



**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX  
March 4 - 7, 2020

Event Code: T124890320  
email: [houston@shepardes.com](mailto:houston@shepardes.com)  
phone: (832) 799-5700  
fax: (832) 415-0517  
mail: 10001 Fannin St, Houston, TX 77045

**BOOTH PACKAGE**

Items provided in your booth, per exhibitor:  
8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign  
(2) 6' Skirted Tables- White  
(2) Side Chairs  
(1) Wastebasket

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

**TABLE PACKAGE**

3' High sidewall drape  
7" x 44" Cardstock Identification Sign  
(1) 6' Skirted Table- White  
(2) Side Chairs  
(1) Wastebasket

**Exhibit Show Schedule**

<b>General Exhibitor Move-in:</b>	Wednesday, March 4, 2020	12:00 PM	to	7:00 PM
	Thursday, March 5, 2020	8:00 AM	to	9:00 AM
<b>Exhibit Hours:</b>	Thursday, March 5, 2020	9:00 AM	to	5:00 PM
	Friday, March 6, 2020	9:00 AM	to	5:00 PM
	Saturday, March 7, 2020	9:00 AM	to	5:00 PM
<b>Exhibitor Move-out:</b>	Saturday, March 7, 2020	5:00 PM	to	8:00 PM
<b>Freight Reroute Begins*</b>	Saturday, March 7, 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]  
AWP Annual Conference & Bookfair  
c/o Shepard Exposition Services c/o ABF  
4354 Director Dr  
San Antonio, TX 78219

**Direct Shipments Address**

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
AWP Annual Conference & Bookfair  
Henry B. Gonzalez Convention Center  
900 E. Market Street  
San Antonio, TX 78205

**Important Deadlines**

Discount price deadline for custom Shepard rentals: Tuesday, February 4, 2020  
Exhibitor appointed contractor notification deadline: Thursday, February 6, 2020  
First day for warehouse deliveries without a surcharge: Thursday, February 6, 2020  
Discount price deadline for standard Shepard orders: Thursday, February 13, 2020  
Last day for warehouse deliveries without a surcharge: Wednesday, February 26, 2020  
Last day for warehouse deliveries\*: Monday, March 2, 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: Wednesday, March 4, 2020 at 8:00 AM

**Ancillary Vendor Information**

**Electrical Services** EDLEN

<http://www.edlen.com/>

(210) 662-9450



### AWP Annual Conference & Bookfair

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**Discount Deadline** Thursday, February 13, 2020

Event Code:

T124890320

email

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

phone

(832) 799-5700

fax

(832) 415-0517

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

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

### Service Desk Hours

Wednesday, March 4, 2020	12:00 PM	to	7:00 PM
Thursday, March 5, 2020	8:00 AM	to	5:00 PM
Friday, March 6, 2020	9:00 AM	to	5:00 PM
Saturday, March 7, 2020	9:00 AM	to	8:00 PM

### Exhibitor Move Out

Saturday, March 7, 2020	5:00 PM	to	8:00 PM
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### Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Saturday, March 7, 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 Saturday, March 7, 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

Henry B. Gonzalez Convention Center  
900 E. Market Street  
San Antonio, TX 78205

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

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Event Code:

email

phone

fax

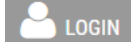
T124890320

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

(832) 799-5700

(832) 415-0517

## Online Ordering is Easy!

**Go to:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)**CLICK ON** AWP Annual Conference & Bookfair**Login** from the Show Information page by clicking  at the top right corner of the page.**Enter** your email address and password then click 

**NEW users:** User name = Your Email Address (provided by Event Management)  
Password = AWP2020

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

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

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


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

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

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

Confirm your order, click  and complete the payment process.

- \* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.
- \* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

**(832) 799-5700**

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



## Payment Authorization

### AWP Annual Conference & Bookfair

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fax (832) 415-0517  
mail 10001 Fannin St, Houston, TX 77045

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

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

Please complete the following information:

### Exhibiting Company Information

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

### Credit Card Information

(Required for all forms of payment)

☐ Check

☐ Wire Transfer



VISA



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

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

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

Booth Number: \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

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

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

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



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

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



March 4 - 7, 2020

fax

(832) 415-0517

## Save Time and Money!

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

Company Name:

Booth #

Contact Name

Contact Email Address

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

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

Above Booth #

[illegible]

Below Booth #



## ***Relax with our Carefree Logistics!***

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

### **Inbound & Outbound Services**

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

### **Shepard Value-Added Services**

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

### ***Have a Logistics Question?***

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

1.888.568.8858 | [logistics@shepardes.com](mailto:logistics@shepardes.com)



**Exhibit  
Rental**



**Traffic  
Builders**



**Logistics &  
Transportation**



**Furniture  
Rentals**



**Material Handling  
& Ground Rigging**



**More!**



## SHIPPING VERSUS MATERIAL HANDLING

### WHAT IS SHIPPING?

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



### WHAT IS MATERIAL HANDLING?

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



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

#### **Consolidate, Consolidate, Consolidate!**

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

### Material Handling Process:

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



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email

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

phone

(888) 568-8858

fax

(404) 596-5620

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

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

### Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

☐ Is there a loading dock?

☐ Do we need a lift gate on our truck?

☐ Is your building in a residential area?

☐ Do we need to go inside your office to pick up your items?

☐ Any thing else we should know about your building

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

Date

Hours of Operation

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

☐ Advance Warehouse

☐ Direct to showsite

Wednesday, March 4, 2020

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

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

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

☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

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

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

☐ YES!

☐ No, I will arrange another carrier

Company Booth #

Street Address City State Zip

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



## Outbound Material Handling Authorization and Shipping Labels

### AWP Annual Conference & Bookfair

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

Event Code: T124890320  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. \*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

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

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

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

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

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

Company \_\_\_\_\_

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

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

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

#### Step 4: Tell us What we are shipping:

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

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

#### Step 5: How many Labels do you need? \_\_\_\_\_

#### Step 6: Who is picking up your shipment?

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

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

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

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


#### Step 8: If your carrier doesn't show up, what do we do with your items? \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics) \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)


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

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

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services c/o ABF</b>
	<b>4354 Director Dr</b>
	<b>San Antonio, TX 78219</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>AWP Annual Conference &amp; Bookfair</b>	
First day freight can arrive w/o a surcharge: <b>February 6, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>February 26, 2020</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services c/o ABF</b>
	<b>4354 Director Dr</b>
	<b>San Antonio, TX 78219</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>AWP Annual Conference &amp; Bookfair</b>	
First day freight can arrive w/o a surcharge: <b>February 6, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>February 26, 2020</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services c/o ABF</b>
	<b>4354 Director Dr</b>
	<b>San Antonio, TX 78219</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
For: _____	
<b>AWP Annual Conference &amp; Bookfair</b>	
First day freight can arrive w/o a surcharge: <b>February 6, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>February 26, 2020</b>	


<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	<b>c/o Shepard Exposition Services c/o ABF</b>
	<b>4354 Director Dr</b>
	<b>San Antonio, TX 78219</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
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First day freight can arrive w/o a surcharge: <b>February 6, 2020</b>	
Last day freight can arrive w/o a surcharge: <b>February 26, 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>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Henry B. Gonzalez Convention Center 900 E. Market Street San Antonio, TX 78205
	For: AWP Annual Conference & Bookfair <b>MUST NOT BE DELIVERED PRIOR TO:</b> March 4, 2020 @ 8:00 AM

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Henry B. Gonzalez Convention Center 900 E. Market Street San Antonio, TX 78205
	For: AWP Annual Conference & Bookfair <b>MUST NOT BE DELIVERED PRIOR TO:</b> March 4, 2020 @ 8:00 AM

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Henry B. Gonzalez Convention Center 900 E. Market Street San Antonio, TX 78205
	For: AWP Annual Conference & Bookfair <b>MUST NOT BE DELIVERED PRIOR TO:</b> March 4, 2020 @ 8:00 AM

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services Henry B. Gonzalez Convention Center 900 E. Market Street San Antonio, TX 78205
	For: AWP Annual Conference & Bookfair <b>MUST NOT BE DELIVERED PRIOR TO:</b> March 4, 2020 @ 8:00 AM



