

#### **ASHP 2020 Summer Meetings & Exhibition**

Seattle, Washington June 6–10, 2020

Dear Exhibitor,

Thank you for exhibiting at the ASHP 2020 Summer Meetings & Exhibition, June 6-10, in Seattle, Washington. Your participation as an exhibitor provides valuable support for the society while bringing your products and services before the most influential audience of pharmacists.

#### Below are the exhibit hall hours:

Day	Time	Event
Sunday	5:00 p.m 7:00 p.m.	Grand Opening Reception
Monday	11:00 a.m 2:00 p.m.	Complimentary Lunch in Hall
Tuesday	11:00 a.m 2:00 p.m.	Complimentary Lunch in Hall

At the Summer Meetings & Exhibition, attendees will choose one of four boutique conferences happening concurrently allowing them to focus and participate in education and networking events with like-minded peers across the healthcare spectrum. It is the best of both worlds--specific and focused education.

Learn more about the ASHP 2020 Summer Meetings

Shepard Exposition Services is the official service contractor for Summer Meetings & Exhibition. The online exhibitor service kit contains all of the order forms and information for a smooth, successful meeting. To ensure accurate planning, it is important to read through the entire manual. Be aware of the discount deadlines that will save you time and money.

Thank you, again, for your participation. If you have any questions about exhibiting, please contact the ASHP Exhibits Team at ashpexhibits@spargoinc.com.

See you in Seattle!

Fran Byrnes
Director, Conference and Convention Division

Michelle Rasnick Tyler Senior Manager, Exhibits and Affiliate Events



# **Seattle, WA June 6-10, 2020**

## Guidelines for ASHP Pre-Registration Lists

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

## **Pre-Registration Opportunities**

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

May 19, 2020 is the deadline to submit Pre-registration List orders and necessary materials.

## **Summer Meetings Mailing Lists**

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

#### **Exhibitor Preview**

ASHP provides an option for you to reach the meeting registrants electronically. Create a one page advertisement (8.5 x 11 Color PDF file) promoting your booth or symposium, and we will include your ad in the Exhibitor Preview which will be emailed to registrants on your behalf on May 26, 2020.

- The <u>Exhibitor Preview</u> will be in a Nextbook format, similar to an online catalog where each exhibitor will have a one page advertisement (8.5 x 11 Color PDF file format).
- Placement is on a first come, first serve basis.
- One advertisement per listing. You may not switch out or edit your ad once finalized.
- The <u>Exhibitor Preview</u> will be emailed one time on May 26, 2020. All reservations and files must be received by May 19 in order to be included.
- Click here to view a sample
- NOTE: The <u>Exhibitor Preview</u>
   will be emailed to attendees by ASHP on your
   behalf. ASHP does not sell or give out email
   addresses of attendees to exhibitors.

## **Online Symposium Listing**

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

## **Ordering Instructions**

To place your order:

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

4500 East-West Hway, Suite 900 Bethesda, MD 20814

Phone: 301-664-8757 Fax: 301-657-1251

Email: marketing@ashp.org

**Note**: In practice with the PCI Compliance Standards, ASHP will only accept credit cards through secure fax and mail transaction. ASHP will not accept credit cards through email. Fax 301-657-1251. Mail: ASHP Customer Relations, 4500 East-West Highway, Suite 900, Bethesda, MD 20814.

## **Order Form**

Available	Est. Nam	es Cost	Quantity <sup>1</sup>	Total
ASHP Pre-registrant list [MPRE1]	700+	\$1,060		
ASHP Pre-registrant list with Directors [MSUPP1]	4,250+	\$3,060		
ASHP Pre-registrant list (with Exhib Pr) [MPRE1WEB]	700+	\$3,700		
ASHP Pre-reg list with Directors (with Exhib Pr) [MSUPP1WEB]	4,250+	\$5,700		
Available July 1, 2020 - Post-Registrant List				
Post-registrant List [MPOST]	5,000	\$2,000		
		Total Order	· \$	
Payment		•	_ists Purc	
(Orders MUST be pre-paid by check or credit card)  ☐ Make Check payable to ASHP and drawn on a U.S. bank in U.S. funds. (Check must be received with order)		each list pu	sts, deduct \$` irchased for a liscount.	75 from i bulk
☐ Charge to my: ☐ VISA ☐ MasterCard ☐ ☐	oiscover 🗆	<b>l</b> American	Express	
Account #	_ Expiration	on Date		
Signature				
Address (please print or type):				
Contact				
AddressS	tate		Zip	
Phone Fax E-mail Address (required for electronic delivery of lists)	·			
Note: In practice with the PCI Compliance Standards, ASHP will and mail transaction. ASHP will not accept credit cards through Fax: 301-657-1251 Mail: ASHP Customer Relations, 4500 East	ll only acce email.	ept credit card	ls through se	cure fax
Online Symposium Listing Form				
Please list the title of your symposium :CE Provider				
CE ProviderURL	_ Date		Time	
(URL must take the registrant to the course description including	the learning	na obiectives	. not directly t	o a

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

## List Rental Agreement Form

ASHP and Customer, in consideration	of the mutual promises set forth below, agree as follows:
	(total from order form) and to adhere to the following and addresses (hereinafter "the List") furnished via email, which
Health-System Pharmacists, Inc., that that the List represents unique, confide 2. The customer agrees to the following:  A. that the List provided will be for B. that the List will be for a single C. that the List will be used only for ASHP approval has been obtaint to the List to detect unauthor D. that all material to be used in commaterial, etc.) must be submitted intentionally or unintentionally, or otherwise, by the undersigned F. that the List will not be used within list accuracy;  G. that the List will not be used to H. that the undersigned will adhered and made part of this I. if conducting a program in which the word symposium in the title Any violation of this agreement by the undersigned will adhered.	event; or the specific mailing for which it was ordered and for which sined and for no other purpose (decoy names have been inserted rized usage); conjuction with the List (printed material, literature, advertising ted to and approved by ASHP prior to the use of the List; or reproduced nor will ASHP or the undersigned permit, the reproducation or copying of the List for use unauthorized and or any third party; a specified time after receipt in order to retain the advantages of a facilitate any form of telephone or faxed contact; and the to ASHP policies governing pre-registration list use, which is agreement. Ch Continuing Education credits are not offered, you may not use a of your program or any place on your printed pieces.
agreement by ASHP and any further use	of the List.
•	e undersigned, its principles and its agencies, agents, licensees, assignees. This agreement is to the express benefit of ASHP.
ASHP shall have no liability to customer	for its use of the List.
DatedE	By (ASHP)
DatedE	By (Customer)
Customer Name	Company Name

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



#### **Show Information**

Las Vegas, NV 89118

**ASHP 2020 Summer Meetings and Exhibition** 

Washington State Convention & Trade Center - Seattle, WA

June 7 - 9, 2020

Event Code: C140700620

email <u>lasvegas@shepardes.com</u>

phone (702) 507-5278

fax (702) 948-0341

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

**BOOTH PACKAGE** 

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, White, Grey

Aisle carpet color: Tuxedo

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

**Exhibit Show Schedule** 

**General Exhibitor Move-in:** Friday, June 5, 2020 1:00 PM to 5:00 PM

Saturday, June 6, 2020 8:00 AM to 5:00 PM Sunday, June 7, 2020 8:00 AM to 5:00 PM

**Exhibit Hours:** Sunday, June 7, 2020 5:00 PM to 7:00 PM

Monday, June 8, 2020 11:00 AM to 2:00 PM Tuesday, June 9, 2020 11:00 AM to 2:00 PM

**Exhibitor Move-out:** Tuesday, June 9, 2020 2:00 PM to 9:00 PM

Freight Reroute Begins\* Tuesday, June 9, 2020 8:00 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]
ASHP 2020 Summer Meetings and Exhibition
c/o UPSF/Shepard Exposition Service c/o KMG/Crane
18770 80th Place South

Kent, WA 98032

#### **Direct Shipments Address**

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
ASHP 2020 Summer Meetings and Exhibition
Washington State Convention & Trade Center
705 Pike St.

705 Pike St. Seattle, WA 98101

#### **Important Deadlines**

Discount price deadline for custom Shepard rentals: Friday, May 8, 2020
Exhibitor appointed contractor notification deadline: Friday, May 8, 2020
First day for warehouse deliveries without a surcharge: Friday, May 8, 2020
Discount price deadline for standard Shepard orders: Friday, May 15, 2020
Last day for warehouse deliveries without a surcharge: Friday, May 29, 2020
Last day for warehouse deliveries\*: Wednesday, June 3, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility:

Friday, June 5, 2020

at 8:00 AM

**Ancillary Vendor Information** 

**Electrical Services EDLEN** http://www.wscc.com/exhibitorservices (206) 694-5015 SmartCity http://www.wscc.com/exhibitorservices (206) 694-5015 Utilities Catering **ARAMARK** http://www.wscc.com/exhibitorservices (206) 694-5015 (800) 966-4498 ΑV **PSAV** exhibits@psav.com (703) 346-6304 Simmons Investigative & diane@simmonssecurity.com Security

Security Agency





#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Discount Deadline** 

Friday, May 15, 2020

Event Code: C140700620

email <u>lasvegas@shepardes.com</u> phone (702) 507-5278

one (702) 507-5278 fax (702) 948-0341

Information

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

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

#### Service Desk Hours

(subject to change)

#### **Exhibitor Move In**

Friday, June 5, 2020	1:00 PM	to	5:00 PM
Saturday, June 6, 2020	8:00 AM	to	5:00 PM
Sunday, June 7, 2020	8:00 AM	to	5:00 PM

#### **Show Davs**

Sunday, June 7, 2020	5:00 PM	to	7:00 PM
Monday, June 8, 2020	11:00 AM	to	2:00 PM
Tuesday June 9, 2020	11:00 AM	to	9:00 PM

#### **Exhibitor Move Out**

Tuesday, June 9, 2020 2:00 PM to 9:00 PM

#### **Dismantle & Move out Information**

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Tuesday, June 9, 2020 8:00 PM Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Tuesday, June 9, 2020 8:00 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**

Washington State Convention & Trade Center 705 Pike St. Seattle, WA 98101

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.



## **Online Ordering**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Event Code: email phone fax

C140700620 lasvegas@shepardes.com (702) 507-5278 (702) 948-0341

## Online Ordering is Easy!

Go to: <u>www.shepardes.com/intro.asp</u>

**CLICK ON** ASHP 2020 Summer Meetings and Exhibition

**Login** from the Show Information page by clicking

LOGIN

Login

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 = ASHPSM20

*Prior users*: User name = Your Email Address

Password = Your pre-existing password

Don't remember your password? Click the link Forgot your password? and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com

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

After making your selections, click the

Add to Cart

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

Checkout Booth

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 CHAT feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service

(702) 507-5278 lasvegas@shepardes.com



## **Payment Authorization**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA

June 7 - 9, 2020

Event Code: C140700620

email <u>lasvegas@shepardes.com</u>

phone (702) 507-5278

fax (702) 948-0341

mail 5845 Wynn Road, Suites A,B,C,D,
 Las Vegas, NV 89118

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

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

Please complete the following information:

TAX EXEMPT? Please submit tax exemption certificate to:

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

Street Address:  City, St, Zip:  Contact Name:  Email:  Credit Card Information  (Required for all forms of payment)  VISA  (Required for all forms of payment)  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  (Please Card: Print)  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.	riease complete in	e following infon	nauon.			
Credit Card Information (Required for all forms of payment)   Check   Wire Transfer   You may choose to pay by Check or Wire Transfer   You may choose to pay by Check or Wire Transfer   You may choose to pay by Check or Wire Transfer   You may choose to pay by Check or Wire Transfer   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	Exhibiting Comp Company Name:	oany Informati	on			Booth #
Contact Name:  Email:  Credit Card Information (Required for all forms of payment)   Check   Wire Transfer   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	Street Address:					Phone:
Credit Card Information    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 #:	City, St, Zip:					 Fax:
Credit Card Information  VISA  Required for all forms of payment)  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 (Please Card: Print)  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 Transfers  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 to the following information must be included on the bank copy of the 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:  Exhibiting Company Name:  Booth Number:  ASHP 2020 Summer Meetings and Exhibiti  Exhibiting Company Name:  Booth Number:  Account Name: Shepard Exposition Services, Inc.  Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA Routing Number: 42-6061-9772  SWIFT CODE (US) PNCCUS33	Contact Name:					
You may choose to pay by Check or Wire Transfer, however a credit card #:  Expiration Date:  Month Year Security Code  Billing Address:  City, ST, Zip: Name on (Please Card: Print)  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 Transfers 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:  ASHP 2020 Summer Meetings and Exhibition  Exhibiting Company Name:  Booth Number:  ACCOUNT Name:  Shepard Exposition Services, Inc.  Bank Name:  PNC Bank N.A., Pittsburgh, PA 15219 USA  ACCOUNT Number:  42-6061-9772  SWIFT CODE (US) PNCCUS33	Email:					
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Name on Card:    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.	Billing Address:					
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Wire Transfers  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:  Exhibiting Company Name:  Booth Number:  Account Name: Shepard Exposition Services, Inc.  Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA Account Number: 42-6061-9772  SWIFT CODE (US): PNCCUS33		By si	•	_		·
Name of show that you are attending:  Exhibiting Company Name:  Booth Number:  Account Name: Shepard Exposition Services, Inc.  Routing Number: 041000124 Account Number: 42-6061-9772  SWIFT CODE (US): PNCCUS33  ASHP 2020 Summer Meetings and Exhibition  Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA  Account Number: 42-6061-9772  SWIFT CODE (INTL PNCCUS33	of the wire receipt to	o the fax number	ansfer of funds from r printed on the hea	n your account, please der of this page. A \$5	e complete the fo 50 service charge	llowing information and <u>fax it along with a copy</u> will be added for processing checks drawn on
Routing Number: 041000124 Account Number: 42-6061-9772 SWIFT CODE (US) PNCCUS33 SWIFT CODE (INTLPNCCUS33	Name of show that Exhibiting Company	you are attendin				:
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTLPNCCUS33			ition Services, Inc.			
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lasvegas@shepardes.com



#### **Terms and Conditions**

#### ASHP 2020 Summer Meetings and Exhibition

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. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party

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 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 mis delivery 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**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA

June 7 - 9, 2020

**Deadline** 

Friday, May 8, 2020

**Event Code:** email C140700620

lasvegas@shepardes.com

phone fax (702) 507-5278 (702) 948-0341

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

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

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.

