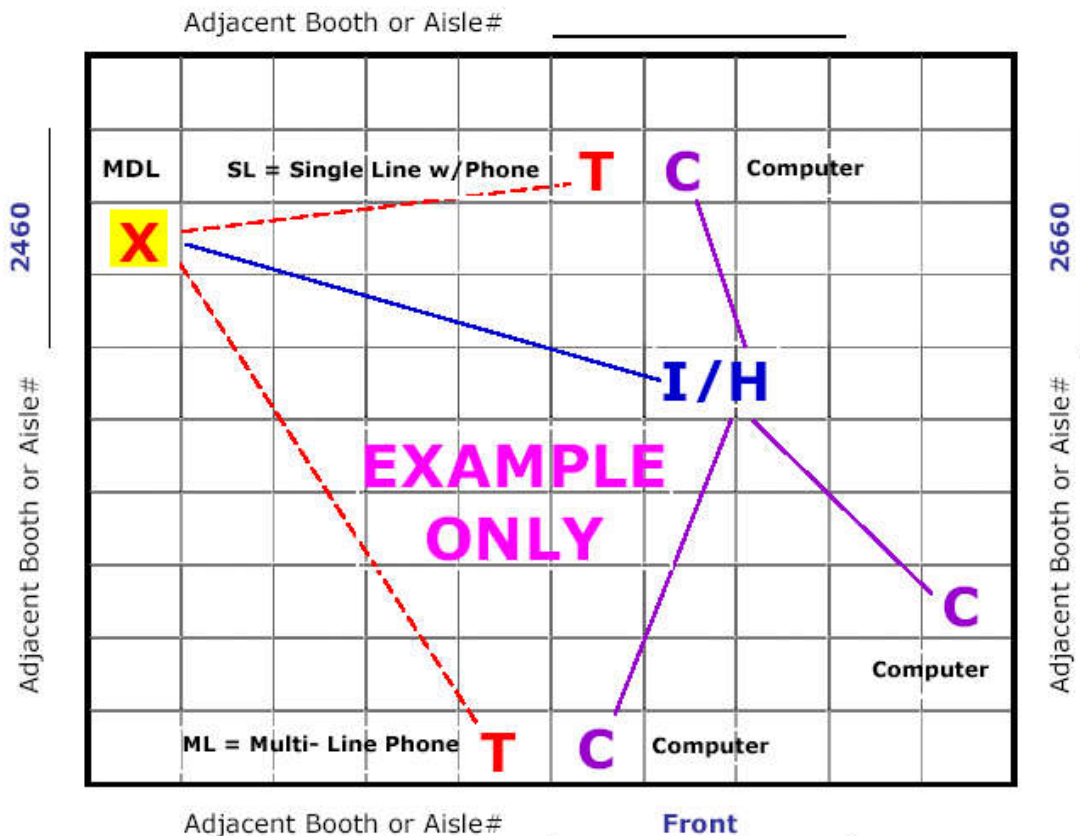
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2018 - 004 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

**2018 ASHP  
Midyear Clinical Meeting  
& Exhibition  
December 2 - 6, 2018  
Anaheim, California**

**Convention  
Plant  
Rental**

6620 Hohman Ave. Hammond, IN 46324  
(219) 932-1214 Fax: (219) 937-5771  
www.conventionplantrental.com  
Email: info-request@conventionplantrental.com

IF YOU REQUIRE FLORAL OR PLANT SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION & FORWARD A COPY TO CONVENTION PLANT RENTAL.

**FLORAL ARRANGEMENTS**

\_\_\_ ROUND OR OBLONG @ \$75.00 and up  
\_\_\_ ONE SIDED @ \$75.00 and up  
\_\_\_ COLORS DESIRED & DESCRIPTION \_\_\_\_\_

**TROPICAL PLANTS AND BLOOMING PLANTS**

\_\_\_ 2 FEET HIGH @ \$35.00  
\_\_\_ 3 FEET HIGH @ \$45.00  
\_\_\_ 4 FEET HIGH @ \$55.00  
\_\_\_ 5 FEET HIGH @ \$65.00  
\_\_\_ 6 FEET HIGH @ \$85.00  
\_\_\_ 8 FEET HIGH @ \$125.00  
\_\_\_ POTTED FERNS @ \$40.00 \_\_\_ Table Planter @ \$45.00  
\_\_\_ POTTED BLOOMING MUMS @ \$35.00 - COLORS: \_\_\_ YELLOW \_\_\_ WHITE \_\_\_ LAVENDER \_\_\_ BRONZE  
\_\_\_ POTTED BLOOMING AZALEAS @ \$45.00

PRICE INCLUDES: PRODUCT, DELIVERY,  
DECORATIVE POT COVER, MAINTENANCE, AND REMOVAL

**POT COVER SELECTION:**

\_\_\_ WHITE \_\_\_ BLACK \_\_\_ BASKET

CONSULT US FOR ANY SPECIALTY ITEMS NOT LISTED ABOVE. OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING YOUR DISPLAY AT NO EXTRA CHARGE. STOCK INCLUDES WIDELY DIVERSIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL DESIGNS AND COLOR SCHEMES. VARIETIES MAY VARY FROM LOCATION AND SEASON.

IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT WITH OUR DESIGN CONSULTANT, PLEASE CALL OUR PRODUCTION DEPARTMENT AT (219) 932-1214.

**PAYMENT POLICY**

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.

TERMS: CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS

**Customer Information**

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**Billing Information**

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Name On Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

RETURN COPY TO:

Convention Plant Rental: 6620 Hohman Ave. Hammond, IN 46324  
(219) 932-1214 Fax: (219) 937-5771  
www.conventionplantrental.com  
Email: info-request@conventionplantrental.com

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