## Material Handling Rates

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

T124890320

email

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

phone

(832) 799-5700

fax

(832) 415-0517

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

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

### What is Material Handling?

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

**How to Calculate Material Handling Services:** The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Standard Material Handling Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

### Advance Warehouse Shipments

First date freight can arrive Thursday, February 6, 2020

Last date freight can arrive Monday, March 2, 2020

Item	Code	Weight		Price	Total
Crated	35010	_____	x	\$130.80	_____
Special Handling	35036	_____	x	\$170.00	_____

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

### Direct to Showsite Shipments

First date freight can arrive Wednesday, March 4, 2020

Item	Code	Weight		Price	Total
Crated	35030	_____	x	\$124.30	_____
Uncrated	35043	_____	x	\$186.50	_____
Special Handling	35038	_____	x	\$161.50	_____

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

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

Item	Code	Weight		Price	Total
Light Weight Shipment	35400	_____	x	\$65.50	_____

### Other Material Handling Services

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

Contact Name

Email:

Signature:



## AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

T124890320

email

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

phone

(832) 799-5700

fax

(832) 415-0517

### Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%

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

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

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

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

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

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

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

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

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

### Disposal Fee

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

### Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

### Warehouse Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

### Early/Late Shipments to the Warehouse

Surcharge: 25% 35003

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

### Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

### Off-Target Deliveries

Surcharge: 15% 35004

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

### Marshaling Yard

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.

### Reweigh of Shipments

Fee: \$25.00 per forklift load 35282

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

### Empty Crate Storage

Fee: \$25.00 per piece. 35105

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

### Light Weight Shipments

Shipments weighing 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: \$10.50 per envelope 35007

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

### Mobile Spotting

Fee: \$ 200.00 per round trip 35106

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

**Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. 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 its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?** No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?** CWT is an acronym for Century Weight.

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

**How do I calculate material handling charges?**

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

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

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

**How do I calculate my Light Weight shipment?** Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 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.**

**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

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email

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

phone

(832) 799-5700

fax

(832) 415-0517

**Labor Hours**

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

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

DT - Double-time: All other hours and Holidays

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

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

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

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

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

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

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

Item	Code	# of Trips	Rate	Total
Dock to Booth ST	35151	_____	\$75.00	_____
Booth to Dock ST	35152	_____	\$75.00	_____
Dock to Booth OT	35153	_____	\$100.00	_____
Booth to Dock OT	35154	_____	\$100.00	_____



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

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

No refunds or exchanges once service has been rendered.

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

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



# FURNISHINGS AND DECOR



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!

# Tables

## UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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



# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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

Also Available Without Legs (#50237)



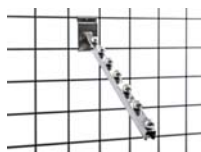
**3.5' x 8' Slatwall**  
#50249  
3.5' x 8'  
Grey



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



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



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

# Display



## UPRIGHT, CROSSBAR, & DRAPERY



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



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



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



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



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



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



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

## SHELVING



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



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

## BARRIER



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

## OTHER



**Natural Feel  
Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087

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

# Showcase



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# Flooring

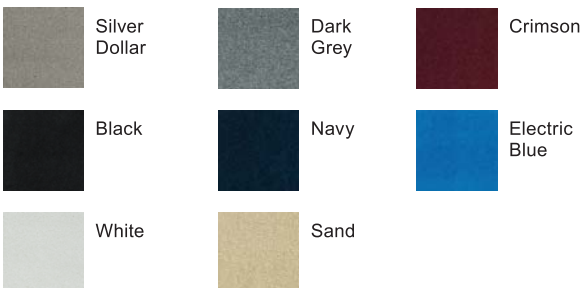
## EXPO - 13oz



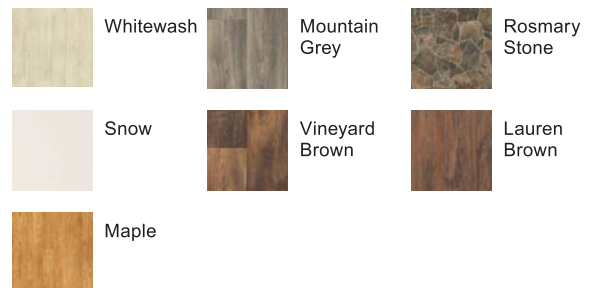
## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only



# Skirt Color Options

## SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## SPANDEX



Blue



Red



Black



White

# Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## AWP Annual Conference & Bookfair

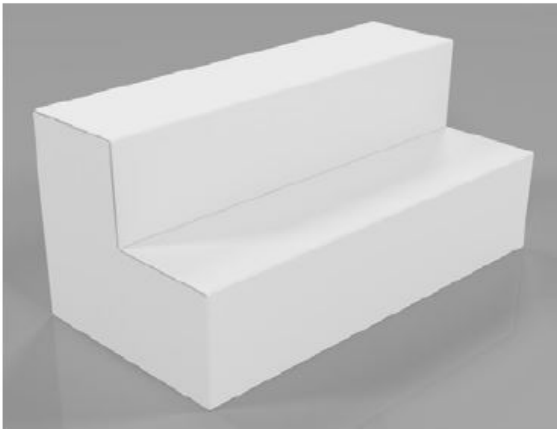
Henry B. Gonzalez Convention Center - San Antonio, TX  
March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

Event Code: T124890320  
email: [houston@shepardes.com](mailto:houston@shepardes.com)  
phone: (832) 799-5700  
fax: (832) 415-0517

## Cardboard Riser



Code	Item	Qty	Regular	Total
50326	Cardboard Riser 12"x24"		\$25.00	

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.

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

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

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## Booth and Carpet Cleaning

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

T124890320

email

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fax

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### Discount Deadline Thursday, February 13, 2020

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Discount Deadline date to receive discounted pricing.

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.		\$0.44	\$0.55	
47051	400-900 sq.ft.		\$0.40	\$0.50	
47052	900+ sq. ft.		\$0.35	\$0.45	

#### Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft.		\$1.32	\$1.70	
47056	400-900 sq.ft.		\$1.20	\$1.55	
47057	900+ sq. ft.		\$1.10	\$1.45	

### 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		\$0.45	\$0.60	
47031	Daily Porter		\$1.30	\$1.70	

### Specialty Services



#### Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.55	\$0.70	
47022	Mop Daily		\$1.45	\$1.90	
47013	Sham/One Time		\$0.60	\$0.80	

#### Display Wipe Down (charged per hour)



Code	Service	Hours	ST	OT	Total
47043	One Time		\$122.21	\$183.32	
47044	Daily		\$122.21	\$183.32	

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

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

Total Cleaning: \$

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

NA Tax\*: \$

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

Amount Due: \$

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

Event Code:

T124890320

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

**Abandoned Carpet / Floor coverings and Display Materials**

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

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

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

**Labor**

Code	Item	Qty	Discount	Regular
68066	ST Labor	_____	\$122.21	\$158.90
68067	OT Labor	_____	\$183.32	\$238.30
68068	DT Labor	_____	\$244.43	\$317.75

**Forklift**

Code	Item	Qty	Discount	Regular
35028	ST 5k Forklift	_____	\$275.00	\$357.50
35039	OT 5k Forklift	_____	\$341.00	\$443.25
35067	DT 5k Forklift	_____	\$407.00	\$529.00

**Dumpster Fee**

Code	Item	Qty	Discount	Regular
35330	Per Full Dumpster	_____	\$550.00	\$715.00

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.