Step 1: Provide the	ne Exhibiting Con	npany Contact Information and	d Signature	
Exhibiting Compan	y Name:			Booth #:
Exhibiting Compan	y Address:			<u> </u>
Phone:				
Email Address:				
Exhibiting Compan Signature from Exh	•			
Step 2: Check Se	rvices Below to B	ill to the Third Party	☐ All Services	
☐ Booth Cleaning ☐ Material Handling	☐ Carpet☐ Furniture	☐ Exhibit Rentals ☐ Overhead Rigging/Labor	☐ Installation/Dismantling Labor☐ Other (please specify):	☐ Logistics/Transportation
Step 3: Provide T 3rd Party Company	=	ct Information		
Contact Name:				
Address:		<del></del>		
Phone:		Email Address:		
Step 4: Complete	e Third Party Cred	dit Card Charge Authorization	with Signature	
Credit Card Info	•	(Required for all forms of pay	· ·	
MasterCard	VISA	CONTRACT CONTRACT		
Credit Card #:				
Expiration Date:	Month:	Year: Security C	ode:	
Billing Address:				
City, ST, Zip:				
Name on (Plea Card: Prir				
Signature:				



## **Exhibitor Appointed Contractor**

### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA

June 7 - 9, 2020

Due By: Friday, May 8, 2020

Exhibiting  Company Name
Booth #
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. <b>Show aisles and public areas are not part of the Exhibitor's booth space.</b> 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 Signature:



#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Event Code: email phone

fax

lasvegas@shepardes.com (702) 507-5278

(702) 948-0341

C140700620

### **Save Time and Money!**

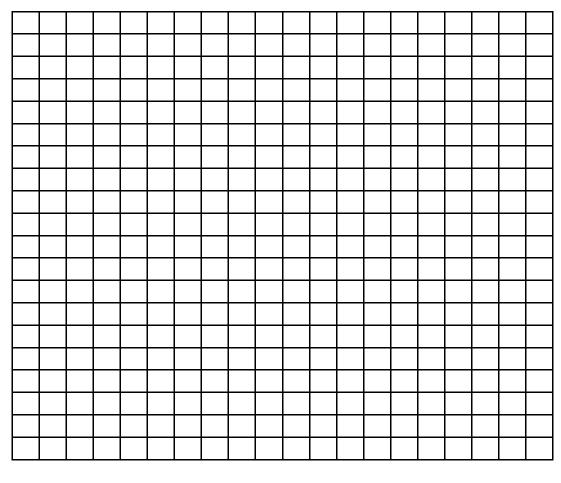
Left Booth #

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

Company Name:		Booth #	
Contact Name	Contact Email Address	-	

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #



Below Booth #

Right 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

















## 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.



## 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 1100 Tamiami Trail S. Suite B

Venice, FL 34285

Tel: 941-861-8930

Contact: Kelly O'Neill-Exley

koneill@agility.com

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

Get a free quote for international shipping at: <a href="https://www.agility.com/en/contact-fairs-events">www.agility.com/en/contact-fairs-events</a>



www.aqlfairslogistics.com/usaebrochure/



Street Address

### **Shepard Logistics Services**

(404) 596-5620

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

fax

State

Zip

#### 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: Hours of Operation Date Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Friday, June 5, 2020 Step 5: Tell us What we are shipping: Н Qtv Weight Qtv Weight Crates Carpet (color Cartons (cardboard) Monitors Cases/trunks Other Skids/pallets Total Step 6: Tell us what Type of Service do you need (how fast do you need it?) Service level may be changed to meet delivery date. Order must be received within 24 hours of Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) 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 #

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.

Citv



## Outbound Material Handling Authorization and Shipping Labels

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

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

Event Code: email

fax

C140700620 lasvegas@shepardes.com

phone

(702) 507-5278 (702) 948-0341

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your preprinted 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.

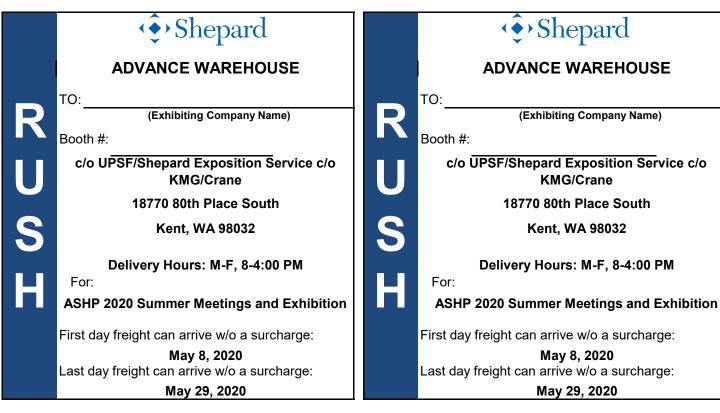
#### **Step 1: Complete Exhibiting Company Information:**

Exhi	biting Company Name										Booth #	
Cont	tact Name					Ph	one #					
	il Address p 2: Tell us Where	e your ite	ems are ç	joing:								
Com	pany											
Stree	et Address					City			State	)		Zip
Ste	p 3 How many Pie	eces are	in your s	hipment	?	·						
	# of Crate		_# of Skid	ds	# of	f Cases	# of	f Cartor	าร	Apr	orox. Tota	al Weight
Ste Qty	p 4: Tell us What  Crates Cartons (cardboard Cases/trunks Skids/pallets	L	hipping: W	H	Weig	ght	Qty Carpet ( Monitors Other Total	_	L	W	Н	Weight
Ste	Is there a loading Is your building in Do we need a lift p 5: How many La	a resider gate on o	our truck?				to go inside yo hing else we s				•	
If se	p 6: Who is pickin OFFICIAL Selecting a carrier of sing FedEx or UPS	HOW CA	ARRIER: Shepard	SHEPARI Logistics,	<u>you</u> mus	st schedu			cludes	Fed Ex, <sup>(</sup>	UPS, etc.	
	p 7: What type of t does it need to g			eed? (ho		_Ground	2nd Day	E	xped. G	round (3-	5 days)	Overnight
	p 8: If your carrie	r doesn't	show uរុ	o, what d	o we do		_Reroute via t _Return to wa					
	order to process you		•				•	•				

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>(♦)</b> Shepard
	ADVANCE WAREHOUSE
R	TO:(Exhibiting Company Name)  Booth #:
U	c/o UPSF/Shepard Exposition Service c/o KMG/Crane
S	18770 80th Place South Kent, WA 98032
Н	Delivery Hours: M-F, 8-4:00 PM For: ASHP 2020 Summer Meetings and Exhibition
	First day freight can arrive w/o a surcharge: <b>May 8, 2020</b> Last day freight can arrive w/o a surcharge: <b>May 29, 2020</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>⟨••</b> ⟩Shepard
	DIRECT TO SHOW
R	TO: (Exhibiting Company Name)  Booth #:
0	c/o Shepard Exposition Services  Washington State Convention & Trade Center
3	705 Pike St.
	Seattle, WA 98101 For:
ш	ASHP 2020 Summer Meetings and Exhibition
	MUST NOT BE DELIVERED PRIOR TO:
	June 5, 2020 @ 8:00 AM



## **Material Handling Rates**

lasvegas@shepardes.com

C140700620

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA

June 7 - 9, 2020 (702) 507-5278 phone (702) 948-0341 fax

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.

OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday.

DT - Double-time: All hours on Sunday. Holidays.

NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day. Holidays

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

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

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

#### **Advance Shipments to Warehouse**

First date freight can arrive Friday, May 8, 2020

Last date freight can arrive Monday, June 1, 2020						
Item	Code	Weight		Price		
Crated ST/ST	35419		Χ	\$134.00		
Crated ST/OT	35420		Χ	\$174.25		
Crated ST/DT	35563		Χ	\$201.00		
Crated OT/OT	35421		Χ	\$201.00		
Crated OT/DT	35720		Χ	\$234.50		
Crated DT/DT	35722		Χ	\$268.00		
Sp Handling ST/ST	35422		Χ	\$174.25		
Sp Handling ST/OT	35423		Χ	\$226.50		
Sp Handling ST/DT	35564		Χ	\$261.50		
Sp Handling OT/OT	35424		Χ	\$261.50		
Sp Handling OT/DT	35724		Χ	\$305.00		
Sp Handling DT/DT	35725		Χ	\$348.50		

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

#### LightWeight Shipments under 40 lbs.

LW ST/ST	35400	Х	\$67.00
LW ST/OT	35405	Х	\$87.00
LW ST/DT	35460	Χ	\$100.50
LW OT/OT	35407	Х	\$100.50
LW OT/DT	35408	Х	\$117.25
LW DT/DT	35409	Х	\$134.00

#### **Direct Shipments to Show Site**

First date freight can arrive Friday, June 5, 2020

**Event Code:** 

email

First date freight can arrive Friday, June 3, 2020					
Item	Code	Weight		Price	
Crated ST/ST	35410		Χ	\$139.00	
Crated ST/OT	35411		Χ	\$180.75	
Crated ST/DT	35560		Χ	\$208.50	
Crated OT/OT	35412		Χ	\$208.50	
Crated OT/DT	35730		Χ	\$243.25	
Crated DT/DT	35732		Χ	\$278.00	
Uncrated ST/ST	35412		Χ	\$208.50	
Uncrated ST/OT	35414		Χ	\$271.00	
Uncrated ST/DT	35561		Χ	\$312.75	
Uncrated OT/OT	35415		Χ	\$312.75	
Uncrated OT/DT	35731		Χ	\$365.00	
Uncrated DT/DT	35733		Χ	\$417.00	
Sp Handling ST/ST	35416		Χ	\$180.75	
Sp Handling ST/OT	35417		Χ	\$235.00	
Sp Handling ST/DT	35562		Χ	\$271.25	
Sp Handling OT/OT	35418		Χ	\$271.25	
Sp Handling OT/DT	35734		Χ	\$316.25	
Sp Handling DT/DT	35735		Χ	\$361.50	

Large pieces of machinery and uncrated shipments can be accepted at showsite

#### **Other Material Handling Services**

Banding Service per 4x4 skid/pallet	35490	Qty	\$ 75.00
Shrink-wrap Service per 4x4	35491	Qty	\$ 75.00

#### 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. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties.

All Material Handling charges are billable and will be charged to the credit card on file.

Company	Booth #
Signature:	



## Material Handling Info

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Event Code:** C140700620 email lasvegas@shepardes.com (702) 507-5278 phone (702) 948-0341 fax

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

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

#### Disposal Fee

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

Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50% Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping

documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in

Warehouse Overtime/Double-time

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.

Surcharge: Overtime: 30%

Early/Late Shipments to the 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 after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

Surcharge:

**Uncrated Shipments** 

Rate as shown on Material Handling Rate Form

Double Time: 50%

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. Surcharge: 35004

**Off-Target Deliveries** 

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

Fee: \$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.

\$25.00 per forklift load **Reweigh of Shipments** 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** \$25.00 per piece.

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 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Envelope Deliveries** Fee: 35007 \$10.50 per envelope

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

**Mobile Spotting** \$ 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. Material handling is a billable service.

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 it's 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 40 lbs. 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, 8:00 AM - 4:00 PM, 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.



## Forklift and Ground Rigging

Washing	<u> </u>						C140700620				
~	,					email	lasv		epardes.com		
June 7 -	9, 2020							phone		(70	02) 507-5278
			May 15, 2					fax		(70	02) 948-0341
Order with complete Payment Authorization must be received before Discount  Deadline date to receive discounted pricing.  Labor Hours											
ST - Straig	ght time:		riday 8AM								
OT - Overt DT - Doub			Friday 5PM n Sunday.		nours Saturday.						
Holidays		NY Day, P	residents Da	ay, Memoria	al Day, Independ	ence Day,	Labor Day, Thanks	giving, Day	/ after Than	ksgiving, Ch	ristmas Eve Day
	d Rigging an										
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	Rental - Up To		Capacity			Forklift	Rental - Up To	20,000	# Capacit	.y	
Code	Item	Qty.	Discount	Regular	Amount	Code	Item	Qty.	Discount	Regular	Amount
35028	ST Hourly Rental		\$380.25	\$494.25		35035	ST Hourly Rental			\$1,483.00	
35039	OT Hourly Rental		\$489.10	\$635.75		35066	OT Hourly Rental			\$1,907.50	
35067	DT Hourly Rental		\$597.95	\$777.25		35070	DT Hourly Rental		\$1,793.90	\$2,332.00	
Forklift	Rental - Up To	10,000	# Capacit	У		Forklift	Rental - Up To	30,000	# Capacit	:y	
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35029	ST Hourly Rental		\$760.45	\$988.50		35255	ST Hourly Rental		\$1,520.95	\$1,977.25	
35049	OT Hourly Rental		\$978.20	\$1,271.75		35256	OT Hourly Rental		\$1,956.40	\$2,543.25	
35069	DT Hourly Rental		\$1,195.95	\$1,554.75		35257	DT Hourly Rental		\$2,391.90	\$3,109.50	
Forklift	Rental - Up To	15.000	# Capacit	V		4 Stage	Forklift Renta	ı			
Code	Item	Qty.	Discount	•	Amount	Code	Item	Qty.	Discount	Regular	Amount
35455	ST Hourly Rental			\$1,235.75		35593	ST Hourly Rental	-	\$570.35	\$741.50	
35456	OT Hourly Rental		\$1,222.75	\$1,589.50		35594	OT Hourly Rental		\$733.65	\$953.75	
						00001	OT Hourly Rental		Ψ100.00	φ <del>9</del> 53.75	
35457	DT Hourly Rental		\$1,494.90	\$1,943.25		35595	DT Hourly Rental		,	\$1,166.00	
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## **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

	when you have product you need to replenish do not use this serving are:	
Onsite Contact:	Or	nsite Cell Phone #:
storage services. All packages must be properly pa	nts for which material handling drayage charges have been p cked & labeled. Shepard Exposition Services' limit of liability s less. No uncrated material will be accepted at the warehou	will be \$5.00 per pound or \$500.00 per
•	oe of storage to fit your needs charge to return items back to your booth at the end of the event.	
Materials in Accessible Storage Storage is a daily storage fee p (35166)  Secured Storage Use this Materials will be placed into se accessible during the show by	ris type when you need to pull items out of storage e will be accessible during the event, but not necessarily olus a per hour labor fee each time materials are moved a per hour labor fee each time materials are moved a per Day a per Da	y by exhibitors. The charge for Accessible I. (\$100.00 Minimum)  the end of the event. ne close of the show. The materials will be
No refunds or exchanges once item had cancellations must be received in write only Shepard personnel are allowed.	ing within 48 hours of 1st day of exhibitor move in. d to operate mechanical equipment.	Total Onsite Storage: \$ 10.100% Tax*: \$ Amount Due: \$
Company Name: Contact Name		DOO!!! #
Email:		
Signature:		



