

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

mail

10001 Fannin St, Houston, TX  
77045**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): Plum, Grey

Aisle carpet color: Tuxedo

**EXHIBIT SHOW SCHEDULE**

<b>General Exhibitor Move-in:</b>	Thursday, November 7, 2019	12:00 PM	to	6:00 PM
	Friday, November 8, 2019	8:00 AM	to	1:00 PM
<b>Exhibit Hours:</b>	Friday, November 8, 2019	5:00 PM	to	7:30 PM
	Saturday, November 9, 2019	9:30 AM	to	11:30 AM
<b>Exhibitor Move-out:</b>	Saturday, November 9, 2019	11:30 AM	to	5:30 PM
<b>Freight Reroute Begins*</b>	Saturday, November 9, 2019	4:00 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]  
ASCP Annual Meeting and Exposition  
Shepard Exposition c/o UPSF c/o Crane  
4050 Valley View Ln, Ste 100  
Irving, TX 75038

**Direct Shipments Address**

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
ASCP Annual Meeting and Exposition  
Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

**IMPORTANT DEADLINES**

Discount price deadline for custom Shepard rentals: Wednesday, October 9, 2019

Exhibitor appointed contractor notification deadline: Friday, October 11, 2019

First day for warehouse deliveries without a surcharge: Friday, October 11, 2019

Discount price deadline for standard Shepard orders: Friday, October 18, 2019

Last day for warehouse deliveries without a surcharge: Thursday, October 31, 2019

Last day for warehouse deliveries\*: Tuesday, November 5, 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: Thursday, November 7, 2019 at 8:00 AM



### ASCP Annual Meeting and Exposition

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**Discount Deadline** Friday, October 18, 2019

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email	<a href="mailto:houston@shepardes.com">houston@shepardes.com</a>
phone	(832) 799-5700
fax	(832) 415-0517

**Shepard Mailing Address** 10001 Fannin St, Houston, TX 77045

**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

Saturday, November 9, 2019 11:30 AM to 5:30 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 Saturday, November 9, 2019 4:00 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 Saturday, November 9, 2019 4:00 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

Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

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

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## Online Ordering is Easy!

**GO TO** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)**CLICK ON** ASCP Annual Meeting and Exposition**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 = ASCP19

*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](mailto:customerservice@shepardes.com)

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


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

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

Confirm your order, click  and complete the payment process.

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

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

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

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

**(832) 799-5700**

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



## Payment Authorization

### ASCP Annual Meeting and Exposition

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email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517  
mail 10001 Fannin St, Houston, TX 77045

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) \_\_\_\_\_



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 **ASCP Annual Meeting and Exposition**

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 check.

**TAX EXEMPT?** Please submit tax exemption certificate to: [houston@shepardes.com](mailto:houston@shepardes.com)

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



## ASCP Annual Meeting and Exposition

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

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

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

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

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

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

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

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

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. 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-weighed 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

### ASCP Annual Meeting and Exposition

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November 9, 2019

**Deadline** Friday, October 11, 2019

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

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

### 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.



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phone

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fax

(832) 415-0517

**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 a charged a 1 hour minimum forklift rental and labor.**

Exhibitor



Exhibitor Signature



## November 9, 2019

(832) 415-0517

Below Booth #



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



**Exhibit  
Rental**



**Traffic  
Builders**



**Logistics &  
Transportation**



**Furniture  
Rentals**



**Material Handling  
& Ground Rigging**



**More!**



# 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.



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Event Code:

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email

[logistics@shepardes.com](mailto: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

Thursday, November 7, 2019

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

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

Qty	L	W	H	Weight
<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Monitors				
<input type="checkbox"/> Other				
<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

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

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

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

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.

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>Shepard Exposition c/o UPSF c/o Crane</b>
	<b>4050 Valley View Ln, Ste 100</b>
	<b>Irving, TX 75038</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>ASCP Annual Meeting and Exposition</b>	
First day freight can arrive w/o a surcharge: <b>October 11, 2019</b>	
Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>Shepard Exposition c/o UPSF c/o Crane</b>
	<b>4050 Valley View Ln, Ste 100</b>
	<b>Irving, TX 75038</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>ASCP Annual Meeting and Exposition</b>	
First day freight can arrive w/o a surcharge: <b>October 11, 2019</b>	
Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>	


<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>Shepard Exposition c/o UPSF c/o Crane</b>
	<b>4050 Valley View Ln, Ste 100</b>
	<b>Irving, TX 75038</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: _____	
<b>ASCP Annual Meeting and Exposition</b>	
First day freight can arrive w/o a surcharge: <b>October 11, 2019</b>	
Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>Shepard Exposition c/o UPSF c/o Crane</b>
	<b>4050 Valley View Ln, Ste 100</b>
	<b>Irving, TX 75038</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: _____	
<b>ASCP Annual Meeting and Exposition</b>	
First day freight can arrive w/o a surcharge: <b>October 11, 2019</b>	
Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>	

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.

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Gaylord Texan Resort and Convention Center 1501 Gaylord Trail Grapevine, TX 76051
	For: ASCP Annual Meeting and Exposition
<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 7, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Gaylord Texan Resort and Convention Center 1501 Gaylord Trail Grapevine, TX 76051
	For: ASCP Annual Meeting and Exposition
<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 7, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Gaylord Texan Resort and Convention Center 1501 Gaylord Trail Grapevine, TX 76051
	For: ASCP Annual Meeting and Exposition
<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 7, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Gaylord Texan Resort and Convention Center 1501 Gaylord Trail Grapevine, TX 76051
	For: ASCP Annual Meeting and Exposition
<b>MUST NOT BE DELIVERED PRIOR TO:</b> November 7, 2019 @ 8:00 AM	



## Material Handling Rates

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

### 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 are 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.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

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

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$152.75	\$198.50	
35010	35036		

### Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$142.25	\$213.50	\$185.00	
35030	35043	35038		

### Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	\$76.50	
35400		

### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse.

Advance freight is typically delivered to your booth before direct shipments.

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

### Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 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.

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

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

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

**Double Time** - 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.

Company

Booth #

Please Sign



Card Holder Signature



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

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

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

•Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

•Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

•Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

•Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

•Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

•No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

•Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

### DISPOSAL FEE

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.

### UNCRTATED SHIPMENTS

Rate as shown on Material Handling Rate Form

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

### OFF-TARGET DELIVERIES

Surcharge: 15% 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.



ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

Labor Hours

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

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 5:00 pm

DT - Double-time: Sundays, Holidays, all other hours

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

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

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

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



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$140.25	
35152		Booth to Dock ST	\$140.25	
35153		Dock to Booth OT	\$190.38	
35154		Booth to Dock OT	\$190.38	

**Only Shepard personnel are allowed to operate mechanical equipment.**

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

No refunds or exchanges once service has been rendered.

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

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

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

Contact Name

Contact Email Address



Card Holder Signature



**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

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phone (832) 799-5700  
fax (832) 415-0517

**Displaying a vehicle at the event?** (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)  
All vehicles must be escorted on and off the floor by a Shepard representative.  
Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

**Step 1:** If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

**Step 2:** Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Saturday, November 9, 2019** **4:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

**Important Rules and Regulations**

- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Keys must be given to Shepard Exposition Services to be held onsite.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$200.00

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

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

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

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

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

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

Contact Name

Contact Email Address



Card Holder Signature



# Forklift and Ground Rigging

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

### Discount Deadline Friday, October 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: 8:00 am - 5:00 pm  
DT - Double-time: Sundays, Holidays, all other hours

## 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	\$293.60	\$381.75	
35039		OT Hourly Rental	\$365.65	\$475.25	
35067		DT Hourly Rental	\$437.70	\$569.00	

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

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$880.85	\$1,145.00	
35066		OT Hourly Rental	\$1,097.00	\$1,426.00	
35070		DT Hourly Rental	\$1,313.15	\$1,707.00	

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

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$587.20	\$763.25	
35049		OT Hourly Rental	\$731.35	\$950.75	
35069		DT Hourly Rental	\$875.45	\$1,138.00	

#### Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$1,174.45	\$1,526.75	
35256		OT Hourly Rental	\$1,462.65	\$1,901.50	
35257		DT Hourly Rental	\$1,750.90	\$2,276.25	

#### Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$734.00	\$954.25	
35456		OT Hourly Rental	\$914.15	\$1,188.50	
35457		DT Hourly Rental	\$1,094.30	\$1,422.50	

#### 4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$440.40	\$572.50	
35594		OT Hourly Rental	\$548.50	\$713.00	
35595		DT Hourly Rental	\$656.60	\$853.50	

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	\$125.31	\$162.90	
35086		OT per man hour	\$187.97	\$244.35	
35099		DT per man hour	\$250.63	\$325.80	

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

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$100.25	\$130.35	
35100		OT per man hour	\$150.38	\$195.50	
35101		DT per man hour	\$200.50	\$260.65	

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.

Forklift Estimate \_\_\_\_\_

8.250% Tax\*: \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

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)

			Per Day
35166	Pallets/Skids		\$35.00
35349	1/2 a Trailer		\$80.00
35348	Full Trailer		\$120.00
35087	Labor	ST	\$100.25
35100		OT	\$150.38
35101		DT	\$200.50

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).

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	\$100.25	35087	
	OT	\$150.38	35100	
	DT	\$200.50	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: \$  
8.250% Tax\*: \$  
Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Warehouse Storage

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

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

#### Pricing:

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

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

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

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

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

Exhibiting Company

Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

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

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

What are the dimensions of each piece?

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

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

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

From Date

To

Fees will continue until storage is picked up.

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

☐ Ship to another destination via Shepard Logistics\*

☐ Transport to another Shepard event\*:

☐ Pick-up is arranged with another carrier:

\*Additional fees will apply

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

Estimated Warehouse Storage: \$

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

8.250% 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



# Agility

*Fairs & Events*

**The experts in International Event Logistics**

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

Our complete services include:

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

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

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

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



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



# 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

\*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

# Showcase



**4' Full View Showcase  
#50067**

**6' Full View Showcase  
#50068**

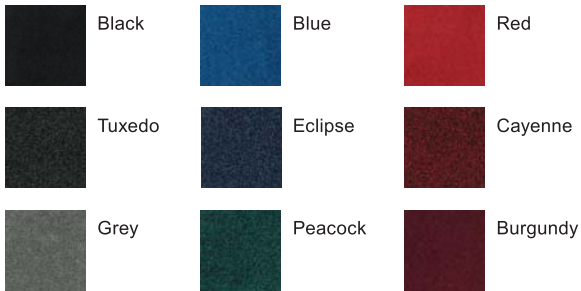


**4' Quarterview  
Showcase  
#50069**

**6' Quarterview  
Showcase  
#50070**

# Flooring

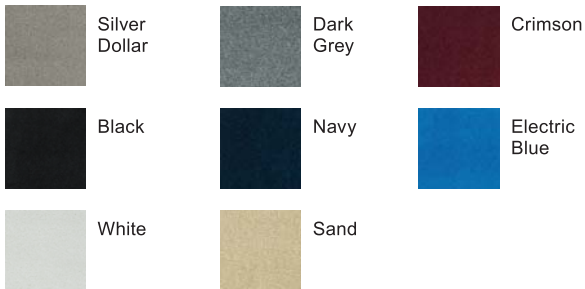
## EXPO - 13oz



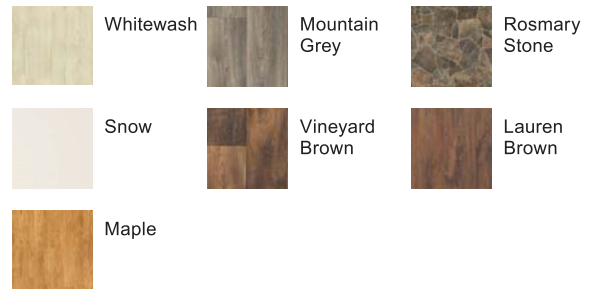
## PREMIUM - 28oz



## 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



## Booth and Carpet Cleaning

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

#### Discount Deadline Friday, October 18, 2019

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

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

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

#### Minimum 100 square foot order for all cleaning services.

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

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

#### Booth Vacuuming



##### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.46	\$0.60	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.40	\$0.50	

##### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$0.46	\$0.60	
47056		400-900 sq.ft.	\$0.40	\$0.50	
47057		900+ sq. ft	\$0.40	\$0.50	

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.45	\$0.60	
47031		Daily Porter	\$0.45	\$0.60	

#### Specialty Services



##### Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.60	\$0.80	
47022		Mop Daily	\$0.60	\$0.80	
47013		Sham/One Time	\$0.60	\$0.80	



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

Code	Hours	Service	ST	OT	Total
47043		One Time	\$130.33	\$195.49	
47044		Daily	\$130.33	\$195.49	

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

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

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

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

Total Cleaning: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, TX

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code: T158341119  
email houston@shepardes.com  
phone (832) 799-5700  
fax (832) 415-0517

## Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

**Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used.  
All related disposal fees will be added to the payment method on file.**

### Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$130.33	\$169.40
68067		OT Labor	\$195.49	\$254.15
68068		DT Labor	\$260.65	\$338.85

### Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$293.60	\$381.75
35039		OT 5k Forklift	\$365.65	\$475.25
35067		DT 5k Forklift	\$437.70	\$569.00

### Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$575.00	\$747.50

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

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

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

Total Disposal Fee: \$  
8.250% Tax\*: \$  
Amount Due: \$

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

Contact Name

Contact Email Address



Card Holder Signature

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, TX

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

**Tables**

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$143.60	\$186.70	
50046			6'L X 30"H 24"W Skirted Table	\$176.45	\$229.40	
50050			8'L X 30"H 24"W Skirted Table	\$223.75	\$290.90	
50043			4'L X 42"H 24"W Skirted Table	\$174.50	\$226.85	
50047			6'L x 42"H 24"W Skirted Table	\$223.50	\$290.55	
50051			8'L x 42"H 24"W Skirted Table	\$262.90	\$341.75	
50052			4th Side Skirt for 30" High Table	\$87.30	\$113.50	
50171			4th Side 42" Skirt for 42" High Table	\$87.30	\$113.50	
50700			6'L X 30"H 24"W Spandex Table Cover	\$261.75	\$340.30	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$102.30	\$133.00	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$122.05	\$158.65	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$143.90	\$187.05	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$115.25	\$149.85	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$143.90	\$187.05	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$160.60	\$208.80	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$257.85	\$335.20	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$241.05	\$313.35	
50030		na	Round Side Table 24" W X 18" H	\$121.30	\$157.70	
50031		na	Square Side Table 24" W X 18" H	\$121.30	\$157.70	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$315.40	\$410.00	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$328.80	\$427.45	

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	\$93.30	\$121.30	
50021		na	Arm Chair Grey Fabric	\$127.20	\$165.35	
50024		na	Stool w/back Grey Fabric	\$154.95	\$201.45	
51086		na	Director's Chair Black Fabric	\$96.25	\$125.15	
51090		na	Director's Stool Black Fabric	\$172.25	\$223.95	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$172.25	\$244.25	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$154.35	\$200.65	

Signature indicates you read and accept the Payment Policy and Terms &amp; 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

Please Sign

Card Holder Signature

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, TX

November 9, 2019

**Discount Deadline Friday, October 18, 2019**Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

**Specialty & Display**

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$19.00	\$19.00	
50094		na	Floor Easel, Chrome	\$51.65	\$67.15	
50245		na	Literature Rack Silver, Glass	\$190.55	\$247.70	
50175		na	Bag Rack, Chrome	\$252.35	\$328.05	
50092		na	Coat Rack, Chrome	\$89.60	\$116.50	
50093		na	Garment Rack, Chrome	\$252.35	\$328.05	
50427		na	Tensabarrier, Per Stem, Black	\$106.45	\$138.40	
50095		na	Sign Holder, 22x28 Chrome	\$117.60	\$152.90	
50185		na	Drawing Bowl, Clear	\$47.40	\$61.60	
50296		na	4' x 12" Display Riser White and Black	\$106.60	\$138.60	
50297		na	6' x 12" Display Riser White and Black	\$132.65	\$172.45	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$402.50	\$523.25	
50067		na	4' Full View Showcase, White	\$951.05	\$1,236.35	
50068		na	6' Full View Showcase, White	\$1,048.90	\$1,363.55	
50069		na	4' Quarter View Showcase, White	\$951.05	\$1,236.35	
50070		na	6' Quarter View Showcase, White	\$1,048.90	\$1,363.55	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$307.95	\$400.35	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$307.95	\$400.35	
50236		na	Grids 2'x8' w/legs, each	\$227.45	\$295.70	
50237		na	Grid 2'x8' w/o legs, each	\$170.35	\$221.45	
50242		na	7-Ball Waterfall for Grids	\$15.65	\$20.35	
50104		na	6" Hooks (12) for Peg Boards	\$50.10	\$65.15	

**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	\$24.15	\$31.40	
50074			3' High on a cross bar, per linear foot	\$17.90	\$23.25	
50088		na	8' Upright w/base	\$33.35	\$43.35	
52065		na	3' Upright w/base	\$33.35	\$43.35	
50349		na	6'-10' Crossbar	\$22.20	\$28.85	
50348		na	7'-12' Crossbar	\$22.20	\$28.85	
50058			Sateen, per linear foot	\$19.70	\$25.60	

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 &amp; 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 Furnishings: \$ \_\_\_\_\_  
8.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address

Please Sign

Card Holder Signature

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Wednesday, October 9, 2019**

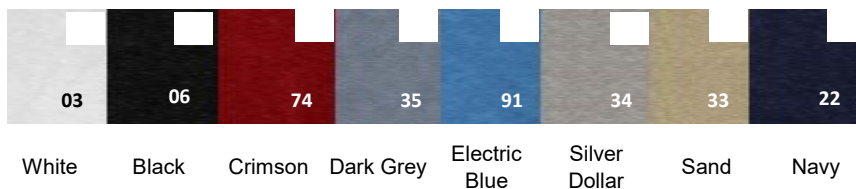
 Order with complete Payment Authorization must be received before Discount  
 Deadline date to receive discounted pricing.

 Event Code: T158341119  
 email: [houston@shepardes.com](mailto:houston@shepardes.com)  
 phone: (832) 799-5700  
 fax: (832) 415-0517

**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	\$10.20	

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	\$13.15	

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		1/2" Padding for Vinyl	\$4.85	

**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 &amp; 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



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

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

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

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.35	\$9.55	
46003		Rental 1000+ sqft	\$6.40	\$8.30	
46002		Purchase sqft	\$18.05	\$23.45	

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

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.30	\$1.70	
50008		1" Padding	\$2.60	\$3.40	
50010		Visqueen	\$0.40	\$0.50	

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!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$257.55	\$334.80	
50256		10' x 20'	\$480.60	\$624.80	
50257		10' x 30'	\$716.80	\$931.85	
50258		10' x 40'	\$953.00	\$1,238.90	

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

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

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$5.35	\$6.95	
50581		400 - 900 sq ft	\$4.90	\$6.35	
50582		900+ sq ft	\$4.50	\$5.85	

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\*: \$

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

Amount Due: \$

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



POWERED  
DETAIL

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

**ROMA**



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

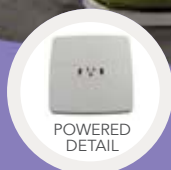
**ROMA**



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



**WIRELESS  
CHARGING TABLE,  
POWERED**  
**CUBPOW**  
(white, ac plug-in)  
20"L 20"D 18"H



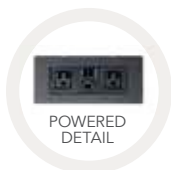
POWERED  
DETAIL

## 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.**



POWERED  
DETAIL

**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



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

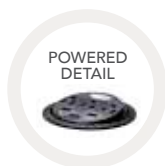
### Wireless Charging Table, Powered

- 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

## HOPI

(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



10'x20' Hopi Lounge & Zenith Café Booth

# 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

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



POWERED  
DETAIL



**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



A.

B.

C.

## 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

# 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

### C) FAIRCW

#### Fairfax Chair

(white vinyl, brushed metal)  
27"L 26"D 30"H

### D) MNCHCH

#### Munich Armless Chair

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

### E) HOPCH

#### Hopi Chair

(gray linen)  
21"L 25"D 34"H

### F) PROGB

#### 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





# Ottomans

## VIBE CUBE

18"L 18"D 18"H

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

## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

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

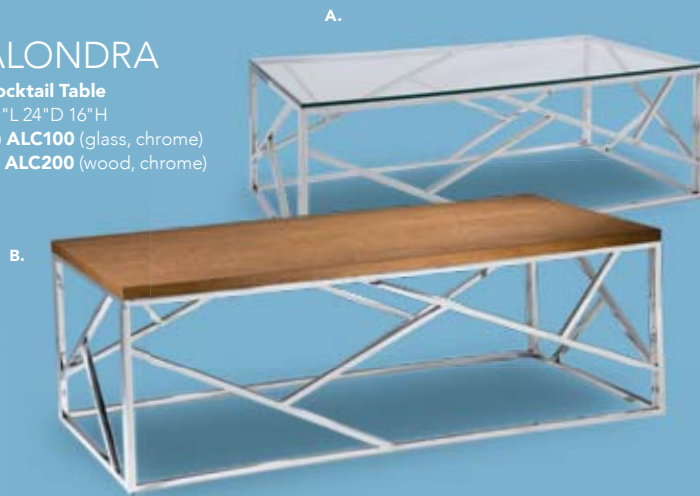
## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



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)



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

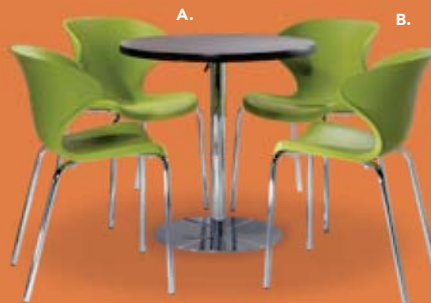


# Café Tables



**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

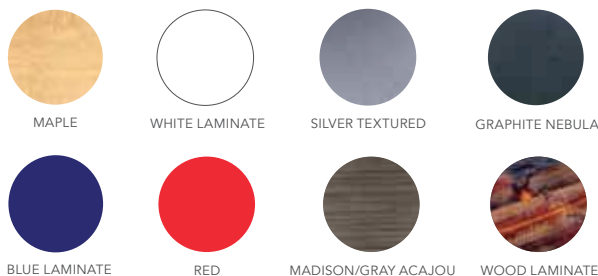


**HDG7FT  
Boxwood Hedge, 7'**  
36.5"L 12"D 84"H



# 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) 30WHHB**  
**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

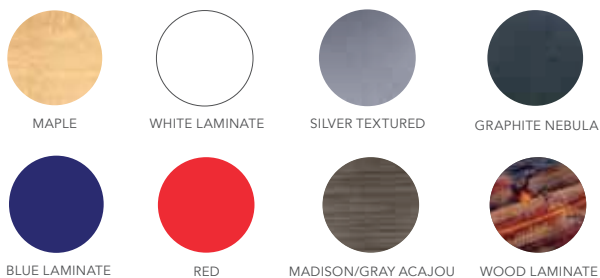


**E) 30BEHB**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

**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



## 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

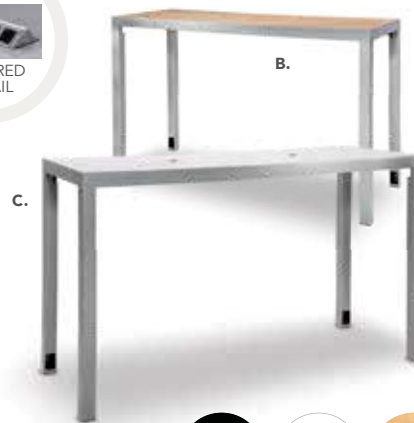
Choose from Powered, Solid or Grommet Hole Table Tops.



**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



POWERED  
DETAIL



## 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

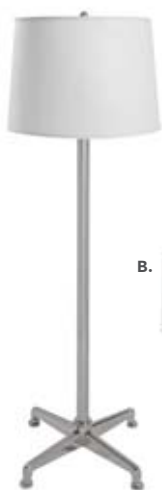
(black metal, laminate)  
60"L 30"D 30"H

### 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)  
**MTCFUL** (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

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$369.40	\$480.20	
	ALC100-Alondra, Glass/Chrome	\$445.30	\$578.90	
	ALC200-Alondra, Wood/Chrome	\$445.30	\$578.90	
	C1FWB-Geo, Wood/Black	\$389.60	\$506.50	
	C1C-Geo Rect., Glass/Chrome	\$333.95	\$434.15	
	COLI - Oliver Cocktail Table	\$318.80	\$414.45	
	C1W-Sydney, White	\$374.45	\$486.80	
	C1WP-Sydney White, <b>Powered!</b>	\$475.65	\$618.35	
	C1Y-Sydney, Black	\$374.45	\$486.80	
	C1YP-Sydney Black, <b>Powered!</b>	\$475.65	\$618.35	
	REGBEN-Regis Bench Table	\$382.05	\$496.65	
	SYDBEC-Sydney Cocktail Table	\$379.50	\$493.35	
	SYDWDC-Sydney Cocktail Table	\$345.00	\$448.50	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$351.65	\$457.15	
	ALE100-Alondra, Glass/Chrome	\$321.30	\$417.70	
	ALE200-Alondra, Wood/Chrome	\$321.30	\$417.70	
	E1FWB-Geo, Wood/Black	\$339.00	\$440.70	
	E1C-Geo, Glass/Chrome	\$328.90	\$427.55	
	EOLI-Oliver End Table	\$283.35	\$368.35	
	E1W-Sydney, White	\$339.00	\$440.70	
	E1Y-Sydney, Black	\$339.00	\$440.70	
	CUBTBL-Edge LED Cube	\$263.10	\$342.05	
	AURA End Table	\$192.30	\$250.00	
	ETBL-E Table, Wood	\$237.80	\$309.15	
	TMBTBL Timber Table, Wood	\$227.70	\$296.00	
	REGOTT-Regis End Table	\$280.85	\$365.10	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$572.70	\$744.50	
	SYDBEE - Sydney End Table	\$333.50	\$433.55	
	SYDWDE-Sydney End Table	\$333.50	\$433.55	

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



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

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phone

(832) 799-5700

fax

(832) 415-0517

### Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$349.15	\$453.90	
	END02W-Square, White Leather	\$349.15	\$453.90	
	END01B-Curved, Black Leather	\$556.60	\$723.60	
	END01W-Curved, White Leather	\$556.60	\$723.60	
	SAL Sally Stool	\$121.45	\$157.90	
	CUBL20-Edge Lighted Cube	\$263.10	\$342.05	
	WHT12-Half Bench, White Vinyl	\$500.95	\$651.25	
	BNQ7-Quarter Curve, White Vinyl	\$655.25	\$851.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,347.85	\$3,052.20	
	REGBEN Regis Bench, Brushed Metal	\$382.05	\$496.65	

### Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$536.35	\$697.25	
	BVLYBN Bev Bench Brown Fabric	\$536.35	\$697.25	
	BVLYGR Bev Bench Grey Fabric	\$536.35	\$697.25	
	BVLYLN Bev Bench Linen Fabric	\$536.35	\$697.25	
	BVLYOB Bev Bench Ocean Fabric	\$536.35	\$697.25	
	BVLYRD Bev Bench Red Fabric	\$536.35	\$697.25	
	BVLYWH Bev Bench White Vinyl	\$536.35	\$697.25	

### Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$247.95	\$322.35	
	MAR002-Marche Swivel, Grey	\$247.95	\$322.35	
	MAR003-Marche Swivel, Linen	\$247.95	\$322.35	
	MAR008-Marche Swivel, Mdw Grn	\$247.95	\$322.35	
	MAR009, Marche Swivel, Pear	\$247.95	\$322.35	
	MAR007-Marche Swivel, Plum	\$247.95	\$322.35	
	MAR004-Marche Swivel, Raspberry	\$247.95	\$322.35	
	MAR005-Marche Swivel, Red	\$247.95	\$322.35	
	MAR006-Marche Swivel, Rose Qtz	\$247.95	\$322.35	
	MAR001-Marche Swivel, White	\$247.95	\$322.35	

### Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$187.20	\$243.35	
	VIB02-Vibe Cube, Blue	\$187.20	\$243.35	
	VIB03-Vibe Cube, Pink	\$187.20	\$243.35	
	VIB04-Vibe Cube, Red	\$187.20	\$243.35	
	VIB05-Vibe Cube, Yellow	\$187.20	\$243.35	
	VIB06-Vibe Cube, Gold/Bronze	\$187.20	\$243.35	
	VIB07-Vibe Cube, Champagne	\$187.20	\$243.35	
	VIB08-Vibe Cube, Orange	\$187.20	\$243.35	
	VIB09-Vibe Cube, White Wtrproof	\$187.20	\$243.35	
	VIB10-Vibe Cube, Black Wtrproof	\$187.20	\$243.35	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$187.20	\$243.35	
	VIB12 Vibe Cube, Silver Vinyl	\$187.20	\$243.35	
	Vibe13-Vibe Cube, Purple Vinyl	\$187.20	\$243.35	

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 Ottomans: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, Texas

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phone

(832) 799-5700

fax

(832) 415-0517

**Sofas and Sectionals**

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,471.80	\$3,213.35	
	SFA002- Allegro Sofa	\$931.05	\$1,210.35	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,113.20	\$1,447.15	
	SO2-3pc. South Beach, P. Suede	\$2,122.65	\$2,759.45	
	TANSOF-Tangiers Sofa, Beige	\$882.95	\$1,147.85	
	KEYSOF-Key Largo Sofa	\$629.95	\$818.95	
	FAIRSW-Fairfax Sofa	\$635.05	\$825.55	
	S01- South Beach Sofa, P.Suede	\$882.95	\$1,147.85	
	BSFWHT-Baja Sofa	\$1,127.00	\$1,465.10	

**Accent Chairs**

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$475.65	\$618.35	
	OCB-Key West Tub, Black	\$528.75	\$687.40	
	BCW-Madrid Chair, White	\$994.30	\$1,292.60	
	LABREA-La Brea Swivel Chair	\$546.50	\$710.45	
	HOPCH-Hopi Chair, Grey Linen	\$318.80	\$414.45	
	MNCHCC Munich Corner Chair	\$751.40	\$976.80	
	MNCHCH Munich Armless Chair	\$619.85	\$805.80	
	OCH Madrid Chair, Black	\$994.30	\$1,292.60	
	WENCHA-Wentworth Chair	\$437.00	\$568.10	

**Loveseats**

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$488.30	\$634.80	
	HOPLV-Hopi Loveseat, Grey Linen	\$495.90	\$644.65	
	TANLOV Tangiers Loveseat	\$920.90	\$1,197.15	
	BLVWHT Baja Loveseat White Vinyl	\$1,060.05	\$1,378.05	
	MNCHLV- Munich Armless Loveseat	\$1,100.55	\$1,430.70	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$936.10	\$1,216.95	

**Meeting Chairs**

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$364.30	\$473.60	
	OCMWHT-Meeting Chair, White	\$333.95	\$434.15	
	OCMESP-Meeting Chair, Espresso	\$369.40	\$480.20	

**Club Chairs**

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$723.60	\$940.70	
	NPLCHR-Naples Chair, Black Vinyl	\$776.70	\$1,009.70	
	TANCHR-Tangiers Chair, Beige	\$574.30	\$746.60	
	CHR002-Allegro Chair	\$652.75	\$848.60	
	KEYCHR-Key Largo Chair	\$417.45	\$542.70	
	FAIRCW-Fairfax Chair	\$457.95	\$595.35	

**Modular System**

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- <b>Powered!</b>	\$3,053.70	\$3,969.80	
	BNQR17-Ottoman Ring, White Vinyl	\$2,347.85	\$3,052.20	
	BNQ7-Quarter Curve, White Vinyl	\$655.25	\$851.85	
	BNQTL7- Center Cone, White Vinyl	\$963.95	\$1,253.15	
	WHT12-Half Bench, White Vinyl	\$500.95	\$651.25	
	OTS-South Beach Wedge	\$422.50	\$549.25	

**Powered Seating**

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$842.50	\$1,095.25	
	SFAPWR-Roma Sofa, powered	\$1,356.10	\$1,762.95	
	NPLCHP-Naples Chair, powered	\$842.50	\$1,095.25	
	NPLSOP-Naples Sofa, powered	\$1,356.10	\$1,762.95	
	NPLLOP-Naples Loveseat, powered	\$1,166.35	\$1,516.25	

Signature indicates you read and accept the Payment Policy and Terms &amp; 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 Soft Seating: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Conference Tables and Group Seating

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

### Conference Tables

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$599.60	\$779.50			Duet-Black, Chrome	\$86.00	\$111.80	
	CE1-Geo Table, Sq. Chrome	\$422.50	\$549.25			RSTDIN-Rustique w/ arms, Gunmetal	\$174.55	\$226.90	
	CF1-Geo Table, Sq. Black	\$422.50	\$549.25			CS8-Berlin Chair, Black	\$169.50	\$220.35	
	CE2-Geo Table, Chrome	\$599.60	\$779.50			XCHR-Christopher Chr, White Vinyl	\$139.15	\$180.90	
	CB2-6' Graphite Table	\$629.95	\$818.95			SC10 Razor Chair	\$103.75	\$134.90	
	CB3-8' Graphite Table	\$741.30	\$963.70			SC3-Brewer Chair, Onyx	\$232.75	\$302.60	
	CB1-42" Round, Graphite Nebula	\$511.05	\$664.35			XC6-Altura Guest Chair	\$409.85	\$532.80	
	C508GR-8', Granite	\$741.30	\$963.70			LMCHR-Laguna Chair, Maple/Chrome	\$197.35	\$256.55	
	CT10GR-10', Granite	\$1,113.20	\$1,447.15			MALGRY-Malba Chair, Grey	\$151.80	\$197.35	
	CT06GR-6', Granite	\$629.95	\$818.95			MALGRN-Malba Chair, Green	\$151.80	\$197.35	
	PWRUSB-Powered Table Module	\$101.20	\$131.55			CS4-Syntax Chair, Black/Chrome	\$275.75	\$358.50	
	CB8-42" Round Madison, Grey	\$230.25	\$299.35			ZENCHR-Zenith Chair-White/Chrome	\$222.65	\$289.45	
	MADC10-10' Madison, Grey	\$1,277.65	\$1,660.95			BLDCRD-Blade Chair	\$89.70	\$116.60	
	MADC05-5' Madison, Grey	\$640.10	\$832.15			BLDCSB-Blade Chair	\$89.70	\$116.60	
	MADC08-8' Madison, Grey	\$1,277.65	\$1,660.95			LUCHCL-Lucent Chair	\$241.50	\$313.95	
	CONF42-42" Round, White lam	\$511.05	\$664.35			MARCBE-Marina Chair, Ocn Blue	\$195.50	\$254.15	
	36ATO Atomic 36" Round, Glass	\$422.50	\$549.25			MARCBK-Marina Chair, Black Vnyl	\$195.50	\$254.15	
	42ATO Atomic 42" Round, Glass	\$422.50	\$549.25			MARCBR-Marina Chair, Brown	\$195.50	\$254.15	
						MARCRD-Marina Chair, Red	\$195.50	\$254.15	
						MARCWH-Marina Chair, White Vnyl	\$195.50	\$254.15	
						TASKST-Task Stool	\$195.50	\$254.15	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$493.35	\$641.35	
	PROEXB-Executive Chair High Back	\$493.35	\$641.35	
	PROGB-Guest Executive Chair	\$346.60	\$450.60	
	PROMDB-Exec Mid-Back, Black	\$323.85	\$421.00	
	PROMID-Executive Chair Mid Back	\$313.70	\$407.80	

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

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

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

Total Conference: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



## Café and Communal Tables

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

### Café Tables

Café Tables- Black Base

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$298.55	\$388.10			30MTHC-Maple Top, Chrome	\$399.75	\$519.70	
	ZTP-36" Maple Top/Black Base	\$326.35	\$424.25			30GRHC-Graphite Nebula, Chrome	\$399.75	\$519.70	
	ZTJ-30" Graphite Top/Black Base	\$298.55	\$388.10			30STHC-Silver Textured, Chrome	\$399.75	\$519.70	
	ZTN-36" Graphite Top/Black Base	\$326.35	\$424.25			30BRHC-Brushed Red Top, Chrome	\$399.75	\$519.70	
	ZTG-30" Silver Textured Top	\$298.55	\$388.10			30MAHC-Grey Top, Chrome	\$399.75	\$519.70	
	ZTQ-36" White Laminate Top	\$326.35	\$424.25			30WHHC-White Laminate	\$432.65	\$562.45	
	ZTB-30" Red Top/Black Base	\$298.55	\$388.10			30BEHC-Blue Top, Chrome	\$402.50	\$523.25	
	ZTA-30" Grey Top/Black Base	\$308.65	\$401.25			30WDHC-Wood Top, Chrome	\$402.50	\$523.25	
	30WH29 -30" White Laminate	\$316.25	\$411.15			Café Tables - Chrome Base 36", Hydraulic			
	30BEBC-30" Blue Top/Black Base	\$299.00	\$388.70			36MTHC-Maple Top, Chrome	\$435.15	\$565.70	
	30WDDB-30" Wood Top/Black Bas	\$299.00	\$388.70			36GRHC-Graphite Nebula, Chrome	\$435.15	\$565.70	
						36WTHC-White Top, Chrome	\$435.15	\$565.70	

