

Dear Exhibitor,

Welcome to the 2019 ASHP Midyear Clinical Meeting & Exhibition, December 8-12, at the Mandalay Bay Convention Center in Las Vegas, NV. Thank you for exhibiting.

At the 2019 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 November 1, 2019.

Shepard Exposition Services is the Official Service Contractor for the 2019 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!

Fran Byrnes
Director, Conference and Convention Division

Michelle Rasnick Tyler
Senior Manager, Exhibits and Affiliate Events



2019 ASHP Midyear Clinical Meeting & Exhibition
Las Vegas, NV.
December 8-12, 2019

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 22, 2019 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, December 2nd.

- **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 December 2, 2019. All reservations and files must be received by November 22nd 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 : 301-664-8757
Email : 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, 4500 East West Hgwy, Ste. 900, Bethesda, MD 20814.

Order Form

| Available October 25, 2019 - Earlybird Lists | Est. Names | Cost | Quantity ¹ | Total |
|--|------------|----------|-----------------------|-------|
| Pre-registrant list [MPRE1P] | 5,000+ | \$3,700 | _____ | _____ |
| Pre-registrant list with Directors [MSUPP1P] ² | 7,000+ | \$5,200 | _____ | _____ |
| Pre-registrant list (with Exhib Preview) [MPRE1WP] | 5,500+ | \$10,245 | _____ | _____ |
| Pre-reg list with Directors (with Exhib Preview) [MSUPP1WP] ² | 7,500+ | \$11,700 | _____ | _____ |

Available November 25, 2019 - Pre-registrant Lists

| | | | | |
|--|--------|----------|-------|-------|
| Pre-reg list [MPRE2P] | 7,000+ | \$5,200 | _____ | _____ |
| Pre-registrant list with Directors [MSUPP2P] ² | 9,000+ | \$6,760 | _____ | _____ |
| Pre-reg list (with Exhib Preview) [MPRE2WP] | 7,000+ | \$11,700 | _____ | _____ |
| Pre-reg list with Directors (with Exhib Preview) [MSUPP2WP] ² | 9,000+ | \$13,000 | _____ | _____ |

Available January 8, 2020 - Post-Registrant List

| | | | | |
|--|--------|----------|-------|-------|
| Post-registrant List [MPOST] | 10,500 | \$7,800 | _____ | _____ |
| Post-registrant List with Directors [MEET] | 10,500 | \$14,000 | _____ | _____ |

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.

**2019 ASHP Midyear Clinical Meeting & Exhibition**

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code: L186161219
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341
mail 5845 Wynn Road, Suites A,B,C,D,
Las Vegas, NV 89118

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, Eclipse

Floor covering is required for all exhibitors and is not included with the booth space. For any booths who have not ordered or provided floor covering, it will be provided at the exhibitor's expense.

EXHIBIT SHOW SCHEDULE**General Exhibitor Move-in:**

| | | | |
|----------------------------|---------|----|---------|
| Friday, December 6, 2019 | 8:00 AM | to | 5:00 PM |
| Saturday, December 7, 2019 | 8:00 AM | to | 5:00 PM |
| Sunday, December 8, 2019 | 8:00 AM | to | 5:00 PM |

Exhibit Hours:

| | | | |
|------------------------------|----------|----|---------|
| Monday, December 9, 2019 | 11:00 AM | to | 3:00 PM |
| Tuesday, December 10, 2019 | 11:00 AM | to | 3:00 PM |
| Wednesday, December 11, 2019 | 11:00 AM | to | 2:00 PM |

Exhibitor Move-out:

| | | | |
|------------------------------|---------|----|----------|
| Wednesday, December 11, 2019 | 2:00 PM | to | 10:00 PM |
| Thursday, December 12, 2019 | 8:00 AM | to | 2:00 PM |

Freight Reroute Begins*

Tuesday, November 12, 2019 1:00 PM

*All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

See Material Handling Rate Form for all related fees.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

2019 ASHP Midyear Clinical Meeting & Exhibition

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, Nevada 89118

The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday.

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center

3950 Las Vegas Blvd. South

Las Vegas, NV 89119

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Friday, November 8, 2019

Exhibitor appointed contractor notification deadline: Friday, November 8, 2019

First day for warehouse deliveries without a surcharge: Friday, November 8, 2019

Discount price deadline for standard Shepard orders: Monday, November 18, 2019

Last day for warehouse deliveries without a surcharge: Wednesday, November 27, 2019 ***

***The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday.

Last day for warehouse deliveries*: Wednesday, December 4, 2019

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, December 6, 2019 at 8:00 AM

ANCILLARY VENDOR INFORMATION

| | | | |
|----------------------------|-------------------------|--|----------------|
| Electrical Services | Edlen | mandalaybay@edlen.com | (702) 322-5707 |
| Utilities | Mandalay Bay | www.mandalaybayexhibitorservices.com | (855) 408-1349 |
| Audio Visual | Mandalay Bay | www.mandalaybayexhibitorservices.com | (855) 408-1349 |
| Lead Retrieval | Experient | ajay.vyas@experient-inc.com | (888) 889-4674 |
| Photography | f-stop Photography, LLC | orders@fstoppography.net | (504) 957-2450 |
| Catering | Mandalay Bay | www.mandalaybayexhibitorservices.com | (855) 408-1349 |
| Booth Cleaning | Mandalay Bay | www.mandalaybayexhibitorservices.com | (855) 408-1349 |



2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Shepard Mailing Address 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Exhibitor Move Out

Wednesday, December 11, 2019 2:00 PM to 10:00 PM

Thursday, December 12, 2019 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 Tuesday, November 12, 2019 1:00 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 Tuesday, November 12, 2019 1:00 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 as well as provide carrier specific shipping labels.

Pick Up Address

Mandalay Bay Convention Center
3950 Las Vegas Blvd. South
Las Vegas, NV 89119

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.

2019 ASHP Midyear Clinical Meeting & Exhibition

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December 9 - 11, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com


phone

(702) 507-5278

fax

(702) 948-0341

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp**CLICK ON** 2019 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 = ASHP19

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 your information, please contact us at 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.

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service**(702) 507-5278**lasvegas@shepardes.com



Payment Authorization

2019 ASHP Midyear Clinical Meeting & Exhibition

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Las Vegas, NV 89118

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 and logistics 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.**

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

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 ☐



VISA



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 and Logistics, 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 **2019 ASHP Midyear Clinical Meeting & Exh**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

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

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

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

TAX EXEMPT? Please submit tax exemption certificate to: lasvegas@shepardes.com

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



2019 ASHP Midyear Clinical Meeting & Exhibition

Terms and 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 have 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. Exhibitors may not utilize powered mechanical equipment.

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. **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.

Equipment and 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.

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

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, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment. 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 their 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."



3rd Party Payment Authorization

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Deadline Friday, November 8, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Step 1: Provide the Exhibiting Company Contact Information and Signature

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

☐ All Services

☐ Booth Cleaning

☐ Carpet

☐ Exhibit Display Rentals

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Material Handling

☐ Rental Furniture

☐ Overhead Rigging/Labor

☐ Other (please specify): _____

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.



2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Deadline

Friday, November 8, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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.

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



Exhibitor Signature



L186161219

(702) 948-0341

Below Booth #

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Target Deadline **Monday, November 18, 2019**

Event Code:

L186161219

email

targets@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Target Information

Find Your Target Date! Review the target move in floor plan for your designated date and time.

Confirm your Target date and time by submitting the **Target Confirmation Form**

If you need to request an alternate target date or time, submit the **Target Change Request**

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.

Do not schedule installation labor until after your scheduled target time.

The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.

Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Wednesday, December 4, 2019** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Wednesday, December 4, 2019** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.



Target Confirmation

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Target Deadline Monday, November 18, 2019

Event Code:

L186161219

email

targets@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Target Confirmation-All Target times must be confirmed no later than:

Monday, November 18, 2019

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time.

All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time,.

Confirm your target move in date and time in two easy steps!

Step One: Complete all requested information on this form.

Step Two: Email this form to: targets@shepardes.com

Exhibitor shipments arriving at show site that have not completed this form will be unloaded **AFTER** confirmed exhibitors on a first come, first serve basis.

Complete exhibiting company information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

Email Address

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

Assigned target date and time

Do you need to request a new assigned target date or time? Complete the **Freight Target Change Request** by **11/18/2019**

Where are you shipping?

Advance Warehouse ☐

Direct to Facility (show site) ☐

*Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

Tell us about your shipment:

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

How many truck loads do you have? _____

Dimensions of largest piece of freight _____

Weight of largest piece of freight _____

Name of Carrier _____

Carrier Contact phone # _____

If shipping Direct to Facility (show site)

Flatbed ☐

Closed Trailer ☐

Container ☐

Is special equipment required to unload?

Crane ☐

Extended Forklift Blades ☐

Rollers ☐

Slings ☐

Other _____

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

(if yes, please place a forklift order with Customer Service)

Have you ordered carpet from Shepard?

Yes ☐

No ☐

Do you want your carpet installed prior to your target time? Yes ☐

No ☐



Target Change Request

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Target Deadline **Monday, November 18, 2019**

Event Code:

L186161219

email

targets@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

All Target change requests must be received no later than: Monday, November 18, 2019

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

Step 1: Complete company information:

Company name _____

Booth # _____

Contact name _____

Email address _____

Phone # _____

Number of Truckloads _____

Where are you Shipping? ☐ Advance Warehouse ☐ Direct to Show Site

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

ASHP Midyear Clinical Meeting & Exhibition

December 9 - 11, 2019

Mandalay Bay Convention Center - Bayside Halls C & D

Las Vegas, NV

Target Legend

- Wednesday - 12/04/19 - 1:00PM
- Thursday - 12/05/19 - 8:00AM
- Thursday - 12/05/19 - 1:00PM



| Show Information | |
|------------------|----------------|
| Show Name | ASHP Midyear |
| Show Dates | 12/09-11/19 |
| Move-In | 12/02/19 |
| Job # | L186161219 |
| AE | Rhiannon Staub |

| Bayside C-D as of 06/28/2019 | | | |
|------------------------------|-------|---------|--------|
| Dimension | Size | Qty | SqFt |
| 10'x10' | 100 | 461 | 46,100 |
| 10'x20' | 200 | 73 | 14,600 |
| 10'x30' | 300 | 7 | 2,100 |
| 20'x20' | 400 | 44 | 17,600 |
| 20'x30' | 600 | 17 | 10,200 |
| 20'x40' | 800 | 8 | 6,400 |
| 30'x30' | 900 | 4 | 3,600 |
| 20'x46' | 920 | 1 | 920 |
| 30'x40' | 1,200 | 4 | 4,800 |
| 30'x50' | 1,500 | 3 | 4,500 |
| 40'x40' | 1,600 | 3 | 4,800 |
| 30'x80' | 2,400 | 1 | 2,400 |
| 50'x50' | 2,500 | 1 | 2,500 |
| 40'x70' | 2,800 | 1 | 2,800 |
| 40'x80' | 3,200 | 1 | 3,200 |
| 48'x100' | 4,800 | 1 | 4,800 |
| 50'x100' | 5,000 | 1 | 5,000 |
| Totals: | 631 | 136,320 | |

| BUILDING LEGEND | |
|---|--|
| | USABLE PRE-FUNCTION AREA |
| | RESTRICTED AREA MANDALAY BAY USE ONLY |
| FHC | FIRE HOSE CABINET |
| FEC | FIRE EXTINGUISHER CABINET |
| S | SCONCE - 6" OFF THE FLOOR |
| | UTILITY PORT |
| MUST MAINTAIN AT LEAST 36" OF ACCESS AROUND ALL FIRE EQUIPMENT. | |

| Venue Info | |
|---------------|---|
| Building Name | Mandalay Bay |
| Hall | Halls C-D |
| Floor | Level 1 |
| Address | 3950 S. Las Vegas Blvd. Las Vegas NV 89119 |

| Drawing Information | |
|---------------------|--|
| File Path | J:\01_Floor Plans\01_SES SHOW FLOOR PLANS\2019\12_December ASHP Midyear - L186161219.dwg |
| File Name | ASHP Midyear - L186161219.dwg |
| Drawn By | Lierin Gorsky |
| Last Saved | 7/3/2019 12:35 PM |
| Saved By | Lgorsky |
| Tab | Floorplan_15 |
| 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. Verifying the locations of building columns, utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

SUBJECT TO FIRE MARSHAL APPROVAL



Relax with our Carefree Logistics!

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

Inbound & Outbound Services

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

Shepard Value-Added Services

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

Have a Logistics Question?

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!



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
www.agility.com/fairsevents
expousa@agility.com

Get a free quote for international shipping at:
www.agility.com/en/contact-fairs-events



www.aglfairslogistics.com/usaebrochure/



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.

**2019 ASHP Midyear Clinical Meeting & Exhibition**

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code:

L186161219

email

logistics@shepardes.com

phone

(888) 568-8858

fax

(404) 596-5620

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)

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

☐ Is there a loading dock?☐ Do we need a lift gate on our truck?☐ Is your building in a residential area?☐ Do we need to go inside your office to pick up your items?☐ Any thing else we should know about your building**Step 3: Tell us When we are picking it up:**

Date

Hours of Operation

Step 4: Tell us Where this is going:☐ Advance Warehouse☐ Direct to showsite

Friday, December 6, 2019

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?)☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ 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.



Outbound Material Handling Authorization and Shipping Labels

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

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

Event Code: L186161219
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341

All outbound shipments require a **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.

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: 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 | | | | |

- | | |
|--|--|
| <input type="checkbox"/> Is there a loading dock? | <input type="checkbox"/> Do we need to go inside your office to pick up or deliver your items? |
| <input type="checkbox"/> Is your building in a residential area? | <input type="checkbox"/> Is there anything else we should know about your building? |
| <input type="checkbox"/> Do we need a lift gate on our truck? | |

Step 5: How many Labels do you need? _____

Step 6: 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 7: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Exped. Ground (3-5 days) _____ Overnight

Step 8: 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.


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.

| | | |
|--|--|--|
| R U S H |  | |
| | ADVANCE WAREHOUSE | |
| | TO: | _____ |
| | | (Exhibiting Company Name) |
| | Booth #: | _____ |
| | c/o Shepard Exposition Services | |
| | 5845 Wynn Road, Suites A,B,C,D | |
| | Las Vegas, Nevada 89118 | |
| | Delivery Hours: M-F, 8-4:00 PM | |
| | For: | 2019 ASHP Midyear Clinical Meeting & Exhibition |
| First day freight can arrive w/o a surcharge: | | |
| November 8, 2019 | | |
| Last day freight can arrive w/o a surcharge: | | |
| November 27, 2019 | | |
| The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday. | | |

| | | |
|--|--|--|
| R U S H |  | |
| | ADVANCE WAREHOUSE | |
| | TO: | _____ |
| | | (Exhibiting Company Name) |
| | Booth #: | _____ |
| | c/o Shepard Exposition Services | |
| | 5845 Wynn Road, Suites A,B,C,D | |
| | Las Vegas, Nevada 89118 | |
| | Delivery Hours: M-F, 8-4:00 PM | |
| | For: | 2019 ASHP Midyear Clinical Meeting & Exhibition |
| First day freight can arrive w/o a surcharge: | | |
| November 8, 2019 | | |
| Last day freight can arrive w/o a surcharge: | | |
| November 27, 2019 | | |
| The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th 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.

| | | | |
|----------------------------|---|--|--|
| R U S H |  DIRECT TO SHOW | | |
| | TO: | _____ | |
| | | (Exhibiting Company Name) | |
| | Booth #: | _____ | |
| | For: | <p style="text-align: center;">c/o Shepard Exposition Services Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119</p> <p style="text-align: center;">2019 ASHP Midyear Clinical Meeting & Exhibition</p> <p style="text-align: center;">MUST NOT BE DELIVERED PRIOR TO: December 6, 2019 @ 8:00 AM</p> | |

| | | | |
|----------------------------|---|--|--|
| R U S H |  DIRECT TO SHOW | | |
| | TO: | _____ | |
| | | (Exhibiting Company Name) | |
| | Booth #: | _____ | |
| | For: | <p style="text-align: center;">c/o Shepard Exposition Services Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119</p> <p style="text-align: center;">2019 ASHP Midyear Clinical Meeting & Exhibition</p> <p style="text-align: center;">MUST NOT BE DELIVERED PRIOR TO: December 6, 2019 @ 8:00 AM</p> | |



Material Handling Rates

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight: Saturday/Sunday: 8:00 am - 5:00 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 | Crated | Sp Hand |
|--------|-------------------|-------------------|
| ST/ST | \$106.00 35419 | \$137.75 35422 |
| ST/OT | \$137.75 35420 | \$179.00 35423 |
| ST/DT | \$159.00 35563 | \$206.75 35564 |
| OT/OT | \$159.00 35421 | \$206.75 35424 |
| OT/DT | \$185.50 35720 | \$241.00 35724 |
| DT/DT | \$212.00 35722 | \$275.50 35725 |

Direct Shipments to Show Site

| Weight | Crated | Uncrated | Sp Hand |
|--------|-------------------|-------------------|-------------------|
| ST/ST | \$113.00 35410 | \$169.50 35412 | \$147.00 35416 |
| ST/OT | \$147.00 35411 | \$220.25 35414 | \$191.00 35417 |
| ST/DT | \$169.50 35560 | \$254.25 35561 | \$220.50 35562 |
| OT/OT | \$169.50 35412 | \$254.25 35415 | \$220.50 35418 |
| OT/DT | \$197.75 35730 | \$296.75 35731 | \$257.25 35734 |
| DT/DT | \$226.00 35732 | \$339.00 35733 | \$294.00 35735 |

Light Weight (Shipments under 40 lbs)

| Type | Per Ship |
|-------|-------------------|
| ST/ST | \$53.00 35400 |
| ST/OT | \$69.00 35406 |
| ST/DT | \$79.50 35460 |
| OT/OT | \$79.50 35407 |
| OT/DT | \$92.75 35408 |
| DT/DT | \$106.00 35409 |

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.