## Warehouse Storage

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

 Event Code:
 C140700620

 email
 lasvegas@shepardes.com

 phone
 (702) 507-5278

 fax
 (702) 948-0341

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

#### **Pricing:**

Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) 35006 Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) 35005 Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

Step One: Tell Us Who You Exhibiting Company Name				Booth #	
Onsite Contact		Onsite 0	Cell Phon	ne #	
Email Address		<u> </u>			
Step Two: Tell Us What You How many pieces? What are the dimensions of each					
	ight Weight Skid? Lengt	th Width	Height	Weight	Skid?
Piece 1 Piece 2 Piece 3 Piece 4 Piece 5 Piece 6	Piece 7 Piece 8 Piece 9 Piece 10 Piece 11 Piece 12				
Step Three: How Long Are Y	We Storing Your Items? To	Fee	es will conti	nue until storag	e is picked up.
Step Four: What Do We Do Ship to another destination Pick-up is arranged with ar	· · · · · · · · · · · · · · · · · · ·	ge Period? to another Sh fees will appl	•	rent*:	
·	make all arrangements for shipping, including utilizing should contact Shepard approximately 2 weeks prior to				tomatically be
Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.  Storage Items will not be stored or released without a valid credit card on file.  Estimated Warehouse Storage:  \$ \$  Amount Due:					
Printed Name:					
Signature:					





Labor Code

68066 ST Labor

68067 OT Labor

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Discount Deadline** Friday, May 15, 2020

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

Item

#### **Event Code:** C140700620 lasvegas@shepardes.com email (702) 507-5278 phone (702) 948-0341 fax

#### 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.

**Qty Discount Regular** 

\$166.40 \$216.30

\$249.60 \$324.50

68068	DT Labor	\$332.80	\$432.65		
Forklift					
Code	Item	Qty Discount	Regular		
35028	ST 5k Forklift	\$380.25	\$494.25		
35039	OT 5k Forklift	\$489.10	\$635.75		
35067	DT 5k Forklift	\$597.95	\$777.25		
Dumps	ter Fee				
Code	Item	Qty Discount	Regular		
35330	Per Full Dumpster	\$625.00	\$812.50		
Submission of this for	m indicates you read a	nd accept the Pay	ment Policy and Terms & Conditions.	Total Disposal Fee: \$	_
			red to your booth. Cancellations must be received in	10.100% Tax*: \$	
	prior to first exhibitor m			Amount Due: \$	_
Rental items found an	d in use in your booth a	are subject to "Sta	andard" pricing.		
Company Name:				Booth #	
Contact Name					
Email:					
Signature:					
<b>J</b>					_



# FURNISHINGS AND DECOR













## **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" x30" 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"

<sup>\*</sup>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.

## 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 #66147 3.5' x 8' Grey



4' x 8' Peg Board #66149 4' x 8' White Also available as horizontal #66148



**6" Hooks for Peg Board** #50104 Silver



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

<sup>\*</sup>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.





#### **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 ¼" 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

#### **OTHER**



Natural Feel Wastebasket #50708 Beige Wastebasket



Wastebasket #50091



Mini Refrigerator

a set



Drawing Bowl #51085



**Sand Bag #**51087

<sup>\*</sup>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 Black Blue Red Deep Silver Red Navy Cloud Tuxedo Eclipse Cayenne Black Charcoal Beige Grey Peacock Burgundy PLUSH - 50oz VINYL - Custom Order Only Silver Whitewash Dark Crimson Mountain Rosmary Dollar Grey Grey Stone Black Navy Electric Snow Vineyard Lauren Blue Brown Brown White Sand Maple

<sup>\*</sup>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.



# **Skirt Color Options**



# **Drape Color Options**





## **Standard Furnishings**

### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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Event Code: email

fax

C140700620 lasvegas@shepardes.com

phone (

(702) 507-5278 (702) 948-0341

#### **Tables**

abics						
Code	Item	Qty	Color	Discount	Regular	Total
50042	4'L X 30"H X 24"W Skirted Table			\$156.05	\$202.85	
50046	6'L X 30"H 24"W Skirted Table			\$191.80	\$249.35	
50050	8'L X 30"H 24"W Skirted Table			\$243.20	\$316.15	
50043	4'L X 42"H 24"W Skirted Table			\$189.70	\$246.60	
50047	6'L x 42"H 24"W Skirted Table			\$242.95	\$315.85	
50051	8'L x 42"H 24"W Skirted Table			\$285.75	\$371.50	
50052	4th Side Skirt for 30" High Table			\$94.90	\$123.35	
50171	4th Side 42" Skirt for 42" High Table			\$94.90	\$123.35	
50700	6'L X 30"H 24"W Spandex Table Cover			\$284.50	\$369.85	
50040	4'L X 30"H X 24"W UnSkirted Table		na	\$111.20	\$144.55	
50044	6'L X 30"H X 24"W UnSkirted Table		na	\$132.70	\$172.50	
50048	8'L X 30"H X 24"W UnSkirted Table		na	\$156.45	\$203.40	
50041	4'L X 42"H X 24"W UnSkirted Table		na	\$125.25	\$162.85	
50045	6'L x 42"H X 24"W UnSkirted Table		na	\$156.45	\$203.40	
50049	8'L x 42"H X 24"W UnSkirted Table		na	\$174.55	\$226.90	
51089	Pedestal Table,42"H 36"R Grey Fleck Top		na	\$280.25	\$364.35	
50032	Pedestal. Table,30"H 36"R Grey Fleck Top		na	\$262.00	\$340.60	
50030	Round Side Table 24" W X 18" H		na	\$131.90	\$171.45	
50031	Square Side Table 24" W X 18" H		na	\$131.90	\$171.45	
50706	Natural Pedestal Table 30"H X 36" R Maple Top		na	\$342.80	\$445.65	
50707	Natural Pedestal Table 42"H X 36"R Maple Top		na	\$357.40	\$464.60	

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**

Jacing						
Code	Item	Qty	Color	Discount	Regular	Total
50020	Side Chair Grey Fabric		na	\$101.45	\$131.90	
50021	Arm Chair Grey Fabric		na	\$138.25	\$179.75	
50024	Stool w/back Grey Fabric		na	\$168.45	\$219.00	
51086	Director's Chair Black Fabric		na	\$104.65	\$136.05	
51090	Director's Stool Black Fabric		na	\$187.25	\$243.45	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		na	\$204.25	\$265.55	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		na	\$167.75	\$218.10	

Submission of this form There are no exchanges writing within 14 days pr Rental items found and	Total Furnishings: \$ 10.100% Tax*: \$ Amount Due: \$		
Company Name: _ Contact Name: _		_ Booth #	
Email:		_	
Signature:			



## Specialty, Display, Drapes

### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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Event Code: C140700620

phone

email <u>lasvegas@shepardes.com</u>

fax (702) 948-0341

(702) 507-5278

#### **Specialty & Display**

Code	Item	Qty	Color	Discount	Regular	Total
50091	Wastebasket		na	\$19.00	\$19.00	
50094	Floor Easel, Chrome		na	\$56.15	\$73.00	
50245	Literature Rack Silver, Glass		na	\$207.15	\$269.30	
50175	Bag Rack, Chrome		na	\$274.30	\$356.60	
50092	Coat Rack, Chrome		na	\$97.40	\$126.60	
50093	Garment Rack, Chrome		na	\$274.30	\$356.60	
50427	Tensabarrier, Per Stem, Black		na	\$115.70	\$150.40	
50095	Sign Holder, 22x28 Chrome		na	\$127.80	\$166.15	
50185	Drawing Bowl, Clear		na	\$51.50	\$66.95	
50296	4' x 12" Display Riser White and Black		na	\$115.90	\$150.65	
50297	6' x 12" Display Riser White and Black		na	\$144.20	\$187.45	
50098	Mini Refrigerator, Approx 3 cubic feet		na	\$437.50	\$568.75	
50067	4' Full View Showcase, White		na	\$1,033.75	\$1,343.90	
50068	6' Full View Showcase, White		na	\$1,140.15	\$1,482.20	
50069	4' Quarter View Showcase, White		na	\$1,033.75	\$1,343.90	
50070	6' Quarter View Showcase, White		na	\$1,140.15	\$1,482.20	
50060	4' x 8' Horz. Posterboard Grey Fabric		na	\$334.75	\$435.20	
50061	4' x 8' Vert.Posterboard Grey Fabric		na	\$334.75	\$435.20	
50236	Grids 2'x8' w/legs, each		na	\$247.25	\$321.45	
50237	Grid 2'x8' w/o legs, each		na	\$185.20	\$240.75	
50242	7-Ball Waterfall for Grids		na	\$17.00	\$22.10	
50104	6" Hooks (12) for Peg Boards		na	\$54.45	\$70.80	

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

Signature:

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Code	Item	Qty	Color	Discount	Regular	Total	
50073	8' High drape on a cross bar, per linear foot			\$26.25	\$34.15		
50074	3' High on a cross bar, per linear foot			\$19.45	\$25.30		
50088	8' Upright w/base		na	\$36.25	\$47.15		
52065	3' Upright w/base		na	\$36.25	\$47.15		
50349	6'-10' Crossbar		na	\$24.15	\$31.40		
50348	7'-12' Crossbar		na	\$24.15	\$31.40		
50058	Sateen, per linear foot			\$21.45	\$27.90		

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

Submission of this form 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.	Total Furnishings: \$ 10.100% Tax*: \$ Amount Due: \$	
Rental items found and in use in your booth are subject to "Regular" pricing.  Company Name:  Contact Name:	Booth #	
Email:		



## **Signature Flooring**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 8, 2020

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

Event Code: email

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(702) 507-5278

(702) 948-0341

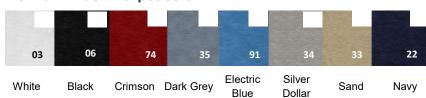
#### Order must be received 30 days in advance of show move in. 100 sq ft minimum

**Step One:** Choose the flooring to enhance your design

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

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

#### **Premium Plush Carpet 50 oz**



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$11.05	

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

#### **Premium Vinyl Flooring**



(66)

Vineyard Brown

(61)



Laurel Brown

(62)



(63)



(89)





(65) Rosemary Sta

#### **Elevated Hardwood**



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

Code	Sq Ft		Per Sq Ft	Amount
46005		Premium Vinyl	\$14.30	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$5.25	

	i otai Signature Flooring: \$
Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.	10.100% Tax*: \$
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.	Amount Due: \$
Company Name:	Booth #
Contact Name	
Email:	
Signature:	



### **Carpet and Padding**

lasvegas@shepardes.com

C140700620

(702) 507-5278

(702) 948-0341

ft.

### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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

**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

Red (	(01)	Silver Cloud (18)	Deep Navy (	(22) Ch	arcoal (17	Black (06) Beige (14)
Code	Qty	Item	Discount	Regular	Amount	
46001		Rental/sqft	\$8.00	\$10.40		Rental includes installation and removal of carpet and visqueen. Minimum 100 sq.
46003		Rental 1000+ sqft	\$6.95	\$9.05		ft. required.
46002		Purchase sqft	\$19.65	\$25.55		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	\$1.45	\$1.90		Rental includes installation and removal of padding/visqueen. Minimum 100 sq. f
50008		1" Padding	\$2.80	\$3.65		required.
50010		Visqueen	\$0.45	\$0.60		

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

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

### Standard Booth Sizes, Great for inline booths!

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

**Event Code:** 

email

phone

fax

Code	Qty	Item	Discount	Regular	Amount	Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$279.95	\$363.95		50580		0 - 399 sq ft*	\$6.30	\$8.20	
50256		10' x 20'	\$522.40	\$679.10		50581		400 - 900 sq ft	\$5.75	\$7.50	
50257		10' x 30'	\$779.15	\$1,012.90		50582		900+ sq ft	\$5.25	\$6.85	
50258		10' x 40'	\$1,035.90	\$1,346.65		Order Special Cut when it is important that dye lots match. Rental includes					
Variation in	dve lot may	occur when ordering mo	ore than one	cut of carne	t unless	installation a	and removal	of carpet and visqueen	protective co	overing. 100	sq ft

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

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.

become dirty. Please order cleaning service at least once before show opening.

Submission of this form 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.

10.100% Tax\*: \$ Amount Due: \$

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

terital ferris found and in use in your booth are subject to Tregular prioring.					
Company Name:	Booth #				
Contact Name					
Email:					
Signature:					



### **Booth and Carpet Cleaning**

### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Discount Deadline** Friday, May 15, 2020

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

**Event Code:** C140700620 email lasvegas@shepardes.com phone (702) 507-5278 (702) 948-0341

fax

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	Service	Sq Ft	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		\$0.38	\$0.42	

### Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft		\$0.92	\$1.20	
47056	400-900 sq.ft.	•	\$0.85	\$1.10	
47057	900+ sq. ft		\$0.75	\$1.00	

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



Code	Service	Sq Ft	Discount	Regular	Total
47030	One Time Porter		\$0.50	\$0.65	
47031	Daily Porter		\$1.00	\$1.30	

#### **Specialty Services**



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.60	\$0.80	
47022	Mop Daily		\$1.05	\$1.35	
47013	Sham/One Time		\$0.60	\$0.80	

Display Wipe Down (charged per hour)



Company Name: Contact Name

Email:

Signature:

Code	Service	Hours	ST	ОТ	Total
47043	One Time		\$169.00	\$253.50	
47044	Daily		\$169.00	\$253.50	

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

Submission of this form 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.

Booth #		

10.100% Tax\*:

Amount Due: \$

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



# TRADESH (2020) \ \ Furnishings



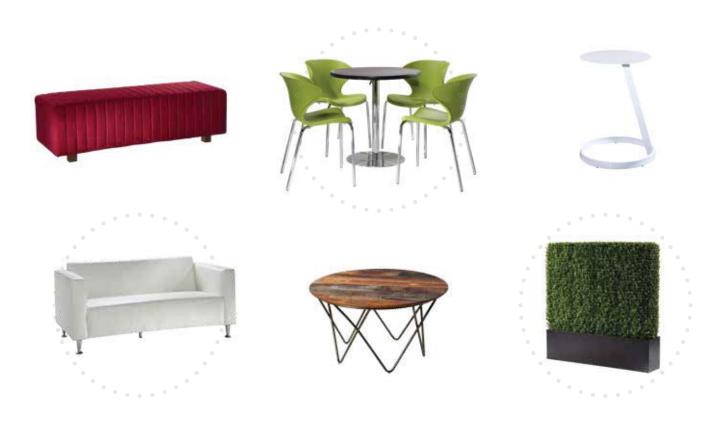
### **FEATURING**

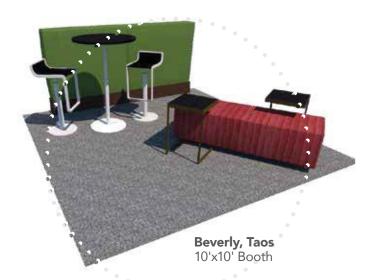
- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools



## Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.