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

Total Disposal Fee: \$ \_\_\_\_\_

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

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

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_





## Standard Furnishings

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

email

phone

fax

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(832) 415-0517

**Discount Deadline Thursday, February 13, 2020**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

### Tables

Code	Item	Qty	Color	Discount	Regular	Total
50042	4'L X 30"H X 24"W Skirted Table			\$137.35	\$178.55	
50046	6'L X 30"H 24"W Skirted Table			\$168.80	\$219.45	
50050	8'L X 30"H 24"W Skirted Table			\$214.00	\$278.20	
50043	4'L X 42"H 24"W Skirted Table			\$166.95	\$217.05	
50047	6'L x 42"H 24"W Skirted Table			\$213.80	\$277.95	
50051	8'L x 42"H 24"W Skirted Table			\$251.45	\$326.90	
50052	4th Side Skirt for 30" High Table			\$83.50	\$108.55	
50171	4th Side 42" Skirt for 42" High Table			\$83.50	\$108.55	
50700	6'L X 30"H 24"W Spandex Table Cover			\$250.35	\$325.45	
50040	4'L X 30"H X 24"W UnSkirted Table		na	\$97.85	\$127.20	
50044	6'L X 30"H X 24"W UnSkirted Table		na	\$116.75	\$151.80	
50048	8'L X 30"H X 24"W UnSkirted Table		na	\$137.65	\$178.95	
50041	4'L X 42"H X 24"W UnSkirted Table		na	\$110.20	\$143.25	
50045	6'L x 42"H X 24"W UnSkirted Table		na	\$137.65	\$178.95	
50049	8'L x 42"H X 24"W UnSkirted Table		na	\$153.60	\$199.70	
51089	Pedestal Table, 42"H 36"R Grey Fleck Top		na	\$246.60	\$320.60	
50032	Pedestal. Table, 30"H 36"R Grey Fleck Top		na	\$230.55	\$299.70	
50030	Round Side Table 24" W X 18" H		na	\$116.05	\$150.85	
50031	Square Side Table 24" W X 18" H		na	\$116.05	\$150.85	
50706	Natural Pedestal Table 30"H X 36" R Maple Top		na	\$301.70	\$392.20	
50707	Natural Pedestal Table 42"H X 36"R Maple Top		na	\$314.50	\$408.85	

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

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

### Seating

Code	Item	Qty	Color	Discount	Regular	Total
50020	Side Chair Grey Fabric		na	\$89.25	\$116.05	
50021	Arm Chair Grey Fabric		na	\$121.65	\$158.15	
50024	Stool w/back Grey Fabric		na	\$148.25	\$192.75	
51086	Director's Chair Black Fabric		na	\$92.05	\$119.65	
51090	Director's Stool Black Fabric		na	\$164.80	\$214.25	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		na	\$164.80	\$233.70	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		na	\$147.60	\$191.90	

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.

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

Total Furnishings: \$

8.250% Tax\*: \$

Amount Due: \$

Company Name: Booth #

Contact Name:

Email:

Signature:



## Specialty, Display, Drapes

### AWP Annual Conference & Bookfair

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**Discount Deadline Thursday, February 13, 2020**

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Deadline date to receive discounted pricing.

### Specialty & Display

Code	Item	Qty	Color	Discount	Regular	Total
50091	Wastebasket		na	\$19.00	\$19.00	
50094	Floor Easel, Chrome		na	\$49.40	\$64.20	
50245	Literature Rack Silver, Glass		na	\$182.25	\$236.95	
50175	Bag Rack, Chrome		na	\$241.40	\$313.80	
50092	Coat Rack, Chrome		na	\$85.70	\$111.40	
50093	Garment Rack, Chrome		na	\$241.40	\$313.80	
50427	Tensabarrier, Per Stem, Black		na	\$101.80	\$132.35	
50095	Sign Holder, 22x28 Chrome		na	\$112.50	\$146.25	
50185	Drawing Bowl, Clear		na	\$45.30	\$58.90	
50296	4' x 12" Display Riser White and Black		na	\$101.95	\$132.55	
50297	6' x 12" Display Riser White and Black		na	\$126.90	\$164.95	
50098	Mini Refrigerator, Approx 3 cubic feet		na	\$385.00	\$500.50	
50067	4' Full View Showcase, White		na	\$909.70	\$1,182.60	
50068	6' Full View Showcase, White		na	\$1,003.30	\$1,304.30	
50069	4' Quarter View Showcase, White		na	\$909.70	\$1,182.60	
50070	6' Quarter View Showcase, White		na	\$1,003.30	\$1,304.30	
50060	4' x 8' Horz. Posterboard Grey Fabric		na	\$294.60	\$383.00	
50061	4' x 8' Vert. Posterboard Grey Fabric		na	\$294.60	\$383.00	
50236	Grids 2'x8' w/legs, each		na	\$217.60	\$282.90	
50237	Grid 2'x8' w/o legs, each		na	\$162.95	\$211.85	
50242	7-Ball Waterfall for Grids		na	\$14.95	\$19.45	
50104	6" Hooks (12) for Peg Boards		na	\$47.90	\$62.25	

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

Code	Item	Qty	Color	Discount	Regular	Total
50073	8' High drape on a cross bar, per linear foot			\$23.10	\$30.05	
50074	3' High on a cross bar, per linear foot			\$17.10	\$22.25	
50088	8' Upright w/base		na	\$31.90	\$41.45	
52065	3' Upright w/base		na	\$31.90	\$41.45	
50349	6'-10' Crossbar		na	\$21.25	\$27.65	
50348	7'-12' Crossbar		na	\$21.25	\$27.65	
50058	Sateen, per linear foot			\$18.85	\$24.50	

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.

Total Furnishings: \$

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

8.250% Tax\*: \$

Amount Due: \$

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

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

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(832) 415-0517

### Discount Deadline Thursday, February 13, 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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.05	\$9.15	
46003		Rental 1000+ sqft	\$6.10	\$7.95	
46002		Purchase sqft	\$17.25	\$22.45	

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

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.25	\$1.65	
50008		1" Padding	\$2.50	\$3.25	
50010		Visqueen	\$0.40	\$0.50	

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

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



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

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$246.35	\$320.25	
50256		10' x 20'	\$459.70	\$597.60	
50257		10' x 30'	\$685.65	\$891.35	
50258		10' x 40'	\$911.55	\$1,185.00	

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

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

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$4.90	\$6.35	
50581		400 - 900 sq ft	\$4.45	\$5.80	
50582		900+ sq ft	\$4.05	\$5.25	

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

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

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.

8.250% Tax\*: \$

Amount Due: \$

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

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



TRADE SHOW FURNISHINGS 2019

# Product Guide



## FEATURING:

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





# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

## HEDGE

HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

## ROMA



CHRPWR Chair, Powered

(white vinyl) 37"L 31"D 33"H

## ROMA



SFAPWR Sofa, Powered

(white vinyl) 78"L 31"D 33"H

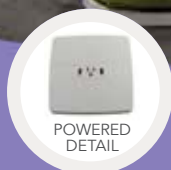


 **WIRELESS  
CHARGING TABLE,  
POWERED**

**CUBPOW**

(white, ac plug-in)

20"L 20"D 18"H



POWERED  
DETAIL

# Powered Seating

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

## Powered Seating

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



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

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

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

## Powered Tables



**Ventura**  
**POWERED**  
**TABLES**



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

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

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

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

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



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



Detail of Electrical Charging Outlet



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



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




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



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



## Powered Pedestals

 Denotes AC and USB charging outlets



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

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

### Powered Locking Pedestal


- A) PDL36W (white)  
24"L 24"D 36"H
- B) PDL42W (white)  
24"L 24"D 42"H
- C) PDL36B (black)  
24"L 24"D 36"H
- D) PDL42B (black)  
24"L 24"D 42"H

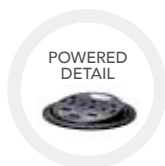
### Wireless Charging Table, Powered

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

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

## Powered Tech Desk

 Denotes AC and USB charging outlets



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

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

### B) TECH Tech Desk, Powered

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

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

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

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)

**HOPCH, Chair**

21"L 25"D 34"H

**HOPLV, Loveseat**

48"L 25"D 34"H

## HEDGE

**HDG7FT**

**Boxwood Hedge, 7'**

36.5"L 12"D 84"H

## PEDESTAL

**PDL42W**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**30WHHC**

**Hydraulic Chrome Base**

(laminated white top)

30"Round 29"H

## REGIS

**REGOTT End Table**

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

**MAR010 Swivel Ottoman**

(blue fabric)

17"RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

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

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

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

# Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



## MUNICH

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



POWERED  
DETAIL

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



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



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



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



# Soft Seating Collections



A.