Banding Service per 4x4 skid/pallet 35490 \$ 75.00

Shrinkwrap Service per 4x4 skid/pallet 35491 \$ 75.00

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.

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.

Only Shepard personnel are allowed to operate mechanical equipment.

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.

"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



2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code: L186161219
email: lasvegas@shepardes.com
phone: (702) 507-5278
fax: (702) 948-0341

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 Deliveries: 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

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% 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.

UNCRACTED 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% 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. 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.

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.

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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 transporting your shipment from its origin to its final destination. 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 forklift 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.

What determines how much I'm charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. 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.

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 additional 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 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.

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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Labor Hours

ST - Straight time:

Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime:

Monday - Friday: 4:30 pm - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time:

All other hours and Holidays

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

This form is intended for machinery only. For all other shipments, please refer to the Material Handling Rate page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound # machine shipments should be delivered directly to the facility during move-in or on your designated target day and time.

Important Things to Know!

- 1 Use of these specially discounted rates are for your **machinery** shipments only.
- 2 **Certified weight tickets** are required for all shipments.
- 3 **Mixed load shipments** without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- 4 When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- 5 All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

All other freight will be billed at standard Material Handling Rates.

For all Machine shipments, Shepard will do the following:

Receive shipments consigned directly to the facility on installation days

Deliver your machine to your booth

Remove and store your empty containers

Return your empty containers to your booth

Load your outbound shipment on your carrier of choice

| Code | Item | Per CWT Rate | Code | Special Handling Rate |
|-------|---------------------|--------------|-------|-----------------------|
| 35992 | 2,501 - 5,000 LBS | \$48.60 | 35586 | 63.20 |
| 35993 | 5,001 - 10,000 LBS | \$44.20 | 35587 | 57.45 |
| 35994 | 10,001 - 20,000 LBS | \$42.00 | 35588 | 54.60 |
| 35995 | 20,001 - 30,000 LBS | \$39.80 | 35636 | 51.75 |
| 35996 | 30,001 + LBS | \$38.35 | 35667 | 49.85 |

Overtime: 30% fee for each overtime application based on ST rate

Double Time: 50% fee for each double time application based on ST rate

****A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.**

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.

Only Shepard personnel are allowed to operate mechanical equipment.

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

Company

Booth #

Please Sign



Card Holder Signature



Forklift and Ground Rigging

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

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 - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time:

All other hours and Holidays

Ground Rigging and Forklift Rental

Step 1: Describe the work:

| | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Uncrating Materials |
| <input type="checkbox"/> | Spotting Equipment |
| <input type="checkbox"/> | Booth work/ground rigging |

Weight of Heaviest Piece: _____

Will you need:

| | |
|--------------------------|-----------------|
| <input type="checkbox"/> | Straps |
| <input type="checkbox"/> | Extended Blades |

Step 2: When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|----------|----------|--------|
| 35028 | | ST Hourly Rental | \$349.40 | \$454.25 | |
| 35039 | | OT Hourly Rental | \$439.55 | \$571.50 | |
| 35067 | | DT Hourly Rental | \$529.75 | \$688.75 | |

Forklift Rental - Up To 10,000 # Capacity

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|------------|------------|--------|
| 35029 | | ST Hourly Rental | \$698.75 | \$908.50 | |
| 35049 | | OT Hourly Rental | \$879.15 | \$1,143.00 | |
| 35069 | | DT Hourly Rental | \$1,059.50 | \$1,377.25 | |

Forklift Rental - Up To 15,000 # Capacity

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|------------|------------|--------|
| 35455 | | ST Hourly Rental | \$873.45 | \$1,135.50 | |
| 35456 | | OT Hourly Rental | \$1,098.90 | \$1,428.50 | |
| 35457 | | DT Hourly Rental | \$1,324.40 | \$1,721.75 | |

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.

Rigging Supervisor Rates (per man hour)

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|-----------------|----------|----------|--------|
| 35085 | | ST per man hour | \$138.75 | \$180.40 | |
| 35086 | | OT per man hour | \$208.13 | \$270.55 | |
| 35099 | | DT per man hour | \$277.50 | \$360.75 | |

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

Only Shepard personnel are allowed to operate mechanical equipment.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Forklift Rental - Up To 20,000 # Capacity

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|------------|------------|--------|
| 35035 | | ST Hourly Rental | \$1,048.15 | \$1,362.50 | |
| 35066 | | OT Hourly Rental | \$1,318.70 | \$1,714.25 | |
| 35070 | | DT Hourly Rental | \$1,589.25 | \$2,066.00 | |

Forklift Rental - Up To 30,000 # Capacity

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|------------|------------|--------|
| 35255 | | ST Hourly Rental | \$1,397.50 | \$1,816.75 | |
| 35256 | | OT Hourly Rental | \$1,758.25 | \$2,285.75 | |
| 35257 | | DT Hourly Rental | \$2,119.00 | \$2,754.75 | |

4 Stage Forklift Rental

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------|----------|------------|--------|
| 35593 | | ST Hourly Rental | \$524.05 | \$681.25 | |
| 35594 | | OT Hourly Rental | \$659.35 | \$857.25 | |
| 35595 | | DT Hourly Rental | \$794.65 | \$1,033.00 | |

Riggers and Material Handlers (per man hour)

| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|-----------------|----------|----------|--------|
| 35087 | | ST per man hour | \$111.00 | \$144.30 | |
| 35100 | | OT per man hour | \$166.50 | \$216.45 | |
| 35101 | | DT per man hour | \$222.00 | \$288.60 | |

Forklift Estimate _____

NA Tax*: _____

Amount Due: _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



On Site Storage

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

On Site 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

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

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 |
|-------|---------------|----|----------|
| 35166 | Pallets/Skids | | \$35.00 |
| 35349 | 1/2 a Trailer | | \$80.00 |
| 35348 | Full Trailer | | \$120.00 |
| 35087 | Labor | ST | \$111.00 |
| 35100 | | OT | \$166.50 |
| 35101 | | DT | \$222.00 |

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 | \$111.00 | 35087 | |
| | OT | \$166.50 | 35100 | |
| | DT | \$222.00 | 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.

Only Shepard personnel are allowed to operate mechanical equipment.

Total Onsite Storage: \$

NA Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Warehouse Storage

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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 | Skid? |
|---------|--------|-------|--------|--------|-------|
| Piece 1 | | | | | |
| Piece 2 | | | | | |
| Piece 3 | | | | | |
| Piece 4 | | | | | |
| Piece 5 | | | | | |
| Piece 6 | | | | | |

| | Length | Width | Height | Weight | 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



Printed Name

Please Sign



Card Holder Signature



FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



Display Table
#50040
4' x 24" x 30"
Unskirted



Display Table
#50041
4' x 24" x 42"
Unskirted



Display Table
#50044
6' x 24" x 30"
Unskirted



Display Table
#50045
6' x 24" x 42"
Unskirted



Display Table
#50048
8' x 24" x 30"
Unskirted



Display Table
#50049
8' x 24" x 42"
Unskirted

SKIRTED - 6' & 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.



Display Table
#50042
4' x 24" x 30"
Skirted



Display Table
#50043
4' x 24" x 42"
Skirted



Display Table
#50046
6' x 24" x 30"
Skirted



Display Table
#50047
6' x 24" x 42"
Skirted



Display Table
#50050
8' x 24" x 30"
Skirted



Display Table
#50051
8' x 24" x 42"
Skirted

PEDESTAL & SIDE



30" Natural Pedestal Table
#50706
30" x 36"
Natural Feel Pedestal Table, Maple Top, Black Base



42" Natural Pedestal Table
#50707
42" x 36"
Natural Feel Pedestal Table, Maple Top, Black Base



30" Pedestal Table
#50032
30" x 36"
Pedestal Table, Grey Fleck Top, Chrome Base



42" Pedestal Table
#51089
42" x 36"
Round High Pedestal Table, Grey Fleck Top, Chrome Base



Round Side Table
#50030
18" x 24"



Square Side Table
#50031
18" x 18" x 24"

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



Natural Feel Stool
#50705
Light Maple Back, Black Fabric Seat



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



Natural Feel Chair
#50704
Light Maple Back, Black Fabric Seat



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



Bag Rack
#50175
9" x 12" x 71"
Adjustable Heights



Coat Rack
#50092
2" x 22" x 69"
Silver



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome

Also Available Without Legs (#50237)



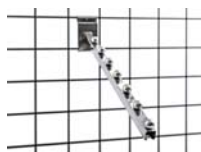
3.5' x 8' Slatwall
#50249
3.5' x 8'
Grey



4' x 8' Peg Board
#50594
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



7-Ball Waterfall Grid Attachment
#50242
Silver
Also Available for Slat Wall #50243

Display



UPRIGHT, CROSSBAR, & DRAPERY



**8' High Upright
with Base**
#50088
Crossbar rented
separately



6' - 10' Crossbar
#50349
1 1/4" D



7' - 12' Crossbar
#50348
1 1/4" D



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



Horizontal Tackboard
#50060
4' x 8'
Black Legs, Grey Fabric



Vertical Tackboard
#50061
8' x 4'
Black Legs, Grey Fabric



Literature Rack
#50245
16" x 10" x 59"



Chrome Sign Holder
#50095
Holds 22" x 28" Sign



Floor Easel
#50094
31" x 31" x 64"

SHELVING



4' x 12" Display Shelf
#50296
4' x 12"
White Shelf with Black
Bases



6' x 12" Display Shelf
#50297
6' x 12"
White Shelf with Black
Bases

BARRIER



Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 117"
Rented individually, not
a set

OTHER



**Natural Feel
Wastebasket**
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068

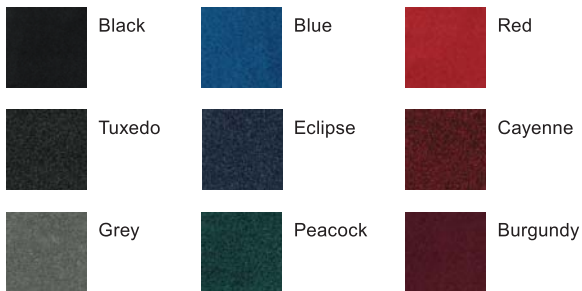


4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

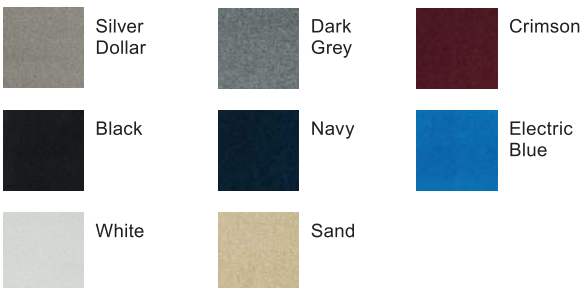
EXPO - 13oz



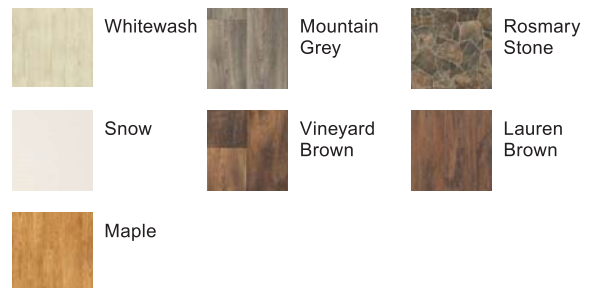
PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



Standard Furnishings

2019 ASHP Midyear Clinical Meeting & Exhibit

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Tables

| Code | Qty | Color | Item | Discount | Regular | Total |
|-------|-----|-------|---|----------|----------|-------|
| 50042 | | | 4'L X 30"H X 24"W Skirted Table | \$162.30 | \$211.00 | |
| 50046 | | | 6'L X 30"H 24"W Skirted Table | \$199.50 | \$259.35 | |
| 50050 | | | 8'L X 30"H 24"W Skirted Table | \$252.90 | \$328.75 | |
| 50043 | | | 4'L X 42"H 24"W Skirted Table | \$197.30 | \$256.50 | |
| 50047 | | | 6'L x 42"H 24"W Skirted Table | \$252.65 | \$328.45 | |
| 50051 | | | 8'L x 42"H 24"W Skirted Table | \$297.20 | \$386.35 | |
| 50052 | | | 4th Side Skirt for 30" High Table | \$98.65 | \$128.25 | |
| 50171 | | | 4th Side 42" Skirt for 42" High Table | \$98.65 | \$128.25 | |
| 50700 | | | 6'L X 30"H 24"W Spandex Table Cover | \$295.90 | \$384.65 | |
| 50040 | | na | 4'L X 30"H X 24"W UnSkirted Table | \$115.65 | \$150.35 | |
| 50044 | | na | 6'L X 30"H X 24"W UnSkirted Table | \$138.00 | \$179.40 | |
| 50048 | | na | 8'L X 30"H X 24"W UnSkirted Table | \$162.70 | \$211.50 | |
| 50041 | | na | 4'L X 42"H X 24"W UnSkirted Table | \$130.25 | \$169.35 | |
| 50045 | | na | 6'L x 42"H X 24"W UnSkirted Table | \$162.70 | \$211.50 | |
| 50049 | | na | 8'L x 42"H X 24"W UnSkirted Table | \$181.55 | \$236.00 | |
| 51089 | | na | Pedestal Table,42"H 36"R Grey Fleck Top | \$291.45 | \$378.90 | |
| 50032 | | na | Pedestal. Table,30"H 36"R Grey Fleck Top | \$272.50 | \$354.25 | |
| 50030 | | na | Round Side Table 24" W X 18" H | \$137.15 | \$178.30 | |
| 50031 | | na | Square Side Table 24" W X 18" H | \$137.15 | \$178.30 | |
| 50706 | | na | Natural Pedestal Table 30"H X 36" R Maple Top | \$356.55 | \$463.50 | |
| 50707 | | na | Natural Pedestal Table 42"H X 36"R Maple Top | \$371.65 | \$483.15 | |

Skirt Colors (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)

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

Seating

| Code | Qty | Color | Item | Discount | Regular | Total |
|-------|-----|-------|---|----------|----------|-------|
| 50020 | | na | Side Chair Grey Fabric | \$105.50 | \$137.15 | |
| 50021 | | na | Arm Chair Grey Fabric | \$143.80 | \$186.95 | |
| 50024 | | na | Stool w/back Grey Fabric | \$175.20 | \$227.75 | |
| 51086 | | na | Director's Chair Black Fabric | \$108.80 | \$141.45 | |
| 51090 | | na | Director's Stool Black Fabric | \$194.75 | \$253.20 | |
| 50705 | | na | Natural Feel Stool Maple Back, Black Fabric Seat | \$194.75 | \$276.10 | |
| 50704 | | na | Natural Feel Chair, Maple Back, Black Fabric Seat | \$174.45 | \$226.80 | |

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

Total 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.

8.250% 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



Card Holder Signature



Specialty, Display, Drapes

2019 ASHP Midyear Clinical Meeting & Exhibit

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Specialty & Display

| Code | Qty | Color | Item | Discount | Regular | Total |
|-------|-----|-------|--|------------|------------|-------|
| 50091 | | na | Wastebasket | \$19.00 | \$19.00 | |
| 50094 | | na | Floor Easel, Chrome | \$58.35 | \$75.85 | |
| 50245 | | na | Literature Rack Silver, Glass | \$215.40 | \$280.00 | |
| 50175 | | na | Bag Rack, Chrome | \$285.30 | \$370.90 | |
| 50092 | | na | Coat Rack, Chrome | \$101.25 | \$131.65 | |
| 50093 | | na | Garment Rack, Chrome | \$285.30 | \$370.90 | |
| 50427 | | na | Tensabarrier, Per Stem, Black | \$120.30 | \$156.40 | |
| 50095 | | na | Sign Holder, 22x28 Chrome | \$132.95 | \$172.85 | |
| 50185 | | na | Drawing Bowl, Clear | \$53.55 | \$69.60 | |
| 50296 | | na | 4' x 12" Display Riser White and Black | \$120.50 | \$156.65 | |
| 50297 | | na | 6' x 12" Display Riser White and Black | \$149.95 | \$194.95 | |
| 50098 | | na | Mini Refrigerator, Approx 3 cubic feet | \$455.00 | \$591.50 | |
| 50067 | | na | 4' Full View Showcase, White | \$1,075.10 | \$1,397.65 | |
| 50068 | | na | 6' Full View Showcase, White | \$1,185.75 | \$1,541.50 | |
| 50069 | | na | 4' Quarter View Showcase, White | \$1,075.10 | \$1,397.65 | |
| 50070 | | na | 6' Quarter View Showcase, White | \$1,185.75 | \$1,541.50 | |
| 50060 | | na | 4' x 8' Horz. Posterboard Grey Fabric | \$348.15 | \$452.60 | |
| 50061 | | na | 4' x 8' Vert. Posterboard Grey Fabric | \$348.15 | \$452.60 | |
| 50236 | | na | Grids 2'x8' w/legs, each | \$257.15 | \$334.30 | |
| 50237 | | na | Grid 2'x8' w/o legs, each | \$192.60 | \$250.40 | |
| 50242 | | na | 7-Ball Waterfall for Grids | \$17.70 | \$23.00 | |
| 50104 | | na | 6" Hooks (12) for Peg Boards | \$56.60 | \$73.60 | |

Drapery-per linear foot, min 5' linear feet rental

| Code | Qty | Color | Item | Discount | Regular | Total |
|-------|-----|-------|---|----------|---------|-------|
| 50073 | | | 8' High drape on a cross bar, per linear foot | \$27.30 | \$35.50 | |
| 50074 | | | 3' High on a cross bar, per linear foot | \$20.20 | \$26.25 | |
| 50088 | | na | 8' Upright w/base | \$37.70 | \$49.00 | |
| 52065 | | na | 3' Upright w/base | \$37.70 | \$49.00 | |
| 50349 | | na | 6'-10' Crossbar | \$25.10 | \$32.65 | |
| 50348 | | na | 7'-12' Crossbar | \$25.10 | \$32.65 | |
| 50058 | | | Sateen, per linear foot | \$22.30 | \$29.00 | |

Drape and Sateen Colors: Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

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

Total 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.