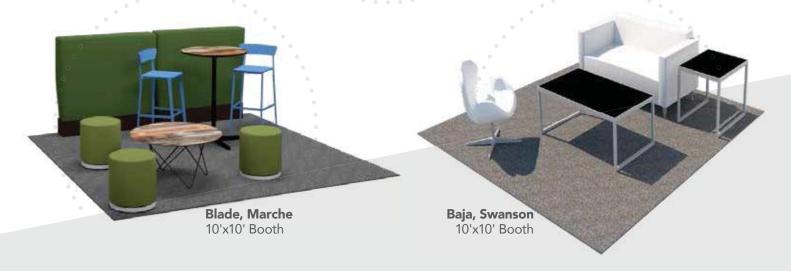






Malba, Beverly 10'x10' Booth





### Top 10 Booth Design Tips

Attract, Engage and Inspire.



Provide a Pop! Colorful furnishings attract attention and help reinforce brand themes.



1.

### Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



### Charge it! Powered tables or

Powered tables or seating encourages clients to linger in the booth and recharge.





Communal tables help facilitate networking opportunities and build connections.



create an informal camp fire setting for small group discussions.





#### **Creature Comforts.**

Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



### **Stay Social.** Stylize furnishings

Stylize furnishings to create shareable moments worthy of Instagram.





### 4.

#### Keep it Green.

Don't forget the greenery to warm up your booth environment by bringing nature indoors.



#### Level the field!

Low and casual seating makes clients more comfortable and open to learning.





### Demo Down.

Square or circular ottomans are a great way to design small theaters for quick demonstrations.



**Powered** Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities**.

Charge it!
Powered tables or

Powered tables or seating encourages clients to linger in the booth and recharge!



CUBPOW

Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

Roma Powered Chair & Sofa 10'x20'

### Roma Collection







SFAPWR Roma Sofa, Powered (white vinyl) 78"L 31"D 33"H CHRPWR Roma Chair, Powered (white vinyl) 37"L 31"D 33"H



### Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H









### Banquettes



**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 (BNQTL7).

### Powered Tables



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

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

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

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

### **Powered** Pedestals





Powered Locking Pedestals 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





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

# Soft Seating Collections





Valencia VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H





FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H











### Soft Seating







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



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



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



### Create a comfortable "living room" space with soft lounge

seating to relax clients and facilitate conversation.





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



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



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

# Soft Seating Collections





Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H
TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H
TANSOF Sofa (beige textured) 78"L 37"D 36"H







KEYCHR Chair (black fabric) 35"L 35"D 34"H KEYLOV Loveseast (black fabric) 57"L 35"D 34"H KEYSOF Sofa (black fabric) 79"L 35"D 34"H















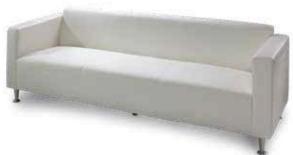
MNCHCH Armless Chair (gray fabric) 22.5"L 27"D 28.5"H MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H







BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H
BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H
BSFWHT Sofa (white vinyl) 86"L 30"D 28"H











NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"H
Also available with standard arm (NPLCHR).
NPLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
Also available with standard arms (NPLLOV).
NPLSOP Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
Also available with standard arms (NPLSOF).



### Accent Chairs









C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

### Palm Beach Sofa & Swanson Chairs 10'x10' Booth



### Group Seating



25.5"L 23.5"D 34"H

**A) OCMTAU** (taupe fabric, wenge) **B) OCMWHT** (white vinyl, wenge)

C) OCMESP (espresso vinyl, wenge)











- A) CS8 Berlin Chair (black, white, chrome) 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) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
- F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H
- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
- I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
- J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
- **K) LUCHCL Lucent Chair** (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
- L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
- M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
- N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H







### Ottomans М. Vibe Cubes K. 18"L 18"D 18"H I) VIB02 (blue vinyl) **D) VIB13** (purple vinyl) **L) VIB17** (desert rose vinyl) E) VIB12 (silver vinyl) M) VIB16 (spice orange vinyl) F) VIB04 (red vinyl) N) VIB06 (gold/bronze vinyl) **G) VIB05** (bright yellow vinyl) **O) VIB01** (green vinyl) Squares **Endless Square** 34"L 34"D 15"H A) END02B (black vinyl, chrome) B) END02W (white vinyl, chrome) Benches C) WHT12 Half (white vinyl) 39"L 22"D 18"H

**D) REGBEN Regis** (brushed metal) 47"L 15.5"D 16"H



Beverly

**Beverly Bench Ottoman** 10'x20' Booth



### Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.





D.













### **Bench Ottomans**

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)

### Marche



# Accent Table Collections Stylize furn momen

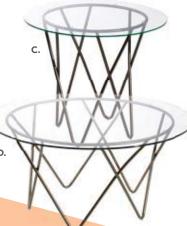




### Mesa



A) MESETW End Table 20.5"RND 21.25"H (wood top, bronze) B) MESCTW Cocktail Table 32.25"RND 17.25"H (wood top, bronze)



C) MESETG End Table 24"RND 21.25"H (glass top, bronze) D) MESCTG Cocktail Table 36"RND 17.25"H (glass top, bronze)



E) MESETB End Table 20.5"RND 21.25"H (black top, bronze) F) MESCTB Cocktail Table 32.25"RND 17.25"H (black top, bronze)



### Accent Tables



### Taos

15.75"L 15.75"D 24"H

A) TAOBWH (white top, bronze)

B) TAOBBK (black top, bronze)

C) TAOBWD (wood top, bronze)





Sedona

Side Tables

15.75"L 15.75"D 24"H

**A) SEDBWH** (white top, bronze) **B) SEDBBK** (black top, bronze)

C) SEDBWD (wood top, bronze)

### Sydney

### **Cocktail Tables**

48"L 26"D 18"H

**A) C1W** (white top, brushed steel) **C1WP** (powered)

B) C1Y (black top, brushed steel) C1YP (powered)

C) SYDBEC (blue top, brushed steel)

D) SYDWDC (wood top, brushed steel)

#### **End Tables**

27"L 23"D 22"H

**E) E1W** (white top, brushed steel)

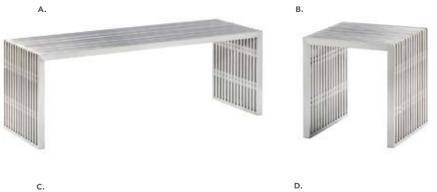
F) E1Y (black top, brushed steel)

G) SYDBEE (blue top, brushed steel)

H) SYDWDE (wood top, brushed steel)







Regis

A) REGBEN Bench Table
(brushed metal) 47" | 15.5" D

(brushed metal) 47"L 15.5"D 16"H

B) REGOTT End Table
(brushed metal) 16"L 15.5"D 16.5"H





### Silverado

C) E1E End Table (glass top, chrome) 24"RND 22"H D) C1E Cocktail Table (glass top, chrome) 36"RND 17"H







Rustic

E) ETBL E-Table (wood) 21"L 15.5"D 27.5"H F) TMBTBL Timber Table (wood) 16"RND 17"H

AWCA

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





Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H



I) CUBTBL LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H (AC power only) Bar & Cafe
Tables

Style
your exhibit
with bar and cafe sets that create inviting conference and meeting areas for your guests.

### ! Choose Your Base: Black or Crome...



#### **Bar Tables**

Standard Black Base 30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top) 30WH42 (white top)

VTA (Madison/gray acajou top)

30BEBB (blue top) 30WDBB (wood top)

30BKSB (black top)

**30AGBB** (brushed gunmetal top)

**30OSBB** (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

### 36" RND 42"H

**VTW** (white top)

VTN (graphite nebula top)

**VTP** (maple top)

36BKSB (black top)

#### **Bar Tables**

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top) 30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top) 30WDHB (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

**30OSHB** (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

#### 36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

HDG4FT Boxwood Hedge, 4'



### 2. Then pick a color that suits your design.



#### **Cafe Tables**

Standard Black Base 30" RND 29"H

**ZTJ** (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

**ZTB** (red top)

**ZTA** (Madison/gray acajou top)

**30BEBC** (blue top)

30WDBC (wood top)

**30AGBC** (brushed gunmetal top)

30BKSC (black top) **300SBC** (orange top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

**ZTQ** (white top)

**ZTN** (graphite nebula top)

**ZTP** (maple top)

36BKSC (black top)

#### **Cafe Tables**

Hydraulic Chrome Base

30" RND 29"H

**30GRHC** (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

**30MAHC** (Madison/gray acajou top)

30WHHC (white top) 30BEHC (blue top)

30WDHC (wood top)

**30AGHC** (brushed gunmetal top)

**30BKHC** (black top)

**300SHC** (orange top)

**30YSHC** (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36WTHC (white top)

**36GRHC** (graphite nebula top)

**36MTHC** (maple top)

**36BKHC** (black top)





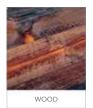


MAPLE









WHITE





BRUSHED GUNMETAL





BRUSHED YELLOW



**CS4 Syntax Chair** 



# Barstool Collection

Spin 360° Use barstools

Use barstools to maximize client engagement with those all around you.







# **Barstool** Collection A.

21"L 22"D 41"H

A) BSS Barstool (black, chrome)

B) BST Barstool (white, chrome)

Banana

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

Zenith









c.

F.

A) BSC Oslo Barstool
(white, chrome) 17"L 20"D 45"H
B) XBAR Christopher Barstool
(white vinyl, chrome) 19"L 15"D 41"H
C) BS001 Shark Barstool
(white, chrome) 22"L 19"D 34-44"H
D) BSR Syntax Barstool
(black, chrome) 23"L 19"D 43.25"H
E) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H
F) LUBSCL Lucent Barstool
(frosted acrylic, chrome)
22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool









Blade

D.

20.5"L 20"D 40.5"H **H) BLDBRD Barstool** (red) **I) BLDBSB Barstool** (sky blue)







# Conference Tables 42" Round Conference Table 42" RND 29"H A) CONF42 (white top, black) B) CB1 (graphite nebula top, black) C) CB8 (Madison/gray earlieu top, black) D) 42BKCT (black top, black) B. C. D.



(gray acajou top, chrome)

E) MADC05 5' Table 60"L 48"D 29"H

**F) MADC08 8' Table** 96"L60"D 29"H

**G) MADC10 10' Table** 120"L 48"D 29"H







# Executive Seating & Desks







Adjustable height

A) PROEXE (white vinyl, chrome)

B) PROEXB (black vinyl, chrome)

# Pro Mid

**Executive Chairs** 24"L 22"D 36.75-39.75"H

Adjustable height **C) PROMID** (white vinyl, chrome)

D) PROMDB (black vinyl, chrome)



# Pro Guest

PROGB Executive Chair (black vinyl, chrome) 24"L 26"D 36"H



TASKST Stool (black fabric, black) 27.5"L 27.5"D 32.75"- 40.25"H Adjustable height





# Genesis

**GENCHA Chair** (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable height











B. CREDENZA FRONT







Tech Desk

A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H

B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H



# Ventura

Powered & Communal Tables







Table Top Options BLACK

В.

WHITE

MAPIF

Colors not available in all table options. Please check options listed.

#### **Powered Bar Tables** 72.25"L 26.25"D 42"H (silver frame)

A) VNTBLK (black top) VNTWHT (white top)

#### **Communal Bar Tables** 72.25"L 26.25"D 42"H

(silver frame)

Maple Top B) VNTMNP (solid) VNTBMW (grommets)

White Top C) VNTBWW (grommets) **VNTWNP** (solid)

Black Top VNTBNP (solid)



# Draw A Crowd.

Communal tables keep attendees charged while encouraging networking and genuine connections.

**Powered Cafe Tables** 72.25"L 26.25"D 30"H (silver frame)

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

#### **Communal Cafe Tables** 72.25"L 26.25"D 30"H (silver frame)

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

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

Black Top E) VNTCBN (solid)



# Office Accessories & Decor





Mason Lamps (brushed silver) A) LA15 Floor Lamp 18" RND 55"H B) LA14 Table Lamp 16" RND 26"H

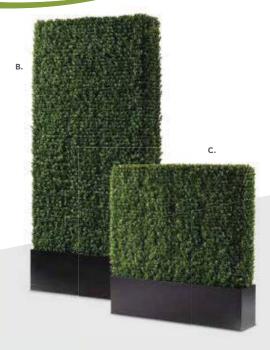
C) CUBL20 Edge LED Cube Ottoman (white plastic) 20"L 20"D 20"H (AC power only)

D) CUBTBL Edge LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H (AC power only)

lt's easy to be green.

Just add greenery to your booth environment
for a warm and natural feel.