B.

## ALLEGRO

### A) CHR002 Chair

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

### B) SFA002 Sofa

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



A.



B.



C.

## TANGIERS

### A) TANSOF Sofa

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

### B) TANCHR Chair

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

### C) TANLOV Loveseat

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



A.



B.



C.

## KEY LARGO

### A) KEYCHR Chair

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

### B) KEYLOV Loveseat

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

### C) KEYSOF Sofa

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



A.

B.

C.

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

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

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## LA BREA

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



## WENTWORTH

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



## AURA

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



## Accent Chairs



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) BCW

(white vinyl)

30"L 30"D 31"H

#### B) OCH

(black vinyl)

30"L 30"D 31"H

### C) FAIRCW

#### Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

### D) MNCHCH

#### Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

### E) HOPCH

#### Hopi Chair

(gray linen)

21"L 25"D 34"H

### F) PROGB

#### Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

A) MARCBK (black vinyl)

B) MARCBR (brown fabric)

C) MARCWH (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

D) OCMESP (espresso vinyl)

E) OCMTAU (taupe fabric)

F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

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

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



## LAGUNA

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

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



A.

B.



## MALBA

20"L 20"D 32"H

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

## MARINA

17.5"L 19.5"D 35"H

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

A.



B.

C.

D.

E.





# Styles & Shapes



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

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

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

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

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

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

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

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

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

## Mix & Match

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

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

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





## VIBE CUBE

18"L 18"D 18"H

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

## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)

A.



B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

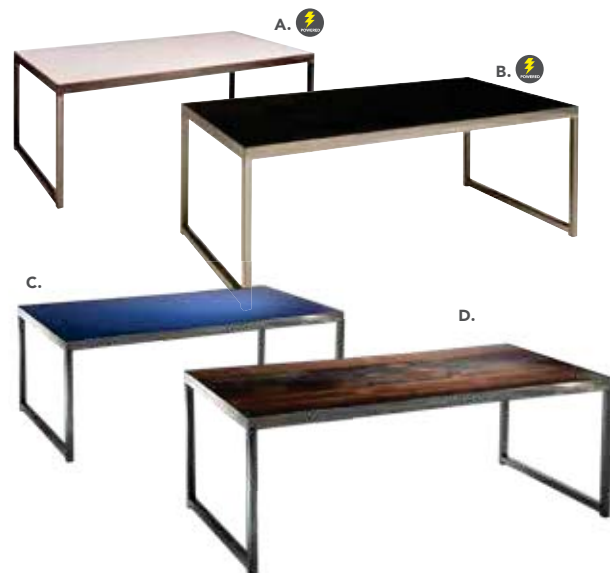
C) E1C (glass, chrome)

D) E1FWB (wood, black)



# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

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

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

## Sydney End Tables

27"L 23"D 22"H

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

## Regis Tables

(brushed metal)

### I) REGBEN Bench Table

47"L 15.5"D 16"H

### J) REGOTT End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) E1E End Table

24" Round 22"H

### L) C1E Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) EOLI End Table

22" Round 22"H

### N) COLI Cocktail Table

47"L 27"D 19"H

## Rustic Tables

(wood)

### O) ETBL E-Table

21"L 15.5"D 27.5"H

### P) TMBTBL Timber Table

16" Round 17"H

## Aura Round Table

### Q) AURA

(white metal)  
15" Round 22"H

## Edge LED Cube Table

### R) CUBTBL

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

## Wireless Charging

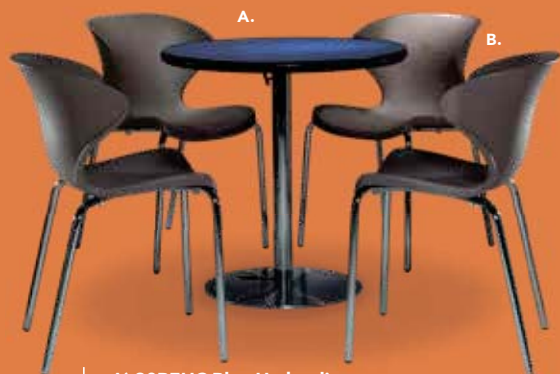
### Table, Powered

### S) CUBPOW

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

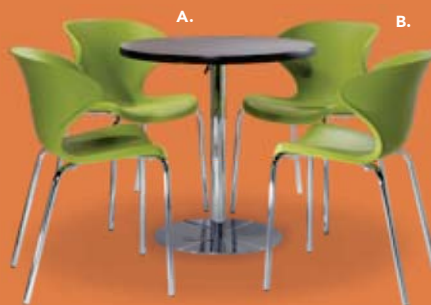


# Café Tables



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

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



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

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



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

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

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

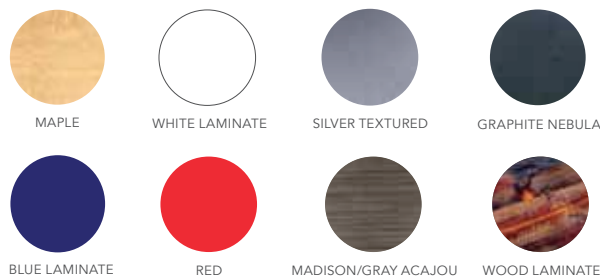
**E) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H



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

# Customize and Create

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



## Café Tables

Standard Black Base  
30" RND 29"H

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

36" RND 29"H

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

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

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

36" RND 29"H

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

# Mix & Match

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

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

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



# Bar Tables



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

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

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

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



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



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

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



# Customize and Create

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



## Bar Tables

Standard Black Base  
30" RND 42"H

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

36" RND 42"H

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

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

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

36" RND 45"H

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

# Style & Design

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

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

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



# Barstools



A.

C.

B.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



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

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

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

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

# Conference Tables



## PWRUSB

### Powered Conference Table Module

(black) 5"L 2.25"D 2"H

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



## 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 36ATO 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

F) CE2 (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

# Mix & Match

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

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



# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H

**A) PROEXE** (white vinyl)

**B) PROEXB** (black vinyl)

Adjustable height



## Task Stool

**TASKST**

(black fabric)

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

Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H

**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



# Communal and Powered Tables

Denotes AC and USB  
charging outlets



## Ventura BAR TABLES

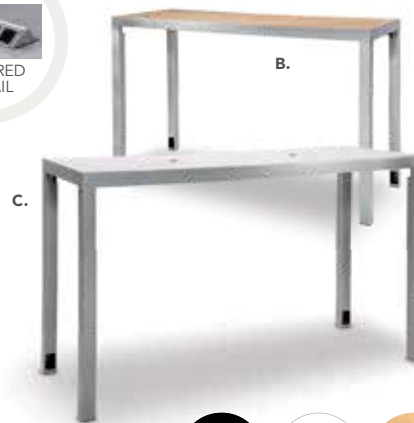
Choose from Powered, Solid or Grommet Hole Table Tops.



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



**POWERED  
DETAIL**



BLACK



WHITE



MAPLE

### Table Top Options

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

## Ventura CAFÉ TABLES



**POWERED  
DETAIL**



### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

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

### Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top

**B) VNTMNP** (solid)  
**VNTBMW** (grommets)

White Top

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

Black Top

**VNTBNP** (solid)

### Ventura Powered Café Tables

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

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

### Ventura Communal Café Tables

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

Maple Top

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

White Top

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

Black Top

**E) VNTCBN** (solid)



# Office Essentials



## MADISON

### A) JD8 Madison Executive Desk

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

### B) CR8 Madison Credenza

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

### C) TASKST Task Stool

(black fabric)

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

### D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



## TECH POWERED DESK

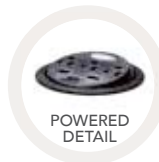


Denotes AC and USB charging outlets

A.



B.



C.