8.250% 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



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Friday, December 6, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

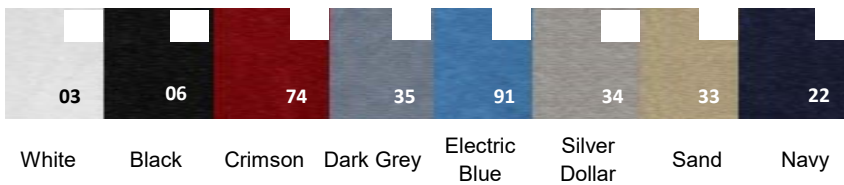
fax

(702) 948-0341

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

Premium Plush Carpet 50 oz


| Code | Sq Ft | Item | Per Sq Ft | Amount |
|-------|-------|---------------|-----------|--------|
| 46004 | | Premium Plush | \$11.50 | |

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

Premium Vinyl Flooring


| Code | Sq Ft | Item | Per Sq Ft | Amount |
|-------|-------|---------------|-----------|--------|
| 46005 | | Premium Vinyl | \$14.90 | |

| 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 | \$5.45 | |

Elevated Hardwood


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

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.**

Total Signature Flooring: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

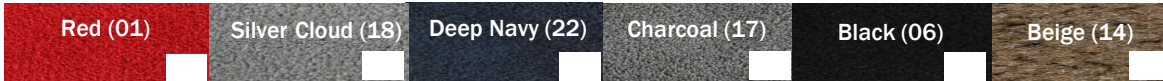
Step One: Choose the carpet to fit your budget

Step Two: Check the box of your selected color

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

Important! Floor covering is required for all exhibitors and is not included with the booth space. For any booths who have not ordered or provided floor covering, it will be provided at the exhibitor's expense.

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



| Code | Qty | Item | Discount | Regular | Amount |
|-------|-----|-------------------|----------|---------|--------|
| 46001 | | Rental/sqft | \$8.30 | \$10.80 | |
| 46003 | | Rental 1000+ sqft | \$7.20 | \$9.35 | |
| 46002 | | Purchase sqft | \$20.40 | \$26.50 | |

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 | \$1.50 | \$1.95 | |
| 50008 | | 1" Padding | \$2.95 | \$3.85 | |
| 50010 | | Visqueen | \$0.45 | \$0.60 | |

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

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



Standard Booth Sizes, Great for inline booths!

Special Cut, Recommended for Island and large area exhibits!

| Code | Qty | Item | Discount | Regular | Amount |
|-------|-----|-----------|------------|------------|--------|
| 50255 | | 10' x 10' | \$291.15 | \$378.50 | |
| 50256 | | 10' x 20' | \$543.25 | \$706.25 | |
| 50257 | | 10' x 30' | \$810.30 | \$1,053.40 | |
| 50258 | | 10' x 40' | \$1,077.30 | \$1,400.50 | |

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

| Code | Qty | Item | Discount | Regular | Amount |
|-------|-----|-----------------|----------|---------|--------|
| 50580 | | 0 - 399 sq ft* | \$6.85 | \$8.90 | |
| 50581 | | 400 - 900 sq ft | \$6.15 | \$8.00 | |
| 50582 | | 900+ sq ft | \$5.70 | \$7.40 | |

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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.

8.250% 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



TRADE SHOW FURNISHINGS 2019

Product Guide



FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



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

HEDGE

HDG4FT

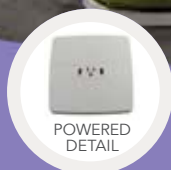
Boxwood Hedge, 4'
46"L 9"D 47"H



WIRELESS CHARGING TABLE, POWERED

CUBPOW

(white, ac plug-in)
20"L 20"D 18"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.

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



A.



D.

Ventura
POWERED
TABLES



B.



F.



E.



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

Ventura Powered
Café Tables
72.25"L 26.25"D 30"H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)

Sydney Powered
Cocktail Tables
48"L 26"D 18"H
(brushed steel)
E) C1WP (white)
F) C1YP (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.



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



**POWERED
DETAIL**
Detail of Electrical
Charging Outlet



BNQTL7 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38" 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

Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

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

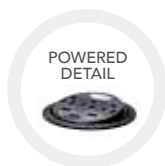
Wireless Charging Table, Powered

- E) CUBPOW**
(white, AC plug-in)
20"L 20"D 18"H

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.

Powered Tech Desk

 Denotes AC and USB charging outlets



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

Soft Seating

Create Engaging Booth Environments

HOP
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

HEDGE
HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"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.



C.



BAJA

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

B) BSFWHT Sofa
(white vinyl)
86"L 28"D 30"H

C) 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

Denotes Powered Products



MUNICH

MNCHSC Sectional 3pc.

(gray fabric)
93.5"L 27"D 28.5"H



POWERED
DETAIL



HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H



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



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



MNCHCH Munich Armless Chair
(gray fabric)
22.5"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

SOUTH BEACH

(platinum suede)

A) SO1 Sofa

69"L 29"D 33"H

B) OTS Ottoman

25"L 31"D 18"H

C) SO2 Sofa

Sectional 3pc.
152"L 40"D 33"H



A.

B.

C.

Accent Chairs



SWANSON

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

KEY WEST

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



LA BREA

LABREA Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH

WENCHA Chair
(brown vinyl)
32.1"L 26"D 31.5"H



AURA

AURA Round Table
(white metal)
15" Round 22"H



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

A) BCW

(white vinyl)

30"L 30"D 31"H

B) OCH

(black vinyl)

30"L 30"D 31"H

Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

Hopi Chair

(gray linen)

21"L 25"D 34"H

Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

Group Seating

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



A.

B.



MALBA

20"L 20"D 32"H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

A.



B.

C.

D.

E.



Styles & Shapes



**A) CS8
Berlin Chair**
(black, white)
18"L 22"D 32"H

**B) CS4
Syntax Chair**
(black, chrome)
23"L 19"D 32.25"H

**C) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**D) SC3
Brewer Chair**
(onyx, black)
20"L 20"D 32"H

**E) XC6
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

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

**G) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**H) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**I) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H

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





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)

19"L 19"D 19"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.



K.

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)

K) MAR011

(orange 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 Cocktail Tables

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

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

Regis Tables

(brushed metal)

I) REGBEN Bench Table

47"L 15.5"D 16"H

J) REGOTT End Table

16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

K) E1E End Table

24" Round 22"H

L) C1E Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) EOLI End Table

22" Round 22"H

N) COLI Cocktail Table

47"L 27"D 19"H

Rustic Tables

(wood)

O) ETBL E-Table

21"L 15.5"D 27.5"H

P) TMBTBL Timber Table

16" Round 17"H

Aura Round Table

Q) AURA

(white metal)
15" Round 22"H

Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

Wireless Charging

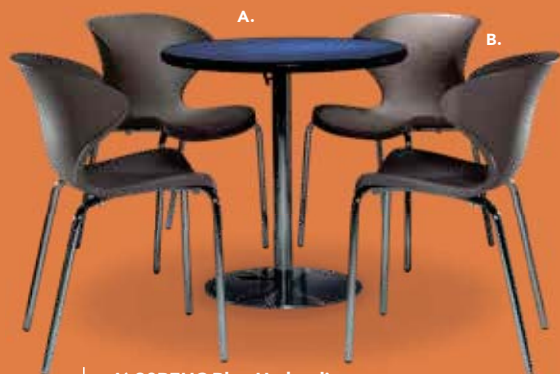
Table, Powered

S) CUBPOW

(white, AC plug-In)
20"L 20"D 18"H

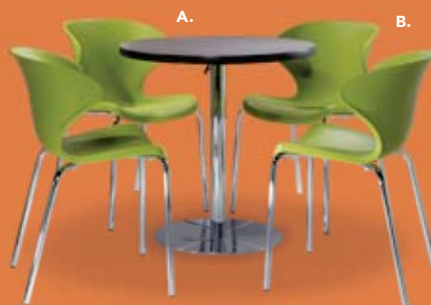


Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top)
30" RND 29"H

B) MALGRY Malba Chair
(gray)
20"L 20"D 32"H



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



LUCHCL Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

30" Round Café Tables
Standard Black Base
30" RND 29"H
A) 30WDBC (wood top)
B) ZTB (red top)

Hydraulic Chrome Base
30" RND 29"H
C) 30WHHC (white top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H



HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H

Customize and Create

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



Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

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

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



Bar Tables



A) 30WVHB
30" Round Bar Table
 (white top, chrome
 hydraulic base)
 30" RND 45"H

B) APS12
Apex Barstool
 (blue ultra suede)
 21"L 21"D 33"H

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

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



HDG4FT
Boxwood Hedge, 4'
 46"L 9"D 47"H



E) 30BEHB
30" Round Bar Table
 (blue top, chrome
 hydraulic base)
 30" RND 45"H

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

Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

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

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



Barstools



A.

C.

B.

D.

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) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (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"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

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

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

Conference Tables



Powered Conference Table Module

(black) 5"L 2.25"D 2"H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



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. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 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)

F) 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.



Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



A.

B.

Task Stool

TASKST

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)

Adjustable height



A.

B.

Communal and Powered Tables

Denotes AC and USB
charging outlets



Ventura BAR TABLES

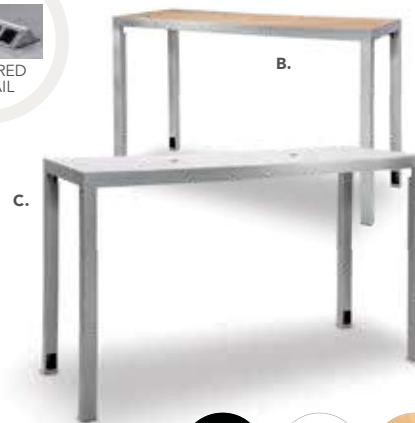
Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED
DETAIL



BLACK



WHITE



MAPLE

Table Top Options

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

Ventura CAFÉ TABLES



A.



POWERED
DETAIL



C.



D.



B.



E.

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)

Ventura Powered Café Tables



(silver frame)
72.25"L 26.25"D 30"H

A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables

(silver frame)
72.25"L 26.25"D 30"H

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

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) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



TECH POWERED DESK

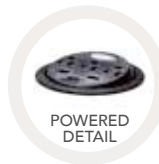


Denotes AC and USB charging outlets

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

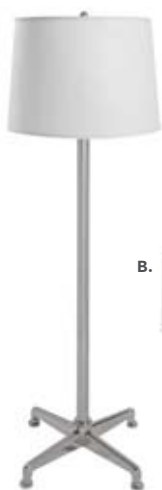
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

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

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 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

Show Essentials



Denotes AC and USB charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H



Midtown Powered Counter

60"L 18"D 42"H
(pewter/glass)

MTCPUL (unlighted)

MTCLPI (lighted with plug-in)



(back)



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

Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar
60"L 18"D 42"H
(pewter/glass)

A) MTBUUL
(unlighted)

B) MTBLPI
(lighted with plug-in)

Apex Barstool
C) APS12
(blue ultra suede)
21"L 21"D 33"H

LIGHTED & GREENERY PRODUCTS



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



A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only
B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

C) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H
D) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H



Cocktail and Occasional Tables

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

Order with complete Payment Authorization must be received before Discount
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Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Cocktail Tables

| Qty. | Item | Discount | Regular | Amount |
|------|------------------------------------|----------|----------|--------|
| | C1E-Silverado | \$417.55 | \$542.80 | |
| | ALC100-Alondra, Glass/Chrome | \$503.35 | \$654.35 | |
| | ALC200-Alondra, Wood/Chrome | \$503.35 | \$654.35 | |
| | C1FWB-Geo, Wood/Black | \$440.45 | \$572.60 | |
| | C1C-Geo Rect., Glass/Chrome | \$377.50 | \$490.75 | |
| | COLI - Oliver Cocktail Table | \$360.35 | \$468.45 | |
| | C1W-Sydney, White | \$423.30 | \$550.30 | |
| | C1WP-Sydney White, Powered! | \$537.70 | \$699.00 | |
| | C1Y-Sydney, Black | \$423.30 | \$550.30 | |
| | C1YP-Sydney Black, Powered! | \$537.70 | \$699.00 | |
| | REGBEN-Regis Bench Table | \$431.85 | \$561.40 | |
| | SYDBEC-Sydney Cocktail Table | \$429.00 | \$557.70 | |
| | SYDWDC-Sydney Cocktail Table | \$390.00 | \$507.00 | |

Occasional End Tables

| Qty. | Item | Discount | Regular | Amount |
|------|---|----------|----------|--------|
| | E1E-Silverado | \$397.55 | \$516.80 | |
| | ALE100-Alondra, Glass/Chrome | \$363.20 | \$472.15 | |
| | ALE200-Alondra, Wood/Chrome | \$363.20 | \$472.15 | |
| | E1FWB-Geo, Wood/Black | \$383.25 | \$498.25 | |
| | E1C-Geo, Glass/Chrome | \$371.80 | \$483.35 | |
| | EOLI-Oliver End Table | \$320.30 | \$416.40 | |
| | E1W-Sydney, White | \$383.25 | \$498.25 | |
| | E1Y-Sydney, Black | \$383.25 | \$498.25 | |
| | CUBTBL-Edge LED Cube | \$297.45 | \$386.70 | |
| | AURA End Table | \$217.35 | \$282.55 | |
| | ETBL-E Table, Wood | \$268.85 | \$349.50 | |
| | TMBTBL Timber Table, Wood | \$257.40 | \$334.60 | |
| | REGOTT-Regis End Table | \$317.45 | \$412.70 | |
| | CUBPOW-Wireless Chrg Tbl, Powered! | \$647.40 | \$841.60 | |
| | SYDBEE - Sydney End Table | \$377.00 | \$490.10 | |
| | SYDWDE-Sydney End Table | \$377.00 | \$490.10 | |

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

Total Exec Tables 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.

8.250% 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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fax

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Styles and Shapes
Beverly Bench

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|------|-----------------------------------|------------|------------|--------|------|-------------------------------|----------|----------|--------|
| | END02B-Square, Black Leather | \$394.70 | \$513.10 | | | BVLYBK Bev Bench Black Vinyl | \$606.30 | \$788.20 | |
| | END02W-Square, White Leather | \$394.70 | \$513.10 | | | BVLYBN Bev Bench Brown Fabric | \$606.30 | \$788.20 | |
| | END01B-Curved, Black Leather | \$629.20 | \$817.95 | | | BVLYGR Bev Bench Grey Fabric | \$606.30 | \$788.20 | |
| | END01W-Curved, White Leather | \$629.20 | \$817.95 | | | BVLYLN Bev Bench Linen Fabric | \$606.30 | \$788.20 | |
| | SAL Sally Stool | \$137.30 | \$178.50 | | | BVLYOB Bev Bench Ocean Fabric | \$606.30 | \$788.20 | |
| | CUBL20-Edge Lighted Cube | \$297.45 | \$386.70 | | | BVLYRD Bev Bench Red Fabric | \$606.30 | \$788.20 | |
| | WHT12-Half Bench, White Vinyl | \$566.30 | \$736.20 | | | BVLYWH Bev Bench White Vinyl | \$606.30 | \$788.20 | |
| | BNQ7-Quarter Curve, White Vinyl | \$740.75 | \$963.00 | | | | | | |
| | BNQR17-Ottoman Ring, White Vinyl | \$2,654.10 | \$3,450.35 | | | | | | |
| | REGBEN Regis Bench, Brushed Metal | \$431.85 | \$561.40 | | | | | | |

Marche Swivel
Vibes

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|------|-----------------------------------|----------|----------|--------|------|---------------------------------|----------|----------|--------|
| | VIB01-Vibe Cube, Green | \$211.65 | \$275.15 | | | MAR010-Marche Swivel, Blue | \$280.30 | \$364.40 | |
| | VIB02-Vibe Cube, Blue | \$211.65 | \$275.15 | | | MAR002-Marche Swivel, Grey | \$280.30 | \$364.40 | |
| | VIB03-Vibe Cube, Pink | \$211.65 | \$275.15 | | | MAR003-Marche Swivel, Linen | \$280.30 | \$364.40 | |
| | VIB04-Vibe Cube, Red | \$211.65 | \$275.15 | | | MAR008-Marche Swivel, Mdw Grn | \$280.30 | \$364.40 | |
| | VIB05-Vibe Cube, Yellow | \$211.65 | \$275.15 | | | MAR009, Marche Swivel, Pear | \$280.30 | \$364.40 | |
| | VIB06-Vibe Cube, Gold/Bronze | \$211.65 | \$275.15 | | | MAR007-Marche Swivel, Plum | \$280.30 | \$364.40 | |
| | VIB07-Vibe Cube, Champagne | \$211.65 | \$275.15 | | | MAR004-Marche Swivel, Raspberry | \$280.30 | \$364.40 | |
| | VIB08-Vibe Cube, Orange | \$211.65 | \$275.15 | | | MAR005-Marche Swivel, Red | \$280.30 | \$364.40 | |
| | VIB09-Vibe Cube, White Wtrproof | \$211.65 | \$275.15 | | | MAR006-Marche Swivel, Rose Qtz | \$280.30 | \$364.40 | |
| | VIB10-Vibe Cube, Black Wtrproof | \$211.65 | \$275.15 | | | MAR001-Marche Swivel, White | \$280.30 | \$364.40 | |
| | VIB11 Vibe Cube, Steel Blue Vinyl | \$211.65 | \$275.15 | | | | | | |
| | VIB12 Vibe Cube, Silver Vinyl | \$211.65 | \$275.15 | | | | | | |
| | Vibe13-Vibe Cube, Purple Vinyl | \$211.65 | \$275.15 | | | | | | |

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Total Ottomans: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

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Sofas and Sectionals**Accent Chairs**

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|------|---------------------------------|------------|------------|--------|------|----------------------------------|------------|------------|--------|
| | MNCHSC Munich Sectional, 3 pc | \$2,794.20 | \$3,632.45 | | | SWAN-Swanson Swivel, White Vinyl | \$537.70 | \$699.00 | |
| | SFA002- Allegro Sofa | \$1,052.50 | \$1,368.25 | | | OCB-Key West Tub, Black | \$597.75 | \$777.10 | |
| | NPLSOF-Naples Sofa, Black Vinyl | \$1,258.40 | \$1,635.90 | | | BCW-Madrid Chair, White | \$1,124.00 | \$1,461.20 | |
| | SO2-3pc. South Beach, P. Suede | \$2,399.55 | \$3,119.40 | | | LABREA-La Brea Swivel Chair | \$617.75 | \$803.10 | |
| | TANSOF-Tangiers Sofa, Beige | \$998.15 | \$1,297.60 | | | HOPCH-Hopi Chair, Grey Linen | \$360.35 | \$468.45 | |
| | KEYSOF-Key Largo Sofa | \$712.15 | \$925.80 | | | MNCHCC Munich Corner Chair | \$849.40 | \$1,104.20 | |
| | FAIRSW-Fairfax Sofa | \$717.85 | \$933.20 | | | MNCHCH Munich Armless Chair | \$700.70 | \$910.90 | |
| | S01- South Beach Sofa, P.Suede | \$998.15 | \$1,297.60 | | | OCH Madrid Chair, Black | \$1,124.00 | \$1,461.20 | |
| | BSFWHT-Baja Sofa | \$1,274.00 | \$1,656.20 | | | WENCHA-Wentworth Chair | \$494.00 | \$642.20 | |

Loveseats**Meeting Chairs**

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|------|------------------------------------|------------|------------|--------|------|--------------------------------|----------|----------|--------|
| | KEYLOV-Key Largo Loveseat | \$552.00 | \$717.60 | | | OCMTAU-Meeting Chair, Taupe | \$411.85 | \$535.40 | |
| | HOPLV-Hopi Loveseat, Grey Linen | \$560.55 | \$728.70 | | | OCMWHT-Meeting Chair, White | \$377.50 | \$490.75 | |
| | TANLOV Tangiers Loveseat | \$1,041.05 | \$1,353.35 | | | OCMESP-Meeting Chair, Espresso | \$417.55 | \$542.80 | |
| | BLVWHT Baja Loveseat White Vinyl | \$1,198.35 | \$1,557.85 | | | | | | |
| | MNCHLV- Munich Armless Loveseat | \$1,244.10 | \$1,617.35 | | | | | | |
| | NPLLOV- Naples Loveseat, Blk Vinyl | \$1,058.20 | \$1,375.65 | | | | | | |

Club Chairs**Modular System**

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|------|----------------------------------|----------|------------|--------|------|--|------------|------------|--------|
| | BCHWHT Baja Chair, White Vinyl | \$817.95 | \$1,063.35 | | | BNQ417-Full Banquette- Powered! | \$3,452.00 | \$4,487.60 | |
| | NPLCHR-Naples Chair, Black Vinyl | \$878.00 | \$1,141.40 | | | BNQR17-Ottoman Ring, White Vinyl | \$2,654.10 | \$3,450.35 | |
| | TANCHR-Tangiers Chair, Beige | \$649.20 | \$843.95 | | | BNQ7-Quarter Curve, White Vinyl | \$740.75 | \$963.00 | |
| | CHR002-Allegro Chair | \$737.90 | \$959.25 | | | BNQTL7- Center Cone, White Vinyl | \$1,089.65 | \$1,416.55 | |
| | KEYCHR-Key Largo Chair | \$471.90 | \$613.45 | | | WHT12-Half Bench, White Vinyl | \$566.30 | \$736.20 | |
| | FAIRCW-Fairfax Chair | \$517.65 | \$672.95 | | | OTS-South Beach Wedge | \$477.60 | \$620.90 | |

Powered Seating

| Qty. | Item | Discount | Regular | Amount |
|------|---------------------------------|------------|------------|--------|
| | CHRPWR- Roma Chair, powered | \$952.40 | \$1,238.10 | |
| | SFAPWR-Roma Sofa, powered | \$1,532.95 | \$1,992.85 | |
| | NPLCHP-Naples Chair, powered | \$952.40 | \$1,238.10 | |
| | NPLSOP-Naples Sofa, powered | \$1,532.95 | \$1,992.85 | |
| | NPLLOP-Naples Loveseat, powered | \$1,318.45 | \$1,714.00 | |

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Company Name: _____ Booth# _____

Total Soft Seating: \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Conference Tables and Group Seating

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

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phone

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fax

(702) 948-0341

Conference Tables

| Qty. | Item | Discount | Regular | Amount |
|------|--------------------------------|------------|------------|--------|
| | CF2-Geo Table, Black | \$677.80 | \$881.15 | |
| | CE1-Geo Table, Sq. Chrome | \$477.60 | \$620.90 | |
| | CF1-Geo Table, Sq. Black | \$477.60 | \$620.90 | |
| | CE2-Geo Table, Chrome | \$677.80 | \$881.15 | |
| | CB2-6' Graphite Table | \$712.15 | \$925.80 | |
| | CB3-8' Graphite Table | \$838.00 | \$1,089.40 | |
| | CB1-42" Round, Graphite Nebula | \$577.70 | \$751.00 | |
| | C508GR-8', Granite | \$838.00 | \$1,089.40 | |
| | CT10GR-10', Granite | \$1,258.40 | \$1,635.90 | |
| | CT06GR-6', Granite | \$712.15 | \$925.80 | |
| | PWRUSB-Powered Table Module | \$114.40 | \$148.70 | |
| | CB8-42" Round Madison, Grey | \$260.25 | \$338.35 | |
| | MADC10-10' Madison, Grey | \$1,444.30 | \$1,877.60 | |
| | MADC05-5' Madison, Grey | \$723.60 | \$940.70 | |
| | MADC08-8' Madison, Grey | \$1,444.30 | \$1,877.60 | |
| | CONF42-42" Round, White lam | \$577.70 | \$751.00 | |
| | 36ATO Atomic 36" Round, Glass | \$477.60 | \$620.90 | |
| | 42ATO Atomic 42" Round, Glass | \$477.60 | \$620.90 | |

Group & Guest Seating

| Qty. | Item | Discount | Regular | Amount |
|------|-----------------------------------|----------|----------|--------|
| | Duet-Black, Chrome | \$97.25 | \$126.45 | |
| | RSTDIN-Rustique w/ arms, Gunmetal | \$197.35 | \$256.55 | |
| | CS8-Berlin Chair, Black | \$191.60 | \$249.10 | |
| | XCHR-Christopher Chr, White Vinyl | \$157.30 | \$204.50 | |
| | SC10 Razor Chair | \$117.25 | \$152.45 | |
| | SC3-Brewer Chair, Onyx | \$263.10 | \$342.05 | |
| | XC6-Altura Guest Chair | \$463.30 | \$602.30 | |
| | LMCHR-Laguna Chair, Maple/Chrome | \$223.10 | \$290.05 | |
| | MALGRY-Malba Chair, Grey | \$171.60 | \$223.10 | |
| | MALGRN-Malba Chair, Green | \$171.60 | \$223.10 | |
| | CS4-Syntax Chair, Black/Chrome | \$311.75 | \$405.30 | |
| | ZENCHR-Zenith Chair-White/Chrome | \$251.70 | \$327.20 | |
| | BLDCRD-Blade Chair | \$101.40 | \$131.80 | |
| | BLDCSB-Blade Chair | \$101.40 | \$131.80 | |
| | LUCHCL-Lucent Chair | \$273.00 | \$354.90 | |
| | MARCBE-Marina Chair, Ocn Blue | \$221.00 | \$287.30 | |
| | MARCBK-Marina Chair, Black Vnyl | \$221.00 | \$287.30 | |
| | MARCBR-Marina Chair, Brown | \$221.00 | \$287.30 | |
| | MARCRD-Marina Chair, Red | \$221.00 | \$287.30 | |
| | MARCWH-Marina Chair, White Vnyl | \$221.00 | \$287.30 | |
| | TASKST-Task Stool | \$221.00 | \$287.30 | |

Executive Seating

| Qty. | Item | Discount | Regular | Amount |
|------|----------------------------------|----------|----------|--------|
| | PROEXE-Pro Executive Chair | \$557.70 | \$725.00 | |
| | PROEXB-Executive Chair High Back | \$557.70 | \$725.00 | |
| | PROGB-Guest Executive Chair | \$391.80 | \$509.35 | |
| | PROMDB-Exec Mid-Back, Black | \$366.10 | \$475.95 | |
| | PROMID-Executive Chair Mid Back | \$354.65 | \$461.05 | |

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

Total Conference: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Café and Communal Tables

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

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Café Tables

Café Tables- Black Base

| Qty. | Item | Discount | Regular | Amount |
|------|---------------------------------|----------|----------|--------|
| | ZTK-30" Maple Top/Black Base | \$337.50 | \$438.75 | |
| | ZTP-36" Maple Top/Black Base | \$368.95 | \$479.65 | |
| | ZTJ-30" Graphite Top/Black Base | \$337.50 | \$438.75 | |
| | ZTN-36" Graphite Top/Black Base | \$368.95 | \$479.65 | |
| | ZTG-30" Silver Textured Top | \$337.50 | \$438.75 | |
| | ZTQ-36" White Laminate Top | \$368.95 | \$479.65 | |
| | ZTB-30" Red Top/Black Base | \$337.50 | \$438.75 | |
| | ZTA-30" Grey Top/Black Base | \$348.90 | \$453.55 | |
| | 30WH29 -30" White Laminate | \$357.50 | \$464.75 | |
| | 30BEBC-30" Blue Top/Black Base | \$338.00 | \$439.40 | |
| | 30WDBC-30" Wood Top/Black Base | \$338.00 | \$439.40 | |

Café Tables - Chrome Base 30", Hydraulic

| Qty. | Item | Discount | Regular | Amount |
|------|--------------------------------|----------|----------|--------|
| | 30MTHC-Maple Top, Chrome | \$451.90 | \$587.45 | |
| | 30GRHC-Graphite Nebula, Chrome | \$451.90 | \$587.45 | |
| | 30STHC-Silver Textured, Chrome | \$451.90 | \$587.45 | |
| | 30BRHC-Brushed Red Top, Chrome | \$451.90 | \$587.45 | |
| | 30MAHC-Grey Top, Chrome | \$451.90 | \$587.45 | |
| | 30WHHC-White Laminate | \$489.05 | \$635.75 | |
| | 30BEHC-Blue Top, Chrome | \$455.00 | \$591.50 | |
| | 30WDHC-Wood Top, Chrome | \$455.00 | \$591.50 | |

Café Tables - Chrome Base 36", Hydraulic

| Qty. | Item | Discount | Regular | Amount |
|------|--------------------------------|----------|----------|--------|
| | 36MTHC-Maple Top, Chrome | \$491.90 | \$639.45 | |
| | 36GRHC-Graphite Nebula, Chrome | \$491.90 | \$639.45 | |
| | 36WTHC-White Top, Chrome | \$491.90 | \$639.45 | |

G30 and Ventura Communal Tables

30" High Tables

| Qty. | Item | Discount | Regular | Amount |
|------|-----------------------------------|----------|------------|--------|
| | VNTCBN-Black Top, Silver Frame | \$767.00 | \$997.10 | |
| | VNTCMN-Maple Top, Silver Frame | \$767.00 | \$997.10 | |
| | VNTCWN-White Top, Silver Frame | \$767.00 | \$997.10 | |
| | VNTCMW-Maple, w/ Grmt | \$767.00 | \$997.10 | |
| | VNTCWW-White, w/ Grmt | \$767.00 | \$997.10 | |
| | VNTCBK-Black Top- Powered! | \$871.00 | \$1,132.30 | |
| | VNTCWH-White Top- Powered! | \$871.00 | \$1,132.30 | |

42" High Tables

| Qty. | Item | Discount | Regular | Amount |
|------|-------------------------------------|----------|------------|--------|
| | VNTBNP Communal Table Black Top | \$998.15 | \$1,297.60 | |
| | VNTMNP Communal Table Maple Top | \$998.15 | \$1,297.60 | |
| | VNTWNP Communal Table White Top | \$998.15 | \$1,297.60 | |
| | VNTBMW Comm Table Maple Top w/ Grom | \$998.15 | \$1,297.60 | |
| | VNTBWW Comm Table White w/ Grom | \$998.15 | \$1,297.60 | |

Powered! 42" High Tables

| Qty. | Item | Discount | Regular | Amount |
|------|---------------------------------|------------|------------|--------|
| | VNTBLK Communal Table Black Top | \$1,178.30 | \$1,531.80 | |
| | VNTWHT Communal Table White Top | \$1,178.30 | \$1,531.80 | |

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Company Name: _____ Booth# _____

Total Cafe: \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

Tax rate subject to change. Tax rate at the time of event will be utilized.



Bar Tables, Barstools, Bars

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Bar Tables - All Black Base

| Qty. | Item | Discount | Regular | Amount |
|------|--|----------|----------|--------|
| | VTK-30" Maple Top/Black Base | \$371.80 | \$483.35 | |
| | VTP-36" Maple Top/Black Base | \$397.55 | \$516.80 | |
| | VTJ-30" Graphite Top/Black Base | \$371.80 | \$483.35 | |
| | VTN-36" Graphite Top/Black Base | \$397.55 | \$516.80 | |
| | VTG-30" Silver Textured Top | \$371.80 | \$483.35 | |
| | VTW-36" White Laminate Top | \$397.55 | \$516.80 | |
| | VTB-30" Red Top/Black Base | \$371.80 | \$483.35 | |
| | 30WH42 30" White Laminate, | \$391.80 | \$509.35 | |
| | VTB-30" Grey Top/Black Base | \$371.80 | \$483.35 | |
| | RSTSQT Rustique Square Metal Bar Table | \$411.85 | \$535.40 | |
| | 30BEBB-Blue Top/Black Base | \$377.00 | \$490.10 | |
| | 30WDBB-Wood Top/Black Base | \$377.00 | \$490.10 | |

Barstools

| Qty. | Item | Discount | Regular | Amount |
|------|------------------------------------|----------|----------|--------|
| | BST-Banana, White/Chrome | \$374.65 | \$487.05 | |
| | BSS-Banana, Black/Chrome | \$374.65 | \$487.05 | |
| | BS001-Shark, Swivel White | \$477.60 | \$620.90 | |
| | BS002-Zoey, Swivel White | \$437.60 | \$568.90 | |
| | BS003-Zoey, Swivel Black | \$437.60 | \$568.90 | |
| | RSTSTL-Rustique Barstool, Gunmetal | \$217.35 | \$282.55 | |
| | APS08-Apex Black Vinyl | \$337.50 | \$438.75 | |
| | APS59-Apex Red Vinyl | \$337.50 | \$438.75 | |
| | APS75-Apex White Vinyl | \$337.50 | \$438.75 | |
| | APS12-Apex Blue Ultra Suede | \$337.50 | \$438.75 | |
| | XBAR-Christopher White Vinyl | \$271.70 | \$353.20 | |
| | LMBAR-Laguna, Maple/Chrome | \$280.30 | \$364.40 | |

Bar Tables - Chrome Base 30", Hydraulic

| Qty. | Item | Discount | Regular | Amount |
|------|--------------------------------|----------|----------|--------|
| | 30GRHB-Graphite Nebula, Chrome | \$451.90 | \$587.45 | |
| | 30MTHB-Maple Top, Chrome | \$451.90 | \$587.45 | |
| | 30STHB-Silver Texture, Chrome | \$451.90 | \$587.45 | |
| | 30BRHB-Brushed Red, Chrome | \$451.90 | \$587.45 | |
| | 30WHHB White Laminate, Chrome | \$489.05 | \$635.75 | |
| | 30MAHB-Grey Top, Chrome | \$451.90 | \$587.45 | |
| | 30BEHB-Blue Top, Chrome | \$455.00 | \$591.50 | |
| | 30WDHB-Wood Top, Chrome | \$455.00 | \$591.50 | |

Barstools

| | | | | |
|--|-----------------------------------|----------|----------|--|
| | ZENBAR-Zenith, White/Chrome | \$251.70 | \$327.20 | |
| | BSC-Oslo, White | \$394.70 | \$513.10 | |
| | ROLLBL-Lift Barstool, Black Vinyl | \$317.45 | \$412.70 | |
| | ROLLGY-Lift Barstool, Grey Vinyl | \$317.45 | \$412.70 | |
| | ROLLRD-Lift Barstool, Red Vinyl | \$317.45 | \$412.70 | |
| | ROLLWH-Lift Barstool, White Vinyl | \$317.45 | \$412.70 | |
| | BLDBRD-Blade, Red | \$195.00 | \$253.50 | |
| | BLDBSB-Blade, Sky Blue | \$195.00 | \$253.50 | |
| | LUBSCL- Frosted, Acrylic | \$390.00 | \$507.00 | |

Bar Tables - Chrome Base 36", Hydraulic

| | | | | |
|--|--------------------------------|----------|----------|--|
| | 36GRHB-Graphite Nebula, Chrome | \$491.90 | \$639.45 | |
| | 36MTHB, Maple Top, Chrome | \$491.90 | \$639.45 | |
| | 36WTHB-White Top, Chrome | \$491.90 | \$639.45 | |

Bars and Counters

| | | | | |
|--|------------------------------------|------------|------------|--|
| | MTBLPI-Midtown Bar, Lighted | \$2,223.00 | \$2,889.90 | |
| | MTBUUL-Midtown Bar, unlighted | \$2,080.00 | \$2,704.00 | |
| | MTCLPI- Midtown Counter, Lighted | \$2,223.00 | \$2,889.90 | |
| | MTCPUL- Midtown Counter, Unlighted | \$2,093.00 | \$2,720.90 | |

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 Bar: \$

8.250%

Tax*: \$

Amount Due: \$

Company Name: _____

Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Executive Accessories

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Monday, November 18, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Desks, Credenzas, Files, Bookcases

| Qty. | Item | Discount | Regular | Amount |
|------|--|----------|------------|--------|
| | CR8-Madison Credenza, Grey | \$772.20 | \$1,003.85 | |
| | JD8-Madison Executive Desk, Grey | \$912.35 | \$1,186.05 | |
| | BC8-Madison Bookcase, Grey | \$660.65 | \$858.85 | |
| | TECH3B-Tech Desk w/drawers- Powered! | \$838.00 | \$1,089.40 | |
| | TECH-Tech Desk- Powered | \$677.80 | \$881.15 | |
| | TECH3-3-drawer File Cbnt w/Cast | \$223.10 | \$290.05 | |

Work & Multi-Use Tables

| Qty. | Item | Discount | Regular | Amount |
|------|------------------------|----------|----------|--------|
| | MERLIN-Multi Use Table | \$517.65 | \$672.95 | |
| | WD3-Work Table | \$497.65 | \$646.95 | |

Product Display- Shelving

| Qty. | Item | Discount | Regular | Amount |
|------|----------------------|----------|------------|--------|
| | PSHCCS-Posh Shelving | \$775.05 | \$1,007.55 | |

Product Display- Pedestals

| Qty. | Item | Discount | Regular | Amount |
|------|--------------------------------------|----------|------------|--------|
| | PDL36B-Ped, Locking- Powered! | \$757.90 | \$985.25 | |
| | PDL42B-Ped, Locking- Powered! | \$898.05 | \$1,167.45 | |
| | PDL36W-Ped, Locking- Powered! | \$757.90 | \$985.25 | |
| | PDL42W-Ped, Locking- Powered! | \$898.05 | \$1,167.45 | |

Lamps

| Qty. | Item | Discount | Regular | Amount |
|------|------------------------------|----------|----------|--------|
| | LA15-Mason Silver Floor Lamp | \$331.75 | \$431.30 | |
| | LA14-Mason Silver Table Lamp | \$217.35 | \$282.55 | |

Hedge Walls

| Qty. | Item | Discount | Regular | Amount |
|------|---------------------------|------------|------------|--------|
| | HDG4FT-Boxwood Hedge, 4ft | \$663.00 | \$861.90 | |
| | HDG7FT-Boxwood Hedge, 7ft | \$1,079.00 | \$1,402.70 | |

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: \$

8.250%

Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline Friday, November 8, 2019

Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

Foam Core Signs, Single sided

Vinyl Banners with Digital Printing

| Qty. | Code | Item | Discount | Regular | Amount | Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|---|----------|----------|--------|------|-------|------------------------------------|----------|---------|--------|
| | 70009 | Vertical, 22" x 28" | \$217.75 | \$283.10 | | | 70065 | Grommets, per sq. ft.- Vertical | \$27.65 | \$35.95 | |
| | 70010 | Horz., 22" x 28" | \$217.75 | \$283.10 | | | 70071 | Grommets, per sq. ft. - Horizontal | \$27.65 | \$35.95 | |
| | 70011 | Vertical, 28" x 44" | \$331.70 | \$431.20 | | | 70066 | Pockets, per sq. ft. - Vertical | \$29.70 | \$38.60 | |
| | 70012 | Horz., 28" x 44" | \$331.70 | \$431.20 | | | 70072 | Pockets, per sq. ft.- Horizontal | \$29.70 | \$38.60 | |
| | 70027 | Meterboard, 38.25" x 90.75", trovicil panel | \$671.30 | \$872.70 | | | | | | | |
| | 70138 | 39"x84" Meterboard, Ultraboard | \$390.00 | \$507.00 | | | | | | | |

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.

Accessories

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|--------------------------------|----------|----------|--------|
| | 70017 | Blank Foamcore, 4' x 8' | \$59.15 | \$76.90 | |
| | 70021 | Velcro, per ft, min. 5 ft. | \$3.85 | \$5.00 | |
| | 70004 | 7" x 44" ID Sign | \$65.15 | \$84.70 | |
| | 50094 | Floor Easel | \$58.35 | \$75.85 | |
| | 50095 | 22x28 Sign Holder | \$132.95 | \$172.85 | |
| | 50508 | Cardboard Meterboard base, blk | \$26.00 | \$33.80 | |

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

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|-------------------------|----------|----------|--------|
| | 70034 | 36"x36" Rnd Table Cling | \$231.65 | \$301.15 | |

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 once ordered.

Total Graphics: \$

8.250% Tax*: \$

Amount Due: \$

BOOTH

Company Name: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Graphic Upload Info

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Upload Deadline Friday, November 8, 2019

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

Event Code:

L186161219

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/12_2019%20ASHP%20Midyear%20Clinical%20Meeting%20%26%20Exhibition/EXHIBITOR%20UPLOADS

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: **lasvegas@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.

2019 ASHP Midyear Clinical Meeting & Exhibition

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December 9 - 11, 2019

Event Code:

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email

lasvegas@shepardes.com

phone

(702) 507-5278

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 | Special Considerations |
|-------------------|-------------------|---|
| Adobe Acrobat | .pdf | Create using a high-quality output.* |
| Adobe Illustrator | .ai, .eps | Vector artwork. Images embedded and fonts changed to outlines** or a packaged file. |
| Adobe InDesign | .indd, .idml | Fonts changed to outlines** or a packaged file. |
| Adobe Photoshop | .tiff, .psd, .eps | Raster artwork. File should be in CMYK color space. |

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

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

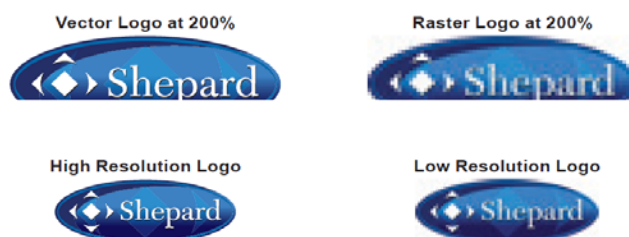
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

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.



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- | | |
|--|--|
| <input type="checkbox"/> Bring our brand to life | <input type="checkbox"/> Create an engaging experience |
| <input type="checkbox"/> Attract attention | <input type="checkbox"/> Make exhibiting easy |
| <input type="checkbox"/> Generate traffic | |



High-impact exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease



Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



Why Shepard?

- **Complimentary consultation**: We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service**: Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions**: Shepard delivers exhibits that engage your audiences



Ready to get started?

Contact Our Exhibits Team!
Exhibits@shepardes.com
404-720-8600

shepardes.com

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Order Deadline Friday, November 8, 2019

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

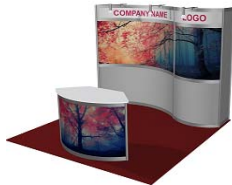
Event Code: L186161219
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757

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 Exhibits team member to get started!

The Eddie



| Code | Qty | Item | Discount | Regular |
|-------|-----|--------------------------|------------|------------|
| 66470 | | The Eddie- 10' x 10' | \$4,141.20 | \$5,383.55 |
| 66471 | | The Eddie- 10' x 20' | \$6,743.70 | \$8,766.80 |
| 66474 | | The Jonathon - 10' x 10' | \$2,889.05 | \$3,755.75 |
| 66475 | | The Jonathon - 10' x 20' | \$5,057.00 | \$6,574.10 |

The Jonathon

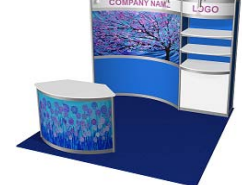


The Pierce



| Code | Qty | Item | Discount | Regular |
|-------|-----|-------------------------|------------|------------|
| 66477 | | The Pierce - 10' x 10' | \$3,583.50 | \$4,658.55 |
| 66478 | | The Pierce - 10' x 20' | \$6,804.15 | \$8,845.40 |
| 66484 | | The Madison - 10' x 10' | \$4,345.65 | \$5,649.35 |
| 66485 | | The Madison - 10' x 20' | \$5,150.35 | \$6,695.45 |

The Madison



The Grant

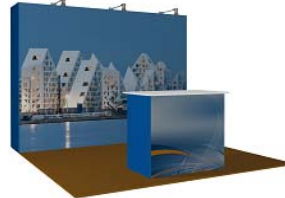


The Harrison



| Code | Qty | Item | Discount | Regular |
|-------|-----|--------------------------|------------|------------|
| 66486 | | The Grant- 10' x 10' | \$4,587.00 | \$5,963.10 |
| 66487 | | The Grant- 10' x 20' | \$6,357.45 | \$8,264.70 |
| 66492 | | The Harrison - 10' x 10' | \$4,216.90 | \$5,481.95 |
| 66493 | | The Harrison - 10' x 20' | \$6,196.45 | \$8,055.40 |

The Hamilton



The Lucy



| Code | Qty | Item | Discount | Regular |
|-------|-----|-------------------------|------------|------------|
| 66467 | | The Hamilton- 10' x 10' | \$2,938.45 | \$3,820.00 |
| 66468 | | The Hamilton- 10' x 20' | \$5,147.80 | \$6,692.15 |
| 66473 | | The Lucy - 10' x 10' | \$2,655.65 | \$3,452.35 |

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 Exhibits 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 Inline Rentals: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Order Deadline Friday, November 8, 2019

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: L186161219
 email: ESSRentals@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

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

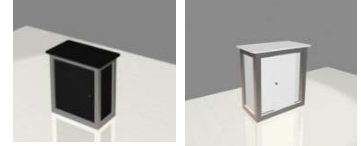
LC1 1Meter Wide



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 | \$1,018.15 | \$1,323.60 | | |
| 66283 | | LC2 | 5' L x 3' 6" H x 1' 9" D | \$1,235.50 | \$1,606.15 | | |
| 66284 | | LC3 | 3' 9" L x 3' 6" H x 2' 3" D | \$751.00 | \$976.30 | Silver Only | |

Reception Counters

RC2



RC3



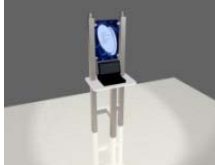
| Code | Qty | Item | Product Size | Discount | Regular | Metal Color | Panel Color | Graphic Size: |
|-------|-----|------|---------------------------------------|------------|------------|-------------|-------------|-------------------------|
| 66275 | | RC2 | 4' 9" L x 2' 3" D x 3' 3" H x 2' 3" D | \$1,047.00 | \$1,361.10 | | | Contact Us to Customize |
| 66276 | | RC3 | 5' 3" L x 3' 6" H x 3' 3" D | \$2,271.25 | \$2,952.65 | | | 1075mm x 885mm |

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



| Code | Qty | Item | Product Size | Discount | Regular | Panel Color | Graphic Size |
|-------|-----|------|-----------------------------|------------|------------|-------------|---------------|
| 66285 | | CS1 | 3' L x 6' 3" H x 1' 9" D | \$1,320.80 | \$1,717.05 | | 250mm x 700mm |
| 66286 | | CS2 | 2' 3" L x 6' 3" H x 1' 6" D | \$769.85 | \$1,000.80 | | 380mm x 580mm |

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Total Counter Rentals: \$
 8.250% Tax*: \$
 Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Order Deadline Friday, November 8, 2019

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: L186161219
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757

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



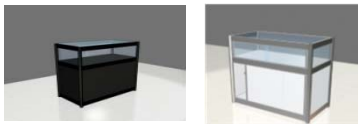
GL Display Units



| 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 | \$713.45 | \$927.50 | | | NA |
| 66278 | | GL1 | 5' 4" L x 8' H x 1' 3" D | \$705.25 | \$916.85 | Silver Only | NA | 674mm x 1682mm |
| 66279 | | GL2 | 4' 3" L x 7' H x 1' 3" D | \$1,215.70 | \$1,580.40 | Silver Only | NA | 674mm x 1682mm |

Showcases

Quarview



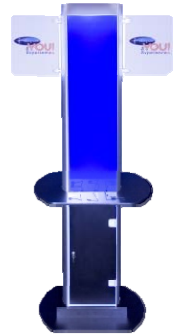
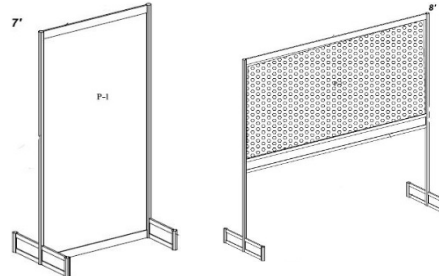
Square



| Code | Qty | Item | Product Size | Discount | Regular | Metal Color | Panel Color |
|-------|-----|---------|-----------------------------|------------|------------|-------------|-------------|
| 66270 | | Qtrview | 4' 6" L x 1' 9" D x 3' 3" H | \$1,373.65 | \$1,785.75 | | |
| 66272 | | Square | 1' 9" L x 1' 9" D x 7' H | \$1,482.60 | \$1,927.40 | | |

Perforated/Peg Boards

| Code | Qty | Item | Product Size | Discount | Regular |
|-------|-----|---------|----------------------|----------|----------|
| 50064 | | PerfH | 4'x8' Pegboard panel | \$346.85 | \$450.90 |
| 50065 | | PerfV | 4'x8' Pegboard panel | \$346.85 | \$450.90 |
| 50104 | | 6" Pegs | 6" Pegs 1 dozen | \$56.60 | \$73.60 |



PCS

Charging Units

| Code | Qty | Item | Product Size | Discount | Regular | Panel Color | Graphic Size |
|-------|-----|------|--------------------------|------------|------------|-------------|---------------|
| 66430 | | PCS | 3' L x 6' 3" H x 1' 9" D | \$2,333.75 | \$3,033.90 | Black Only | 250mm x 700mm |

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

Custom Product Display Rentals: \$

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.

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

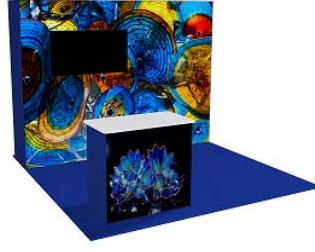
Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Order Deadline Friday, November 8, 2019

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: L186161219
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757

10x10 Fabric Booth Rental Display


| Code | Qty | Item | Discount | Regular |
|-------|-----|---------------------|------------|------------|
| 66557 | | FX21 10' x 10' | \$2,730.70 | \$3,549.90 |
| 66558 | | FX2M1 10' w/Monitor | \$4,940.05 | \$6,422.05 |

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

| Code | Qty | Item | Discount | Regular |
|-------|-----|----------------------|------------|------------|
| 66561 | | FX2H1 10' x 10' | \$3,341.40 | \$4,343.80 |
| 66562 | | FX2M1H 10' w/Monitor | \$5,550.75 | \$7,216.00 |

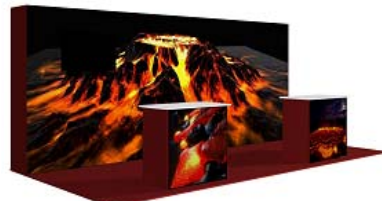
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

10x20 Fabric Booth Rental Display


| Code | Qty | Item | Discount | Regular |
|-------|-----|---------------------------|------------|------------|
| 66559 | | FX22 10' x 20' | \$4,733.30 | \$6,153.30 |
| 66560 | | FX2M2 10' x 20' w/Monitor | \$6,942.65 | \$9,025.45 |
| 66567 | | FX2H2 10' x 20' | \$5,279.50 | \$6,863.35 |
| 66563 | | FX2M2H 20' w/Monitor | \$7,488.85 | \$9,735.50 |

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

Monitor 66620



****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 a Exhibit Team member with any customization requests 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 Rental: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

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Event Code: L186161219
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757

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 | \$2,753.55 | \$3,579.60 | 3042mm x 2436mm |
| 66565 | | FX12 10' x 20' Backlit | \$4,255.40 | \$5,532.00 | 6088mm x 2436mm |
| 66566 | | FX13 10' x 30' Backlit | \$5,757.30 | \$7,484.50 | 8992mm x 2436mm |

Carpet/Flooring, Furnishings, Power and Accessories not included.

FX 12- 8'h x 20'



FX 13- 8' h x 30'



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

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Total Fabex Backlit: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ BOOTH _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Order Deadline Friday, November 8, 2019

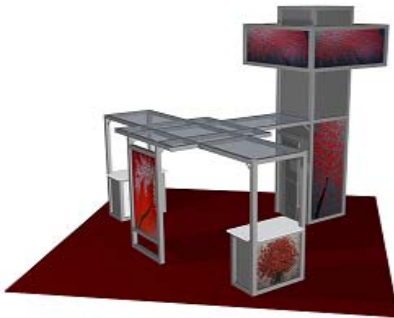
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

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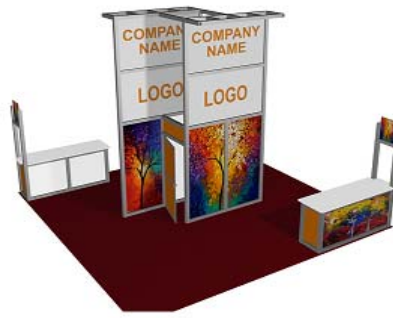
Turnkey Rental Designs Make Exhibiting Easier!

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 Exhibits Team member to get started!

The Monroe

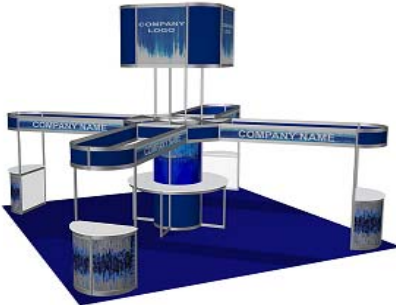


The Tyler

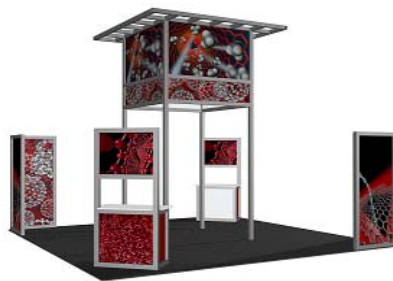


| Code | Qty | Item | Discount | Regular |
|-------|-----|----------------|-------------|-------------|
| 66494 | | The Monroe | \$10,542.00 | \$13,704.60 |
| 66368 | | The Washington | \$15,129.10 | \$19,667.85 |
| 66495 | | The Tyler | \$11,258.35 | \$14,635.85 |
| 66496 | | The Garfield | \$11,024.85 | \$14,332.30 |

The Washington



The Garfield



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 an Exhibits team member 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 Island Rentals: \$ _____
 8.250% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth #: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

2019 ASHP Midyear Clinical Meeting & Exhibition
Mandalay Bay Convention Center - Las Vegas, NV
December 9 - 11, 2019

Event Code: L186161219
email: essrentals@shepardes.com
phone: (702) 507-5278
fax: (702) 948-0341

Order Deadline Friday, November 8, 2019

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

Attention Getting • High Visibility • Great Branding Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



| CIRCLE DESIGN | | HSC10 | HSC16 |
|---------------|-----------|-------------|-------------|
| Code | Size | Discount* | Regular |
| 69140 | 10' x 48" | \$6,639.15 | \$8,630.90 |
| 69142 | 16' x 48" | \$10,551.75 | \$13,717.30 |



| SQUARE DESIGN | | HSS10 | |
|---------------|-----------|------------|-------------|
| Code | Size | Discount* | Regular |
| 69143 | 10' x 48" | \$8,073.20 | \$10,495.15 |

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included



| TRIANGULAR DESIGN | | HST10 | |
|-------------------|-----------|------------|------------|
| Code | Size | Discount* | Regular |
| 69144 | 10' x 48" | \$6,532.80 | \$8,492.65 |



| WAVE DESIGN | | HSWS | HSWD |
|-------------|------------------|------------|------------|
| Code | Size | Discount* | Regular |
| 69145 | 10' x 48" Single | \$2,877.05 | \$3,740.15 |
| 69146 | 10' x 48" Double | \$3,828.35 | \$4,976.85 |

Graphics must be received prior to the Order 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 building and hanging your sign!

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

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Total Hanging Sign Rental: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

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.

| | | |
|----------------------------|---|--|
| R U S H | ADVANCE WAREHOUSE HANGING SIGN | |
| | TO: | _____ |
| | | (EXHIBITING CO. NAME) |
| | Booth #: | _____ |
| | | c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118 Delivery Hours: M-F, 8-4:30 PM |
| | For: | 2019 ASHP Midyear Clinical Meeting & Exhibition |
| | First day freight can arrive w/o a surcharge: November 8, 2019 | |
| | Last day freight can arrive w/o a surcharge: November 27, 2019- The advance warehouse will be closed on Thursday, November 28th and Friday, November 29th for the Thanksgiving holiday. | |

| | | |
|----------------------------|---|--|
| R U S H | ADVANCE WAREHOUSE HANGING SIGN | |
| | TO: | _____ |
| | | (EXHIBITING CO. NAME) |
| | Booth #: | _____ |
| | | c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118 Delivery Hours: M-F, 8-4:30 PM |
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Structural Integrity Statement

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Deadline: Monday, November 18, 2019

Event Code: L186161219

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

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, I 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:

2019 ASHP Midyear Clinical Meeting & Mandalay Bay 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 _____

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fax (702) 948-0341

Things to Know!

Please complete this form to order rigging services for hanging signs under 200 lbs. If your sign is over 200 lbs., requires a chain hoist or motor, and/or has intelligent lighting, please contact Encore. If your sign requires electrical, please contact Edlen Electrical

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 Rigging Install and Removal 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: **Wednesday, November 27, 2019**

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

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Discount Deadline Monday, November 18, 2019Order 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 - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time: All other hours and Holidays

Only Shepard Exposition Services may operate machinery. Exhibitors
and their EACs may not utilize, operate, or be inside equipment.**Please complete this form to order rigging services for hanging signs under 200 lbs. If your sign is over 200 lbs., requires a chain hoist or motor, and/or has intelligent lighting, please contact Encore. If your sign requires electrical, please contact Edlen Electrical****Step One:** Tell Us About Your Sign **Type:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other _____**Shape:** ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other _____**Size:** Height _____ Width _____ Length _____ Weight _____ # of Feet from floor to top of sign _____**Step Two:** Order Assembly/Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity**Sign Assembly Labor-Exhibitor Supervised**

| Code | Item | Est Total Man Hours | Discount | Regular | Est Amount |
|-------|------|------------------------|----------|----------|---------------|
| 69150 | ST | | \$138.75 | \$180.40 | \$ |
| 69151 | OT | | \$208.13 | \$270.55 | \$ |
| 69152 | DT | | \$277.50 | \$360.75 | \$ |

Exhibitor

Contact _____

Sign Assembly Labor-Shepard Supervised

| Code | Item | Est Total Man Hours | Discount | Regular | Est Amount |
|-------|------|------------------------|----------|----------|---------------|
| 69190 | ST | | \$180.38 | \$234.50 | \$ |
| 69191 | OT | | \$270.56 | \$351.75 | \$ |
| 69192 | DT | | \$360.75 | \$469.00 | \$ |

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

Date of Assembly _____ Start Time _____

How many laborers will you require? _____

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-Exhibitor Supervised

| Code | Item | Est Total Man Hours | Discount | Regular | Est Amount |
|-------|------|------------------------|----------|----------|---------------|
| 69153 | ST | | \$138.75 | \$180.40 | \$ |
| 69154 | OT | | \$208.13 | \$270.55 | \$ |
| 69155 | DT | | \$277.50 | \$360.75 | \$ |

Exhibitor

Contact _____

Sign Disassembly Labor-Shepard Supervised

| Code | Item | Est Total Man Hours | Discount | Regular | Est Amount |
|-------|------|------------------------|----------|----------|---------------|
| 69193 | ST | | \$180.38 | \$234.50 | \$ |
| 69194 | OT | | \$270.56 | \$351.75 | \$ |
| 69195 | DT | | \$360.75 | \$469.00 | \$ |

Date of Disassembly _____ Start Time _____

How many laborers will you require? _____

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/In Booth Scissor Lifts**

| Code | Est Total Hours | Discount | Regular | Est Amount |
|-------|--------------------|----------|------------|---------------|
| 69156 | | \$827.84 | \$1,076.20 | \$ |

Scissor Lift Install

| | | | | |
|-------|--|----------|------------|--|
| 68120 | | \$827.84 | \$1,076.20 | |
|-------|--|----------|------------|--|

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, ensuring structural integrity of sign, 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.

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

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

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Total Overhead Rigging: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster 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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

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. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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 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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December 9 - 11, 2019

Event Code: L186161219
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341

Discount Deadline Monday, November 18, 2019

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 - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time: All other hours and Holidays

| Shepard Blue Supervised Install Labor | | | |
|---------------------------------------|----------|----------|----------|
| Code | Discount | Regular | Estimate |
| 68066 ST | \$144.30 | \$187.60 | |
| 68067 OT | \$216.45 | \$281.40 | |
| 68068 DT | \$288.60 | \$375.20 | |

| Shepard Blue Supervised Dismantle Labor | | | |
|---|----------|----------|----------|
| Code | Discount | Regular | Estimate |
| 68070 ST | \$144.30 | \$187.60 | |
| 68071 OT | \$216.45 | \$281.40 | |
| 68072 DT | \$288.60 | \$375.20 | |

Booth Size: _____ X _____

**Pricing includes Supervisory fee of 30% over standard labor .

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 ☐ Advance Warehouse ☐ Direct to Show site

Carrier Name _____

Estimated Arrival Date _____

Tracking or Pro # _____

of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____

Email _____

Cell Phone # _____

Drawings/Photos/

Instructions:

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

Graphics:

- ☐ With Exhibit
☐ Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

- ☐ Emailed to Shepard
☐ Drawing Attached
☐ Drawing with Exhibit
☐ Run under carpet

Other Services

Ordered:

- ☐ Overhead Rigging
☐ Cleaning
☐ AV

Carpet:

- ☐ Ordered from Shepard
☐ Exhibitor Owned Carpet
☐ Carpet Padding

Outbound Shipping:

of Crates _____
of Cartons _____
of Fiber Cases _____
of Pallets _____

Method:

- ☐ Ground
☐ 2-Day Air
☐ Next Day Air
☐ Other

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

*Allow time for empty return when scheduling your pick up

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

☐ Send to advance 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 and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Estimated **SES Blue Labor**: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Exhibitor Supervised Labor

2019 ASHP Midyear Clinical Meeting & Exhibition

Mandalay Bay Convention Center - Las Vegas, NV

December 9 - 11, 2019

Discount Deadline **Monday, November 18, 2019**

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 - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time: All other hours and Holidays

Exhibitors may not operate any type of mechanical or powered equipment.

Event Code: L186161219

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

Exhibitor Supervised Install Labor

| Code | | Discount | Regular | Estimate |
|-------|----|----------|----------|----------|
| 68060 | ST | \$111.00 | \$144.30 | |
| 68061 | OT | \$166.50 | \$216.45 | |
| 68062 | DT | \$222.00 | \$288.60 | |

Exhibitor Supervised Dismantle Labor

| Code | | Discount | Regular | Estimate |
|-------|----|----------|----------|----------|
| 68063 | ST | \$111.00 | \$144.30 | |
| 68064 | OT | \$166.50 | \$216.45 | |
| 68065 | DT | \$222.00 | \$288.60 | |

Step One:

Choose your service

- ☐ Installation
☐ Dismantling
☐ Both

Step Two:

How many people?

Step Three:

How many hours?

Step Four:

Carpet:

- ☐ Ordered from Shepard
☐ Exhibitor Owned Carpet
☐ Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders
☐ Lifts
☐ Special Tools: _____

Details: _____

Step Six: Schedule

| | Date | Start Time | End Time |
|----------------------|------|------------|----------|
| Installation Request | | | |
| Dismantle Request | | | |

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____

Cell _____

Email: _____

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Labor Estimate \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Dear Exhibitor,

On behalf of the entire team here at Mandalay Bay Resort and Casino, I'd like to welcome you to our beautiful facility! The experience that you will have here will be like no other, as our dedicated staff works around the clock to ensure the most successful and productive meetings/events! We have created this brochure with the Exhibitor in mind, providing a brief selection of items for convenience in ordering services for your event. We have included many instructional/information pages as well, filled with commonly asked questions and helpful hints. For access to our complete array of services, please visit our website - <https://www.mandalaybayexhibitorservices.com>.

Listed below is a synopsis of Services:

Food & Beverage As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth service to receptions, cocktail parties and banquets.

Booth Cleaning As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

Technical Services We are pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include Internet Services, Telecommunications, Electrical, Plumbing and Audio Visual services.

We at Mandalay Bay hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please contact our Exhibitor Services department toll free at (855) 408-1349 or email us at exhibitorservices@mandalaybay.com for assistance.

Sincerely,

Ms. Linda Paterson

Executive Director Convention Services

Exhibitor Services on-line ordering - save up to 30% just for ordering on-line!

Contents

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| Booth Cleaning Services | 5 |
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◆ SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website or on an order form which can be sent via fax or mail. Telephone orders will not be accepted.

ORDER ON-LINE www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or **Fax:** (702)669-4575

If you need to mail your order form with **credit card payment only**, please mail to:

MGM Resorts Intl
Attention: Exhibitor Services
3950 Las Vegas Blvd, South
Las Vegas, NV 89119

Checks/Bank Transfers can not be accepted by Mandalay Bay directly, please refer to the Method of Payment form.

◆ SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

If your booth number changes prior to move-in, you must notify MGMRI in writing with the following information:

- Company Name
- Previous Booth Number
- t New Booth Number

◆ METHOD OF PAYMENT

MGMRI accepts the following methods of payment:

- **CREDIT CARD** Please place credit card information on the order form.
- **COMPANY CHECK /** Please complete the Check/Bank Transfer Notification form located after the Order form and return via fax:
BANK TRANSFER 702.669.4575. Checks/Bank transfers will not be accepted for payment without prior notification. A credit card will be required to be on file for overages.

◆ PAYMENT & CANCELLATION PROCEDURES

No credits will be issued on services installed as ordered even though not used.

No credits will be issued after show closing. Please review invoice prior to departure.

Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

◆ REPORTING TROUBLE WITH SERVICES

In order to allow MGMRI the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** at the Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

◆ PLACING ORDERS ON-SITE

Onsite orders will be placed in person at the Service Desk. The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

◆ EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Please refer to the Floor Plan page found in this brochure for more information.



ALLOW US TO HELP YOU

You may contact us toll free at (855) 408-1349 or send your inquiry via email to exhibitorservices@mandalaybay.com



*Card EXP DATE:
MM/YY



For current labor rates please call 855.408.1349

Contact Number:

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| | | | | |
|--------------------------|--|-------------------------|----------|--------------|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | | City: | State: | Postal Code: |
| Phone #: | | EXT: | Fax #: | |
| Print Name: | | Signature: | | |
| Contact's E-mail: | | On-site Contact/Cell #: | | |

Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

The official cleaning contractor is United National Maintenance and provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Floor Cleaning charges are based on the size of your BOOTH in Square Feet with a 100 sq ft minimum. If your show is based in Square Meters, please convert to Square Feet before submitting. To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X \$.33 X 3 days = \$96) Cleaning times vary and are based on the show schedule. Please refer to your General Service Contractor for trash cans, MGMRI does not provide these items.

| DESCRIPTION | SQUARE FOOTAGE | X | # OF DAYS | X | PRICE | = | TOTAL |
|--|-------------------|---|--------------|---|----------------|---|-------|
| Booth Vacuuming Provides a one time vacuum and trash empty to make the booth show ready. | | X | | X | \$.45 p/sq.ft | = | |
| Damp Mop Custom flooring - does not include deep clean or wax | | X | | X | \$.54 p/sq.ft | = | |
| Shampoo Service Shampoo & vacuum 1 day prior to show open to be show ready | | X | | X | \$1.48 p/sq.ft | = | |
| Spot Shampoo Carpet (up to 100 sq. ft.) | | X | | X | 37.00 each | = | |
| Spot Shampoo Carpet (101 sq. ft. & above) | | X | | X | \$.77 p/sq.ft | = | |
| Concrete Waxing Service - Deep clean & wax | | X | | X | \$.98 p/sq.ft | = | |
| Concrete Cleaning Service - Deep clean & mop (wax not included) | | X | | X | \$.98 p/sq.ft | = | |
| Anti-Static Treatment - treatment to remove static from carpet | | X | | X | \$.43 p/sq.ft | = | |
| Periodic Porter (up to 1000 sq. ft.) Periodic Porter service is performed by a cleaning attendant approximately every ninety (90) minutes. Price is per day. | | | | X | \$62.00 | = | |
| Periodic Porter (1001 - 3000 sq. ft.) | | | | X | \$103.00 | = | |
| Periodic Porter (3001 sq. ft. & above) | | | | X | \$159.00 | = | |
| All Day Porter (up to 1000 sq. ft.) An All Day Porter will be assigned to your booth for the length of the Show hours for each day service is ordered. Price is per day. | | | | X | \$152.00 | = | |
| All Day Porter (1001 - 3000 sq. ft.) | | | | X | \$304.00 | = | |
| All Day Porter (3001 sq. ft. & above) | | | | X | \$608.00 | = | |

TOTAL

| |
|-----------------|
| Order Comments: |
|-----------------|



For questions, or assistance with ordering please email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.

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| | | | | |
|--------------------------|--|-------------------------|----------|--------------|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | | City: | State: | Postal Code: |
| Phone #: | | EXT: | Fax #: | |
| Print Name: | | Signature: | | |
| Contact's E-mail: | | On-site Contact/Cell #: | | |

MGMRI retains the exclusive rights for all food and beverage services therein. It is not permissible to bring or sell any food or beverage on the premises. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.

Exhibitors Sampling product: If you will be sampling your product that is manufactured, produced or distributed by your company, email exhibitorservices@mandalaybay.com to request a Sample Authorization form.

TABLES & ELECTRICAL REQUIREMENTS: The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

Food is served on disposable ware: It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.


No refresh services are available on the show floor for food and beverage: If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

Periodic Porter Service required: Exhibitors ordering food and beverage are required to order Periodic Porter Service. Refer to the Cleaning order form.

Complete a separate order form for each day of service.

All items served in quantities of 12 except where noted and includes serving utensils and condiments where necessary

| DESCRIPTION | Delivery Date & Time | PRICE | X | QTY | = | TOTAL |
|---|----------------------|----------|---|-----|---|-------|
| Freshly Brewed Coffee - per gallon *Circle Regular or Decaffeinated | | \$126.00 | X | | = | |
| Assorted Domestic & Herbal Teas - per gallon | | \$126.00 | X | | = | |
| Iced Tea with Lemon - per gallon | | \$126.00 | X | | = | |
| House Infused Water - per gallon *Circle Lemon, Lime, Orange or Cucumber | | \$90.00 | X | | = | |
| Sodas - Assortment of Pepsi, Diet Pepsi, Sierra Mist | | \$86.00 | X | | = | |
| Assorted Fruit Juices - 10 ounce bottles | | \$94.00 | X | | = | |
| Bottled Spring Water - 16oz Bottles | | \$86.00 | X | | = | |
| Ice - 5 pound bucket | | \$7.00 | X | | = | |
| Domestic Beer - 12oz bottles *circle one Budweiser or Bud Lite | | \$124.00 | X | | = | |
| Imported Beer - 12 oz bottles *circle one Corona or Heineken | | \$140.00 | X | | = | |
| Cellar Master Wine - per bottle *circle one White Red or Sparkling | | \$60.00 | X | | = | |
| Bartender - required for Alcohol orders - 4 hour service | | \$292.00 | X | | = | |
| Water Cooler Rental, Includes (1) Five gallon water bottle & cups - (Cold only) <small>Electricity required one (1) 120 volt 5 amp outlet- order with electrical order form.</small> | | \$250.00 | X | | = | |
| Additional Five Gallon Water Bottle | | \$100.00 | X | | = | |
| Additional 50 cups for Water cooler | | \$13.00 | X | | = | |

| | | |
|-----------------|---|-----------------------------|
| Order Comments: |  <p>For questions or assistance, email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349</p> | Subtotal |
| | | 8.25% Tax & 23% Service Fee |
| | | TOTAL |

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor & their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to delivery of services. Please review all Orders and invoices prior to leaving show site. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee. **WATER COOLER RENTAL:** Exhibitors are responsible for the return of each Water Cooler and empty bottles. There will be a \$150.00 charge for each unit not returned. There is no refund for unused bottles or sleeves of cups.

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| | | | | |
|--------------------------|-------------------------|--------|--------------|--|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | City: | State: | Postal Code: | |
| Phone #: | EXT: | Fax #: | | |
| Print Name: | Signature: | | | |
| Contact's E-mail: | On-site Contact/Cell #: | | | |

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All items served in quantities of 12 except where noted and includes serving utensils and condiments where necessary

| DESCRIPTION | Delivery Date & Time | PRICE | X | QTY | = | TOTAL |
|--|--------------------------------|----------|---|-----|---|-------|
| Assorted Breakfast Pastries | | \$82.00 | X | | = | |
| Bagels with Cream Cheese | | \$82.00 | X | | = | |
| Yogurt - Individual, Low-Fat Assorted Fruit | | \$109.00 | X | | = | |
| Bowl of Assorted Whole Fresh Fruit | | \$83.00 | X | | = | |
| Sliced Seasonal Fruit Tray | | \$156.00 | X | | = | |
| Tortilla Chips | | \$86.00 | X | | = | |
| Snack Mix | | \$86.00 | X | | = | |
| Premium Chips - assorted individual bags | | \$86.00 | X | | = | |
| Pretzels - individual bags | | \$86.00 | X | | = | |
| Giant Cookie Tray - assorted | | \$82.00 | X | | = | |
| Asst'd Candy Bars (Snickers, Kit Kat, Nestle Crunch) | | \$86.00 | X | | = | |
| Chocolate Brownies with Nuts Tray | | \$82.00 | X | | = | |
| Deli Sandwiches - assorted | | \$132.00 | X | | = | |
| Tea Sandwiches - assorted | no substitutions on sandwiches | \$104.00 | X | | = | |
| Mini Chicken Croissant Sandwiches | | \$104.00 | X | | = | |
| Mini Tuna Salad Croissant Sandwiches | | \$104.00 | X | | = | |
| Field Green Salad | | \$172.00 | X | | = | |
| Caesar Salad | | \$172.00 | X | | = | |
| Chicken Caesar Salad | | \$328.00 | X | | = | |

| | | | |
|-----------------|---|-----------------------------|--|
| Order Comments: |  <p>For questions or assistance, email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349</p> | Subtotal | |
| | | 8.25% Tax & 23% Service Fee | |
| | | TOTAL | |

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor & their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to delivery of services. Please review all Orders and invoices prior to leaving show site. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.

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| | | | | |
|--------------------------|--|-------------------------|----------|--------------|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | | City: | State: | Postal Code: |
| Phone #: | | EXT: | Fax #: | |
| Print Name: | | Signature: | | |
| Contact's E-mail: | | On-site Contact/Cell #: | | |

| Wireless | Price | X | QTY | = | Total |
|--|-------------------|----------|------------|----------|--------------|
| 7 Day code (Provides one wireless code for one device for up to 7 days) | \$119.99 per code | X | | = | |
| 24 HR code (Provides code for one device for 24 hrs from the time of log-in) | \$51.99 per code | X | | = | |

****Discount available for more than 10 Wi-Fi codes - call for pricing.**

| Wired - Shared Services | Price | X | QTY | = | Total |
|--|---------------------|----------|------------|----------|--------------|
| Standard Internet Wired Connection (10/100BaseTX-CAT5) with 1 IP Address | \$1,200.00 per line | X | | = | |
| One (1) Additional IP address - (Standard Connection, Switch & Additional Cables Required) | \$150.00 each | X | | = | |

| Wired - Dedicated Services | Price | X | QTY | = | Total |
|---|------------------------|----------|------------|----------|--------------|
| Dedicated High Speed Wired Internet Service (5Mbps VLAN) (Ethernet bandwidth of 5Mbps w/up to 13 Public IPs and first drop) | \$4,680.00 per service | X | | = | |
| Additional VLAN Connection – (Dedicated High Speed Wired Internet Service Required) | \$420.00 each | X | | = | |

| Additional Services/Equipment | Price | X | QTY | = | Total |
|---|-------------------|----------|------------|----------|--------------|
| Patch cables – CAT5 (Made to order, Cables ONLY, Labor NOT Included) | \$1.00 per foot | X | | = | |
| Intra-Booth Networking / Floor Work Labor (includes cables) | \$240.00 per line | X | | = | |
| 8 Port Ethernet 10/100 Base TX Switch Rental (\$150 Non-return Fee will apply) Electrical required | \$150.00 each | X | | = | |
| 24 Port Ethernet 10/100 Base TX Switch Rental (\$270 Non-return Fee will apply) Electrical required | \$270.00 each | X | | = | |
| Line Relocation Charge (after installation) | \$200.00 per line | X | | = | |



For questions, or assistance with ordering please email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349

Total

MGM Resorts International (MGMRI) Internet and Data Services Terms & Conditions

Please be aware that Wi-Fi broadcasts within unregulated airspace. This means that many factors outside of our control can disrupt your wireless signal (such as MiFi's, cell phone hotspots/tethering, wireless routers, etc.) It is recommended that your device have the ability to operate within the 5 GHz spectrum (802.11a/n/ac) we have found it to be a more optimal environment. If your device does not allow for the 5 GHz spectrum, it's recommended that you purchase a 5 GHz adapter prior to event/show site.

- Internet orders must be placed 21 days prior to show move-in.
- A Floor plan MUST be provided for all wired internet orders. If floor plans are not provided, placement will be done at MGMRI's discretion and relocation fees will apply.
- Services do not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers, laptops or printers. The choice of ISP is at the discretion of MGMRI.
- Please be advised that install times cannot be guaranteed. Installs will be performed based on General Service Contractor's production schedule.
- Installs on on-site pop-up orders will be performed in order received once all pre-orders have been completed.
- MGMRI employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- MGMRI is not responsible for any cut or damage lines, addition fees may incur for repairs/re-installs.
- Any additional cost incurred by MGMRI to assist in diagnosis or problem resolution found not to be fault of MGMRI, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate.
- Any problem relating to the services provided should be reported immediately to the Service Desk.
- Rental equipment must be picked up at the Service Desk.
- Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show.
- Only MGMRI staff is authorized to make any change or modification to the cabling infrastructure of MGMRI.
- MGMRI does not guarantee any level of performance or connectivity beyond our gateway. All users of MGMRI's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks.
- Users of MGMRI data services shall not disrupt other users of MGMRI data services. Any device that is suspected of disrupting or interfering with MGMRI owned and operated hardware or software will be disconnected and/or shutdown without notice.
- Macro controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGM Resorts Intl.
- MGMRI data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using MGMRI data services for Internet connectivity shall be required to obtain a MGMRI assigned IP address. (NO NAT OR PAT - INCLUDING ROUTERS).
- Internet Performance Disclaimer: MGMRI does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MGMRI demarcation point. Internet Security Disclaimer: MGMRI does not provide security for any data circuit or connection we provide. Exhibitor has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MGMRI, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MGMRI may only be used by the officers, directors, and agents of the company purchasing the services, including its guests and consultants if performing a service to the company. MGMRI network or Internet services may not be resold, or made available for use by another company, individual or exhibitor.

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| | | | | |
|--------------------------|-------------------------|--------|--------------|--|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | City: | State: | Postal Code: | |
| Phone #: | EXT: | Fax #: | | |
| Print Name: | Signature: | | | |
| Contact's E-mail: | On-site Contact/Cell #: | | | |

| Description | Price | X | QTY | = | Total |
|---|----------------------|---|-----|---|-------|
| Multiline telephone (digital), main line & 1 rollover line & speaker *indicate preference - Local/Toll free or Long-Distance/International | \$475.00 per line | X | | = | |
| Additional Roll over line for Multiline telephone | \$ 35.00 each | X | | = | |
| Voicemail - add voicemail to any line | \$ 35.00 per line | | | | |
| Single Line touch tone telephone (analog) Modem | \$335.00 per line | X | | = | |
| Single Line touch tone telephone (analog) Fax | \$335.00 per line | X | | = | |
| Single Line touch tone telephone (analog) CC machine (not included) | \$335.00 per line | X | | = | |
| Conference Polycom Phone Rental - includes phone line (up to 3 days) *An additional charge of \$800 will be assessed for any damaged or unreturned polycom equipment. Call usage not included in rental price. | \$545.00 per phone | X | | = | |
| ISDN Line | \$475.00 flat fee | X | | = | |
| Extend Customer provided 1B line from Demarc (one time charge) | \$450.00 per circuit | X | | = | |
| Dry Pairs | \$475.00 per circuit | X | | = | |
| Relocation of telephone line after installation | \$150.00 per line | X | | = | |

The Exhibitor is responsible for all charges against assigned telephone numbers and will be charged to the credit card on file at the close of show.

- ◆ Toll Free, local, and credit card - \$1.25 per call
- ◆ Directory assistance calls - \$1.25 per call
- ◆ Long Distance & International calls - Prevailing rate

Total

Some Credit Card machines are not compatible with all PBX phone systems. i.e. some VeriFone models. All equipment must be programmed to dial 9 for outside access.



For questions, or assistance with ordering please email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to services. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee. Credit cards are charged upon receipt of the order for the full amount of services ordered. Additional phone charges such as relocation and phone usage fees will be applied to the final invoice after close of show. All phone line locations must be identified on the diagram form or a customer provided diagram. Only MGMRI Personnel are authorized to modify house wiring or cabling. All material furnished by MGMRI for this service shall remain the property of MGMRI. All lines will be restricted from 900/976 dialing. MGMRI will provide, upon request, a call detail report for each extension assignment. Exhibitors are responsible for safekeeping and return of all rental equipment. All telecom equipment must be returned to the Service Desk within one (1) hour following close of show, unless other arrangements have been agreed upon by Exhibitor & MGMRI. Renter assumes all risk of loss, theft, destruction of, or damage to equipment and will hold MGMRI harmless from any and all damages, claim, lien, storage cost, labor & materials. Renter further agrees to pay MGMRI on demand all costs associated with damaged or lost equipment. Usage Fees will be charged to the credit card on file.



ASHP Midyear 2019 December 9-11, 2019

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| | | | | |
|--------------------------|-------------------------|--------|--------------|--|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | City: | State: | Postal Code: | |
| Phone #: | EXT: | Fax #: | | |
| Print Name: | Signature: | | | |
| Contact's E-mail: | On-site Contact/Cell #: | | | |

Exclusive Electrical services provided by:

ORDERING INSTRUCTIONS 120 VOLT POWER DELIVERY

The cost of one 120-volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply.

208/480V POWER DELIVERY & CONNECTIONS

If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete the Electrical Labor Form to schedule estimated connection time and return it with this order.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time and material basis. Complete and return the Electrical Labor Order Form along with a floorplan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floorplan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening & 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.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

IMPORTANT NOTE ABOUT PLACEMENT

Arm lights must be mounted to a hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

TERMS & CONDITIONS

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.



For questions call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

| | RATE | X | QTY Show Hours Only | or | QTY 24hrs/day Double rate | = | TOTAL COST |
|----------------------|----------|---|---------------------------|----|---------------------------------|---|---------------|
| 120 VOLT | | | | | | | |
| 500 WATTS (5 AMPS) | \$152.00 | X | | | | = | |
| 1000 WATTS (10 AMPS) | \$263.00 | X | | | | = | |
| 1500 WATTS (15 AMPS) | \$314.00 | X | | | | = | |
| 2000 WATTS (20 AMPS) | \$371.00 | X | | | | = | |

208 VOLT SINGLE PHASE

| | | | | | | | |
|----------|------------|---|--|--|--|---|--|
| 20 AMPS | \$635.00 | X | | | | = | |
| 30 AMPS | \$729.00 | X | | | | = | |
| 60 AMPS | \$923.00 | X | | | | = | |
| 100 AMPS | \$1,350.00 | X | | | | = | |

208 VOLT THREE PHASE

| | | | | | | | |
|----------|------------|---|--|--|--|---|--|
| 20 AMPS | \$746.00 | X | | | | = | |
| 30 AMPS | \$918.00 | X | | | | = | |
| 60 AMPS | \$1,251.00 | X | | | | = | |
| 100 AMPS | \$1,548.00 | X | | | | = | |
| 200 AMPS | \$2,831.00 | X | | | | = | |

480 VOLT THREE PHASE

| | | | | | | | |
|----------|------------|---|--|--|--|---|--|
| 20 AMPS | \$1,623.00 | X | | | | = | |
| 30 AMPS | \$1,938.00 | X | | | | = | |
| 60 AMPS | \$2,535.00 | X | | | | = | |
| 100 AMPS | \$3,333.00 | X | | | | = | |

TRANSFORMER(S) Boost 208 Volt to 230 Volt

| | RATE | X | Total Amps | = | TOTAL |
|-------------------------------------|--------|---|------------|---|-------|
| Transformer (20 amp minimum charge) | \$4.00 | X | | = | |

ARM & POLE LIGHTS - (Lights include power & 1 hour labor for install & removal of in-line booths only)

| | RATE | X | QTY | = | TOTAL |
|------------------------------|----------|---|-----|---|-------|
| ARM LIGHT | \$194.00 | X | | = | |
| 8 FT POLE LIGHT - 1 FIXTURE | \$194.00 | X | | = | |
| 8 FT POLE LIGHT - 2 FIXTURES | \$255.00 | X | | = | |

ELECTRICAL LABOR

| | RATE | X | QTY | = | TOTAL |
|---|----------|---|-----|---|-------|
| ST (Mon-Fri, 8am-4:30pm, excluding holidays) | \$102.00 | X | | = | |
| OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) | \$204.00 | X | | = | |

Total

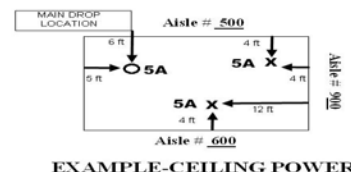
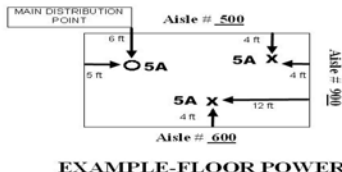
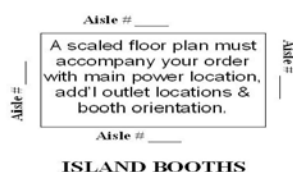
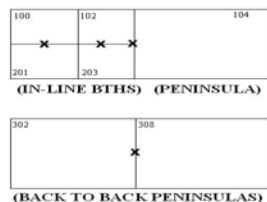
ELECTRICAL/LIGHTING TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- 1 Order with payment and floor plan (for island booths or any booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to show opening. Orders faxed or mailed without payment & required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the show rate. A purchase order or photo copy of a check are not considered valid forms of payment for securing the advance rate.
- 2 In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of in-line & peninsula booths.
- 4 Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other 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 Edlen office to discuss any additional costs that may be incurred
- 5 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. If you require a hoist a separate electrical service must be ordered for your motor power.
- 6 Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 7 Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) 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.
- 8 Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 9 Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.
- 10 Any extension cords or power strips should be ordered at the service desk. Credit will not be issued for unused items.
- 11 Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 12 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.
- 13 All electrical equipment must be properly tagged & wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 14 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded and cannot be used under carpet or concealed on the ground. 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.
- 15 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.
- 16 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50 unless specifically requested in writing.
- 17 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 18 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.
- 19 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 all attorney fees or applicable agency fees.
- 20 By signing the order and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on the order form.

COMMONLY ASKED QUESTION - 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 & material basis.



For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

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| | | | | |
|--------------------------|--|-------------------------|----------|--------------|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | | City: | State: | Postal Code: |
| Phone #: | | EXT: | Fax #: | |
| Print Name: | | Signature: | | |
| Contact's E-mail: | | On-site Contact/Cell #: | | |

Exclusive Electrical services provided by:



For questions call Edlen Electrical
(702)322-5707 or email
mandalaybay@edlen.com

ELECTRICAL JURISDICTION - The work described below falls within the jurisdiction of the electrical union & cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|---|
| 1. Electrical distribution under carpet or concealed 2. Connection of all 208V or higher services 3. Hardwiring of any electrical apparatus 4. Condor lift for installation of electrical signs &/or rotators under 200lbs. 5. Assembly & hanging of all ground supported static lighting & truss | 6. Overhead power distribution 7. Assembling & rigging of overhead signs under 200lbs. 8. Forklift for installation of electrical headers &/or light boxes 9. Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment 10. All electrical equipment, lighting fixtures & any electrical apparatus that requires electrical & mechanical fastening to the exhibit or display |
|---|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify the main distribution point where power will be delivered/distributed.

- Date you will begin building your booth _____.

Estimated time _____

- Show Site Contact with authority to make additions or changes to your order:

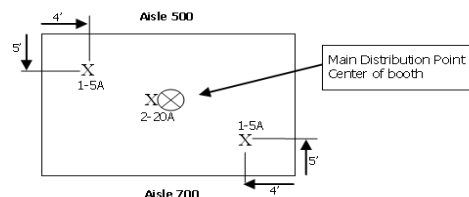
Contact Name _____

Contact Company _____

Contact Cell # _____

Contact Email _____

Example: 20X30 Island Booth



- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your electrical order form.

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time & no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES Straight time.....\$102.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

LABOR RATES Overtime.....\$204.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays

LIFT RATES Lift.....\$227.00 per hour


Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

CREDIT CARD INFORMATION MUST BE ON FILE BEFORE ANY REQUESTED LABOR IS PERFORMED

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| | | | | |
|--------------------------|--|-------------------------|----------|--------------|
| Exhibiting Company Name: | | | BOOTH #: | |
| Street Address: | | City: | State: | Postal Code: |
| Phone #: | | EXT: | Fax #: | |
| Print Name: | | Signature: | | |
| Contact's E-mail: | | On-site Contact/Cell #: | | |

| <p>Exclusive Air & Water services provided by:</p> <div style="border: 1px solid black; padding: 5px;"> <p align="center">ORDERING INSTRUCTIONS</p> <p align="center">LABOR REQUIREMENTS</p> <p>There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">ADDITIONAL CONNECTIONS</p> <p>If you have more than one machine or multiple connections on a machine, order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise another outlet will be required.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">OUTLET DISTRIBUTION</p> <p>Outlets are delivered to the rear of inline & peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on time and material basis. Lift charges will apply for overhead drops or distribution.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">SERVICE CONNECTIONS</p> <p>All service connections are to be made by Edlen plumbers. Material charges may apply.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">AIR LINE RESPONSIBILITIES</p> <p>Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">WATER PRESSURE</p> <p>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.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">WASTE WATER</p> <p>If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p align="center">TERMS & CONDITIONS</p> <p>Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.</p> </div> | <div style="text-align: center;">  <p>EDLEN The Power People</p> </div> <p align="right">For questions call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COMPRESSED AIR: 90-100 LBS. Psi</th> <th style="text-align: right;">RATE</th> <th style="text-align: center;">X</th> <th style="text-align: center;">QTY</th> <th style="text-align: center;">=</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Air Outlet</td> <td align="right">\$680.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td>Additional Connections within 20' of Outlet</td> <td align="right">\$357.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td>CFM requirements (5 CFM min. charge per outlet)</td> <td align="right">\$71.25/cfm</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p>Remember to order CFM with air services. Connection size see # 8 in Utility Terms & Conditions.</p> <p>WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Water Outlet</td> <td align="right">\$680.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td>Additional Connections within 20' of Outlet</td> <td align="right">\$357.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p># of connections required: _____ Size of connection: _____</p> <p>PSI required: _____ GPM Required: _____</p> <p>DRAIN LINES</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Drain Outlet</td> <td align="right">\$680.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td>Additional Connections within 20' of Outlet</td> <td align="right">\$357.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p># of connections required: _____ Size of connection: _____</p> <p>FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color or taste of the water.)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">1 - 50 Gallons</td> <td align="right">\$213.75</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: center;">51 - 200 Gallons</td> <td align="right">\$570.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: center;">201 - 500 Gallons</td> <td align="right">\$712.50</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: center;">Each additional 100 Gallons up to 1,000 Gallons</td> <td align="right">\$107.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p>HAND WASHING STATIONS (require 1 hour of labor per day to refill hot water)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Hand Washing Station</td> <td align="right">\$210.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: center;">ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td> <td align="right">\$95.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: center;">OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)</td> <td align="right">\$190.00</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p>There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.</p> <p align="center">When do you move-in? When do you move-out? Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water & drain outlets.</p> <p>PROPANE & MISC. GASES REQUIREMENTS (call for quote)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: right;">\$</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> <tr> <td style="text-align: right;">\$</td> <td align="center">X</td> <td></td> <td align="center">=</td> <td></td> </tr> </tbody> </table> <p align="right">Total _____</p> | COMPRESSED AIR: 90-100 LBS. Psi | RATE | X | QTY | = | TOTAL | Air Outlet | \$680.00 | X | | = | | Additional Connections within 20' of Outlet | \$357.00 | X | | = | | CFM requirements (5 CFM min. charge per outlet) | \$71.25/cfm | X | | = | | Water Outlet | \$680.00 | X | | = | | Additional Connections within 20' of Outlet | \$357.00 | X | | = | | Drain Outlet | \$680.00 | X | | = | | Additional Connections within 20' of Outlet | \$357.00 | X | | = | | 1 - 50 Gallons | \$213.75 | X | | = | | 51 - 200 Gallons | \$570.00 | X | | = | | 201 - 500 Gallons | \$712.50 | X | | = | | Each additional 100 Gallons up to 1,000 Gallons | \$107.00 | X | | = | | Hand Washing Station | \$210.00 | X | | = | | ST (Mon-Fri, 8am-4:30pm, excluding holidays) | \$95.00 | X | | = | | OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) | \$190.00 | X | | = | | \$ | X | | = | | \$ | X | | = | |
|---|---|---------------------------------|------|---|-------|---|-------|------------|----------|---|--|---|--|---|----------|---|--|---|--|---|-------------|---|--|---|--|--------------|----------|---|--|---|--|---|----------|---|--|---|--|--------------|----------|---|--|---|--|---|----------|---|--|---|--|----------------|----------|---|--|---|--|------------------|----------|---|--|---|--|-------------------|----------|---|--|---|--|---|----------|---|--|---|--|----------------------|----------|---|--|---|--|--|---------|---|--|---|--|---|----------|---|--|---|--|----|---|--|---|--|----|---|--|---|--|
| COMPRESSED AIR: 90-100 LBS. Psi | RATE | X | QTY | = | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Air Outlet | \$680.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Connections within 20' of Outlet | \$357.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CFM requirements (5 CFM min. charge per outlet) | \$71.25/cfm | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Outlet | \$680.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Connections within 20' of Outlet | \$357.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drain Outlet | \$680.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Connections within 20' of Outlet | \$357.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - 50 Gallons | \$213.75 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 - 200 Gallons | \$570.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 201 - 500 Gallons | \$712.50 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Each additional 100 Gallons up to 1,000 Gallons | \$107.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hand Washing Station | \$210.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ST (Mon-Fri, 8am-4:30pm, excluding holidays) | \$95.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) | \$190.00 | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$ | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$ | X | | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

UTILITIES TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- 1 In the event that the 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.
- 2 All outlets will be installed on the floor at the back wall of in-line 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.
- 3 Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges will apply for overhead distribution.
- 4 Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 5 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.
- 6 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.
- 7 Edlen plumbers are to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 8 Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements.
- 9 Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 10 Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 11 Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 12 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.
- 13 Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when
- 14 Gas & Cylinders: Credit will not be provided on unused cylinders.
- 15 All equipment using water must have inlet and outlet properly tagged.
- 16 All equipment must comply with state and local codes.
- 17 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.
- 18 For gas cylinders or any other special requirements call Edlen for a quote at the number on the order form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 19 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- 20 Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
- 21 Credit will not be given for outlets installed or connections made and not used.
- 22 Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 23 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 attorney fees or applicable agency fees.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

Lead Management Form

2019 ASHP Midyear Clinical Meeting and Exhibition

December 8 - 12, 2019 | Las Vegas, Nevada



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(required): _____

| LEAD RETRIEVAL OPTIONS | on or before 11/11/19 | After 11/11/19 | number of units | TOTAL |
|--|--------------------------|-------------------|--------------------|--------|
| Handheld Badge Scanner (RT2000) | \$485 | \$525 | | \$ |
| RT2000 Portable Bluetooth printer | \$75 | \$125 | | \$ |
| Tablet (Android Device) | \$450 | \$500 | | \$ |
| Amount | | | | \$ |
| Subtotal with 8.25% tax applied | | | | \$ |
| LEAD RETRIEVAL OPTIONS (not taxed) | on or before 11/11/19 | After 11/11/19 | | |
| SWAP Mobile App (1-3 Users) | \$499 | \$499 | | |
| Use Your Own Device | | | | |
| Add SWAP Users | \$129 (Each) | | | \$ |
| (After purchase of initial lead option) | | | | |
| Subtotal | | | | \$ |
| ADDITIONAL SERVICES | | | | |
| Developer's Kit (Real Time Data Services) | \$1500 | | | \$ |
| Click here for more information. | | | | |
| Delivery of Reader to Booth | \$100 | | | \$ |
| (Post show pickup not available) | | | | |
| Amount | | | | \$ |
| Subtotal with 8.25% tax applied | | | | \$ |
| Add all Subtotals | | | | \$ |
| *Processing Fee | | | | \$9.99 |
| Final Total | | | | \$ |

Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Orders are subject to these Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by 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.
- [Click Here for Additional Terms and Conditions](#)
- Processing fee waived when order is placed using company's online lead 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 *Orders cannot be processed unless received with payment*

☐ Check ☐ Visa ☐ MasterCard ☐ AMEX ☐ DISCOVER

Signature: _____

Card #: _____ Exp: ____ / ____

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

For Assistance Contact:

Ajay Vyas

P: 888.889.4674

E: ajay.vyas@experient-inc.com

It is against Experient's security policy to accept credit card information via email.

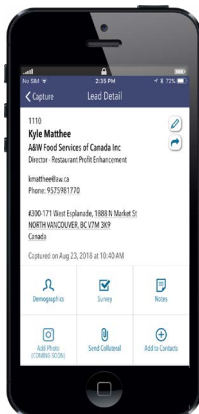
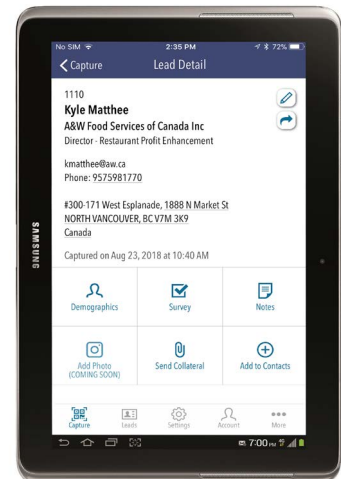


Handheld Badge Scanner (Optium RT2000)

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up

Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up



SWAP Mobile App

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up
- Ability to attach and send collateral from your device



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

EXHIBIT PHOTOGRAPHY ORDER FORM

| | |
|--|---|
| f-stop Photography, LLC 5001 Alexander Dr. Metairie, LA 70003 504-957-2450 www.neworleansconventionphoto.com orders@fstophotography.net | EXHIBITOR NAME _____ BOOTH # _____ ON-SITE CONTACT _____ CONTACT PHONE # _____ |
|--|---|

EXHIBIT PHOTOGRAPHY

| | |
|--|--------------------------|
| _____ Hi-resolution digital file per view – Electronic delivery only | \$175.00 ea = \$ _____ |
| _____ 8 X 10 original view plus hi-resolution digital file (shipping & handling fees apply) | \$200.00 ea = \$ _____ |
| _____ 8 X 10 Original view – print only (shipping & handling fees apply) | \$150.00 ea = \$ _____ |
| _____ Multi-view economy package - 8 views (minimum) or more - # of views _____ | @ \$150.00 ea = \$ _____ |
| _____ high-resolution digital files only – E-Delivery (\$200 minimum savings) | |
| _____ Additional 8 X 10 reprints of original view | \$25.00 ea = \$ _____ |
| _____ CD of all views (E-Delivery included) | \$25.00 ea = \$ _____ |
| Shipping & Handling (CD & print orders only) \$ _____ 10.00 | |
| <input type="checkbox"/> Empty Booth _____ <input type="checkbox"/> Activity During Show _____ | |
| TOTAL \$ _____ | |
| <input type="checkbox"/> Staff Photo – Date _____ Time _____ | |

EDITORIAL & PUBLIC RELATIONS PHOTOGRAPHY

Used for in-booth presentations, special events, award ceremonies, receptions and seminars. Does not include photos of whole booth/exhibit with or without people.

| | |
|---|------------------------------------|
| _____ 1-Hour photography coverage, at convention site* | \$300.00 hr = \$ _____ |
| Includes all images on CD/DVD. | |
| (*During show hours only. Off-site events require a 2-hours minimum payment.) | |
| _____ Additional hours including all images on CD | \$100.00 hr = \$ _____ |
| | Shipping & Handling \$ _____ 10.00 |
| TOTAL \$ _____ | |

| | | |
|---|------------------|------------------------------|
| Bill / Ship to: Company _____ | | |
| Name _____ | Phone # _____ | |
| Address _____ | | |
| City _____ | State _____ | Zip _____ |
| <input type="checkbox"/> Check Enclosed <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX # _____ | | |
| Exp. Date _____ | Security # _____ | Card Holder's Zip Code _____ |
| Card Holder Name _____ Signature _____ | | |



BOOTH SECURITY GUARD SERVICE – ORDER FORM

EXHIBITOR: _____

BOOTH #: _____

ON-SITE CONTACT NAME: _____

CELL PHONE: () _____ FAX: () _____

| DATE | START TIME | END TIME | TOTAL HOURS |
|------|------------|----------|-------------|
| | | | |
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TOTAL HOURS _____

Simmons Security requires payment in full at the time of your order in placed.

Advance Discount Rate (order by 11/28/2019) On-site/Regular Rate (order after 11/28/19):

Straight Time - \$38.00 per hour Straight Time - \$40.00 per hour

PAYMENT 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 or Fax to: 866-610-9606

December 8 - 12, 2019
Las Vegas, NV

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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■ See our Price List



Products in our Online Store

23"-90" Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27" all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

Place your order before **November 11th**, for 20% off

■ Your 2019 ASHP Midyear Clinical Meeting & Exhibition AV Experts

Online Product Recommendations: Sean Gibson | exhibits@psav.com | 800.966.4498

Custom Exhibit AV Needs: Matthew W. Thomas, CEM | mwthomas@psav.com | 214.210.8028

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CREATIVE
SUPPORT

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ONLINE ORDERS:
psav.store

3 Options for Placing your Order:

- Build a shopping cart at psav.store and check out securely online
- Complete this form, save it locally, and email to: exhibits@psav.com
- Call 800.966.4498 to speak with one of our helpful experts!

Exhibiting Company:

Booth Number:

On-Site Contact Name:

On-Site Phone Number:

Advanced Price Deadline: November 11th

Price Matching + No Drayage: With PSAV as the official AV provider for 2019 ASHP Midyear Clinical Meeting & Exhibition, 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 | 350 | 435 |
| 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 | 370 | 460 |
| OTHER SOLUTIONS | Advanced Price | Standard Price | 40"-43" LED/LCD Monitor | 625 | 780 |
| Media Player | 100 | 125 | 48" LED/LCD Monitor | 675 | 875 |
| Keyboard and Mouse - Wired | 20 | 25 | 55" LED/LCD Monitor | 1000 | 1250 |
| Keyboard and Mouse - Wireless | 50 | 65 | 65" LED/LCD Monitor | 1300 | 1625 |
| iPad | 200 | 250 | 70" LED/LCD Monitor | 1650 | 2060 |
| iPad Desktop Stand | 88 | 110 | 27" All-In-One Touchscreen | 600 | 750 |
| iPad Floor Stand | 88 | 110 | Distribution Amplifier | 145 | 180 |
| Microsoft Surface | 270 | 340 | Other: | | |
| HP 400DW B&W Laser Printer | 250 | 315 | | | |
| 15-Device WiFi Kit | 1944 | 2430 | | | |
| Showcase XD Digital Product Catalog | n/a | 1200 | | | |

***Labor Disclaimer:** Listed prices do not include labor. Individual orders will be charged a minimum labor, delivery, and service fee of \$150 or 30% of the equipment total (before tax) whichever is greater.