A) PSHCCS Posh Shelving (chrome, acrylic) 36"L 18"D 72"H

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

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







#### **Cocktail and Occasional Tables**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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

#### email <u>lasvegas@shepardes.com</u> phone (702) 507-5278

**Event Code:** 

fax (702) 948-0341

C140700620

#### **Cocktail Tables**

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$413.55	\$537.60	
	ALC100-Alondra, Glass/Chrome	\$498.50	\$648.05	
	ALC200-Alondra, Wood/Chrome	\$498.50	\$648.05	
	C1FWB-Geo, Wood/Black	\$436.20	\$567.05	
	C1C-Geo Rect., Glass/Chrome	\$373.90	\$486.05	
	MESCTB-Mesa Cocktail Table Black to	\$288.75	\$375.40	
	MESCTG-Mesa Cocktail Table Glass to	\$288.75	\$375.40	
	MESCTW-Mesa Cocktail Table Wood t	\$288.75	\$375.40	
	C1W-Sydney, White	\$419.20	\$544.95	
	C1WP-Sydney White, Powered!	\$532.50	\$692.25	
	C1Y-Sydney, Black	\$419.20	\$544.95	
	C1YP-Sydney Black, Powered!	\$532.50	\$692.25	
	REGBEN-Regis Bench Table	\$427.70	\$556.00	
	SYDBEC-Sydney Cocktail Table	\$424.90	\$552.35	
	SYDWDC-Sydney Cocktail Table	\$386.25	\$502.15	

**Occasional End Tables** 

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$393.70	\$511.80			TAOBWH-Taos White top	192.5	250.25	
	ALE100-Alondra, Glass/Chrome	\$359.75	\$467.70			TAOBBK Taos Black top	192.5	250.25	
	ALE200-Alondra, Wood/Chrome	\$359.75	\$467.70			TAOBWD Taos Wood top	192.5	250.25	
	E1FWB-Geo, Wood/Black	\$379.55	\$493.40			SEDBWH Sedona White top	192.5	250.25	
	E1C-Geo, Glass/Chrome	\$368.25	\$478.75			SEDBBK Sedona Black Top	192.5	250.25	
	MESETB-Mesa End Table, Black top	\$190.75	\$248.00			SEDBWD Sedona Wood To	192.5	250.25	
	MESETG-Mesa End Table, Glass top	\$190.75	\$248.00						
	MESETW-Mesa End Table, Wood top	\$190.75	\$248.00						
	E1W-Sydney, White	\$379.55	\$493.40						
	E1Y-Sydney, Black	\$379.55	\$493.40						
	CUBTBL-Edge LED Cube	\$294.55	\$382.90						
	AURA End Table	\$215.25	\$279.85						
	ETBL-E Table, Wood	\$266.25	\$346.15						
	TMBTBL Timber Table, Wood	\$254.95	\$331.45						
	REGOTT-Regis End Table	\$314.45	\$408.80						
	CUBPOW-Wireless Chrg Tbl, Powered!	\$641.20	\$833.55						
	SYDBEE - Sydney End Table	\$373.40	\$485.40						
	SYDWDE-Sydney End Table	\$373.40	\$485.40						

85.40			
nt Policy and Terms & C	Conditions. T	otal Exec Tables Furnis	shings: \$
o your booth. Cancellati r" pricing.	ions must be received		Tax*: \$ nt Due: \$
		Booth #	
1	t Policy and Terms & C	t Policy and Terms & Conditions. To your booth. Cancellations must be received	t Policy and Terms & Conditions. Total Exec Tables Furnis o your booth. Cancellations must be received in 10.100% Amour " pricing.





#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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C140700620 **Event Code:** 

email lasvegas@shepardes.com

(702) 507-5278 phone (702) 948-0341 fax

#### **Styles and Shapes Beverly Bench**

Qty.	Item	Discount	Regular	Amount	Qty.	. Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$390.90	\$508.15			BVLYBK Bev Bench Black Vinyl	\$600.50	\$780.65	
	END02W-Square, White Leather	\$390.90	\$508.15			BVLYBN Bev Bench Brown Fabric	\$600.50	\$780.65	
	END01B-Curved, Black Leather	\$623.15	\$810.10			BVLYGR Bev Bench Grey Fabric	\$600.50	\$780.65	
	END01W-Curved, White Leather	\$623.15	\$810.10			BVLYLN Bev Bench Linen Fabric	\$600.50	\$780.65	
	CUBL20-Edge Lighted Cube	\$294.55	\$382.90			BVLYOB Bev Bench Ocean Fabric	\$600.50	\$780.65	
	WHT12-Half Bench, White Vinyl	\$560.80	\$729.05			BVLYRD Bev Bench Red Fabric	\$600.50	\$780.65	
	BNQ7-Quarter Curve, White Vinyl	\$733.65	\$953.75			BVLYWH Bev Bench White Vinyl	\$600.50	\$780.65	
	BNQR17-Ottoman Ring, White Vinyl	\$2,628.55	\$3,417.10						
	REGBEN Regis Bench, Brushed Metal	\$427.70	\$556.00		Ī				

#### **Marche Swivel**

					Qty	. Item	Discount	Regular	Amount
						MAR001-Marche Swivel, White	\$277.55	\$360.80	
						MAR002-Marche Swivel, Grey	\$277.55	\$360.80	
Vib	es					MAR003-Marche Swivel, Linen	\$277.55	\$360.80	
Qty.	ltem	Discount	Regular	Amount		MAR004-Marche Swivel, Raspberry	\$277.55	\$360.80	
	VIB01-Vibe Cube, Green	\$209.65	\$272.55			MAR005-Marche Swivel, Red	\$277.55	\$360.80	
	VIB02-Vibe Cube, Blue	\$209.65	\$272.55			MAR006-Marche Swivel, Rose Qtz	\$277.55	\$360.80	
	VIB04-Vibe Cube, Red	\$209.65	\$272.55			MAR007-Marche Swivel, Plum	\$277.55	\$360.80	
	VIB05-Vibe Cube, Yellow	\$209.65	\$272.55			MAR008-Marche Swivel, Mdw Grn	\$277.55	\$360.80	
	VIB06-Vibe Cube, Gold/Bronze	\$209.65	\$272.55			MAR009, Marche Swivel, Pear	\$277.55	\$360.80	
	VIB08-Vibe Cube, Orange	\$209.65	\$272.55			MAR010-Marche Swivel, Blue	\$277.55	\$360.80	
	VIB09-Vibe Cube, White Wtrproof	\$209.65	\$272.55			MAR011-Marche Swivel, Orange	\$277.55	\$360.80	
	VIB10-Vibe Cube, Black Wtrproof	\$209.65	\$272.55			MAR012-Marche Swivel, Forest Green	\$277.55	\$360.80	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$209.65	\$272.55			MAR013-Marche Swivel, Teal Velvet	\$277.55	\$360.80	
	VIB12 Vibe Cube, Silver Vinyl	\$209.65	\$272.55			MAR014-Marche Swivel, Distr. Brown	\$277.55	\$360.80	
	Vibe13-Vibe Cube, Purple Vinyl	\$209.65	\$272.55			MAR015-Marche Swivel, Black Vinyl	\$277.55	\$360.80	
	Vibe14-Vibe Cube, Cirtus Green	\$209.65	\$272.55						
	Vibe15-Vibe Cube, Taupe Vinyl	\$209.65	· ·		ļ				
	Vibe16- Vibe Cube, Spice Orange	\$209.65	\$272.55		]				
	Vibe 17-Desert Rose	\$209.65	\$272.55						

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.	Total Ottomans: \$
There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in	10.100% Tax*: \$
writing within 14 days prior to first exhibitor move in day.	Amount Due: \$
Rental items found and in use in your booth are subject to "Regular" pricing.	
Company Name:	Booth #
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Signature:	





#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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Event Code: C140700620

email <u>lasvegas@shepardes.com</u> phone (702) 507-5278

fax (702) 948-0341

#### Sofas and Sectionals Accent Chairs

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,767.40	\$3,597.60			SWAN-Swanson Swivel, White Vinyl	\$532.50	\$692.25	
	SFA002- Allegro Sofa	\$1,042.40	\$1,355.10			OCB-Key West Tub, Black	\$592.00	\$769.60	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,246.30	\$1,620.20			BCW-Madrid Chair, White	\$1,113.20	\$1,447.15	
	VALSOF- Valencia Sofa	\$663.25	\$862.25			LABREA-La Brea Swivel Chair	\$611.80	\$795.35	
	TANSOF-Tangiers Sofa, Beige	\$988.55	\$1,285.10			VALCHA Valencia Chair	\$446.25	\$580.15	
	KEYSOF-Key Largo Sofa	\$705.30	\$916.90			MNCHCC Munich Corner Chair	\$841.25	\$1,093.65	
	FAIRSW-Fairfax Sofa	\$710.95	\$924.25			MNCHCH Munich Armless Chair	\$693.95	\$902.15	
	BSFWHT-Baja Sofa	\$1,261.75	\$1,640.30			OCH Madrid Chair, Black	\$1,113.20	\$1,447.15	
	PALSOF-Palm Beach Sofa	\$990.00	\$1,287.00			WENCHA-Wentworth Chair	\$489.25	\$636.05	

Loveseats Meeting Chairs

Qty.	Item	Discount	Regular	Amount	Qty.	. Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$546.70	\$710.70			OCMTAU-Meeting Chair, Taupe	\$407.90	\$530.25	
	TANLOV Tangiers Loveseat	\$1,031.00	\$1,340.30			OCMWHT-Meeting Chair, White	\$373.90	\$486.05	
	BLVWHT Baja Loveseat White Vinyl	\$1,186.80	\$1,542.85			OCMESP-Meeting Chair, Expresso	\$413.55	\$537.60	
	MNCHLV- Munich Armless Loveseat	\$1,232.15	\$1,601.80						
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,048.00	\$1,362.40		1				

Club Chairs Modular System

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$810.15	\$1,053.20			BNQ417-Full Banquette-Powered!	\$3,418.80	\$4,444.45	
	NPLCHR-Naples Chair, Black Vinyl	\$869.55	\$1,130.40			BNQR17-Ottoman Ring, White Vinyl	\$2,628.55	\$3,417.10	
	TANCHR-Tangiers Chair, Beige	\$643.00	\$835.90			BNQ7-Quarter Curve, White Vinyl	\$733.65	\$953.75	
	CHR002-Allegro Chair	\$730.80	\$950.05			BNQTL7- Center Cone, White Vinyl	\$1,079.20	\$1,402.95	
	KEYCHR-Key Largo Chair	\$467.40	\$607.60			WHT12-Half Bench, White Vinyl	\$560.80	\$729.05	
	EAIRCW-Fairfay Chair	\$512.70	\$666 50						

#### **Powered Seating**

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$943.25	\$1,226.25	
	SFAPWR-Roma Sofa, powered	\$1,518.25	\$1,973.75	
	NPLCHP-Naples Chair, powered	\$943.25	\$1,226.25	
	NPLSOP-Naples Sofa, powered	\$1,518.25	\$1,973.75	
	NPLLOP-Naples Loveseat, powered	\$1,305.80	\$1,697.55	

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Company Name:

Contact Name

Email:

Signature:



# Conference Tables and Group Seating

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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

Event Code: email

C140700620 lasvegas@shepardes.com

phone fax (702) 507-5278 (702) 948-0341

### Conference Tables Group & Guest Seating Otv. Item Discount Regular Amount Otv. Item

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$671.30	\$872.70			Duet-Black, Chrome	\$96.30	\$125.20	
	CE1-Geo Table, Sq. Chrome	\$473.00	\$614.90			RSTDIN-Rustique w/ arms, Gunmetal	\$195.45	\$254.10	
	CF1-Geo Table, Sq. Black	\$473.00	\$614.90			CS8-Berlin Chair, Black	\$189.75	\$246.70	
	CE2-Geo Table, Chrome	\$671.30	\$872.70			XCHR-Christopher Chr, White Vinyl	\$155.80	\$202.55	
	CB2-6' Graphite Table	\$705.30	\$916.90			SC10 Razor Chair	\$116.15	\$151.00	
	CB3-8' Graphite Table	\$829.95	\$1,078.95			SC3-Brewer Chair, Onyx	\$260.55	\$338.70	
	CB1-42" Round, Graphite Nebula	\$572.20	\$743.85			LMCHR-Laguna Chair, Maple/Chrome	\$220.95	\$287.25	
	C508GR-8', Granite	\$829.95	\$1,078.95			MALGRY-Malba Chair, Grey	\$169.95	\$220.95	
	CT10GR-10', Granite	\$1,246.30	\$1,620.20			MALGRN-Malba Chair, Green	\$169.95	\$220.95	
	CT06GR-6', Granite	\$705.30	\$916.90			CS4-Syntax Chair, Black/Chrome	\$308.75	\$401.40	
	PWRUSB-Powered Table Module	\$113.30	\$147.30			ZENCHR-Zenith Chair-White/Chrome	\$249.25	\$324.05	
	CB8-42" Round Madison, Grey	\$505.75	\$657.50			BLDCRD-Blade Chair	\$100.45	\$130.60	
	MADC10-10' Madison, Grey	\$1,430.45	\$1,859.60			BLDCSB-Blade Chair	\$100.45	\$130.60	
	MADC05-5' Madison, Grey	\$716.65	\$931.65			LUCHCL-Lucent Chair	\$270.40	\$351.50	
	MADC08-8' Madison, Grey	\$1,430.45	\$1,859.60			MARCBE-Marina Chair, Ocn Blue	\$218.90	\$284.55	
	CONF42-42" Round, White lam	\$572.20	\$743.85			MARCBK-Marina Chair, Black Vnyl	\$218.90	\$284.55	
	36ATO Atomic 36" Round, Glass	\$473.00	\$614.90			MARCBR-Marina Chair, Brown	\$218.90	\$284.55	
	42ATO Atomic 42" Round, Glass	\$473.00	\$614.90			MARCRD-Marina Chair, Red	\$218.90	\$284.55	
	42BKCT 42" Round, Black Top	\$520.00	\$676.00			MARCWH-Marina Chair, White Vnyl	\$218.90	\$284.55	
Exe	ecutive Seating					TASKST-Task Stool	\$218.90	\$284.55	
Qty.	Item	Discount	Regular	Amount		CUPCHA-Cupertino Mid Back Chair	\$412.50	\$536.25	
	PROEXE-Pro Executive Chair	\$552.30	\$718.00			GENCHA-Genesis	\$360.00	\$468.00	
	PROEXB-Executive Chair High Back	\$552.30	\$718.00				· ——		
	PROGB-Guest Executive Chair	\$388.05	\$504.45						
	PROMDB-Exec Mid-Back, Black	\$362.55	\$471.30						
	PROMID-Executive Chair Mid Back	\$351.25	\$456.65						

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Rental items found and in use in your booth are subject to "Regular" pricing.	
Company Name:	Booth #
Contact Name	
Email:	



#### Café and Communal Tables

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 15, 2020

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**Event Code:** C140700620 email lasvegas@shepardes.com