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

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

### B) TECH Tech Desk, Powered

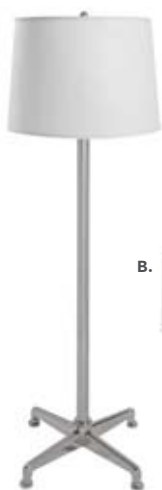
(black metal, laminate)  
60"L 30"D 30"H

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

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

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

### A) LA15 Floor Lamp

18" RND 55"H

### B) LA14 Table Lamp

16" RND 26"H

## SHELVING

### C) PSHCCS

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

### D) BC8

Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials



Denotes AC and USB charging outlets



## Midtown Powered Counter

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

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



### Midtown Powered Counter

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

**MTCPUL** (unlighted)

**MTCLPI** (lighted with plug-in)



(back)



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

# Midtown Bar

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



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

**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

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

## LIGHTED & GREENERY PRODUCTS



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



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

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



## Cocktail and Occasional Tables

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

Event Code:

T124890320

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fax

(832) 415-0517

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$363.95	\$473.15	
	ALC100-Alondra, Glass/Chrome	\$438.70	\$570.30	
	ALC200-Alondra, Wood/Chrome	\$438.70	\$570.30	
	C1FWB-Geo, Wood/Black	\$383.85	\$499.00	
	C1C-Geo Rect., Glass/Chrome	\$329.00	\$427.70	
	MESCTB-Mesa Cocktail Table Black top	\$254.10	\$330.35	
	MESCTG-Mesa Cocktail Table Glass top	\$254.10	\$330.35	
	MESCTW-Mesa Cocktail Table Wood top	\$254.10	\$330.35	
	C1W-Sydney, White	\$368.90	\$479.55	
	C1WP-Sydney White, <b>Powered!</b>	\$468.60	\$609.20	
	C1Y-Sydney, Black	\$368.90	\$479.55	
	C1YP-Sydney Black, <b>Powered!</b>	\$468.60	\$609.20	
	REGBEN-Regis Bench Table	\$376.35	\$489.25	
	SYDBEC-Sydney Cocktail Table	\$373.90	\$486.05	
	SYDWDC-Sydney Cocktail Table	\$339.90	\$441.85	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$346.45	\$450.40	
	ALE100-Alondra, Glass/Chrome	\$316.60	\$411.60	
	ALE200-Alondra, Wood/Chrome	\$316.60	\$411.60	
	E1FWB-Geo, Wood/Black	\$334.00	\$434.20	
	E1C-Geo, Glass/Chrome	\$324.05	\$421.25	
	MESETB-Mesa End Table, Black top	\$167.85	\$218.20	
	MESETG-Mesa End Table, Glass top	\$167.85	\$218.20	
	MESETW-Mesa End Table, Wood top	\$167.85	\$218.20	
	E1W-Sydney, White	\$334.00	\$434.20	
	E1Y-Sydney, Black	\$334.00	\$434.20	
	CUBTBL-Edge LED Cube	\$259.20	\$336.95	
	AURA End Table	\$189.40	\$246.20	
	ETBL-E Table, Wood	\$234.30	\$304.60	
	TMBTBL Timber Table, Wood	\$224.35	\$291.65	
	REGOTT-Regis End Table	\$276.70	\$359.70	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$564.25	\$733.55	
	SYDBEE - Sydney End Table	\$328.55	\$427.10	
	SYDWDE-Sydney End Table	\$328.55	\$427.10	

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

Total Exec Tables Furnishings: \$

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

8.250% Tax\*: \$

Amount Due: \$

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

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_





AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX  
March 4 - 7, 2020

Event Code: T124890320  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

Discount Deadline Thursday, February 13, 2020

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

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$343.95	\$447.15	
	END02W-Square, White Leather	\$343.95	\$447.15	
	END01B-Curved, Black Leather	\$548.35	\$712.85	
	END01W-Curved, White Leather	\$548.35	\$712.85	
	CUBL20-Edge Lighted Cube	\$259.20	\$336.95	
	WHT12-Half Bench, White Vinyl	\$493.50	\$641.55	
	BNQ7-Quarter Curve, White Vinyl	\$645.60	\$839.30	
	BNQR17-Ottoman Ring, White Vinyl	\$2,313.15	\$3,007.10	
	REGBEN Regis Bench, Brushed Metal	\$376.35	\$489.25	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$528.45	\$687.00	
	BVLYBN Bev Bench Brown Fabric	\$528.45	\$687.00	
	BVLYGR Bev Bench Grey Fabric	\$528.45	\$687.00	
	BVLYLN Bev Bench Linen Fabric	\$528.45	\$687.00	
	BVLYOB Bev Bench Ocean Fabric	\$528.45	\$687.00	
	BVLYRD Bev Bench Red Fabric	\$528.45	\$687.00	
	BVLYWH Bev Bench White Vinyl	\$528.45	\$687.00	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$184.45	\$239.80	
	VIB02-Vibe Cube, Blue	\$184.45	\$239.80	
	VIB04-Vibe Cube, Red	\$184.45	\$239.80	
	VIB05-Vibe Cube, Yellow	\$184.45	\$239.80	
	VIB06-Vibe Cube, Gold/Bronze	\$184.45	\$239.80	
	VIB08-Vibe Cube, Orange	\$184.45	\$239.80	
	VIB09-Vibe Cube, White Wtrproof	\$184.45	\$239.80	
	VIB10-Vibe Cube, Black Wtrproof	\$184.45	\$239.80	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$184.45	\$239.80	
	VIB12 Vibe Cube, Silver Vinyl	\$184.45	\$239.80	
	Vibe13-Vibe Cube, Purple Vinyl	\$184.45	\$239.80	
	Vibe16- Vibe Cube, Spice Orange	\$184.45	\$239.80	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$244.25	\$317.55	
	MAR002-Marche Swivel, Grey	\$244.25	\$317.55	
	MAR003-Marche Swivel, Linen	\$244.25	\$317.55	
	MAR008-Marche Swivel, Mdw Grn	\$244.25	\$317.55	
	MAR009, Marche Swivel, Pear	\$244.25	\$317.55	
	MAR007-Marche Swivel, Plum	\$244.25	\$317.55	
	MAR004-Marche Swivel, Raspberry	\$244.25	\$317.55	
	MAR005-Marche Swivel, Red	\$244.25	\$317.55	
	MAR006-Marche Swivel, Rose Qtz	\$244.25	\$317.55	
	MAR001-Marche Swivel, White	\$244.25	\$317.55	

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.

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

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

Company Name: Booth #

Contact Name

Email:

Signature:

**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

T124890320

email

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

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**Sofas and Sectionals****Accent Chairs**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,435.30	\$3,165.90			SWAN-Swanson Swivel, White Vinyl	\$468.60	\$609.20	
	SFA002- Allegro Sofa	\$917.30	\$1,192.50			OCB-Key West Tub, Black	\$520.95	\$677.25	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,096.75	\$1,425.80			BCW-Madrid Chair, White	\$979.60	\$1,273.50	
	VALSOF- Valencia Sofa	\$583.65	\$758.75			LABREA-La Brea Swivel Chair	\$538.40	\$699.90	
	TANSOF-Tangiers Sofa, Beige	\$869.95	\$1,130.95			VALCHA Valencia Chair	\$392.70	\$510.50	
	KEYSOF-Key Largo Sofa	\$620.70	\$806.90			MNCHCC Munich Corner Chair	\$740.30	\$962.40	
	FAIRSW-Fairfax Sofa	\$625.65	\$813.35			MNCHCH Munich Armless Chair	\$610.65	\$793.85	
	BSFWHT-Baja Sofa	\$1,110.35	\$1,443.45			OCH Madrid Chair, Black	\$979.60	\$1,273.50	
						WENCHA-Wentworth Chair	\$430.55	\$559.70	

**Loveseats****Meeting Chairs**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$481.10	\$625.45			OCMTAU-Meeting Chair, Taupe	\$358.95	\$466.65	
	TANLOV Tangiers Loveseat	\$907.30	\$1,179.50			OCMWHT-Meeting Chair, White	\$329.00	\$427.70	
	BLVWHT Baja Loveseat White Vinyl	\$1,044.40	\$1,357.70			OCMESP-Meeting Chair, Espresso	\$363.95	\$473.15	
	MNCHLV- Munich Armless Loveseat	\$1,084.25	\$1,409.55						
	NPLLOV- Naples Loveseat, Blk Vinyl	\$922.25	\$1,198.95						

**Club Chairs****Modular System**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$712.90	\$926.75			BNQ417-Full Banquette- <b>Powered!</b>	\$3,008.55	\$3,911.10	
	NPLCHR-Naples Chair, Black Vinyl	\$765.20	\$994.75			BNQR17-Ottoman Ring, White Vinyl	\$2,313.15	\$3,007.10	
	TANCHR-Tangiers Chair, Beige	\$565.85	\$735.60			BNQ7-Quarter Curve, White Vinyl	\$645.60	\$839.30	
	CHR002-Allegro Chair	\$643.10	\$836.05			BNQTL7- Center Cone, White Vinyl	\$949.70	\$1,234.60	
	KEYCHR-Key Largo Chair	\$411.30	\$534.70			WHT12-Half Bench, White Vinyl	\$493.50	\$641.55	
	FAIRCW-Fairfax Chair	\$451.15	\$586.50						

**Powered Seating**

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$830.05	\$1,079.05	
	SFAPWR-Roma Sofa, powered	\$1,336.05	\$1,736.85	
	NPLCHP-Naples Chair, powered	\$830.05	\$1,079.05	
	NPLSOP-Naples Sofa, powered	\$1,336.05	\$1,736.85	
	NPLLOP-Naples Loveseat, powered	\$1,149.10	\$1,493.85	

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

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

Total Soft Seating: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_





## Conference Tables and Group Seating

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

email

phone

fax

T124890320

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

(832) 799-5700

(832) 415-0517

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$590.75	\$768.00	
	CE1-Geo Table, Sq. Chrome	\$416.25	\$541.15	
	CF1-Geo Table, Sq. Black	\$416.25	\$541.15	
	CE2-Geo Table, Chrome	\$590.75	\$768.00	
	CB2-6' Graphite Table	\$620.70	\$806.90	
	CB3-8' Graphite Table	\$730.35	\$949.45	
	CB1-42" Round, Graphite Nebula	\$503.55	\$654.60	
	C508GR-8', Granite	\$730.35	\$949.45	
	CT10GR-10', Granite	\$1,096.75	\$1,425.80	
	CT06GR-6', Granite	\$620.70	\$806.90	
	PWRUSB-Powered Table Module	\$99.70	\$129.60	
	CB8-42" Round Madison, Grey	\$226.80	\$294.85	
	MADC10-10' Madison, Grey	\$1,258.80	\$1,636.45	
	MADC05-5' Madison, Grey	\$630.65	\$819.85	
	MADC08-8' Madison, Grey	\$1,258.80	\$1,636.45	
	CONF42-42" Round, White Lam	\$503.55	\$654.60	
	36ATO Atomic 36" Round, Glass	\$416.25	\$541.15	
	42ATO Atomic 42" Round, Glass	\$416.25	\$541.15	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$84.75	\$110.20	
	RSTDIN-Rustique w/ arms, Gunmetal	\$172.00	\$223.60	
	CS8-Berlin Chair, Black	\$167.00	\$217.10	
	XCHR-Christopher Chr, White Vinyl	\$137.10	\$178.25	
	SC10 Razor Chair	\$102.20	\$132.85	
	SC3-Brewer Chair, Onyx	\$229.30	\$298.10	
	LMCHR-Laguna Chair, Maple/Chrome	\$194.45	\$252.80	
	MALGRY-Malba Chair, Grey	\$149.55	\$194.40	
	MALGRN-Malba Chair, Green	\$149.55	\$194.40	
	CS4-Syntax Chair, Black/Chrome	\$271.70	\$353.20	
	ZENCHR-Zenith Chair-White/Chrome	\$219.35	\$285.15	
	BLDCRD-Blade Chair	\$88.40	\$114.90	
	BLDCSB-Blade Chair	\$88.40	\$114.90	
	LUCHCL-Lucent Chair	\$237.95	\$309.35	
	MARCBE-Marina Chair, Ocn Blue	\$192.60	\$250.40	
	MARCBK-Marina Chair, Black Vnyl	\$192.60	\$250.40	
	MARCBR-Marina Chair, Brown	\$192.60	\$250.40	
	MARCRD-Marina Chair, Red	\$192.60	\$250.40	
	MARCWH-Marina Chair, White Vnyl	\$192.60	\$250.40	
	TASKST-Task Stool	\$192.60	\$250.40	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$486.05	\$631.85	
	PROEXB-Executive Chair High Back	\$486.05	\$631.85	
	PROGB-Guest Executive Chair	\$341.50	\$443.95	
	PROMDB-Exec Mid-Back, Black	\$319.05	\$414.75	
	PROMID-Executive Chair Mid Back	\$309.10	\$401.85	

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

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

Total Conference: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## Café and Communal Tables

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

Event Code:

T124890320

email

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

phone

(832) 799-5700

fax

(832) 415-0517

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$294.15	\$382.40	
	ZTP-36" Maple Top/Black Base	\$321.55	\$418.00	
	ZTJ-30" Graphite Top/Black Base	\$294.15	\$382.40	
	ZTN-36" Graphite Top/Black Base	\$321.55	\$418.00	
	ZTQ-36" White Laminate Top	\$321.55	\$418.00	
	ZTB-30" Red Top/Black Base	\$294.15	\$382.40	
	ZTA-30" Grey Top/Black Base	\$304.10	\$395.35	
	30WH29 -30" White Laminate	\$311.60	\$405.10	
	30BEBC-30" Blue Top/Black Base	\$294.60	\$383.00	
	30WDBC-30" Wood Top/Black Bas	\$294.60	\$383.00	

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

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$393.85	\$512.00	
	30GRHC-Graphite Nebula, Chrome	\$393.85	\$512.00	
	30BRHC-Brushed Red Top, Chrome	\$393.85	\$512.00	
	30MAHC-Grey Top, Chrome	\$393.85	\$512.00	
	30WHHC-White Laminate	\$426.25	\$554.15	
	30BEHC-Blue Top, Chrome	\$396.55	\$515.50	
	30WDHC-Wood Top, Chrome	\$396.55	\$515.50	

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

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$428.75	\$557.40	
	36GRHC-Graphite Nebula, Chrome	\$428.75	\$557.40	
	36WTHC-White Top, Chrome	\$428.75	\$557.40	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$668.45	\$869.00	
	VNTCMN-Maple Top, Silver Frame	\$668.45	\$869.00	
	VNTCWN-White Top, Silver Frame	\$668.45	\$869.00	
	VNTCMW-Maple, w/ Grmt	\$668.45	\$869.00	
	VNTCWW-White, w/ Grmt	\$668.45	\$869.00	
	VNTCBK-Black Top- <b>Powered!</b>	\$759.10	\$986.85	
	VNTCWH-White Top- <b>Powered!</b>	\$759.10	\$986.85	

#### 42" High Tables

	VNTBNP Communal Table Black Top	\$869.95	\$1,130.95	
	VNTMNP Communal Table Maple Top	\$869.95	\$1,130.95	
	VNTWNP Communal Table White Top	\$869.95	\$1,130.95	
	VNTBMW Comm Table Maple Top w/ Grom	\$869.95	\$1,130.95	
	VNTBWW Comm Table White w/ Grom	\$869.95	\$1,130.95	

#### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,026.95	\$1,335.05	
	VNTWHT Communal Table White Top	\$1,026.95	\$1,335.05	

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

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

Total Cafe: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## Bar Tables, Barstools, Bars

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

**Discount Deadline Thursday, February 13, 2020**

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

Event Code:

email

phone

fax

T124890320

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

(832) 799-5700

(832) 415-0517

### Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$324.05	\$421.25	
	VTP-36" Maple Top/Black Base	\$346.45	\$450.40	
	VTJ-30" Graphite Top/Black Base	\$324.05	\$421.25	
	VTN-36" Graphite Top/Black Base	\$346.45	\$450.40	
	VTW-36" White Laminate Top	\$346.45	\$450.40	
	VTB-30" Red Top/Black Base	\$324.05	\$421.25	
	30WH42 30" White Laminate,	\$341.50	\$443.95	
	VTB-30" Grey Top/Black Base	\$324.05	\$421.25	
	RSTSQT Rustique Square Metal Bar Table	\$358.95	\$466.65	
	30BEBB-Blue Top/Black Base	\$328.55	\$427.10	
	30WDBB-Wood Top/Black Base	\$328.55	\$427.10	

### Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	\$326.55	\$424.50	
	BSS-Banana, Black/Chrome	\$326.55	\$424.50	
	BS001-Shark, Swivel White	\$416.25	\$541.15	
	BS002-Zoey, Swivel White	\$381.35	\$495.75	
	BS003-Zoey, Swivel Black	\$381.35	\$495.75	
	RSTSTL-Rustique Barstool, Gunmetal	\$189.40	\$246.20	
	APS08-Apex Black Vinyl	\$294.15	\$382.40	
	APS59-Apex Red Vinyl	\$294.15	\$382.40	
	APS75-Apex White Vinyl	\$294.15	\$382.40	
	APS12-Apex Blue Ultra Suede	\$294.15	\$382.40	
	XBAR-Christopher White Vinyl	\$236.80	\$307.85	
	LMBAR-Laguna, Maple/Chrome	\$244.25	\$317.55	
	BSR-Syntax, Black/Chrome	\$296.60	\$385.60	
	ZENBAR-Zenith, White/Chrome	\$219.35	\$285.15	
	BSC-Oslo, White	\$343.95	\$447.15	
	ROLLBL-Lift Barstool, Black Vinyl	\$276.70	\$359.70	
	ROLLGY-Lift Barstool, Grey Vinyl	\$276.70	\$359.70	
	ROLLRD-Lift Barstool, Red Vinyl	\$276.70	\$359.70	
	ROLLWH-Lift Barstool, White Vinyl	\$276.70	\$359.70	
	BLDBRD-Blade, Red	\$169.95	\$220.95	
	BLDBSB-Blade, Sky Blue	\$169.95	\$220.95	
	LUBSCL- Frosted, Acrylic	\$339.90	\$441.85	

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

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$393.85	\$512.00	
	30MTHB-Maple Top, Chrome	\$393.85	\$512.00	
	30BRHB-Brushed Red, Chrome	\$393.85	\$512.00	
	30WHHB White Laminate, Chrome	\$426.25	\$554.15	
	30MAHB-Grey Top, Chrome	\$393.85	\$512.00	
	30BEHB-Blue Top, Chrome	\$396.55	\$515.50	
	30WDHB-Wood Top, Chrome	\$396.55	\$515.50	

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

Qty.	Item	Discount	Regular	Amount
	36GRHB-Graphite Nebula, Chrome	\$428.75	\$557.40	
	36MTHB, Maple Top, Chrome	\$428.75	\$557.40	
	36WTHB-White Top, Chrome	\$428.75	\$557.40	

### Bars and Counters

Qty.	Item	Discount	Regular	Amount
	MTBLPI-Midtown Bar, Lighted	\$1,937.45	\$2,518.70	
	MTBUUL-Midtown Bar, unlighted	\$1,812.80	\$2,356.65	
	MTCLPI- Midtown Counter, Lighted	\$1,937.45	\$2,518.70	
	MTCPUL- Midtown Counter, Unlighted	\$1,824.15	\$2,371.40	

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

Total Bar: \$

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## Executive Accessories

### AWP Annual Conference & Bookfair

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phone

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fax

(832) 415-0517

### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$673.00	\$874.90	
	JD8-Madison Executive Desk, Grey	\$795.15	\$1,033.70	
	BC8-Madison Bookcase, Grey	\$575.80	\$748.55	
	TECH3B-Tech Desk w/drawers- <b>Powered!</b>	\$730.35	\$949.45	
	TECH-Tech Desk- <b>Powered</b>	\$590.75	\$768.00	
	TECH3-3-drawer File Cabinet w/Cast	\$194.45	\$252.80	

### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$451.15	\$586.50	
	WD3-Work Table	\$433.75	\$563.90	

### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$675.50	\$878.15	

### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- <b>Powered!</b>	\$660.55	\$858.70	
	PDL42B-Ped, Locking- <b>Powered!</b>	\$782.65	\$1,017.45	
	PDL36W-Ped, Locking- <b>Powered!</b>	\$660.55	\$858.70	
	PDL42W-Ped, Locking- <b>Powered!</b>	\$782.65	\$1,017.45	

### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$289.15	\$375.90	
	LA14-Mason Silver Table Lamp	\$189.40	\$246.20	

### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HG4FT-Boxwood Hedge, 4ft	\$577.85	\$751.20	
	HG7FT-Boxwood Hedge, 7ft	\$940.40	\$1,222.50	

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

Total Exec Accessories: \$

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

8.250% Tax\*: \$

Amount Due: \$

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

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

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

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



### High-impact exhibits

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

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



### Offering innovative exhibit frameworks ... and more

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



### Why Shepard?

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



### Ready to get started?

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

[shepardes.com](http://shepardes.com)



## AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code:

T124890320

email

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

phone

404-720-8652

fax

404-720-8757

### Order Deadline Tuesday, February 4, 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.

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

Color choices for all products

Metal Colors

Black (06)

Silver (15)

Panel Colors

Black (06)

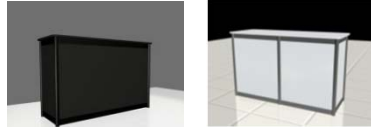
White (03)

### Locking Cabinets

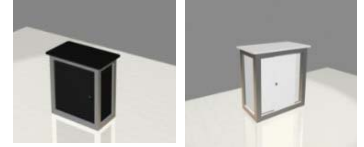
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$861.50	\$1,119.95		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,045.45	\$1,359.10		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$635.45	\$826.10	Silver Only	

### Reception Counters

RC2



RC3



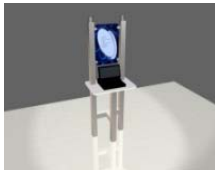
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$885.95	\$1,151.75			Contact Us to Customize
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,921.80	\$2,498.35			1075mm x 885mm

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

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,117.60	\$1,452.90		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$651.40	\$846.80		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.

8.250% Tax\*: \$

Amount Due: \$

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## **LABOR JURISDICTIONS**

### **SAN ANTONIO, AUSTIN, SOUTH TEXAS**

#### **LABOR**

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

#### **EXHIBIT LABOR JURISDICTION**

Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

#### **MATERIAL/FREIGHT HANDLING JURISDICTION**

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

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

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

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

#### **GRATUITIES /BREAKS**

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

#### **IN GENERAL**

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

#### **SAFETY**

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



**AWP Annual Conference & Bookfair**

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code: T124890320  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

**Discount Deadline Thursday, February 13, 2020**

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

**Labor Hours**

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm  
DT - Double-time: All other hours and Holidays  
Holidays:

Shepard Blue Supervised Install Labor			
Code	Discount	Regular	Estimate
68066 ST	\$122.21	\$158.90	
68067 OT	\$183.32	\$238.30	
68068 DT	\$244.43	\$317.75	

Shepard Blue Supervised Dismantle Labor			
Code	Discount	Regular	Estimate
68070 ST	\$122.21	\$158.90	
68071 OT	\$183.32	\$238.30	
68072 DT	\$244.43	\$317.75	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

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

**Step One:**

Choose Your **Service**

- ☐ Installation  
☐ Dismantling  
☐ Both

**Step Two:**

How Many **People?**

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

**Step Three:**

How Many **Hours?**

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

**Step Four:**

When Should the Build be **Complete?**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Step Five:** Tell Us About Your **Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

**Inbound Freight**

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name \_\_\_\_\_

Estimated Arrival Date \_\_\_\_\_

Tracking or Pro # \_\_\_\_\_

# of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

**Set Up Information:**

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

Email \_\_\_\_\_

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

**Drawings/Photos/  
Instructions:**

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

**Graphics:**

- ☐ With Exhibit  
☐ Shipped Separately

**Electrical Placement**

(exhibitor is responsible to order)

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

**Other Services  
Ordered:**

- ☐ Overhead Rigging  
☐ Cleaning  
☐ AV

**Carpet:**

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

**Outbound Shipping:**

# of Crates \_\_\_\_\_  
# of Cartons \_\_\_\_\_  
# of Fiber Cases \_\_\_\_\_  
# of Pallets \_\_\_\_\_

**Method:**

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

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

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## Exhibitor Supervised Labor

### AWP Annual Conference & Bookfair

Henry B. Gonzalez Convention Center - San Antonio, TX

March 4 - 7, 2020

Event Code: T124890320

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

phone (832) 799-5700

fax (832) 415-0517

### Discount Deadline Thursday, February 13, 2020

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

#### Labor Hours

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

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

DT - Double-time: All other hours and Holidays

Holidays:

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

### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$94.01	\$122.20	
68061	OT	\$141.02	\$183.30	
68062	DT	\$188.02	\$244.45	

### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$94.01	\$122.20	
68064	OT	\$141.02	\$183.30	
68065	DT	\$188.02	\$244.45	

#### Step One:

Choose your service

- ☐ Installation  
☐ Dismantling  
☐ Both

#### Step Two:

How many people?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How many hours?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

Carpet:

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

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders  
☐ Lifts  
☐ Special Tools: \_\_\_\_\_

Details: \_\_\_\_\_

#### Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

Name \_\_\_\_\_

Cell \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Labor Estimate \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 02/04/20

E ☐ M ☐



**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia San Antonio, TX 78218  
Phone: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

**COMPANY:**

**BTH #**

**EVENT:** 2020 AWP Conference and Bookfair

**FACILITY:** Henry B. Gonzalez Convention Center

**DATES:** March 5-7, 2020

**Show# 030001SA**

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

## ORDER INSTRUCTIONS

### INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

### ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

### ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

### 208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

### MOTOR POWER

Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### ADVANCE RATES

To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	89.00	134.00	_____
1000 WATTS (10 AMPS)	_____	_____	157.00	236.00	_____
1500 WATTS (15 AMPS)	_____	_____	182.00	273.00	_____
2000 WATTS (20 AMPS)	_____	_____	208.00	312.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	396.00	594.00	_____
30 AMPS	_____	_____	470.00	705.00	_____
60 AMPS	_____	_____	618.00	927.00	_____
100 AMPS	_____	_____	814.00	1221.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	526.00	789.00	_____
30 AMPS	_____	_____	629.00	944.00	_____
60 AMPS	_____	_____	824.00	1236.00	_____
100 AMPS	_____	_____	1085.00	1628.00	_____
Transformer (20 amp minimum charge)		Total Amps: _____ x 3.00 = _____			

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	30.00	_____
POWER STRIP	_____	30.00	_____

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	100.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	200.00	_____

## PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL:

PHONE:

**The "Method of Payment Form" must be completed and returned with this order form.**

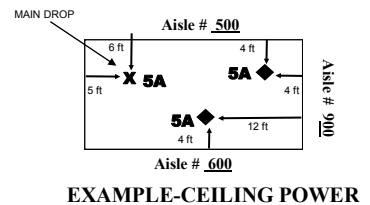
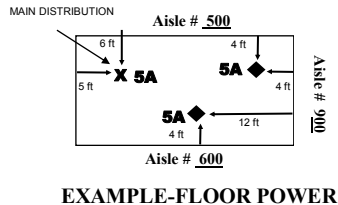
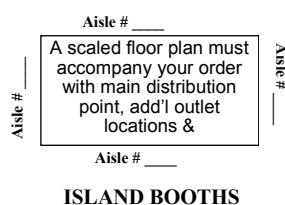
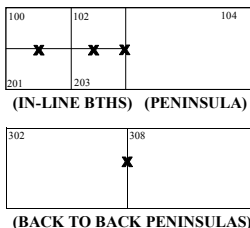


## TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
11. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
15. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
16. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
17. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
18. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire, flat and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
19. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
22. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
25. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/04/20

# EDLEN

The Power People  
ELECTRICAL EXHIBITION SERVICES  
5811 La Colonia San Antonio, TX 78218  
Ph: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

COMPANY:

BTH #

EVENT: 2020 AWP Conference and Bookfair

FACILITY: Henry B. Gonzalez Convention Center

DATES: March 4-7, 2020

Show# 030001SA

## ELECTRICAL JURISDICTION

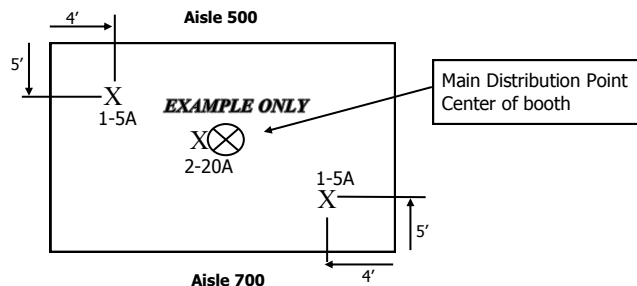
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet                      | 6. Overhead power distribution                                    |
| 2. Data/network cable under carpet (N/A)                     | 7. Overhead coaxial (network) cable distribution (N/A)            |
| 3. Connection of all 208V or higher services                 | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs                                  | 9. Hardwiring of any electrical apparatus                         |
| 5. Installation of lighting requiring tools for installation |   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
  - Floor plans must include exact outlet locations with dimensions or be to scale
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.  
Example: 20x30 Island Booth



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/04/20

# EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia San Antonio, TX 78218

Ph: (210) 662-9450 Fax: (210) 662-9640

sanantonio@edlen.com

COMPANY:

BTH #

EVENT: 2020 AWP Conference and Bookfair

FACILITY: Henry B. Gonzalez Convention Center

DATES: March 5-7, 2020

Show# 030001SA

## ELECTRICAL LABOR/LIFT RATES & RULES

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

### LABOR RATES

Straight time ..... 100.00 per hour

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

Overtime ..... 200.00 per hour

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

### LIFT RATES

Lift ..... Call for quote

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

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

### Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

## SHOW SITE SUPERVISOR

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

Cell Number: \_\_\_\_\_ Email address: \_\_\_\_\_

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

**METHOD OF PAYMENT**

Advance Payment Deadline Date: 02/04/20



The Power People

**ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia San Antonio, TX 78218

Phone: (210) 662-9450 Fax: (210) 662-9640

**COMPANY:****BTH #****EVENT:** 2020 AWP Conference and Bookfair**FACILITY:** Henry B. Gonzalez Convention Center**DATES:** March 5-7, 2020**FINANCIALLY RESPONSIBLE COMPANY****COMPANY NAME:****PHONE:****ADDRESS:****FAX:****CITY:****ST:****ZIP:****COUNTRY:****CELL #:****EMAIL:****METHOD OF PAYMENT**

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046  
3800 Howard Hughes Parkway, Las Vegas, NV 89169  
Phone: 800.289.3557

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Wells Fargo

Wire Transfer:

ABA#: 121000248 Acct: 4122636046

International Wire Transfer:

Swift Code: WFBUS6S Acct: 4122636046

\* Please reference the Event # listed above and your Booth # on all electronic payments.

**\* \$50 processing fee MUST be included with transfer.**

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

**CHECK AND CREDIT CARD INFORMATION****COMPANY NAME:****CHECK #:****CREDIT CARD NUMBER:****EXP DATE:****CARD HOLDER SIGN:****PRINT NAME:****EMAIL:****THIRD PARTY PAYMENT? YES or NO****CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE****ADDRESS:****CITY:****ST:****ZIP:****SERVICE TOTALS**

1. BANK WIRE TRANSFER PROCESSING FEE

2. ELECTRICAL ORDER

3. ESTIMATED LABOR

4. LIGHTING ORDER

5. PLUMBING ORDER

**TOTAL DUE****AUTHORIZATION****AUTHORIZED SIGNATURE ABOVE****PRINT NAME ABOVE****TODAY'S DATE ABOVE**

**By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.**