### G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$678.50	\$882.05	
	VNTCMN-Maple Top, Silver Frame	\$678.50	\$882.05	
	VNTCWN-White Top, Silver Frame	\$678.50	\$882.05	
	VNTCMW-Maple, w/ Grmt	\$678.50	\$882.05	
	VNTCWW-White, w/ Grmt	\$678.50	\$882.05	
	VNTCBK-Black Top- <b>Powered!</b>	\$770.50	\$1,001.65	
	VNTCWH-White Top- <b>Powered!</b>	\$770.50	\$1,001.65	

42" High Tables

	VNTBNP Communal Table Black Top	\$882.95	\$1,147.85	
	VNTMNP Communal Table Maple Top	\$882.95	\$1,147.85	
	VNTWNP Communal Table White Top	\$882.95	\$1,147.85	
	VNTBMW Comm Table Maple Top w/ Grom	\$882.95	\$1,147.85	
	VNTBWW Comm Table White w/ Grom	\$882.95	\$1,147.85	

### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,042.35	\$1,355.05	
	VNTWHT Communal Table White Top	\$1,042.35	\$1,355.05	

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

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

Total Cafe: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



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

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

#### Bar Tables - All Black Base

#### Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$328.90	\$427.55			BST-Banana, White/Chrome	\$331.45	\$430.90	
	VTP-36" Maple Top/Black Base	\$351.65	\$457.15			BSS-Banana, Black/Chrome	\$331.45	\$430.90	
	VTJ-30" Graphite Top/Black Base	\$328.90	\$427.55			BS001-Shark, Swivel White	\$422.50	\$549.25	
	VTN-36" Graphite Top/Black Base	\$351.65	\$457.15			BS002-Zoey, Swivel White	\$387.10	\$503.25	
	VTG-30" Silver Textured Top	\$328.90	\$427.55			BS003-Zoey, Swivel Black	\$387.10	\$503.25	
	VTW-36" White Laminate Top	\$351.65	\$457.15			RSTSTL-Rustique Barstool, Gunmetal	\$192.30	\$250.00	
	VTB-30" Red Top/Black Base	\$328.90	\$427.55			APS08-Apex Black Vinyl	\$298.55	\$388.10	
	30WH42 30" White Laminate,	\$346.60	\$450.60			APS59-Apex Red Vinyl	\$298.55	\$388.10	
	VTA-30" Grey Top/Black Base	\$328.90	\$427.55			APS75-Apex White Vinyl	\$298.55	\$388.10	
	RSTSQT Rustique Square Metal Bar Table	\$364.30	\$473.60			APS12-Apex Blue Ultra Suede	\$298.55	\$388.10	
	30BEBB-Blue Top/Black Base	\$333.50	\$433.55			XBAR-Christopher White Vinyl	\$240.35	\$312.45	
	30WDBB-Wood Top/Black Base	\$333.50	\$433.55			LMBAR-Laguna, Maple/Chrome	\$247.95	\$322.35	

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

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$399.75	\$519.70			BSR-Syntax, Black/Chrome	\$301.05	\$391.35	
	30MTHB-Maple Top, Chrome	\$399.75	\$519.70			ZENBAR-Zenith, White/Chrome	\$222.65	\$289.45	
	30STHB-Silver Texture, Chrome	\$399.75	\$519.70			BSC-Oslo, White	\$349.15	\$453.90	
	30BRHB-Brushed Red, Chrome	\$399.75	\$519.70			ROLLBL-Lift Barstool, Black Vinyl	\$280.85	\$365.10	
	30WHHB White Laminate, Chrome	\$432.65	\$562.45			ROLLGY-Lift Barstool, Grey Vinyl	\$280.85	\$365.10	
	30MAHB-Grey Top, Chrome	\$399.75	\$519.70			ROLLRD-Lift Barstool, Red Vinyl	\$280.85	\$365.10	
	30BEHB-Blue Top, Chrome	\$402.50	\$523.25			ROLLWH-Lift Barstool, White Vinyl	\$280.85	\$365.10	
	30WDHB-Wood Top, Chrome	\$402.50	\$523.25			BLDBRD-Blade, Red	\$172.50	\$224.25	
						BLDBSB-Blade, Sky Blue	\$172.50	\$224.25	
						LUBSCL- Frosted, Acrylic	\$345.00	\$448.50	

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

#### Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$435.15	\$565.70			MTBLPI-Midtown Bar, Lighted	\$1,966.50	\$2,556.45	
	36MTHB, Maple Top, Chrome	\$435.15	\$565.70			MTBUUL-Midtown Bar, unlighted	\$1,840.00	\$2,392.00	
	36WTHB-White Top, Chrome	\$435.15	\$565.70			MTCLPI- Midtown Counter, Lighted	\$1,966.50	\$2,556.45	
						MTCPUL- Midtown Counter, Unlighted	\$1,851.50	\$2,406.95	

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



Card Holder Signature



## Executive Accessories

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$683.10	\$888.05	
	JD8-Madison Executive Desk, Grey	\$807.05	\$1,049.15	
	BC8-Madison Bookcase, Grey	\$584.45	\$759.80	
	TECH3B-Tech Desk w/drawers- Powered!	\$741.30	\$963.70	
	TECH-Tech Desk-Powered	\$599.60	\$779.50	
	TECH3-3-drawer File Cabint w/Castor	\$197.35	\$256.55	

### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$457.95	\$595.35	
	WD3-Work Table	\$440.20	\$572.25	

### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$685.65	\$891.35	

### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$670.45	\$871.60	
	PDL42B-Ped, Locking-Powered!	\$794.40	\$1,032.70	
	PDL36W-Ped, Locking-Powered!	\$670.45	\$871.60	
	PDL42W-Ped, Locking-Powered!	\$794.40	\$1,032.70	

### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$293.50	\$381.55	
	LA14-Mason Silver Table Lamp	\$192.30	\$250.00	

### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$586.50	\$762.45	
	HDG7FT-Boxwood Hedge, 7ft	\$954.50	\$1,240.85	

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

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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



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Wednesday, October 9, 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:

T158341119

email

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

phone

(832) 799-5700

fax

(832) 415-0517

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"	\$192.60	\$250.40			70065	Grommets, per sq. ft.- Vertical	\$24.45	\$31.80	
	70010	Horz., 22" x 28"	\$192.60	\$250.40			70071	Grommets, per sq. ft. - Horizontal	\$24.45	\$31.80	
	70011	Vertical, 28" x 44"	\$293.40	\$381.40			70066	Pockets, per sq. ft. - Vertical	\$26.30	\$34.20	
	70012	Horz., 28" x 44"	\$293.40	\$381.40			70072	Pockets, per sq. ft.- Horizontal	\$26.30	\$34.20	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$593.85	\$772.00							
	70138	39"x84" Meterboard, Ultraboard	\$345.00	\$448.50							

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'	\$52.30	\$68.00	
	70021	Velcro, per ft, min. 5 ft.	\$3.40	\$4.40	
	70004	7" x 44" ID Sign	\$57.60	\$74.90	
	50094	Floor Easel	\$51.65	\$67.15	
	50095	22x28 Sign Holder	\$117.60	\$152.90	
	50508	Cardboard Meterboard base, blk	\$23.00	\$29.90	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$204.95	\$266.45	

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



### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Upload Deadline Wednesday, October 9, 2019**

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

Event Code:	T158341119
email	<a href="mailto:houston@shepardes.com">houston@shepardes.com</a>
phone	(832) 799-5700
fax	(832) 415-0517

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

**Address:** [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/11\\_ASCP%20Annual%20Meeting%20and%20Exposition/Exhibitor%20Uploads](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/11_ASCP%20Annual%20Meeting%20and%20Exposition/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: **[houston@shepardes.com](mailto:houston@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.

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code:

T158341119

email

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

phone

(832) 799-5700

## 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

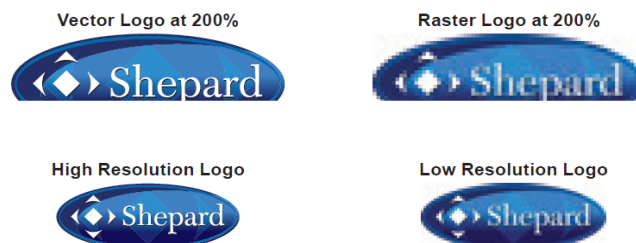
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

### 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.



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Order Deadline Wednesday, October 9, 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: T158341119

email [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

phone 404-720-8652

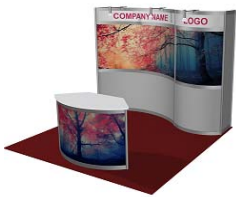
fax 404-720-8757

## 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'	\$3,663.40	\$4,762.40
66471		The Eddie- 10' x 20'	\$5,965.55	\$7,755.20
66474		The Jonathon - 10' x 10'	\$2,555.70	\$3,322.40
66475		The Jonathon - 10' x 20'	\$4,473.50	\$5,815.55

### The Jonathon



### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,170.05	\$4,121.05
66478		The Pierce - 10' x 20'	\$6,019.05	\$7,824.75
66484		The Madison - 10' x 10'	\$3,844.20	\$4,997.45
66485		The Madison - 10' x 20'	\$4,556.05	\$5,922.85

### The Madison



### The Grant

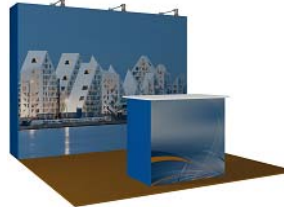


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$4,057.70	\$5,275.00
66487		The Grant- 10' x 20'	\$5,623.90	\$7,311.05
66492		The Harrison - 10' x 10'	\$3,730.30	\$4,849.40
66493		The Harrison - 10' x 20'	\$5,481.45	\$7,125.90

### The Harrison



### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,599.40	\$3,379.20
66468		The Hamilton- 10' x 20'	\$4,553.85	\$5,920.00
66473		The Lucy - 10' x 10'	\$2,349.20	\$3,053.95

### The Lucy



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the 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

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Order Deadline Wednesday, October 9, 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: T158341119  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

## Choose Your Counter & Customize to Fit Your Exhibit!

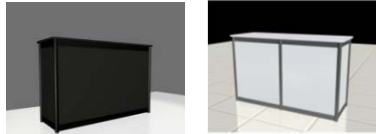
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

### Locking Cabinets

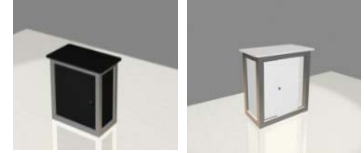
LC1 1Meter Wide



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	\$900.70	\$1,170.90		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,092.95	\$1,420.85		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$664.35	\$863.65	Silver Only	

### Reception Counters

RC2



RC3



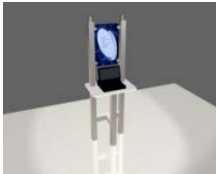
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$926.20	\$1,204.05			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$2,009.15	\$2,611.90			1075mm x 885mm

### 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	\$1,168.40	\$1,518.90		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$681.05	\$885.35		380mm x 580mm

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

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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

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

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email [ESSRentals@shepardes.com](mailto: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	\$631.10	\$820.45			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$623.90	\$811.05	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,075.40	\$1,398.00	Silver Only	NA	674mm x 1682mm

### Showcases

Quarterview



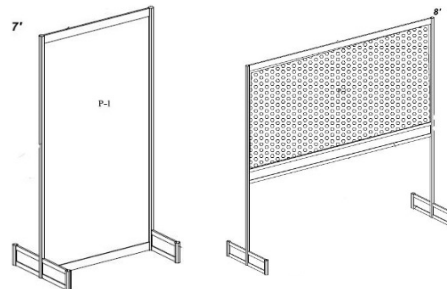
Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,215.15	\$1,579.70		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,311.50	\$1,704.95		

### Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$306.80	\$398.85
50065		PerfV	4'x8' Pegboard panel	\$306.80	\$398.85
50104		6" Pegs	6" Pegs 1 dozen	\$50.10	\$65.15



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	\$2,064.50	\$2,683.85	Black Only	250mm x 700mm

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

Custom Product Display Rentals: \$

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8.250% Tax\*: \$

Amount Due: \$

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

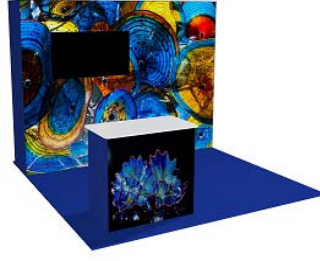
November 9, 2019

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Event Code: T158341119  
 email: [ESSRentals@shepardes.com](mailto: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'	\$2,415.65	\$3,140.35
66558		FX2M1 10' w/Monitor	\$4,370.05	\$5,681.05

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'	\$2,955.85	\$3,842.60
66562		FX2M1H 10' w/Monitor	\$4,910.25	\$6,383.35

Side panel colors are either white or black

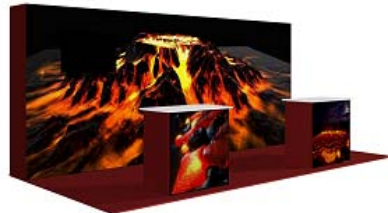
Backwall graphic size 3042mm x 2432mm

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'	\$4,187.15	\$5,443.30
66560		FX2M2 10' x 20' w/Monitor	\$6,141.55	\$7,984.00
66567		FX2H2 10' x 20'	\$4,670.30	\$6,071.40
66563		FX2M2H 20' w/Monitor	\$6,624.75	\$8,612.20

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.

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Total Fabex Rental: \$  
 8.250% Tax\*: \$  
 Amount Due: \$

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Order Deadline Wednesday, October 9, 2019**

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email [ESSRentals@shepardes.com](mailto: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'



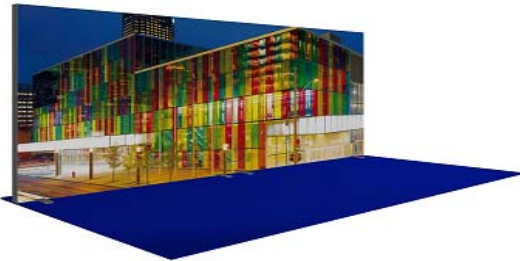
**Step 1:** Choose Your Booth Size

**Step 2:** Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,435.80	\$3,166.55	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,764.40	\$4,893.70	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$5,093.00	\$6,620.90	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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Total Fabex Backlit: \$

8.250% Tax\*: \$

Amount Due: \$

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

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

Contact Name

Contact Email Address

**Please Sign**



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

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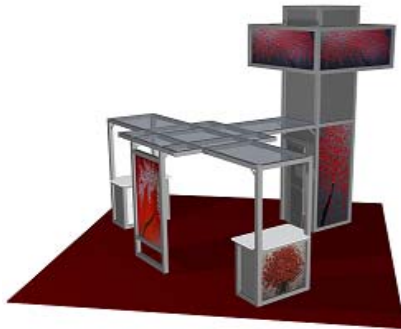
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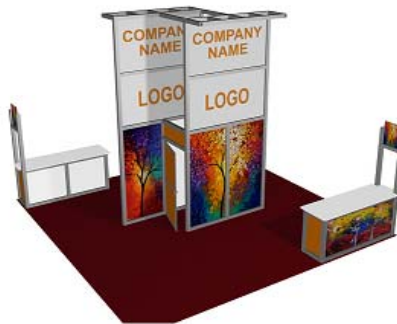
## Turnkey Rental Designs Make Exhibiting Easier!

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**The Monroe**

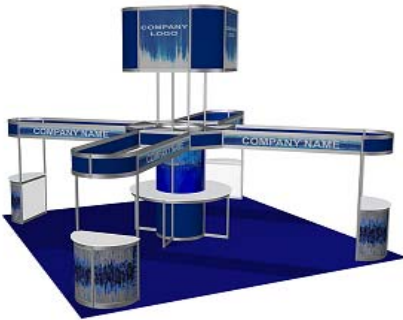


**The Tyler**

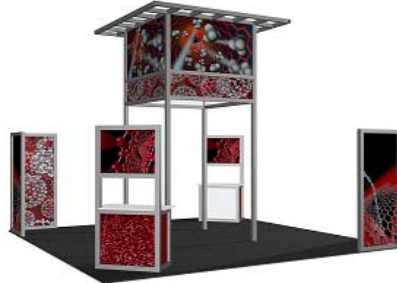


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$9,325.65	\$12,123.35
66368		The Washington	\$13,383.40	\$17,398.40
66495		The Tyler	\$9,959.30	\$12,947.10
66496		The Garfield	\$9,752.75	\$12,678.60

**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.

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Total Island Rentals: \$ \_\_\_\_\_  
 8.250% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Order Deadline Wednesday, October 9, 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.

Event Code: T158341119

email [essrentals@shepardes.com](mailto:essrentals@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

**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"	\$5,873.10	\$7,635.05
69142	16' x 48"	\$9,334.25	\$12,134.55



SQUARE DESIGN		HSS10	
Code	Size	Discount*	Regular
69143	10' x 48"	\$7,141.65	\$9,284.15

**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"	\$5,779.05	\$7,512.75



WAVE DESIGN		HSWS	HSWD
Code	Size	Discount*	Regular
69145	10' x 48" Single	\$2,545.05	\$3,308.55
69146	10' x 48" Double	\$3,386.65	\$4,402.65

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.

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.

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	UPSF c/o DC Logistics 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM
	For:	ASCP Annual Meeting and Exposition First day freight can arrive w/o a surcharge: <b>October 11, 2019</b> Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	UPSF c/o DC Logistics 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM
	For:	ASCP Annual Meeting and Exposition First day freight can arrive w/o a surcharge: <b>October 11, 2019</b> Last day freight can arrive w/o a surcharge: <b>October 31, 2019</b>



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Deadline: Friday, October 18, 2019**

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

**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:

**ASCP Annual Meeting and Exposition  
Gaylord Texan Resort and 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** \_\_\_\_\_

**ASCP Annual Meeting and Exposition**

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

**Things to Know!**

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

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

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

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

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

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

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

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

**Hanging Sign Checklist**

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order 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: **Thursday, October 31, 2019**

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



## ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

### Discount Deadline Friday, October 18, 2019

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

#### Labor Hours

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

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 5:00 pm

DT - Double-time: Sundays, Holidays, all other hours

**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		\$125.31	\$162.90	\$
69151	OT		\$187.97	\$244.35	\$
69152	DT		\$250.63	\$325.80	\$

Exhibitor

Contact \_\_\_\_\_

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

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

#### Sign Disassembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$125.31	\$162.90	\$
69154	OT		\$187.97	\$244.35	\$
69155	DT		\$250.63	\$325.80	\$

Exhibitor

Contact \_\_\_\_\_

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

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

#### Rigging Installation/In Booth Scissor Lifts

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$698.45	\$908.00	\$

#### Scissor Lift Install

68120		\$698.45	\$908.00	
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**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: \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Overhead Rigging Equipment

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

**Discount Deadline Friday, October 18, 2019**

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

Event Code: T158341119  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

### Truss\*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$27.65	\$35.95	
6909406		12" Black Box Truss (Per FT)	\$27.65	\$35.95	
6903815		12" Silver Corner Block	\$103.65	\$134.75	
6903806		12" Black Corner Block	\$103.65	\$134.75	
70067		Design Fee (Hourly)	\$172.80	\$224.65	

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

### Truss Details

(Quantity & Size) \_\_\_\_\_

### Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$587.55	\$763.80	
69016		Half Ton Hoist/Chain Motor	\$518.40	\$673.90	
69101		1/4 Ton Hoist/Chain Motor	\$311.00	\$404.30	
69019		Rotating Motor 500 LB Limit	\$552.90	\$718.75	
69020		Rotating Motor 200 LB Limit	\$311.00	\$404.30	

Rotate Clockwise  
(right)

☐

Rotate Counterclockwise  
(left)

☐

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

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

Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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

Labor 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.

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

Total Rigging Equipment: \$ \_\_\_\_\_  
8.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**LABOR**

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

**EXHIBIT LABOR JURISDICTION**

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

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

**MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

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

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

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

**GRATUITIES /BREAKS**

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

**IN GENERAL**

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

**SAFETY**

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



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



## Exhibitor Supervised Labor

### ASCP Annual Meeting and Exposition

Gaylord Texan Resort and Convention Center - Grapevine, Texas

November 9, 2019

#### Discount Deadline Friday, October 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: 8:00 am - 5:00 pm

DT - Double-time: Sundays, Holidays, all other hours

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

Event Code: T158341119

email [houston@shepardes.com](mailto:houston@shepardes.com)

phone (832) 799-5700

fax (832) 415-0517

#### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$100.25	\$130.35	
68061	OT	\$150.38	\$195.50	
68062	DT	\$200.50	\$260.65	

#### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$100.25	\$130.35	
68064	OT	\$150.38	\$195.50	
68065	DT	\$200.50	\$260.65	

#### 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 \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Exhibitor Kit

Gaylord Texan Resort & Convention Center  
Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051

**ADVANCE PRICE DEADLINE**  
Friday, October 25, 2019

### 2019 ASCP Annual Meeting & Exposition November 8–9, 2019

Dear Exhibitor,

All services are handled by separate offices, **and are ordered from separate places.** *If the order is not sent to the proper department, it cannot be processed.*

Here are the services contained in this kit, and their numbers if you have questions:

#### Form/Service

#### Phone

Utilities Services (**online ordering**)

817-778-3678

Network and Telecommunications Services (**online ordering**)

817-778-3600

PSAV (audio/visual, signage, and rigging)

817-778-3288

Creative Greenery of Dallas

972-442-5592

Vehicle Display

817-778-3680

FedEx Office (shipping information)

817-778-1470

Please complete each form and send it to the corresponding department. The ordering information **and the contact phone number** are listed on each order form.

Our staff will be happy to answer any general questions about the show, or direct you accordingly.

You can obtain a receipt by contacting each of the departments using the phone numbers listed above, or the email address if listed on the order form.

Thank you,

Exhibitor Services

### Rules and Regulations for Exhibits and Displays

#### Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- **Cancellation for services must be received in writing at least 48 hours prior to move-in date to avoid charges.** Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). **Credit for services not used will not be given if cancelled less than 48 hours prior to move-in date.**

#### Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted in writing to Exhibitor Services along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.
- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibitor Services.
- **Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth.** Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth.  
**Labor rates: 7:00AM–6:00PM, \$90 per hour 6:01PM–6:59AM, \$140 per hour (1 hour minimum)**
- The exhibitor will be required to make all final connections to their equipment. Gaylord Texan staff does not make connections to equipment. Furthermore, Gaylord Texan will provide any special receptacles requested in advance.

#### Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

#### Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the building via the loading dock only.
- Parking is NOT allowed at the loading dock. **You must unload your vehicle and immediately move it to the parking garage. You may not set up in the building while your vehicle is at the dock. During move-out you must have your things ready to load before you move your vehicle to the dock.**
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

#### Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with **PRIOR PERMISSION from Exhibit Hall management** may park overnight in the Marshalling Yard for \$75 per vehicle per night. You must have prior permission from Exhibit Hall management. **NO EXCEPTIONS.** Vehicles with prior permission may park at the Exhibit Hall dock for \$125 per vehicle per night.

## Rules and Regulations for Exhibits and Displays (continued)

### Food & Beverage

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the building (contact Exhibitor Services). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of the each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

### Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the building at the close of daily activities. Storage of tanks is **not** allowed inside the building.

### Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall management. The exhibitor is responsible for contacting the Grapevine Fire Marshal to schedule a vehicle inspection. The Fire Marshal must be contacted NO LESS than 48 hours before moving the vehicle into the building (see Vehicle Application in Exhibitor Kit). Vehicles are NOT to be started or driven on the ballroom level.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.
- |                      |                       |                         |                        |
|----------------------|-----------------------|-------------------------|------------------------|
| Maximum floor weight | Exhibit Hall: 350 PSF | Ballrooms: 150 PSF      |                        |
| Maximum height       | Exhibit Hall: 22 feet | Ballroom Level: 22 feet | Tate Ballroom: 20 feet |
- No forklifts or boom lifts are allowed on the ballroom level.

### Liability

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

### Lighting

- Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.

**On-site orders include a 10% up-charge.**

Changes to an order are priced according to the date.

**ADVANCE PRICE DEADLINE**

**Friday, October 25, 2019**

Event Name: **2019 ASCP Annual Meeting & Exhibition**

Event Dates: **November 8–9, 2019**

Code	Voltage	Maximum Watts	Circuit Amps	Phase	Advance Price	Standard Price	On-site Price
A010E	120	1,000	10	Single	\$217	\$311	\$342
A020E	120	2,000	20	Single	\$257	\$367	\$403
B020E	* 120/208	3,300	20	Single	\$304	\$433	\$476
C020E	* 120/208	5,700	20	Three	\$434	\$620	\$682
B030E	* 120/208	5,000	30	Single	\$411	\$587	\$645
C030E	* 120/208	8,600	30	Three	\$610	\$871	\$958
<i>Additional power (60, 100, 200, and 400 amps) is available. Select High Power when browsing Electrical Services.</i>							
1-Outlet Extension Cord (rental only; you may bring your own if you prefer)						\$25	\$25
6-Outlet Power Strip (rental only; you may bring your own if you prefer)						\$20	\$20
<b>** COMPRESSED AIR:</b> 120 PSI at 4 CFM. Hotel supplies ¼" D quick-release female connection.					\$175	\$210	\$231
<b>** WATER:</b> Hotel supplies ¾" male threaded hose connector. Exhibitor is responsible for bringing adaptor.					\$175	\$210	\$231
<b>DRAINAGE:</b> Available depending on booth or exhibit location. A pump may be required at an additional cost.					\$140	\$170	\$187
<b>FILL &amp; DRAIN up to 50 gallons (price includes labor)</b>						\$150	\$150
<b>FILL &amp; DRAIN over 50 gallons (price includes labor)</b>						\$225	\$225

Price includes running utilities (power, air, water, drainage) to booth. It does not include connecting utilities to your equipment.

There will be a charge for any custom adapters that are required.

\* Equipment utilizing nominal 208 voltages must have appropriate male plug. **Provide NEMA number for plug on booth diagram.**

\*\* Available in the Exhibit Hall only.

## ELECTRICITY CONNECTIONS

Prices are per outlet, for run of show. Permanent building electricity outlets may not be used by exhibitor. **All circuits are on 24 hours a day.**

## SCALED BOOTH DIAGRAM & LABOR

Please include a booth diagram showing the requested location of outlets. Rates do not include connecting equipment. Exhibitor is responsible for connecting their equipment to the utilities in the booth. Labor and materials will be charged to the credit card on file for booth setup based on diagram specifications. Charges will apply for requested relocation. The Hotel will charge for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth. All labor and materials for booth setup will be billed post-show. **Labor rates: 7M–6PM \$90 per hour 6:01PM–6:59AM \$140 per hour (1 hour min)**

## EQUIPMENT

The Hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Hotel's electrical department. Use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.

### GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- **Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.**



## NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

Event Name: **2019 ASCP Annual Meeting & Exhibition**

Event Dates: **November 8–9, 2019**

- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Rates quoted for connections cover only delivery of services to the booth in most convenient manner.
- Rates do not include connecting or routing of cables inside the booth area.
- **Cancellation Policy:** Cancellations must be received at least 48 hours prior to show to avoid charges
- **Orders placed more than 14 days prior to show will be eligible to use advanced pricing**

Telecommunication Services	Advanced Price	Standard Price
<b>Standard DID Telephone/Fax/Modem Line</b> <i>Customer responsible for any toll or long distance charges</i>	\$300	\$360
<b>House Telephone</b> <i>5 Digit in house dialing only</i>	\$200	\$270
<b>Polycom Conference Telephone</b> <i>Customer responsible for any toll or long distance charges</i>	\$500	\$600
Wired – Shared Internet Access	Advanced Price	Standard Price
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>	\$1,200	\$1,440
<b>Additional Connection</b>	\$300	\$360
<b>Additional Device (Customer Provided hub/switch/cabling)</b>	\$200	\$240
Wired – Dedicated Internet Access – Private VLAN	Advanced Price	Standard Price
<b>3.0 Mbps Dedicated Network - Wired</b> <i>10 Private IP Address, Dedicated Private Network</i>	\$3,000	\$3,600
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>	\$1,500	\$1,800
<b>Additional Dedicated Connection</b>	\$300	\$360
<b>Additional IP Address</b>	\$50	\$60
Wireless – Dedicated Internet Access – Private VLAN	Advanced Price	Standard Price
<b>3.0 Mbps Dedicated Network - Wireless</b> <i>10 Private IP Address, Dedicated Private Network, WPA2</i>	\$3,000	\$3,600
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>	\$1,500	\$1,800
<b>Additional IP Address</b>	\$50	\$60
Wireless – Shared Internet Access	Advanced Price	
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>	\$750	Standard Price
<b>Additional Wireless Connection</b>	\$225	\$900

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GAYLORD TEXAN<sup>®</sup>  
RESORT & CONVENTION CENTER  
*on Lake Grapevine*

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Mark any materials sent to the venue as follows:

1. Address Packages to: Gaylord Texan, 1501 Gaylord Trail, Grapevine, TX 76051
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [bmonefeldt@psav.com](mailto:bmonefeldt@psav.com).

## MONITORS

	PRICE	QTY	TOTAL
■ 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ 855	_____	\$ 0
■ 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ 1,175	_____	\$ 0
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ 1,975	_____	\$ 0
■ 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers			

Please contact PSAV for quote

## AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
■ Wired handheld microphone	\$ 245	_____	\$ 0
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ 645	_____	\$ 0
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ 275	_____	\$ 0
■ Powered speaker <i>Up to five people</i>	\$ 585	_____	\$ 0
■ Sound system ■ two speakers, two stands, one mixer, one wired microphone ■ up to 20 people	\$ 1,485	_____	\$ 0
■ 4-channel mixer	\$ 245	_____	\$ 0

## ACCESSORIES

	PRICE	QTY	TOTAL
■ DVD player	\$ 255	_____	\$ 0
■ Laptop	\$ 645	_____	\$ 0

## PROJECTION

	PRICE	QTY	TOTAL
■ 42"- 54" Rolling cart	\$ 95	_____	\$ 0
■ Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ 265	_____	\$ 0

## RIGGING

[www.psav.com/riggingform](http://www.psav.com/riggingform)

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	TOTAL
■ _____	\$ _____	_____	\$ 0
■ _____	\$ _____	_____	\$ 0
■ _____	\$ _____	_____	\$ 0
■ _____	\$ _____	_____	\$ 0
■ _____	\$ _____	_____	\$ 0

## SPECIAL REQUESTS

Please add any items not listed above that you require.

On-site labor rate is \$120 per hour.

All rental prices are subject to a 15% markup when ordered on site.

**Bud Monefeldt**

**Director of Sales - PSAV**

Gaylord Texan

1501 Gaylord Trail, Grapevine, TX 76051

■ office: 817.778.3298 ■ email: [bmonefeldt@psav.com](mailto:bmonefeldt@psav.com)

**PSAV**<sup>®</sup>

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Please indicate on the grid the location of your requested AV using **X** to signify AV items.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

**Bud Monefeldt**  
**Director of Sales - PSAV®**  
Gaylord Texan  
1501 Gaylord Trail, Grapevine, TX 76051  
■ office: 817.778.3298 ■ email: [bmonefeldt@psav.com](mailto:bmonefeldt@psav.com)

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# CREATIVE GREENERY



## OF DALLAS

101C North Greenville Ave

Ste. 440, Allen, TX 75002

Tel: 972-442-5592 Fax: 972-442-2530

Email: [Todd@dallasgreenery.com](mailto:Todd@dallasgreenery.com)

Show Name: \_\_\_\_\_

Show Date: \_\_\_\_\_

Location: \_\_\_\_\_



Mums



Kalanchoes



Bromeliads

### FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$20.00	\$23.00	
KALANCHOES	Yellow___ Pink___ Red___	\$20.00	\$23.00	
BROMELIAD	Red___ Pink___ Orange___	\$30.00	\$34.00	



Small Fern



Large Fern



Dracaena



Arborcolla



2-4' Ficus



6' Ficus



Palm

### GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$24.00	\$28.00	
LARGE	Ferns		\$32.00	\$36.00	
2-3'	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$38.00	\$42.00	
4'	Palm, Ficus, Dracaena	Circle Preference	\$48.00	\$52.00	
5'	Palm, Ficus	Circle Preference	\$58.00	\$62.00	
6'	Palm, Ficus	Circle Preference	\$68.00	\$72.00	
8'	Palm, Ficus	Circle Preference	\$72.00	\$76.00	

### CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White_____ Black_____ Wicker Baskets_____	Circle Preference	Free
Glass Bubble Bowl		\$24.00



Spring



Tropical

**FRESH FLORAL ARRANGEMENTS**

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$60.00	\$66.00	
Exotic Tropical Floral Arrangements		\$70.00	\$76.00	

**COMPANY INFORMATION**

Booth # _____	
Company: _____	E-Mail: _____
Phone: _____	Fax: _____
Address: _____	City: _____
State: _____ Zip: _____	Booth Representative: _____

**PAYMENT INFORMATION**

Sub Total: _____	Sales Tax (8.25%): _____	Event Total: _____
Payment Enclosed: Check: _____ Visa _____ MC _____ AMX _____		
Credit Card No: _____	Exp Date: _____	
Card Holder Name: _____		
Signature: _____		



# Grapevine Fire Department

## Fire Prevention Division

FAX 817-778-3677

### VEHICLE DISPLAY PERMIT APPLICATION

Required prior to any vehicle being moved inside a building.

OWNER AND CONTACT INFORMATION									
Owner Name				Phone #			On Site?	Y	
							N		
Contact Person				Phone #			On Site?	Y	
							N		
Owner Address									
Owner City, ST & Zip									
VEHICLE INFORMATION									
Make				Model					
Year				Color					
Engine fuel type				Fuel tank level	¼	½	¾	Full	
EVENT INFORMATION									
Event Name				Event location	Gaylord Texan				
Vehicle arrival date				Interior Location					
Vehicle arrival time				Vehicle move-out date					
SPECIAL NOTES AND COMMENTS									
FIRE DEPARTMENT USE ONLY									
Approved:	Yes	No	Inspection Fee Required:	Yes	No	Amount:			
Authorized Signature:				Date:					

# VEHICLE PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Gaylord Texan Exhibit Hall no less than one week prior to the vehicle move in date.

## Requirements

- Liquid-fueled vehicles must have fewer than 5 gallons in the fuel tank or ¼ or less fuel gauge reading.
- All batteries must be disconnected by disconnecting the positive terminal. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
  - Building must be sprinkler protected.
  - Constant attendance at the vehicle during open show hours.
  - Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
  - During public display times, fuel systems and the starting circuits shall not be operable. I.e., *fuses pulled or circuit breakers disconnected*.
- The fuel tank filler cap shall be secured by the use of duct tape or other means to such an extent that it has been made difficult to remove. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- Vehicle may not be run without prior approval of Fire Marshal. Fire Marshal must be present the entire time vehicle is running.

## Move-In Procedures

- All vehicle inspections shall be conducted between 8:00AM and 5:00PM Monday through Friday, excluding holidays. All other times require an after hours inspection fee of \$45.00 per hour with a two-hour minimum to be paid at the time of inspection, or in advance via check made to the City of Grapevine, or via credit card at:

<https://www.grapevinetexas.gov/1563/Pay-Online-Fire-Inspection-Fees>

Please reference the show name and the hotel contact you are working with under the “purpose of payment” tab.

- The fire inspector will circle the fuel tank level at the time of move in, but prior to entering the building.

**Submit completed application to:**

**Gaylord Texan Exhibit Hall  
1501 Gaylord Trail  
Grapevine, TX 76051**

**Or FAX form to 817-778-3677**

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED  
PERMIT ON FILE IN THE FIRE MARSHAL AND EXHIBIT HALL OFFICE**