(702) 507-5278 phone

(702) 948-0341 fax

#### Café Tables

Cafe	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	\$334.25	\$434.55			30MTHC-Maple Top, Chrome	\$447.55	\$581.80	
	ZTP-36" Maple Top/Black Base	\$365.40	\$475.00			30GRHC-Graphite Nebula, Chrome	\$447.55	\$581.80	
	ZTJ-30" Graphite Top/Black Base	\$334.25	\$434.55			30BRHC-Brushed Red Top, Chrome	\$447.55	\$581.80	
	ZTN-36" Graphite Top/Black Base	\$365.40	\$475.00			30MAHC-Grey Top, Chrome	\$447.55	\$581.80	
	ZTQ-36" White Laminate Top	\$365.40	\$475.00			30WHHC-White Laminate	\$484.40	\$629.70	
	ZTB-30" Red Top/Black Base	\$334.25	\$434.55			30BEHC-Blue Top, Chrome	\$450.65	\$585.85	
	ZTA-30" Grey Top/Black Base	\$345.55	\$449.20			30WDHC-Wood Top, Chrome	\$450.65	\$585.85	
	30WH29 -30" White Laminate	\$354.05	\$460.25			30BKHC-Black Top, Chrome	\$450.00	\$585.00	
	30BEBC-30" Blue Top/Black Base	\$334.75	\$435.20			30AGHC-Brushed Gunmetal, Chrome	\$450.00	\$585.00	
	30WDBC-30" Wood Top/Black Bas	\$334.75	\$435.20			30YSHC-Brushed Yellow Top, Chro	\$450.00	\$585.00	
	30AGBC-30" Gunmetal/Black base	\$334.75	\$435.20			30GSHC-Green Top, Chrome	\$450.00	\$585.00	
	36BKSC-36" Black Top/Black Base	\$365.40	\$475.00			30OSHC-Orange Top, Chrome	\$450.00	\$585.00	
	30AGBC 30" Brushed Gunmetal/Blk Ba	\$334.75	\$435.20		<b>G30</b>	and Ventura Communal Ta	ables		
	30BKSC 30"Blacktop/Black Base	\$334.75	\$435.20		30"	High Tables			
	30OSBC 30" Orange Top/Black Base	\$334.75	\$435.20		Qty.	Item	Discount	Regular	Amount
	30GSBC 30" Green Top/Black Base	\$334.75	\$435.20			VNTCBN-Black Top, Silver Frame	\$759.65	\$987.55	
	30YSBC 30" Brushed Yellow/Black Bas	\$334.75	\$435.20			VNTCMN-Maple Top, Silver Frame	\$759.65	\$987.55	
						VNTCWN-White Top, Silver Frame	\$759.65	\$987.55	
Cafe	é Tables - Chrome Base 36", Hy	draulic				VNTCMW-Maple, w/ Grmt	\$759.65	\$987.55	
	36MTHC-Maple Top, Chrome	\$487.20	\$633.35			VNTCWW-White, w/ Grmt	\$759.65	\$987.55	
	36GRHC-Graphite Nebula, Chrome	\$487.20	\$633.35			VNTCBK-Black Top-Powered!	\$862.65	\$1,121.45	
	36WTHC-White Top, Chrome	\$487.20	\$633.35			VNTCWH-White Top-Powered!	\$862.65	\$1,121.45	
	36BKHC Black Top, Chrome	\$487.20	\$633.35						
					42"	High Tables			

VNTBNP Communal Table Black Top	\$988.55	\$1,285.10	
VNTMNP Communal Table Maple Top	\$988.55	\$1,285.10	
VNTWNP Communal Table White Top	\$988.55	\$1,285.10	
VNTBMW Comm Table Maple Top w/ Grom	\$988.55	\$1,285.10	
VNTBWW Comm Table White w/ Grom	\$988.55	\$1,285.10	

#### Powered! 42" High Tables

Qty.	item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,167.00	\$1,517.10	
	VNTWHT Communal Table White Top	\$1,167.00	\$1,517.10	

Submission of this form	indicates you read and accept the Payment Policy and Terms & Conditions.	Total Cafe: \$	
0	here are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in riting 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 #	
Contact Name			
Email:			
Signature:			



#### Bar Tables, Barstools, Bars

#### **ASHP 2020 Summer Meetings and Exhibition**

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Event Code: C140700620 email lasvegas@shepardes.com

\$277.55

\$337.05

\$249.25

\$390.90

\$314.45

\$314.45

\$314.45

\$314.45

\$360.80

\$438.15

\$324.05

\$508.15

\$408.80

\$408.80

\$408.80

\$408.80

phone (702) 507-5278

fax (702) 948-0341

Amount

#### **Bar Tables - All Black Base Barstools** Discount Regular Amount Discount Qty. Item Qty. Item Regular VTK-30" Maple Top/Black Base \$478.75 BST-Banana, White/Chrome \$371.05 \$368.25 \$482.35 VTP-36" Maple Top/Black Base \$393.70 \$511.80 BSS-Banana, Black/Chrome \$371.05 \$482.35 VTJ-30" Graphite Top/Black Base \$368.25 BS001-Shark, Swivel White \$473.00 \$478.75 \$614.90 VTN-36" Graphite Top/Black Base BS002-Zoey, Swivel White \$433.40 \$563.40 \$393.70 \$511.80 VTW-36" White Laminate Top BS003-Zoey, Swivel Black \$393.70 \$433.40 \$563.40 \$511.80 VTB-30" Red Top/Black Base \$368.25 \$478.75 RSTSTL-Rustique Barstool, Gunm \$215.25 \$279.85 30WH42 30" White Laminate, APS08-Apex Black Vinyl \$388.05 \$504.45 \$334.25 \$434.55 VTA-30" Grey Top/Black Base APS59-Apex Red Vinyl \$368.25 \$478.75 \$334.25 \$434.55 APS75-Apex White Vinyl RSTSQT Rustique Square Metal Bar Table \$407.90 \$530.25 \$334.25 \$434.55 30BEBB-Blue Top/Black Base APS12-Apex Blue Ultra Suede \$373.40 \$485.40 \$334.25 \$434.55 30WDBB-Wood Top/Black Base \$373.40 \$485.40 XBAR-Christopher White Vinyl \$269.05 \$349.75

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

\$373.40

\$373.40

\$373.40

\$373.40

\$373.40

\$373.40

\$485.40

\$485.40

\$485.40

\$485.40

\$485.40

\$485.40

30BKSB Black Top/Black Base

30AGBB Brushed Gunmetal/Black Base

30YBBB Brushed Yellow/Black Base

30GSBB Green Top/Black Base

36BKHB Black Top/Black Base

30OSBB Orange Top/Black Base

Qty.	Item	Discount	Regular	Amount		BLDBRD-Blade, Red	\$193.15	\$251.10	
	30GRHB-Graphite Nebula, Chrome	\$447.55	\$581.80			BLDBSB-Blade, Sky Blue	\$193.15	\$251.10	
	30MTHB-Maple Top, Chrome	\$447.55	\$581.80			LUBSCL- Frosted, Acrylic	\$386.25	\$502.15	
	30BRHB-Brushed Red, Chrome	\$447.55	\$581.80		Bar	s and Counters			
	30WHHB White Laminate, Chrome	\$484.40	\$629.70			MTBLPI-Midtown Bar, Lighted	\$2,201.65	\$2,862.15	
	30MAHB-Grey Top, Chrome	\$447.55	\$581.80			MTBUUL-Midtown Bar, unlighted	\$2,060.00	\$2,678.00	
	30BEHB-Blue Top, Chrome	\$450.65	\$585.85			MTCLPI- Midtown Counter, Lighted	\$2,201.65	\$2,862.15	
	30WDHB-Wood Top, Chrome	\$450.65	\$585.85			MTCPUL- Midtown Counter, Unlighted	\$2,072.90	\$2,694.75	
	30BKHB-Black Top, Chrome	\$450.65	\$585.85						_
	30AGHB Brushed Gunmetal, Chroi	\$450.65	\$585.85		Bar	Tables - Chrome Base 36",	Hydrau	lic	
	30YSHB Brushed Yellow, Chrome	\$450.65	\$585.85			36GRHB-Graphite Nebula, Chrome	\$487.20	\$633.35	
	30GSHB Green Top, Chrome	\$450.65	\$585.85			36MTHB, Maple Top, Chrome	\$487.20	\$633.35	
	30OSHB Orange Top, Chrome	\$450.65	\$585.85			36WTHB-White Top, Chrome	\$487.20	\$633.35	
			•			36BKHB Black Top, Chrome	\$487.20	\$633.35	

LMBAR-Laguna, Maple/Chrome

ZENBAR-Zenith, White/Chrome

ROLLBL-Lift Barstool, Black Vinyl

ROLLGY-Lift Barstool, Grey Vinyl

ROLLRD-Lift Barstool, Red Vinyl

ROLLWH-Lift Barstool, White Viny

BSR-Syntax, Black/Chrome

BSC-Oslo, White

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Company Name:	Booth #		
Contact Name			
Email:			
Signature:			
	_		



#### **Executive Accessories**

lasvegas@shepardes.com

**Event Code:** 

email

phone

fax

C140700620

(702) 507-5278

(702) 948-0341

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

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## Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$764.75	\$994.20	
	JD8-Madison Executive Desk, Grey	\$903.55	\$1,174.60	
	BC8-Madison Bookcase, Grey	\$654.30	\$850.60	
	TECH3B-Tech Desk w/drawers-			
	Powered!	\$829.95	\$1,078.95	
	TECH-Tech Desk-Powered	\$671.30	\$872.70	
	TECH3-3-drawer File Cbnt w/Casto	\$220.95	\$287.25	

#### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$512.70	\$666.50	
	WD3-Work Table	\$492.90	\$640.75	

#### **Product Display- Shelving**

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$767.65	\$997.95	

#### **Product Display- Pedestals**

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$750.65	\$975.85	
	PDL42B-Ped, Locking-Powered!	\$889.40	\$1,156.20	
	PDL36W-Ped, Locking-Powered!	\$750.65	\$975.85	
	PDL42W-Ped, Locking-Powered!	\$889.40	\$1,156.20	

#### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$328.55	\$427.10	
	LA14-Mason Silver Table Lamp	\$215.25	\$279.85	

#### **Hedge Walls**

	Qty.	Item	Discount	Regular	Amount
		HDG4FT-Boxwood Hedge, 4ft	\$656.65	\$853.65	
ĺ		HDG7FT-Boxwood Hedge, 7ft	\$1,068.65	\$1,389.25	

Submission of this form indicates you read and accept the Pa	Total Exec Accessories:	\$	
There are no exchanges or refunds once item has been deliv writing within 14 days prior to first exhibitor move in day.	10.100% Tax*: Amount Due:	<del></del>	
Rental items found and in use in your booth are subject to "R	egular" pricing.		
Company Name:		Booth #	
Contact Name			
Email:			
Signature:			



#### **Graphics and Signs**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Discount Deadline Friday, May 8, 2020

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: C140700620 email <u>lasvegas@shepardes.com</u>

**Discount** 

\$26.55

\$26.55

\$28.55

\$28.55

phone (702) 507-5278

fax (702) 948-0341

Regular

\$34.50

\$34.50

\$37.10

\$37.10

Amount

## Sign prices are based on customer supplying print-ready graphics in the requested format. Foam Core Signs, Single sided Vinyl Banners with Digital Printing

Code

70065

70071

70066

70072

Qty.	Code	Item	Discount	Regular	Amount	(
	70009	Vertical, 22" x 28"	\$209.40	\$272.20		
	70010	Horz., 22" x 28"	\$209.40	\$272.20		
	70011	Vertical, 28" x 44"	\$318.95	\$414.65		
	70012	Horz., 28" x 44"	\$318.95	\$414.65		
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$645.50	\$839.15		
	70138	39"x84" Meterboard, Ultraboard	\$375.00	\$487.50		

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

Item

Grommets, per sq. ft.-

Grommets, per sq. ft. -

Pockets, per sq. ft. -

Pockets, per sq. ft.-

Vertical

Horizontal

Horizontal

Vertical

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'	\$56.90	\$73.95	
	70021	Velcro, per ft, min. 5 ft.	\$3.70	\$4.80	
	70004	7" x 44" ID Sign	\$62.65	\$81.45	
	50094	Floor Easel	\$56.15	\$73.00	
	50095	22x28 Sign Holder	\$127.80	\$166.15	
	50508	Cardboard Meterboard base, blk	\$25.00	\$32.50	

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

Qty	. Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$222.75	\$289.60	

	n indicates you read and accept the Payment Policy and Terms & Conditions. ure of this product, no refunds or cancellations are available once ordered.	Total Graphics: \$ 10.100% Tax*: \$ Amount Due: \$
Company Name:Contact Name		Booth #
Email:		
Signature:		



#### **Graphic Upload Info**

**ASHP 2020 Summer Meetings and Exhibition** 

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Upload Deadline Frid

Friday, May 8, 2020

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

Event Code: email phone

fax

C140700620 lasvegas@shepardes.com

(702) 507-5278 (702) 948-0341

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

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-

2020/06\_ASHP%20Summer%20Meetings%20and%20Exhibition/EXHIBITOR%20UPLOADS

**Username:** sesftp

Password: ftpftp

1 Name your files in this format: Company Name Booth# Panel Letter example: Shepard 1905 A

2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or

You may click the Upload Files button and select the files you need to upload.

When upload is complete, email the name of your files to: <a href="mailto:lasvegas@shepardes.com">lasvegas@shepardes.com</a>
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.



#### **Graphic Guidelines**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Event Code: email phone C140700620 lasvegas@shepardes.com

(702) 507-5278

#### **ACCEPTABLE FILE FORMATS**

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

Program File Extension Special Considerations

Adobe Acrobat .pdf Create using a high-quality output.\*

Adobe Illustrator .ai, .eps Vector artwork. Images embedded and fonts changed to

outlines\*\* or a packaged file.

Adobe InDesign .indd, .idml Fonts changed to outlines\*\* or a packaged file.

Adobe Photoshop .tiff, .psd, .eps Raster artwork. File should be in CMYK color space.

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

#### **FONTS**

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

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

#### **ARTWORK GUIDELINES**

#### **Document Size & Specs**

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi).

NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

#### **COLOR**

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

#### ARTWORK FILE TYPES & RESOLUTION

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

#### **Vector**

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

#### Raster

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

#### Resolution

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











# **ELEVATE YOUR EXHIBIT**

With Shepard, You Can.

#### What are your exhibit goals?

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

- $\square$  Bring our brand to life
- Create an engaging experience
- Attract attention
- Make exhibiting easy
- Generate traffic



#### **High-impact exhibits**

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

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



# Offering innovative exhibit frameworks ... and more

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



#### Why Shepard?

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





#### Ready to get started?

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

shepardes.com

#### **Inline Booth Rentals**



#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

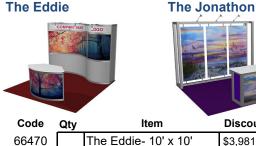
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

#### **Event Code:** C140700620 email exhibits@shepardes.com 404-720-8652 phone 404-720-8757 fax

#### **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!





Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,981.95	\$5,176.55
66471		The Eddie- 10' x 20'	\$6,484.30	\$8,429.60
66474		The Jonathon - 10' x 10'	\$2,777.95	\$3,611.35
66475		The Jonathon - 10' x 20'	\$4,862.50	\$6,321.25
66470 66471 66474 66475		The Eddie- 10' x 20' The Jonathon - 10' x 10'	\$6,484.30 \$2,777.95	\$8,429.6 \$3,611.3

The Grant- 10' x 10'

The Grant- 10' x 20'

The Harrison - 10' x 10'

The Harrison - 10' x 20'

The Hamilton



Qty	Item	Discount	Regular
	The Pierce - 10' x 10'	\$3,445.70	\$4,479.40
	The Pierce - 10' x 20'	\$6,542.45	\$8,505.20
	The Madison - 10' x 10'	\$4,178.50	\$5,432.05
	The Madison - 10' x 20'	\$4,952.25	\$6,437.95
		The Pierce - 10' x 10' The Pierce - 10' x 20' The Madison - 10' x 10'	The Pierce - 10' x 10' \$3,445.70 The Pierce - 10' x 20' \$6,542.45 The Madison - 10' x 10' \$4,178.50

**The Grant** 

66486

66487

66492

66493







\$4,410.55

\$6,112.95

\$4,054.70

\$5,958.15

Bis.			
1/4		1.6	
	1000		

The L	ucy
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Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,825.45	\$3,673.10
66468		The Hamilton- 10' x 20'	\$4,949.80	\$6,434.75
66473		The Lucy - 10' x 10'	\$2,553.50	\$3,319.55

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for printready 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.

Submission of this form 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.

\$5,733.70

\$7,946.85

\$5,271.10

\$7,745.60

otal Inline Rentals:	\$
10.100% Tax*:	\$
Amount Due:	\$

Company Name:	Booth #
Contact Name	
Email:	
Signature:	



#### **Custom Exhibit Counters**

404-720-8757

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

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:** C140700620 email exhibits@shepardes.com 404-720-8652 phone

fax

#### 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)

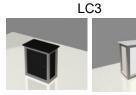
#### **Locking Cabinets**

LC1 1Meter Wide



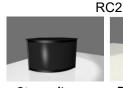
LC2 1.5 Meters Wide





Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$979.00	\$1,272.70		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,188.00	\$1,544.40		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$722.15	\$938.80	Silver Only	

#### **Reception Counters**







Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$1,006.75	\$1,308.80			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$2,183.90	\$2,839.05			1075mm x 885mm

#### **Computer Stands-Silver Metal Only (graphic included!)**

CS<sub>1</sub>





Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,270.00	\$1,651.00		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$740.25	\$962.35		380mm x 580mm

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Counter Rentals: \$

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

10.100% Tax\*: Amount Due: \$

Company Name:	Booth #
Contact Name	
Email:	
Signature:	



#### **Custom Display / Charging Stations**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

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:** C140700620 email exhibits@shepardes.com

404-720-8652 phone

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**







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	\$686.00	\$891.80			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$678.15	\$881.60	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,168.95	\$1,519.65	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	\$1,320.80	\$1,717.05		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,425.55	\$1,853.20		



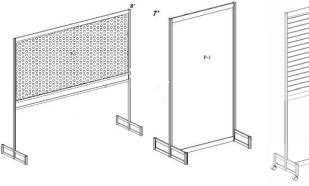
#### **Charging Units**

Code	Qty	Item	Product Size	Discount Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,244.00 \$2,917.20	Black Only	250mm x 700mm

#### Perforated/Peg Boards

expenses. \* All tax rates are subject to change.

Code	Qty	Item	Product Size	Discount	Regular
66148		PerfH	4'x7' Pegboard panel	\$333.50	\$433.55
66149		PerfV	4'x8' Pegboard panel	\$333.50	\$433.55
50104		6" Pegs	6" Pegs 1 dozen	\$54.45	\$70.80
66147		Slatwall	8'x3.5' Slatwall grey vert	\$333.50	\$433.55



Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: \$ All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation 10.100% Tax\*: fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or

Amount Due: \$

Company Name:	Booth #
Contact Name	
Email:	
Signature:	



COMPANY NAME

404-720-8757



#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Order Deadline

Friday, May 8, 2020

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



#### 10x10 Fabric Booth Rental Display





Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,625.70	\$3,413.40
66558		FX2M1 10' w/Monitor	\$4,750.05	\$6,175.05

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm

Monitor 66620

 Code
 Qty
 Item
 Discount
 Regular

 66561
 FX2H1 10' x 10'
 \$3,212.90
 \$4,176.75

FX2M1H 10' w/Monito \$5,337.25 \$6,938.45

2440mm x 380mm

fax

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm

**COMPANY NAME** 

Header graphic size Monitor 66620

66562

#### 10x20 Fabric Booth Rental Display









Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,551.25	\$5,916.65
66560		FX2M2 10' x 20' w/Monitor	\$6,675.65	\$8,678.35
66567		FX2H2 10' x 20'	\$5,076.45	\$6,599.40
66563		FX2M2H 20' w/Monitor	\$7,200.80	\$9,361.05

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Fabex Rental:	\$
10.100% Tax*:	\$
Amount Due:	\$

Company Name:	Booth #
Contact Name	
Email:	
Signature:	



#### **Fabex Backlit Booth Rentals**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

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:** C140700620 exhibits@shepardes.com email 404-720-8652 phone 404-720-8757 fax

#### 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	
66564	
36565	
36566	

!	Qty	Item	Discount	Regular	<b>Graphic Sizes</b>
4		FX11 10' x 10' Backlit	\$2,647.65	\$3,441.95	3042mm x 2436mm
5		FX12 10' x 20' Backlit	\$4,091.75	\$5,319.30	6088mm x 2436mm
6		FX13 10' x 30' Backlit	\$5,535.90	\$7,196.65	8992mm x 2436mm

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

FX 12-8'h x 20'



FX 13-8' h x 30'



All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

Total Fabex Backlit: \$ Submission of this form 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 10.100% Tax\*: 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.

Amount Due: \$	
Booth #	

Company Name:	Booth #
Company Name:Contact Name	
Email:	
Signature:	





#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

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: C140700620

email <u>exhibits@shepardes.com</u>

phone 404-720-8652 fax 404-720-8757

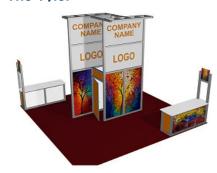
#### **Turnkey Rental Designs Make Exhibiting Easier!**

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 Monroe**

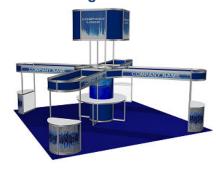


#### The Tyler

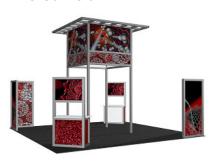


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$10,136.55	\$13,177.50
66368		The Washington	\$14,547.20	\$18,911.35
66495		The Tyler	\$10,825.30	\$14,072.90
66496		The Garfield	\$10,600.80	\$13,781.05

#### 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.

member with any questions at 404-720-8652.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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expenses. * All tax rates are subject to change.	Amount Buo.
Company Name:	Booth #
Contact Name	
Email:	
Signature:	



#### **Hanging Sign Rentals**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Order Deadline** 

Friday, May 8, 2020

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: C140700620 email exhibits@shepardes.com

phone (702) 507-5278 fax (702) 948-0341

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



CIRCLE	DESIGN	HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$6,383.80	\$8,298.95
69142	16' x 48"	\$10,145.95	\$13,189.75



SQUARE DESIGN HSS10			
Code	Size	Discount*	Regular
69143	10' x 48"	\$7,762.70	\$10,091.50

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

**Blockout liner** 

**Basic harness** 

Weighs under 75 pounds

Rigging not included



TRIANG	ULAR DE	SIGN	HST10
		Discount*	5
69144	10' x 48"	\$6,281.55	\$8,166.00



Code	Size	Discount*	Regular
69145	10' x 48" Single	\$2,766.40	\$3,596.30
69146	10' x 48" Double	\$3,681.15	\$4,785.50

HSWS HSWD

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!

All orders cancelled by fees up to 100% of the	m indicates you read and accept the Payment Policy and Terms & Conditions.  the exhibitor within 30 days of first day of exhibitor move in day may be subject to cance total order, based upon the status of move-in, work performed and/or Shepard set-up of tes are subject to change.	10.100 / σ 1 α/λ 1 φ
Company Name: Contact Name		Booth #
Email:		
Signature:		



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

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

R	ADVANCE WAREHOUSE HANGING SIGN To:
	(EXHIBITING CO. NAME)
U	Booth #:c/o UPSF/Shepard Exposition Service c/o KMG/Crane
	18770 80th Place South
S	Kent, WA 98032
	Delivery Hours: M-F, 8-4 PM
	For: ASHP 2020 Summer Meetings and Exhibition
	First day freight can arrive w/o a surcharge:
	<b>May 8, 2020</b> Last day freight can arrive w/o a surcharge:
	May 29, 2020

R	ADVANCE WAREHOUSE HANGING SIGN To:
	(EXHIBITING CO. NAME)
	Booth #:
U	c/o UPSF/Shepard Exposition Service c/o KMG/Crane
	18770 80th Place South
S	Kent, WA 98032
	Delivery Hours: M-F, 8-4 PM
	For: ASHP 2020 Summer Meetings and Exhibition
Н	First day freight can arrive w/o a surcharge:
	May 8, 2020
	Last day freight can arrive w/o a surcharge:  May 29, 2020
	May 29, 2020



#### **Structural Integrity Statement**

#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

Deadline: Friday, May 15, 2020

Event Code: C140700620

email <u>lasvegas@shepardes.com</u>
phone (702) 507-5278
fax (702) 948-0341

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

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

ASHP 2020 Summer Meetings and Exhibition Washington State Convention & Trade 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	
Authorized Name (printed)	
Email	
Display House/Builder (if applicab <u>le)</u>	
Authorized Signature	Date
Authorized Name (printed)	
Email	





#### **ASHP 2020 Summer Meetings and Exhibition**

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

#### 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: Friday, May 29, 2020

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





				tings and							Event	Code:	:	(	C140700620
_	•		vention &	Trade Cente	r - Se	attle, WA									epardes.com
June 7 -											1	phone		•	02) 507-5278
Discour				May 15, 2020								fax	(	(7	02) 948-0341
Deadline da Labor Ho ST - Straig	te to rece urs oht time	eive discour	nted pricing. Monday - I	riday 8AM - 5PI	Л.			i	and the	•				rate machin or be inside	ery. Exhibtors equipment.
OT - Overl DT - Doub Holidays	le-time:		Holidays.	Friday 5PM - 8AI	VI. AII	<del>-</del>	rday ai	,		_	<u> </u>			1	
Step O	<b>ne</b> : 16	ell Us Al	out Your	Sign <b>Type</b> :		Cloth		Wood		Truss		etal		Other	
				Shape:		Square		Triangle		Rectangle	:Cii	rcle		Other	
Size:	Heigh	nt	Wid	th	_Len	gth		Weight		# of	Feet fro	m flo	or to t	top of sigr	1
Step Tv	vo: O	rder Ass	sembly/Di	sassembly La	abor.	Shepard Ce	rtified F	Riggers are re	equired to	o assemble a	all hanging	signs to	ensure	structural inte	egrity
				or Supervise		·		Sign As:							
Code	Item ,	Est Total	Discount	Redular	Est .			Code	Item	Est Total	Discour	nt Re	- gular	Est	
69150	ST	Man Hours	\$160.00	\$208.00 \$	nount	7		69190	ST	Man Hours	\$208.00			Amount \$	
69151	OT		\$240.00	\$312.00 \$		-		69191	OT		\$312.00			\$	
69152	DT		\$320.00	\$416.00 \$		1		69192	DT		\$416.00			\$	
Exhibitor			<b>4020.00</b>	ψ						n Fee: App	·	_			dingly 69127
Contact									-,					g	9.7
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Date of A		· —	:	Start Tim			_ 	How man	•	,	ou requi	re?			
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_	3035	Est Total			i <b>seu</b> Est			_	asse	Est Total		-	-	Est	
Code	Item <sub>I</sub>	Man Hours	Discount	Redular	ount			Code	Item	Man Hours	Discour	nt Re	gular	Amount	
69153	ST		\$160.00	\$208.00 \$				69193	ST		\$208.00	\$27	70.40	\$	
69154	OT		\$240.00	\$312.00 \$				69194	ОТ		\$312.00	\$40	05.60	\$	
69155	DT		\$320.00	\$416.00 \$				69195	DT		\$416.00	) \$54	40.80	\$	
Exhibitor Contact	_					_									
Date of D	)isasse	mbly		Start Tim	ne			How man	y labo	rers will y	ou requi	re?			
Step Th	ree:	Order C	verhead	—— Rigging Crew	Rates a	are per lift and o	crew (up	to 3 riggers) pe	er hour. O	ne hour minim	num per lift/ci	rew - lift/c	rew there	eafter is charge	d in 1/2 increments.
				Scissor Lifts		·		Rigging							
Code	Est To	otal Disc	count Reg	gular Est				Code	Est T	otal		egular			
Oodc	Hou	rs		Amount	_				Hou	ırs				Iniouni	
69156	<u></u>		7.35 \$1,0	75.55 \$				69157			7.35 \$1	,075.55	\$		
Scissor L	ift Insta		7.05   64.0	l	7			Scissor Li	Ift Rem		7.05   04	075.55	. 1		
68120	notall	\$82	7.35 \$1,0	75.55				68121			7.35 \$1	,075.55		4 Time	
Date of In *If addition		or Labor	is needed. a	Start Tir additional charge		apply.		Date of R	kemov	'aı			_Star	t Time	
Additional cl	harges m	ay be appli out not limit	ed by Shepar ed to: spanne	d due to regulation r truss for load poir	s at the	facility, ensu	_	_	-	-	-			-	
				ead and accept	he Pa	yment Polic	y and	Terms & Co	ondition	ns.	Tota	l Over	head	Rigging:	\$
			•	ng within 48 houi		•	•							Tax*:	\$
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Compan	w Nan	ne.										Ro	oth#	•	
Contact	•												JU1#		
Email:															
Signatu	ıre:														



#### **Overhead Rigging Equipment**

**ASHP 2020 Summer Meetings and Exhibition** 

Washington State Convention & Trade Center - Seattle, WA June 7 - 9, 2020

**Discount Deadline** Friday, May 15, 2020

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

C140700620 **Event Code:** email <a href="mailto:lasvegas@shepardes.com">lasvegas@shepardes.com</a> phone (702) 507-5278 (702) 948-0341 fax

#### Truss\*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$30.05	\$39.05	
6909406		12" Black Box Truss (Per FT)	\$30.05	\$39.05	
6903815		12" Silver Corner Block	\$112.70	\$146.50	
6903806		12" Black Corner Block	\$112.70	\$146.50	
70067		Design Fee (Hourly)	\$187.80	\$244.15	

6903806		12" Black Corner Block		\$112.70	\$146.50		
70067		Design Fee (Hourly)		\$187.80	\$244.15		
*If you are	ordering	truss, you also need to	order motors	s!			
Truss De							
Motors Code	QTY	ltem		Discount	Regular	Amount	
69017		One Ton Hoist/Chain Mot	or	\$638.65	\$830.25		
69016		Half Ton Hoist/Chain Mot	or	\$563.50	\$732.55		
69101		1/4 Ton Hoist/Chain Moto	or	\$338.05	\$439.45		
69019		Rotating Motor 500 LB Li	mit	\$601.00	\$781.30		
69020		Rotating Motor 200 LB Li	mit	\$338.05	\$439.45		
Hang Sign/l Place	ing Sign Hanging ment Gr	owing items with you Instructions Diagram id ging Labor Order	ur Truss an	d Motor	Order:		
No refunds o Labor Cance Equipment c	or exchang ellations mo ancellation	additional supplies required to es once item has been delive ust be received in writing with as must be made in writing wit an indicates you read and acce	red to your booth in 48 hours of 1s thin 14 days of e	n. t day of exhi xhibitor mov	ibitor move e in.	in.	Total Rigging Equipment: \$ 10.100% Tax*: \$ Amount Due: \$
Company Contact N							Booth #
Email:							
Signature	<del>)</del> :						



## LABOR JURISDICTIONS WASHINGTON STATE

To assist you in planning for your participation in this event, we're certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and installation. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

#### **EXHIBIT LABOR JURISDICTION**

We currently have an agreement with the local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services. It is recommended that all display labor required be ordered in advance from the Shepard Exposition Services Labor Order Form included in this exhibitor service manual.

#### MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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. Shepard will have complete control of the loading docks at all times.

Only full-time employees of the exhibiting companies will be permitted to hand-carry items in and out of the exhibit facility. Exclusively, Shepard Exposition Services will handle unloading and loading of all contracted carriers. Exhibitors may not operate or utilize any type of powered or mechanical equipment

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

#### **GRATUITIES / BREAKS**

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

#### **IN GENERAL**

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

#### **SAFETY**

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



#### **SHEPARD BLUE**

#### **Supervised Labor**

<del>_</del>			0.	apei visca Labo
ASHP 2020 Summer Me	eetings and Exhibit	ion	Event Code:	C140700620
Washington State Convention	& Trade Center - Seattle	e, WA	email <u>lasve</u> g	gas@shepardes.com
June 7 - 9, 2020			phone	(702) 507-5278
	, May 15, 2020		fax	(702) 948-0341
Order with complete Payment Authorizatio Deadline date to receive discounted pricing		ıt		
Labor Hours				
	ay 8AM - 5PM.	unders and Crinders		
OT - Overtime: Monday - Frid DT - Double-time: Holidays.	ay 5PM - 8AM. All hours Satu	diday and Sunday.		
Holidays:	Chana	red Diversion in the state of	or Booth Size:	V
Shepard Blue Supervised In Code Discount Regula		rd Blue Supervised Dismantle Laborate  Discount Regular Estimate	or Booth Size	X
68066 ST \$166.40 \$216.3		ST \$166.40 \$216.30		
68067 OT \$249.60 \$324.5		OT \$249.60 \$324.50	_	
68068 DT \$332.80 \$432.6		DT \$332.80 \$432.65		
**Pricing includes Supervisory fee of	30% over standard labor .			
Step One: S	tep Two:	Step Three:	Step Four:	
Choose Your Service	low Many <b>People</b> ?	How Many <b>Hours</b> ?	When Should the Buil	d be Complete?
Installation	# <u></u>	#	Date:	Time
	# <u></u>	#	Date:	Time
Both	<u> </u>	#	Date:	Time
Step Five: Tell Us About Your	Exhibit! (this portion me	ust be completed before Shepard can be	gin any work on your exhib	pit)
Inbound Freight A	dvance Warehouse	Direct to Show site		
Carrier Name		cking or Pro #		
Estimated Arrival Date	# o	f Pieces	Estimated Weight	
Set Up Information:				
Company Contact Name:				
Email				
Cell Phone #				
Drawings/Photos/	Graphics:	Electrical Placement Oth	er Services C	arpet:
Instructions:	- · r		lered:	· •
Attached	With Exhibit	order) Emailed to Shepard Ove	erhead Rigging O	rdered from Shepard
Emailed to Shepard	Shipped	<del></del>		xhibitor Owned Carpet
With the Exhibit	Separately	Drawing with Exhibit AV		arpet Padding
In crate #		Run under carpet		
Outh and Ohionian	- 411-	_		
Outbound Shipping: M # of Crates	ethod: Ground			
# of Cartons	2-Day Air	Phone #		
#of Fiber Cases	Next Day Air	Must Arrive at Destination	n Bv·	
# of Pallets	Other	Name of Carrier		
" or r unete		Date Carrier is Schedule	d to Pick Up Freight	
If Your Carrier doesn't show?	Reroute with SLS	*Allow time for empty reti		ur pick up
		nouse for pick up (\$400 minimum charge)	g , -	
Hours are based on estimates. You will be	invoiced for actual time incurred.	Minimum one hour per person ordered and half	Estimated SES Blue	Labor: \$
increments thereafter.			10.100% T	ax*: \$
		W 42 - 6		
Orders cancelled without 48-hour written n		r cancellation fee.		nt Due: \$
Orders cancelled without 48-hour written n				
Orders cancelled without 48-hour written n	otice will be charged a one (1) hou		Amou	
Orders cancelled without 48-hour written n  Company Name:	otice will be charged a one (1) hou		Amou	



Signature:

#### **Exhibitor Supervised Labor**

**ASHP 2020 Summer Meetings and Exhibition Event Code:** C140700620 Washington State Convention & Trade Center - Seattle, WA email lasvegas@shepardes.com June 7 - 9, 2020 (702) 507-5278 phone Discount Deadline Friday, May 15, 2020 (702) 948-0341 fax Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing. Labor Hours ST - Straight time: Monday - Friday 8AM - 5PM. OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday. DT - Double-time: Holidays. Holidays: Exhibitors may not operate any type of mechanical or powered equipment. **Exhibitor Supervised Install Labor Exhibitor Supervised Dismantle Labor** Code Discount Regular Estimate Code Discount Regular Estimate \$128.00 68060 ST \$128.00 68063 ST \$166.40 \$166.40 68061 OT \$192.00 \$249.60 68064 ОТ \$192.00 \$249.60 \$256.00 68062 DT \$332.80 68065 DT \$332.80 \$256.00 Step Four: Step One: Step Two: Step Three: Choose your service How many people? How many hours? Carpet: Installation Ordered from Shepard Dismantling # **Exhibitor Owned Carpet** Both 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: Labor Estimate \$ Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half 10.100% Tax\*: Amount Due: \$ Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Company Name: Booth # Contact Name Email:

WASHINGTON STATE CONVENTION CENTER

# **Priority Exhibitor Services**

#### Priority Exhibitor Services only from WSCC - Online and Onsite.

# ASHP 2020 Summer Meetings and Exhibition

Advanced Order Deadline: Friday, May 15

Order your facility services in one click! Visit our online Priority Exhibitor Services portal.

**CLICK HERE** 

#### **WSCC SERVICE PARTNERS**

Temporary Utilities - powered by EDLEN\* (electrical, air/water/drain)

Data & Telecom - provided by SmartCity\* (internet, WiFi, phones)

Catering - serviced by ARAMARK\*

#### PRIORITY EXHIBITOR SERVICES

- · Advance online pricing
- Premier customer support
- Coordination of facility services
- · Onsite staffed service desk
- Post-event reporting of services
- Consolidated, detailed billing

#### **Your Service is Our Priority**

Here at the Washington State Convention Center we understand how critical our facility services are to the success of your exhibition. To achieve the best possible service delivery and coordination, WSCC offers an innovative ordering process—Priority Exhibitor Services.

Gone are the days of submitting multiple order forms and booth plans or managing separate invoices for your venue services. As the world gets busier and more connected, WSCC is committed to meeting you where your need us most - Online and Onsite.

If you need venue services that are not listed on our online Priority Exhibitor Services portal, contact your **Exhibitor Services Representative** to place your order<sup>†</sup>.

#### **Contact your Exhibitor Services Representative:**

exhibitor.services@wscc.com (206) 694-5015

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms<sup>†</sup>.

†Orders not placed online may result in a processing fee.

\*Exclusive partner



Links not working or inactive? Paste this URL into your browser to directly access your Priority Exhibitor Services portal:

www.wscc.com/exhibitorservices





ASHP 2020 Summer Meetings & Exhibition



#### **Your Audiovisual Experts**

#### **Online Product Recommendations:**

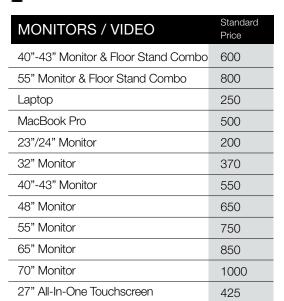
Jacqueline Parkhill | exhibits@psav.com | 800.966.4498

#### **Custom Exhibit AV Needs:**

Matthew W. Thomas, CEM | mwthomas@psav.com 214.210.8028

#### **EXHIBITOR AV**

# price list



AUDIO	Standard Price
Wired Microphone	75
Wireless Microphone	250
Headset Microphone (Countryman)	350
Personal Speaker	125
1 Speaker Sound System	250
2 Speaker Sound System	450

32"-103" Multi-Touch Monitors

OTHER SOLUTIONS	Standard Price
PSAV Media Player	100
Keyboard and Mouse - Wireless	50
iPad	200
HP Laser Printer Black and white	200
4G Internet Kit & WiFi Hotspot	1500



#### Other Products psav.store



(tabletop, wall-mountor floor stand installation)

**Apple Computers** 

iPad Stands

**Tablets** 

**Uplighting** 

BLue Ray / DVD Players

SIdie Presenters

**Audio Mixers** 

#### 3 Options for Ordering:



Shop online at psav.store and check out securely



Submit this form and we'll reach out to confirm your order



Call and speak with one of our helpful experts!

#### **Exhibit Services**

800.966.4498 exhibits@psav.com

# we make it easy



Easy ordering options



Confirmation email is sent with your order details



PSAV delivers, installs, and tests equipment (you don't need to be present)



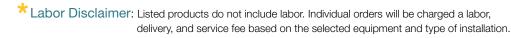
Need assistance? Visit us at the service desk or call your on-site contact directly.



After the show, PSAV picks up your rental equipment (you don't need to stick around)

# our equipment

- We regularly maintain and service all equipment.
  - We'll have inventory on-site in case anything needs to be replaced or upgraded.
    - We ship and transport equipment; saving you time and money.
      - You pay one rental fee for the entire show. No daily rates and no suprise bills after the event.
      - Complementary cables, dongles, and batteries are included.



Please Call or

Email for Pricing

# ASHP 2020 Summer Meeting & Exhibition Washington State Convention Center – Seattle, WA June $6-10,\,2020$

#### **BOOTH SECURITY GUARD SERVICE - ORDER FORM**

EXHIBITOR	:		
BOOTH #: _			
ON-SITE CC	NTACT NAME:		
BILLING AI	DDRESS:		
CITY:		STATE:	ZIP:
EMAIL:			
CELL PHON	E: ( )	FAX: (	)
DATE	START TIME	END TIME	TOTAL HOURS
Simmons Security r	requires payment in full at the		JR
Advance Discour Straight Time - \$	nt Rate (order by 5/31/202 36.00 per hour		ar Rate (order after 6/1/18): - \$40.00 per hour
	AATION: mpany Check ajor Credit Card (Visa, Master	r Card and American Expr	ess)
Cardholder Name:			
			Exp Date:
	Zip: To		
		_	



Seattle, Washington June 6–10, 2020



6620 Hohman Ave. Hammond, IN 46324 (219) 932-1214 Fax: (219) 937-5771

REGARDING BILLING MUST MUST BE RECEIVED 3 DAYS RECEIVED AT THIS TIME AR TERMS: CASH, COMPANY Sompany Name: Sity, State, Zip: hone:	S PRIOR TO SHOW OPENING TO SE SUBJECT TO 100% CANCELI CHECK, VISA, MASTER CARD, Customer Info Address Booth #: Billing Infor	COMPLETION. ALL ORDER CANCELLATIONS RECEIVE REFUND. ANY CANCELLATIONS NOT LATION FEE. AMERICAN EXPRESS  Ormation S: Contact Name: Email:
ALL ORDERS ARE TO BE PAREGARDING BILLING MUST MUST BE RECEIVED 3 DAYS RECEIVED AT THIS TIME AR TERMS: CASH, COMPANY  Company Name: City, State, Zip:	BE SETTLED BY SHOW/EVENT S PRIOR TO SHOW OPENING TO SE SUBJECT TO 100% CANCELI CHECK, VISA, MASTER CARD, Customer InfoAddres Booth #: Billing Infor	COMPLETION. ALL ORDER CANCELLATIONS RECEIVE REFUND. ANY CANCELLATIONS NOT LATION FEE. AMERICAN EXPRESS  Ormation S: Contact Name: Email:
ALL ORDERS ARE TO BE PAREGARDING BILLING MUST MUST BE RECEIVED 3 DAYS RECEIVED AT THIS TIME AR TERMS: CASH, COMPANY COMPANY Name:	BE SETTLED BY SHOW/EVENT S PRIOR TO SHOW OPENING TO SE SUBJECT TO 100% CANCELI CHECK, VISA, MASTER CARD, Customer Info Addres	COMPLETION. ALL ORDER CANCELLATIONS RECEIVE REFUND. ANY CANCELLATIONS NOT LATION FEE. AMERICAN EXPRESS Ormation S: Contact Name: Email:
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IF YOU WOULD LIKE TO SCHEDULI DEPARTMENT AT (219) 932-121		CONSULTANT, PLEASE CALL OUR PRODUCTION
DESIGNS AND COLOR SCHEMES.	VARIETIES MAY VARY FROM LOCATION	AND SEASON.
		GIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING SIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL
POTTED BLOOMING		
		YELLOWWHITELAVENDERBRONZE
8 FEET HIGH @ \$1.	25.00 :40.00    Table Planter @	\$45.00
6 FEET HIGH @ \$8.	5.00	
4 FEET HIGH @ \$55		POT COVER SELECTION: WHITE BLACKBASKET
3 FEET HIGH @ \$4. 4 FEET HIGH @ \$5.		
2 FEET HIGH @ \$3.		PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE, AND REM
COLORS DESIRED &	DESCRIPTION	
ONE SIDED @ \$75.00	0 and up	
ROUND OR OBLONG		
FLORAL ARRANGEME		ORWARD A COPY TO CONVENTION PLANT RENTAL.
SERVICE. PLEASE FILL OUT T		HIS ADVANCE ORDER FORM WILL EXPEDITE YOUR
SERVICE. PLEASE FILL OUT T		

RETURN COPY TO: