



Show Information

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas
November 5 - 6, 2019

Event Code: T127581119
email: houston@shepardes.com
phone: (832) 799-5700
fax: (832) 415-0517
mail: 10001 Fannin St, Houston, TX 77045

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

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

Show drape color(s): Blue
Aisle carpet color: Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, November 4, 2019	10:00 AM	to	4:30 PM
	Tuesday, November 5, 2019	8:00 AM	to	12:00 PM
Exhibit Hours:	Tuesday, November 5, 2019	1:15 PM	to	5:00 PM
	Wednesday, November 6, 2019	12:00 PM	to	3:00 PM
Exhibitor Move-out:	Wednesday, November 6, 2019	3:00 PM	to	9:00 PM
Freight Reroute Begins*	Wednesday, November 6, 2019	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]
Total Tech Summit
Shepard Exposition Service c/o UPSF/ c/o Crane
4050 Valley View Ln, Ste 100
Irving, TX 75038

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Total Tech Summit
Fort Worth Convention Center
1201 Houston St
Ft Worth, TX 76102

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Friday, October 4, 2019
Exhibitor appointed contractor notification deadline: Tuesday, October 8, 2019
First day for warehouse deliveries without a surcharge: Tuesday, October 8, 2019
Discount price deadline for standard Shepard orders: Tuesday, October 15, 2019
Last day for warehouse deliveries without a surcharge: Monday, October 28, 2019
Last day for warehouse deliveries*: Friday, November 1, 2019

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

First day freight can arrive at show facility: Monday, November 4, 2019 at 8:00 AM

ANCILLARY VENDOR INFORMATION

Electrical Services ICC https://sp.icclos.com/coe/coe_p1_all.aspx?oc=10&cc=2019ORDERS (317) 262-3467
Utilities Smart City <https://orders.smartcitynetworks.com/center.aspx?center=014>
Audio Visual Three Rivers Entertainment TBD TBD



Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

Event Code:

T127581119

email

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.

Exhibitor Move Out

Wednesday, November 6, 2019 3:00 PM to 9:00 PM

Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Wednesday, November 6, 2019 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 Wednesday, November 6, 2019 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

Fort Worth Convention Center
1201 Houston St
Ft Worth, TX 76102

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

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Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp**CLICK ON** Total Tech Summit**LOG IN** from the Show Information page by clicking  at the top right corner of the page.**ENTER** your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = TTS19

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

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

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

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


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

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

Confirm your order, click  and complete the payment process.

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

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

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

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(832) 799-5700

houston@shepardes.com



Payment Authorization

Total Tech Summit

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November 5 - 6, 2019

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email houston@shepardes.com
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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) Pay by Check ☐

Pay by Wire ☐



VISA



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

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



Card Holder Signature

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

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **Total Tech Summit**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

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

Account Number: 42-6061-9772

SWIFT CODE (INTL) PNCCUS33

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

TAX EXEMPT? Please submit tax exemption certificate to: 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.

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

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

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

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

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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



3rd Party Payment Authorization

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Deadline

Tuesday, October 8, 2019

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email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Booth #

Exhibiting Company Address

City

State

Zip

Phone

Fax

Contact Email Address

Please Sign



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

☐ All Services

☐ Booth Cleaning

☐ Carpet

☐ Exhibit Display Rentals

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Material Handling

☐ Rental Furniture

☐ Overhead Rigging/Labor

☐ Other (please specify):

Step 3: Provide Third Party Contact Information

3rd Party Name

3rd Contact Name

3rd Party Address

City

State

Zip

Phone

Fax

Contact Email Address

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

CREDIT CARD INFORMATION

(Required for all forms of payment)



Credit Card #:

Expiration Date:

Month

Year

Security Code

Billing Address:

City, ST, Zip:

Name on

(Please

Card:

Print)

Please Sign



Card Holder Signature

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

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.



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

Exhibiting Company Name

Booth #

Contact Email Address

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

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

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. **Show aisles and public areas are not part of the Exhibitor's booth space.**

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

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

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

EAC employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

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

Exhibitor



Exhibitor Signature



November 5 - 6, 2019

T127581119

houston@shepardes.com

(832) 799-5700

(832) 415-0517

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

Booth #

Contact Email Address

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 #



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



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.

**Total Tech Summit**

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Event Code:

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email

logistics@shepardes.com

phone

(888) 568-8858

fax

(404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

State

Zip

Email Address

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

Company

Street Address

City

State

Zip

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

Date

Hours of Operation

Step 4: Tell us Where this is going:☐ Advance Warehouse☐ Direct to showsite**Monday, November 4, 2019****Step 5: Tell us What we are shipping:**

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

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

Step 6: Tell us what Type of Service do you need (how fast do you need it?)☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

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

Step 7: After the event is over, are we going to Ship Back to you?☐ YES!☐ No, I will arrange another carrier

Company

Booth #

Street Address

City

State

Zip

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



Outbound Material Handling Authorization and Shipping Labels

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Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

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

Event Code: T127581119

email 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.

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	Shepard Exposition Service c/o UPSF/ c/o Crane
	4050 Valley View Ln, Ste 100
	Irving, TX 75038
	Delivery Hours: M-F, 8-4:00 PM
For: _____	
Total Tech Summit	
First day freight can arrive w/o a surcharge: October 8, 2019	
Last day freight can arrive w/o a surcharge: October 28, 2019	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	Shepard Exposition Service c/o UPSF/ c/o Crane
	4050 Valley View Ln, Ste 100
	Irving, TX 75038
	Delivery Hours: M-F, 8-4:00 PM
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R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	4050 Valley View Ln, Ste 100
	Irving, TX 75038
	Delivery Hours: M-F, 8-4:30 PM
For: _____	
Total Tech Summit	
First day freight can arrive w/o a surcharge: October 8, 2019	
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R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	4050 Valley View Ln, Ste 100
	Irving, TX 75038
	Delivery Hours: M-F, 8-4:30 PM
For: _____	
Total Tech Summit	
First day freight can arrive w/o a surcharge: October 8, 2019	
Last day freight can arrive w/o a surcharge: October 28, 2019	

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

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Fort Worth Convention Center 1201 Houston St Ft Worth, TX 76102
For:	Total Tech Summit
MUST NOT BE DELIVERED PRIOR TO:	
November 4, 2019 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Fort Worth Convention Center 1201 Houston St Ft Worth, TX 76102
For:	Total Tech Summit
MUST NOT BE DELIVERED PRIOR TO:	
November 4, 2019 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Fort Worth Convention Center 1201 Houston St Ft Worth, TX 76102
For:	Total Tech Summit
MUST NOT BE DELIVERED PRIOR TO:	
November 4, 2019 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Fort Worth Convention Center 1201 Houston St Ft Worth, TX 76102
For:	Total Tech Summit
MUST NOT BE DELIVERED PRIOR TO:	
November 4, 2019 @ 8:00 AM	



Material Handling Rates

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

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

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

What is Material Handling?

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

How to Calculate Material Handling Services:

 The following services whether used completely or in part are offered as a package.

When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

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

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

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

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$145.02	\$188.50	
35010	35036		

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$140.53	\$210.75	\$182.75	
35030	35043	35038		

Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	\$72.50	
35400		

Advance Warehouse Tips

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

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

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

Direct to Show Site Tips

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

Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight Shipment Tips

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

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

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

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

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

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket.

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

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be **calculated from actual certified weight ticket** or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

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

Company

Booth #

Please Sign



Card Holder Signature



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

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

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

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

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

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

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

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

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

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

DISPOSAL FEE

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% 35003

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

UNCRTATED SHIPMENTS

Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES

Surcharge: 15% 35004

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

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece. 35105

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

LIGHT WEIGHT SHIPMENTS

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

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING

Fee: \$ 200.00 per round trip 35106

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

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

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

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

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

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

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

What are Uncrated materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling?

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

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual)

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule)

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials

Outbound Shipping

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

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

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

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



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Labor Hours

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

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

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

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

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

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

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

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

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



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$143.50	
35152		Booth to Dock ST	\$143.50	
35153		Dock to Booth OT	\$195.25	
35154		Booth to Dock OT	\$195.25	

Only Shepard personnel are allowed to operate mechanical equipment.

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

No refunds or exchanges once service has been rendered.

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

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

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature



Forklift and Ground Rigging

Total Tech Summit

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email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

Discount Deadline Tuesday, October 15, 2019

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

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 5:00 pm
DT - Double-time: Sundays, Holidays, all other hours

Ground Rigging and Forklift Rental

Step 1: Describe the work:

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

Weight of Heaviest Piece: _____

Will you need: ☐ Straps
☐ Extended Blades

Step 2: When are we moving it? (times are not guaranteed)

Install Date/Time: _____ Dismantle Date/Time: _____

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$320.75	\$417.00	
35039		OT Hourly Rental	\$395.10	\$513.75	
35067		DT Hourly Rental	\$469.50	\$610.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$962.20	\$1,250.75	
35066		OT Hourly Rental	\$1,185.25	\$1,540.75	
35070		DT Hourly Rental	\$1,408.45	\$1,831.00	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$641.45	\$834.00	
35049		OT Hourly Rental	\$790.15	\$1,027.25	
35069		DT Hourly Rental	\$939.00	\$1,220.75	

Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$1,283.00	\$1,668.00	
35256		OT Hourly Rental	\$1,580.40	\$2,054.50	
35257		DT Hourly Rental	\$1,878.00	\$2,441.50	

Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$801.90	\$1,042.50	
35456		OT Hourly Rental	\$987.75	\$1,284.00	
35457		DT Hourly Rental	\$1,173.75	\$1,526.00	

4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$481.15	\$625.50	
35594		OT Hourly Rental	\$592.65	\$770.50	
35595		DT Hourly Rental	\$704.25	\$915.50	

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$129.38	\$168.20	
35086		OT per man hour	\$194.06	\$252.30	
35099		DT per man hour	\$258.75	\$336.40	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$103.50	\$134.55	
35100		OT per man hour	\$155.25	\$201.85	
35101		DT per man hour	\$207.00	\$269.10	

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

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Forklift Estimate _____

8.250% Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



On Site Storage

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

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

Exhibiting Company

Name _____

Booth # _____

Onsite Contact _____

Onsite Cell Phone # _____

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

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

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

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

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

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)
(35166)

		Per Day
35166	Pallets/Skids	\$35.00
35348	1/2 a Trailer	\$80.00
35349	Full Trailer	\$120.00
35087	Labor ST	\$103.50
35100	OT	\$155.25
35101	DT	\$207.00

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

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).
(35068)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	\$103.50	35087	
	OT	\$155.25	35100	
	DT	\$207.00	35101	

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

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

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

Only Shepard personnel are allowed to operate mechanical equipment.

Total Onsite Storage: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Warehouse Storage

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

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

Pricing:

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

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

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

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

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

Step One: Tell Us Who You Are:

Exhibiting Company

Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

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

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

Step Three: How Long Are We Storing Your Items?

From Date

To

Fees will continue until storage is picked up.

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

☐ Ship to another destination via Shepard Logistics*

☐ Transport to another Shepard event*:

☐ Pick-up is arranged with another carrier:

*Additional fees will apply

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

Estimated Warehouse Storage: \$

8.250% Tax*: \$

Amount Due: \$

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

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

Please Print



Printed Name

Please Sign



Card Holder Signature



Agility

Fairs & Events

The experts in International Event Logistics

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

Our complete services include:

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

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

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

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



www.aglfairslogistics.com/usaebrochure/

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas
November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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

Event Code:
email
phone
fax

T127581119
houston@shepardes.com
(832) 799-5700
(832) 415-0517

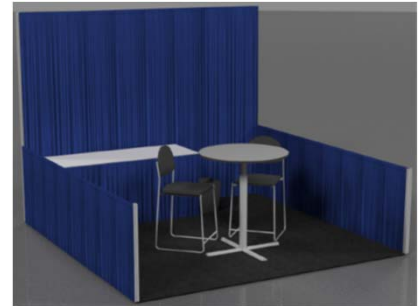
Booth Package A (50177)

- (1) 42" Pedestal Table (51089)
- (1) 6' x 30" Skirted Table - Blue (5004605)
- (2) Bar Stools w/Back (50024)
- (1) Wastebasket (50091)
- 10 x 10 Black Carpet (5025506)

** This booth package is 100 sq ft and ideal for sponsors with:*

Exhibits +5

Exhibits +15



Qty	Discount	Regular	Amount
	993.95	1108.70	

Booth Package B (50178)

- (2) 42" Pedestal Table (51089)
- (1) 6' x 30" Skirted Table - Blue (5004605)
- (4) Bar Stools w/Back (50024)
- (1) Wastebasket (50091)
- 10 x 10 Black Carpet (5025506)

** This booth package is 100 sq ft and ideal for sponsors with:*

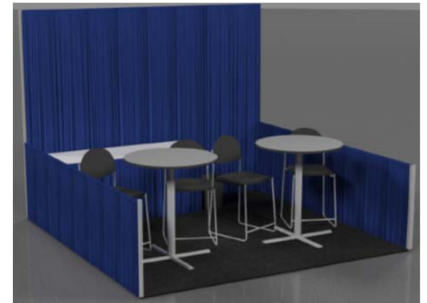
Exhibits +30

3 Boardroom

1 Boardroom

4 Boardroom

2 Boardroom



Qty	Discount	Regular	Amount
	1151.35	1336.65	

Electrical services are not included with these booth packages. We recommend that you order power in advance from the Convention Center. You may find their order forms in this services catalog.

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

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

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

Total: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas
November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

Order with complete Payment Authorization and graphics must be received before
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Event Code:
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phone
fax

T127581119
houston@shepardes.com
(832) 799-5700
(832) 415-0517

Booth Package C (50179)

- (3) 42" Pedestal Table (51089)
- (1) 6' x 30" Skirted Table - Blue (5004605)
- (6) Bar Stools w/Back (50024)
- (2) Wastebasket (50091)
- 10 x 20 Black Carpet (5025606)

** This booth package is 200 sq ft and ideal for sponsors with:*

Exhibits +75

Exhibits +90



Qty	Discount	Regular	Amount
	1982.43	2855.47	

Booth Package D (50180)

- (2) 42" Pedestal Table (51089)
- (1) 6' x 30" Skirted Table - Blue (5004605)
- (4) Bar Stools w/Back (50024)
- (2) Wastebasket (50091)
- 10 x 20 Black Carpet (5025606)

** This booth package is 200 sq ft and ideal for sponsors with:*

Exhibits +45

7 Boardroom

Exhibits +60



Qty	Discount	Regular	Amount
	1740.00	1813.06	

Electrical services are not included with these booth packages. We recommend that you order power in advance from the Convention Center. You may find their order forms in this services catalog.

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

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Total Tech Summit

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houston@shepardes.com
(832) 799-5700
(832) 415-0517

Booth Package E (50181)

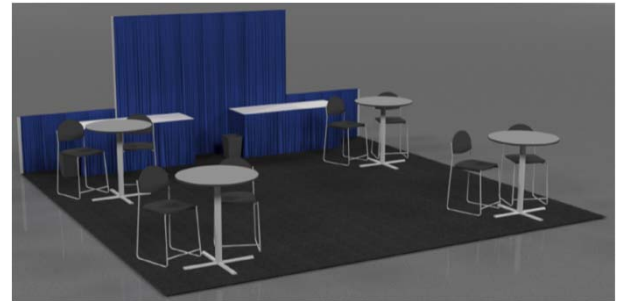
- (4) 42" Pedestal Table (51089)
- (1) 6' x 30" Skirted Table - Blue (5004605)
- (8) Bar Stools w/Back (50024)
- (3) Wastebasket (50091)
- 10 x 30 Black Carpet (5025706)



Qty	Discount	Regular	Amount
	2349.10	3393.25	

Booth Package F (50182)

- (4) 42" Pedestal Table (51089)
- (2) 6' x 30" Skirted Table - Blue (5004605)
- (8) Bar Stools w/Back (50024)
- (4) Wastebasket (50091)
- 20 x 20 Black Carpet (5026306)



Qty	Discount	Regular	Amount
	3509.20	5340.00	

Electrical services are not included with these booth packages. We recommend that you order power in advance from the Convention Center. You may find their order forms in this services catalog.

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

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas
November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

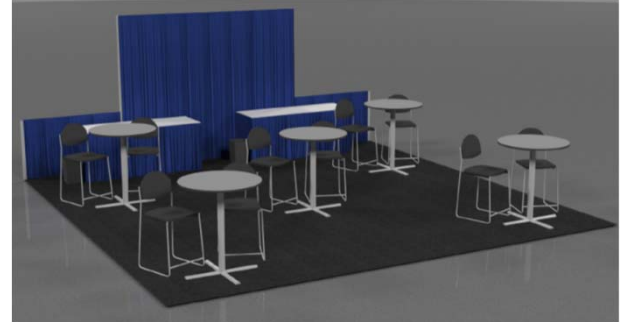
Order with complete Payment Authorization and graphics must be received before
Discount Deadline date to receive discounted pricing.

Event Code:
email
phone
fax

T127581119
houston@shepardes.com
(832) 799-5700
(832) 415-0517

Booth Package G (50640)

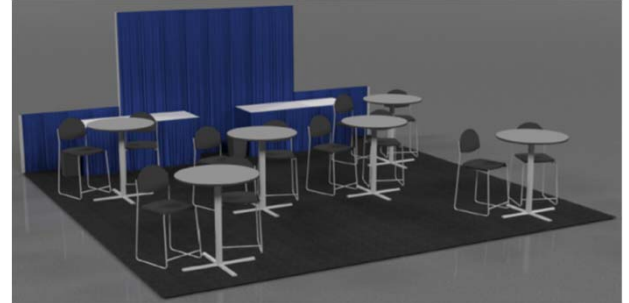
- (5) 42" Pedestal Table (51089)
- (2) 6' x 30" Skirted Table - Blue (5004605)
- (10) Bar Stools w/Back (50024)
- (4) Wastebasket (50091)
- 20 x 20 Black Carpet (5026306)



Qty	Discount	Regular	Amount
	3666.65	5894.45	

Booth Package H (50641)

- (6) 42" Pedestal Table (51089)
- (2) 6' x 30" Skirted Table - Blue (5004605)
- (12) Bar Stools w/Back (50024)
- (4) Wastebasket (50091)
- 20 x 20 Black Carpet (5026306)



Qty	Discount	Regular	Amount
	4276.95	6451.15	

Electrical services are not included with these booth packages. We recommend that you order power in advance from the Convention Center. You may find their order forms in this services catalog.

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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

Also Available Without Legs (#50237)



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



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



6" Hooks for Peg Board
#50104
Silver



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

Display



UPRIGHT, CROSSBAR, & DRAPERY



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



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



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



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



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



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



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



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



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

SHELVING



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



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

BARRIER



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

OTHER



**Natural Feel
Wastebasket**
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

*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

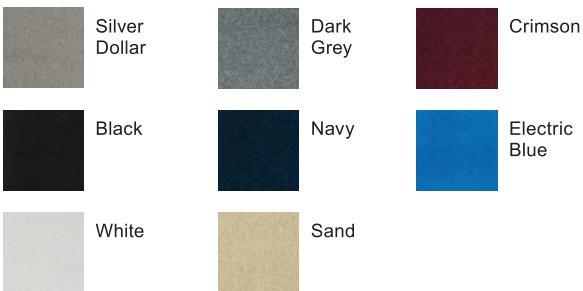
EXPO - 13oz



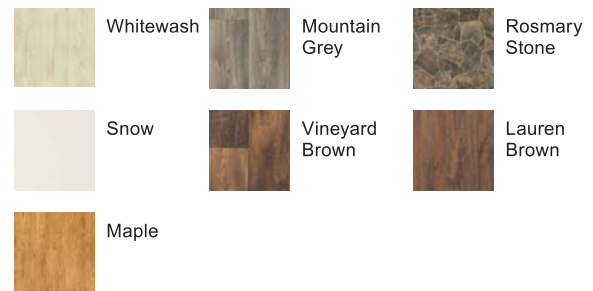
PREMIUM - 28oz



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

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

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

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.54	\$0.70	
47051		400-900 sq.ft.	\$0.50	\$0.65	
47052		900+ sq. ft	\$0.45	\$0.60	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.08	\$1.40	
47056		400-900 sq.ft.	\$1.00	\$1.30	
47057		900+ sq. ft	\$0.90	\$1.15	

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.40	\$0.50	
47031		Daily Porter	\$0.80	\$1.05	

Specialty Services



Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.65	\$0.85	
47022		Mop Daily	\$1.20	\$1.55	
47013		Sham/One Time	\$0.70	\$0.90	



Display Wipe Down (invoiced by man hours)

Code	Hours	Service	ST	OT	Total
47043		One Time	\$134.55	\$201.83	
47044		Daily	\$134.55	\$201.83	

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

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

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

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

Total Cleaning: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**Total Tech Summit**

Fort Worth Convention Center - Fort Worth, Texas

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Abandoned Carpet / Floor coverings and Display Materials

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

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

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

Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$134.55	\$174.90
68067		OT Labor	\$201.83	\$262.35
68068		DT Labor	\$269.10	\$349.85

Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$320.75	\$417.00
35039		OT 5k Forklift	\$395.10	\$513.75
35067		DT 5k Forklift	\$469.50	\$610.25

Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$500.00	\$650.00

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

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Standard Furnishings

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

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Deadline date to receive discounted pricing.

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$145.75	\$189.45	
50046			6'L X 30"H 24"W Skirted Table	\$179.10	\$232.85	
50050			8'L X 30"H 24"W Skirted Table	\$227.05	\$295.15	
50043			4'L X 42"H 24"W Skirted Table	\$177.15	\$230.30	
50047			6'L x 42"H 24"W Skirted Table	\$226.90	\$294.95	
50051			8'L x 42"H 24"W Skirted Table	\$266.80	\$346.85	
50052			4th Side Skirt for 30" High Table	\$88.60	\$115.20	
50171			4th Side 42" Skirt for 42" High Table	\$88.60	\$115.20	
50700			6'L X 30"H 24"W Spandex Table Cover	\$273.65	\$355.75	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$103.85	\$135.00	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$123.90	\$161.05	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$146.05	\$189.85	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$116.95	\$152.05	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$146.05	\$189.85	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$163.00	\$211.90	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$261.70	\$340.20	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$244.65	\$318.05	
50030		na	Round Side Table 24" W X 18" H	\$123.10	\$160.05	
50031		na	Square Side Table 24" W X 18" H	\$123.10	\$160.05	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$329.70	\$428.60	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$343.75	\$446.90	

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

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

Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$94.70	\$123.10	
50021		na	Arm Chair Grey Fabric	\$129.10	\$167.85	
50024		na	Stool w/back Grey Fabric	\$157.30	\$204.50	
51086		na	Director's Chair Black Fabric	\$97.75	\$127.10	
51090		na	Director's Stool Black Fabric	\$174.90	\$227.35	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$174.90	\$255.45	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$161.35	\$209.75	

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

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

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

Total Furnishings: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Specialty, Display, Drapes

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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

Event Code: T127581119
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517

Specialty & Display

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$25.80	\$25.80	
50094		na	Floor Easel, Chrome	\$52.40	\$68.10	
50245		na	Literature Rack Silver, Glass	\$193.45	\$251.50	
50175		na	Bag Rack, Chrome	\$256.15	\$333.00	
50092		na	Coat Rack, Chrome	\$90.90	\$118.15	
50093		na	Garment Rack, Chrome	\$256.15	\$333.00	
50427		na	Tensabarrier, Per Stem, Black	\$108.05	\$140.45	
50095		na	Sign Holder, 22x28 Chrome	\$119.35	\$155.15	
50185		na	Drawing Bowl, Clear	\$48.05	\$62.45	
50296		na	4' x 12" Display Riser White and Black	\$108.15	\$140.60	
50297		na	6' x 12" Display Riser White and Black	\$134.60	\$175.00	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$350.00	\$455.00	
50067		na	4' Full View Showcase, White	\$965.30	\$1,254.90	
50068		na	6' Full View Showcase, White	\$1,064.65	\$1,384.05	
50069		na	4' Quarter View Showcase, White	\$965.30	\$1,254.90	
50070		na	6' Quarter View Showcase, White	\$1,064.65	\$1,384.05	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$312.55	\$406.30	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$312.55	\$406.30	
50236		na	Grids 2'x8' w/legs, each	\$230.85	\$300.10	
50237		na	Grid 2'x8' w/o legs, each	\$172.95	\$224.85	
50242		na	7-Ball Waterfall for Grids	\$15.85	\$20.60	
50104		na	6" Hooks (12) for Peg Boards	\$50.85	\$66.10	

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

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$24.55	\$31.90	
50074			3' High on a cross bar, per linear foot	\$18.15	\$23.60	
50088		na	8' Upright w/base	\$33.85	\$44.00	
52065		na	3' Upright w/base	\$33.85	\$44.00	
50349		na	6'-10' Crossbar	\$22.55	\$29.30	
50348		na	7'-12' Crossbar	\$22.55	\$29.30	
50058			Sateen, per linear foot	\$20.00	\$26.00	

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

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

Total Furnishings: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Friday, October 4, 2019

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

Event Code: T127581119
email: houston@shepardes.com
phone: (832) 799-5700
fax: (832) 415-0517

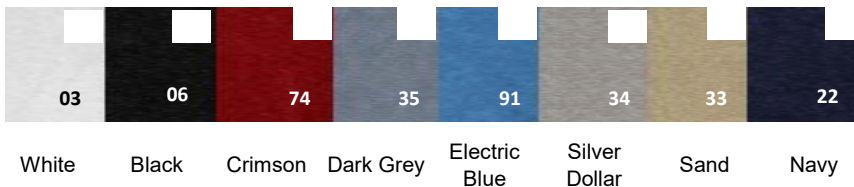
Order must be received 30 days in advance of show move in. 100 sq ft minimum

Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

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

Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$10.65	

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

Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$13.75	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.75	

Elevated Hardwood



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

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

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

Total Signature Flooring: \$
8.250% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

Step One: Choose the carpet to fit your budget

Step Two: Check the box of your selected color

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.50	\$9.75	
46003		Rental 1000+ sqft	\$6.50	\$8.45	
46002		Purchase sqft	\$18.35	\$23.85	

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

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.30	\$1.70	
50008		1" Padding	\$2.65	\$3.45	
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'	\$261.40	\$339.80	
50256		10' x 20'	\$487.85	\$634.20	
50257		10' x 30'	\$727.55	\$945.80	
50258		10' x 40'	\$967.25	\$1,257.45	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$5.45	\$7.10	
50581		400 - 900 sq ft	\$4.95	\$6.45	
50582		900+ sq ft	\$4.50	\$5.85	

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

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

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

Total Carpet and Padding: \$

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

8.250% Tax*: \$

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

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



TRADE SHOW FURNISHINGS 2019

Product Guide



FEATURING:

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



Power Up In Style.

Denotes Powered Products



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 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

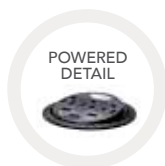
Wireless Charging Table, Powered

- 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

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

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

PEDESTAL
PDL42W
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminated white top)
30"Round 29"H

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

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design
Custom Exhibits

Denotes Powered Products



MUNICH

MNCHSC Sectional 3pc.

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



POWERED
DETAIL



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



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



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



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

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair

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

B) SFA002 Sofa

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



A.



B.



C.

TANGIERS

A) TANSOF Sofa

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

B) TANCHR Chair

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

C) TANLOV Loveseat

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



A.



B.



C.

KEY LARGO

A) KEYCHR Chair

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

B) KEYLOV Loveseat

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

C) KEYSOF Sofa

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

SOUTH BEACH

(platinum suede)

A) SO1 Sofa

69"L 29"D 33"H

B) OTS Ottoman

25"L 31"D 18"H

C) SO2 Sofa

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



A.

B.

C.

Accent Chairs



SWANSON

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

KEY WEST

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



LA BREA

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



WENTWORTH

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



AURA

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



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

A) BCW

(white vinyl)

30"L 30"D 31"H

B) OCH

(black vinyl)

30"L 30"D 31"H

Fairfax Chair

C) FAIRCW

(white vinyl, brushed metal)

27"L 26"D 30"H

Munich Armless Chair

D) MNCHCH

(gray fabric)

22.5"L 27"D 28.5"H

Hopi Chair

E) HOPCH

(gray linen)

21"L 25"D 34"H

Pro Executive Guest Chair

F) PROGB

(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

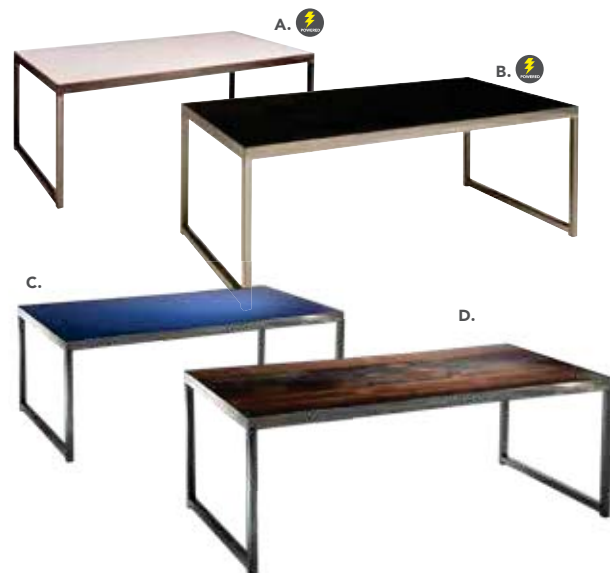
26"L 26"D 20"H

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

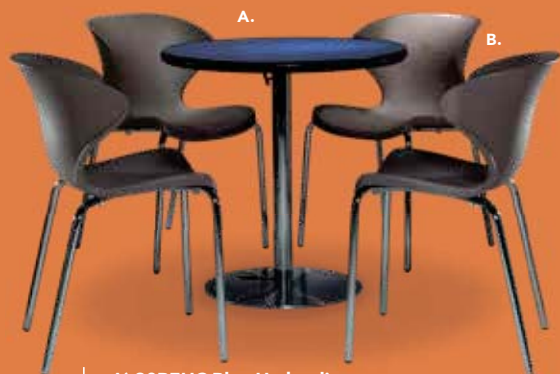
Table, Powered

S) CUBPOW

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

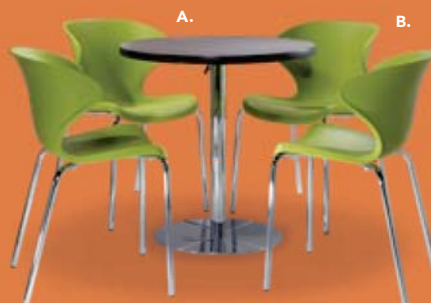


Café Tables



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)

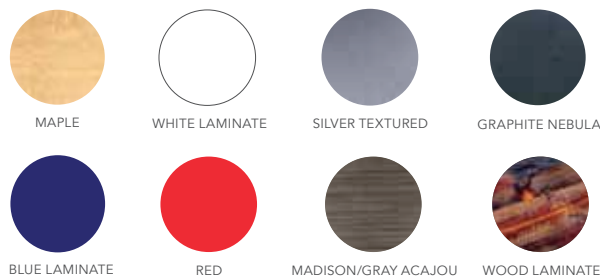
E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H



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

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

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

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



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



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

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

Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H

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

36" RND 42"H

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

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

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

36" RND 45"H

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

Style & Design

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

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

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



Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



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

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

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

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

Conference Tables

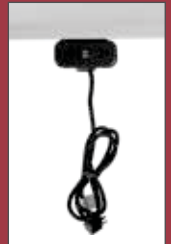


PWRUSB

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



A.

B.

Task Stool

TASKST

(black fabric)

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

Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)

Adjustable height



A.

B.

Communal and Powered Tables

Denotes AC and USB
charging outlets



Ventura BAR TABLES

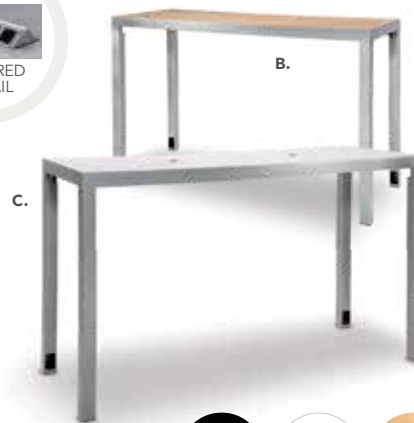
Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED
DETAIL



C.



BLACK



WHITE



MAPLE

Table Top Options

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

Ventura CAFÉ TABLES



A.



POWERED
DETAIL



C.



D.



B.



E.

Ventura Powered Bar Tables



(silver frame)
72.25"L 26.25"D 42"H
A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

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

Ventura Powered Café Tables



(silver frame)
72.25"L 26.25"D 30"H
A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables

(silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
VNTCWN (solid)
Black Top
E) VNTCBN (solid)

Office Essentials



MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) TASKST Task Stool

(black fabric)

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

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



TECH POWERED DESK

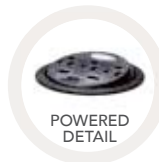


Denotes AC and USB charging outlets

A.



B.



C.



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

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

B) TECH Tech Desk, Powered

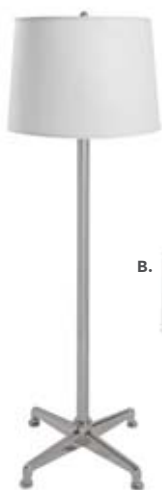
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

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

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

SHELVING

C) PSHCCS

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

D) BC8

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

Show Essentials



Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPL (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

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$398.60	\$518.20	
	ALC100-Alondra, Glass/Chrome	\$465.50	\$605.15	
	ALC200-Alondra, Wood/Chrome	\$465.50	\$605.15	
	C1FWB-Geo, Wood/Black	\$407.35	\$529.55	
	C1C-Geo Rect., Glass/Chrome	\$360.45	\$468.60	
	COLI - Oliver Cocktail Table	\$343.30	\$446.30	
	C1W-Sydney, White	\$404.30	\$525.60	
	C1WP-Sydney White, Powered!	\$513.00	\$666.90	
	C1Y-Sydney, Black	\$404.30	\$525.60	
	C1YP-Sydney Black, Powered!	\$513.00	\$666.90	
	REGBEN-Regis Bench Table	\$410.05	\$533.05	
	SYDBEC-Sydney Cocktail Table	\$330.00	\$429.00	
	SYDWDC-Sydney Cocktail Table	\$300.00	\$390.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$379.50	\$493.35	
	ALE100-Alondra, Glass/Chrome	\$335.90	\$436.65	
	ALE200-Alondra, Wood/Chrome	\$335.90	\$436.65	
	E1FWB-Geo, Wood/Black	\$354.45	\$460.80	
	E1C-Geo, Glass/Chrome	\$352.75	\$458.60	
	EOLI-Oliver End Table	\$305.10	\$396.65	
	E1W-Sydney, White	\$364.20	\$473.45	
	E1Y-Sydney, Black	\$364.20	\$473.45	
	CUBTBL-Edge LED Cube	\$284.15	\$369.40	
	AURA End Table	\$207.90	\$270.25	
	ETBL-E Table, Wood	\$255.60	\$332.30	
	TMBTBL Timber Table, Wood	\$246.00	\$319.80	
	REGOTT-Regis End Table	\$303.25	\$394.25	
	CUBPOW-Wireless Chrg Tbl, Powered!	\$498.00	\$647.40	
	SYDBEE - Sydney End Table	\$290.00	\$377.00	
	SYDWDE-Sydney End Table	\$290.00	\$377.00	

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

Total Exec Tables Furnishings: \$

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

8.250% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature

**Total Tech Summit**

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$513.00	\$666.90	
	END02W-Square, White Leather	\$513.00	\$666.90	
	END01B-Curved, Black Leather	\$598.80	\$778.45	
	END01W-Curved, White Leather	\$598.80	\$778.45	
	SAL Sally Stool	\$132.85	\$172.70	
	CUBL20-Edge Lighted Cube	\$282.20	\$366.85	
	WHT12-Half Bench, White Vinyl	\$523.70	\$680.80	
	BNQ7-Quarter Curve, White Vinyl	\$685.05	\$890.55	
	BNQR17-Ottoman Ring, White Vinyl	\$2,454.55	\$3,190.90	
	REGBEN Regis Bench, Brushed Metal	\$410.05	\$533.05	

Beverly Bench

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

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$259.20	\$336.95	
	MAR002-Marche Swivel, Grey	\$259.20	\$336.95	
	MAR003-Marche Swivel, Linen	\$259.20	\$336.95	
	MAR008-Marche Swivel, Mdw Grn	\$259.20	\$336.95	
	MAR009, Marche Swivel, Pear	\$259.20	\$336.95	
	MAR007-Marche Swivel, Plum	\$259.20	\$336.95	
	MAR004-Marche Swivel, Raspberry	\$259.20	\$336.95	
	MAR005-Marche Swivel, Red	\$259.20	\$336.95	
	MAR006-Marche Swivel, Rose Qtz	\$259.20	\$336.95	
	MAR001-Marche Swivel, White	\$259.20	\$336.95	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$200.20	\$260.25	
	VIB02-Vibe Cube, Blue	\$200.20	\$260.25	
	VIB03-Vibe Cube, Pink	\$200.20	\$260.25	
	VIB04-Vibe Cube, Red	\$200.20	\$260.25	
	VIB05-Vibe Cube, Yellow	\$200.20	\$260.25	
	VIB06-Vibe Cube, Gold/Bronze	\$200.20	\$260.25	
	VIB07-Vibe Cube, Champagne	\$200.20	\$260.25	
	VIB08-Vibe Cube, Orange	\$200.20	\$260.25	
	VIB09-Vibe Cube, White Wtrproof	\$195.75	\$254.50	
	VIB10-Vibe Cube, Black Wtrproof	\$195.75	\$254.50	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$185.00	\$240.50	
	VIB12 Vibe Cube, Silver Vinyl	\$185.00	\$240.50	
	Vibe13-Vibe Cube, Purple Vinyl	\$185.00	\$240.50	

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Total Ottomans: \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

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Contact Email Address

 Please Sign

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phone

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fax

(832) 415-0517

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,442.50	\$3,175.25	
	SFA002- Allegro Sofa	\$1,001.20	\$1,301.55	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,199.50	\$1,559.35	
	SO2-3pc. South Beach, P. Suede	\$2,284.65	\$2,970.05	
	TANSOF-Tangiers Sofa, Beige	\$951.65	\$1,237.15	
	KEYSOF-Key Largo Sofa	\$677.00	\$880.10	
	FAIRSW-Fairfax Sofa	\$684.65	\$890.05	
	S01- South Beach Sofa, P.Suede	\$951.65	\$1,237.15	
	BSFWHT-Baja Sofa	\$980.00	\$1,274.00	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$513.00	\$666.90	
	OCB-Key West Tub, Black	\$570.15	\$741.20	
	BCW-Madrid Chair, White	\$1,071.75	\$1,393.30	
	LABREA-La Brea Swivel Chair	\$589.30	\$766.10	
	HOPCH-Hopi Chair, Grey Linen	\$333.25	\$433.25	
	MNCHCC Munich Corner Chair	\$742.50	\$965.25	
	MNCHCH Munich Armless Chair	\$612.50	\$796.25	
	OCH Madrid Chair, Black	\$1,070.70	\$1,391.90	
	WENCHA-Wentworth Chair	\$380.00	\$494.00	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$524.45	\$681.80	
	HOPLV-Hopi Loveseat, Grey Linen	\$518.40	\$673.90	
	TANLOV Tangiers Loveseat	\$910.00	\$1,183.00	
	BLVWHT Baja Loveseat White Vinyl	\$1,047.50	\$1,361.75	
	MNCHLV- Munich Armless Loveseat	\$1,087.50	\$1,413.75	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,007.75	\$1,310.10	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$390.95	\$508.25	
	OCMWHT-Meeting Chair, White	\$360.30	\$468.40	
	OCMESP-Meeting Chair, Espresso	\$398.60	\$518.20	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$715.00	\$929.50	
	NPLCHR-Naples Chair, Black Vinyl	\$837.20	\$1,088.35	
	TANCHR-Tangiers Chair, Beige	\$617.45	\$802.70	
	CHR002-Allegro Chair	\$703.70	\$914.80	
	KEYCHR-Key Largo Chair	\$448.15	\$582.60	
	FAIRCW-Fairfax Chair	\$494.00	\$642.20	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$3,192.50	\$4,150.25	
	BNQR17-Ottoman Ring, White Vinyl	\$2,454.55	\$3,190.90	
	BNQ7-Quarter Curve, White Vinyl	\$685.05	\$890.55	
	BNQTL7- Center Cone, White Vinyl	\$1,007.75	\$1,310.10	
	WHT12-Half Bench, White Vinyl	\$523.70	\$680.80	
	OTS-South Beach Wedge	\$455.80	\$592.55	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$905.85	\$1,177.60	
	SFAPWR-Roma Sofa, powered	\$1,458.90	\$1,896.55	
	NPLCHP-Naples Chair, powered	\$905.85	\$1,177.60	
	NPLSOP-Naples Sofa, powered	\$1,458.90	\$1,896.55	
	NPLLOP-Naples Loveseat, powered	\$1,256.80	\$1,633.85	

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

Total Soft Seating: \$

8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Conference Tables and Group Seating

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

Conference Tables

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$646.55	\$840.50			Duet-Black, Chrome	\$93.45	\$121.50	
	CE1-Geo Table, Sq. Chrome	\$455.80	\$592.55			RSTDIN-Rustique w/ arms, Gunmetal	\$207.90	\$270.25	
	CF1-Geo Table, Sq. Black	\$646.55	\$840.50			CS8-Berlin Chair, Black	\$181.20	\$235.55	
	CE2-Geo Table, Chrome	\$646.55	\$840.50			XCHR-Christopher Chr, White Vinyl	\$150.65	\$195.85	
	CB2-6' Graphite Table	\$677.00	\$880.10			SC10 Razor Chair	\$112.55	\$146.30	
	CB3-8' Graphite Table	\$799.10	\$1,038.85			SC3-Brewer Chair, Onyx	\$249.85	\$324.80	
	CB1-42" Round, Graphite Nebula	\$600.15	\$780.20			XC6-Altura Guest Chair	\$442.45	\$575.20	
	C508GR-8', Granite	\$799.10	\$1,038.85			LMCHR-Laguna Chair, Maple/Chrome	\$206.30	\$268.20	
	CT10GR-10', Granite	\$1,199.50	\$1,559.35			MALGRY-Malba Chair, Grey	\$158.70	\$206.30	
	CT06GR-6', Granite	\$677.00	\$880.10			MALGRN-Malba Chair, Green	\$158.70	\$206.30	
	PWRUSB-Powered Table Module	\$108.75	\$141.40			CS4-Syntax Chair, Black/Chrome	\$288.30	\$374.80	
	CB8-42" Round Madison, Grey	\$240.70	\$312.90			ZENCHR-Zenith Chair-White/Chrome	\$232.75	\$302.60	
	MADC10-10' Madison, Grey	\$1,335.75	\$1,736.50			BLDCRD-Blade Chair	\$78.00	\$101.40	
	MADC05-5' Madison, Grey	\$669.20	\$869.95			BLDCSB-Blade Chair	\$78.00	\$101.40	
	MADC08-8' Madison, Grey	\$1,335.75	\$1,736.50			LUCHCL-Lucent Chair	\$210.00	\$273.00	
	CONF42-42" Round, White lam	\$551.15	\$716.50			MARCBE-Marina Chair, Ocn Blue	\$170.00	\$221.00	
	36ATO Atomic 36" Round, Glass	\$417.50	\$542.75			MARCBK-Marina Chair, Black Vnyl	\$170.00	\$221.00	
	42ATO Atomic 42" Round, Glass	\$417.50	\$542.75			MARCBR-Marina Chair, Brown	\$170.00	\$221.00	
						MARCRD-Marina Chair, Red	\$170.00	\$221.00	
						MARCWH-Marina Chair, White Vnyl	\$170.00	\$221.00	
						TASKST-Task Stool	\$170.00	\$221.00	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$453.00	\$588.90	
	PROEXB-Executive Chair High Back	\$453.00	\$588.90	
	PROGB-Guest Executive Chair	\$288.60	\$375.20	
	PROMDB-Exec Mid-Back, Black	\$320.05	\$416.05	
	PROMID-Executive Chair Mid Back	\$320.05	\$416.05	

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

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

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

Company Name: _____

Booth# _____

Total Conference: \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address



Card Holder Signature



Café and Communal Tables

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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Deadline date to receive discounted pricing.

Event Code: T127581119
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517

Café Tables

Café Tables- Black Base

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$322.30	\$419.00			30MTHC-Maple Top, Chrome	\$429.05	\$557.75	
	ZTP-36" Maple Top/Black Base	\$350.90	\$456.15			30GRHC-Graphite Nebula, Chrome	\$429.05	\$557.75	
	ZTJ-30" Graphite Top/Black Base	\$322.30	\$419.00			30STHC-Silver Textured, Chrome	\$429.05	\$557.75	
	ZTN-36" Graphite Top/Black Base	\$350.90	\$456.15			30BRHC-Brushed Red Top, Chrome	\$429.05	\$557.75	
	ZTG-30" Silver Textured Top	\$322.30	\$419.00			30MAHC-Grey Top, Chrome	\$417.90	\$543.25	
	ZTQ-36" White Laminate Top	\$350.90	\$456.15			30WHHC-White Laminate	\$427.50	\$555.75	
	ZTB-30" Red Top/Black Base	\$322.30	\$419.00			30BEHC-Blue Top, Chrome	\$350.00	\$455.00	
	ZTA-30" Grey Top/Black Base	\$322.70	\$419.50			30WDHC-Wood Top, Chrome	\$350.00	\$455.00	
	30WH29 -30" White Laminate	\$312.50	\$406.25			Café Tables - Chrome Base 36", Hydraulic			
	30BEBC-30" Blue Top/Black Base	\$260.00	\$338.00			36MTHC-Maple Top, Chrome	\$467.25	\$607.45	
	30WDBC-30" Wood Top/Black Bas	\$260.00	\$338.00			36GRHC-Graphite Nebula, Chrome	\$467.25	\$607.45	
						36WTHC-White Top, Chrome	\$467.25	\$607.45	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$590.00	\$767.00	
	VNTCMN-Maple Top, Silver Frame	\$590.00	\$767.00	
	VNTCWN-White Top, Silver Frame	\$590.00	\$767.00	
	VNTCMW-Maple, w/ Grmt	\$590.00	\$767.00	
	VNTCWW-White, w/ Grmt	\$590.00	\$767.00	
	VNTCBK-Black Top- Powered!	\$670.00	\$871.00	
	VNTCWH-White Top- Powered!	\$670.00	\$871.00	

42" High Tables

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

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,030.00	\$1,339.00	
	VNTWHT Communal Table White Top	\$1,030.00	\$1,339.00	

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

Company Name: _____ Booth# _____

Total Cafe: \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address



Card Holder Signature

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

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



Bar Tables, Barstools, Bars

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

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Event Code:

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phone

(832) 799-5700

fax

(832) 415-0517

Bar Tables - All Black Base

Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$352.75	\$458.60			BST-Banana, White/Chrome	\$356.60	\$463.60	
	VTP-36" Maple Top/Black Base	\$348.75	\$453.40			BSS-Banana, Black/Chrome	\$356.60	\$463.60	
	VTJ-30" Graphite Top/Black Base	\$352.75	\$458.60			BS001-Shark, Swivel White	\$455.40	\$592.00	
	VTN-36" Graphite Top/Black Base	\$379.50	\$493.35			BS002-Zoey, Swivel White	\$417.60	\$542.90	
	VTG-30" Silver Textured Top	\$352.75	\$458.60			BS003-Zoey, Swivel Black	\$431.50	\$560.95	
	VTW-36" White Laminate Top	\$379.50	\$493.35			RSTSTL-Rustique Barstool, Gunmetal	\$188.75	\$245.40	
	VTB-30" Red Top/Black Base	\$352.75	\$458.60			APS08-Apex Black Vinyl	\$320.40	\$416.50	
	30WH42 30" White Laminate,	\$342.50	\$445.25			APS59-Apex Red Vinyl	\$320.40	\$416.50	
	VTA-30" Grey Top/Black Base	\$343.85	\$447.00			APS75-Apex White Vinyl	\$320.40	\$416.50	
	RSTSQT Rustique Square Metal Bar Table	\$360.00	\$468.00			APS12-Apex Blue Ultra Suede	\$320.40	\$416.50	
	30BEBB-Blue Top/Black Base	\$290.00	\$377.00			XBAR-Christopher White Vinyl	\$257.45	\$334.70	
	30WDBB-Wood Top/Black Base	\$290.00	\$377.00			LMBAR-Laguna, Maple/Chrome	\$259.20	\$336.95	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$429.05	\$557.75			BSR-Syntax, Black/Chrome	\$314.75	\$409.20	
	30MTHB-Maple Top, Chrome	\$429.05	\$557.75			ZENBAR-Zenith, White/Chrome	\$232.75	\$302.60	
	30STHB-Silver Texture, Chrome	\$429.05	\$557.75			BSC-Oslo, White	\$375.65	\$488.35	
	30BRHB-Brushed Red, Chrome	\$429.05	\$557.75			ROLLBL-Lift Barstool, Black Vinyl	\$303.25	\$394.25	
	30WHHB White Laminate, Chrome	\$427.50	\$555.75			ROLLGY-Lift Barstool, Grey Vinyl	\$303.25	\$394.25	
	30MAHB-Grey Top, Chrome	\$417.90	\$543.25			ROLLRD-Lift Barstool, Red Vinyl	\$303.25	\$394.25	
	30BEHB-Blue Top, Chrome	\$350.00	\$455.00			ROLLWH-Lift Barstool, White Vinyl	\$303.25	\$394.25	
	30WDHB-Wood Top, Chrome	\$350.00	\$455.00			BLDBRD-Blade, Red	\$150.00	\$195.00	
						BLDBSB-Blade, Sky Blue	\$150.00	\$195.00	
						LUBSCL- Frosted, Acrylic	\$300.00	\$390.00	

Bar Tables - Chrome Base 36", Hydraulic

Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$467.25	\$607.45			MTBLPI-Midtown Bar, Lighted	\$1,710.00	\$2,223.00	
	36MTHB, Maple Top, Chrome	\$467.25	\$607.45			MTBUUL-Midtown Bar, unlighted	\$1,600.00	\$2,080.00	
	36WTHB-White Top, Chrome	\$467.25	\$607.45			MTCLPI- Midtown Counter, Lighted	\$1,710.00	\$2,223.00	
						MTCPUL- Midtown Counter, Unlighted	\$1,610.00	\$2,093.00	

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

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

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

Total Bar: \$

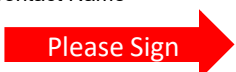
8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Executive Accessories

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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Event Code: T127581119
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fax (832) 415-0517

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$714.15	\$928.40	
	JD8-Madison Executive Desk, Grey	\$843.75	\$1,096.90	
	BC8-Madison Bookcase, Grey	\$611.00	\$794.30	
	TECH3B-Tech Desk w/drawers- Powered!	\$799.10	\$1,038.85	
	TECH-Tech Desk- Powered	\$646.55	\$840.50	
	TECH3-3-drawer File Cabnet w/Castor	\$213.60	\$277.70	

Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$494.00	\$642.20	
	WD3-Work Table	\$474.85	\$617.30	

Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$677.50	\$880.75	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- Powered!	\$763.60	\$992.70	
	PDL42B-Ped, Locking- Powered!	\$856.25	\$1,113.15	
	PDL36W-Ped, Locking- Powered!	\$722.80	\$939.65	
	PDL42W-Ped, Locking- Powered!	\$856.25	\$1,113.15	

Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$314.70	\$409.10	
	LA14-Mason Silver Table Lamp	\$205.95	\$267.75	

Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$510.00	\$663.00	
	HDG7FT-Boxwood Hedge, 7ft	\$830.00	\$1,079.00	

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

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

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

Total Exec Accessories: \$
8.250% Tax*: \$
Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature

**Total Tech Summit**

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Friday, October 4, 2019

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

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

fax

(832) 415-0517

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

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$195.45	\$254.10			70065	Grommets, per sq. ft.- Vertical	\$24.80	\$32.25	
	70010	Horz., 22" x 28"	\$195.45	\$254.10			70071	Grommets, per sq. ft. - Horizontal	\$24.80	\$32.25	
	70011	Vertical, 28" x 44"	\$297.85	\$387.20			70066	Pockets, per sq. ft. - Vertical	\$26.60	\$34.60	
	70012	Horz., 28" x 44"	\$297.85	\$387.20			70072	Pockets, per sq. ft.- Horizontal	\$26.60	\$34.60	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$602.75	\$783.60							
	70138	39"x84" Meterboard, Ultraboard	\$300.00	\$390.00							

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

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

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$53.05	\$68.95	
	70021	Velcro, per ft, min. 5 ft.	\$3.45	\$4.50	
	70004	7" x 44" ID Sign	\$58.50	\$76.05	
	50094	Floor Easel	\$52.40	\$68.10	
	50095	22x28 Sign Holder	\$119.35	\$155.15	
	50508	Cardboard Meterboard base, blk	\$20.00	\$26.00	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$186.30	\$242.20	

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

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

Total Graphics: \$

8.250% Tax*: \$

Amount Due: \$

BOOTH: _____

Company Name: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Graphic Upload Info

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Upload Deadline Friday, October 4, 2019

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

Event Code:	T127581119
email	houston@shepardes.com
phone	(832) 799-5700
fax	(832) 415-0517

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

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/11_Total%20Tech%20Summit/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example: Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: houston@shepardes.com
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Event Code:

T127581119

email

houston@shepardes.com

phone

(832) 799-5700

ACCEPTABLE FILE FORMATS

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

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

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

FONTS

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

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

ARTWORK GUIDELINES

Document Size & Specs

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

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

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

Vector

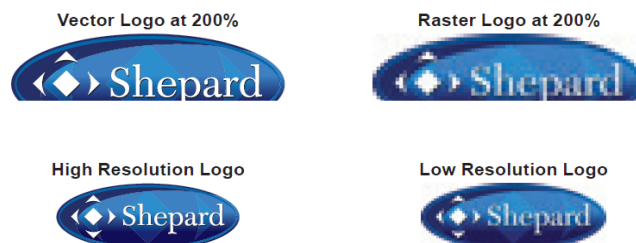
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

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

Resolution

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



Total Tech Summit

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November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

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

Event Code: T127581119

email ESSRentals@shepardes.com

phone 404-720-8652

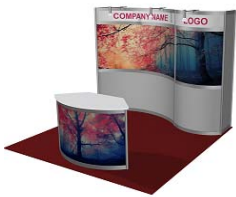
fax 404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,718.35	\$4,833.85
66471		The Eddie- 10' x 20'	\$6,055.10	\$7,871.65
66474		The Jonathon - 10' x 10'	\$2,594.00	\$3,372.20
66475		The Jonathon - 10' x 20'	\$4,540.60	\$5,902.80

The Jonathon



The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,217.60	\$4,182.90
66478		The Pierce - 10' x 20'	\$6,109.40	\$7,942.20
66484		The Madison - 10' x 10'	\$3,901.90	\$5,072.45
66485		The Madison - 10' x 20'	\$4,624.45	\$6,011.80

The Madison



The Grant

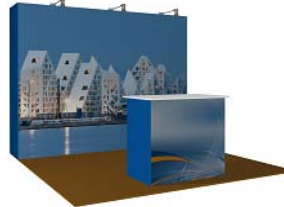


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$4,118.60	\$5,354.20
66487		The Grant- 10' x 20'	\$5,708.25	\$7,420.75
66492		The Harrison - 10' x 10'	\$3,786.25	\$4,922.15
66493		The Harrison - 10' x 20'	\$5,563.75	\$7,232.90

The Harrison



The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,638.40	\$3,429.90
66468		The Hamilton- 10' x 20'	\$4,622.15	\$6,008.80
66473		The Lucy - 10' x 10'	\$2,384.45	\$3,099.80

The Lucy



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

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

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

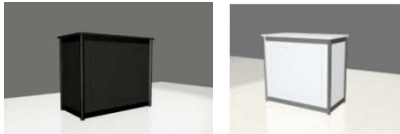
Event Code: T127581119
 email: ESSRentals@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Choose Your Counter & Customize to Fit Your Exhibit!

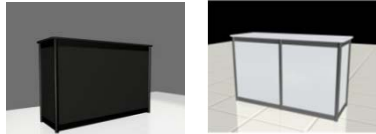
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

Locking Cabinets

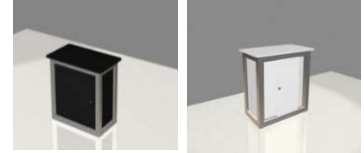
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$914.20	\$1,188.45		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,109.40	\$1,442.20		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$674.35	\$876.65	Silver Only	

Reception Counters

RC2



RC3



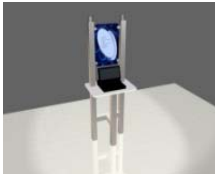
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$940.15	\$1,222.20			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$2,039.30	\$2,651.10			1075mm x 885mm

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	\$1,185.95	\$1,541.75		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$691.20	\$898.55		380mm x 580mm

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

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

Event Code: T127581119
email: ESSRentals@shepards.com
phone: 404-720-8652
fax: 404-720-8757

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays Metal Colors Black (06) Silver (15)

Panel Colors Black (06) White (03)

Product Displays

Gondolas



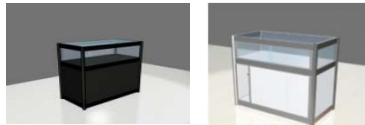
GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$640.55	\$832.70			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$633.30	\$823.30	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,091.60	\$1,419.10	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview



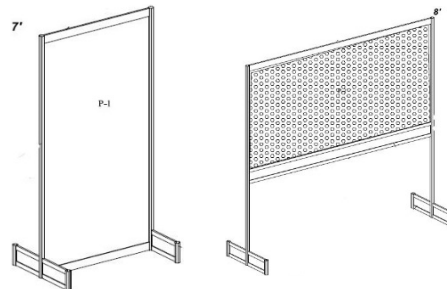
Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,233.40	\$1,603.40		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,331.20	\$1,730.55		

Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$311.50	\$404.95
50065		PerfV	4'x8' Pegboard panel	\$311.50	\$404.95
50104		6" Pegs	6" Pegs 1 dozen	\$50.85	\$66.10



PCS

Charging Units

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,095.40	\$2,724.00	Black Only	250mm x 700mm

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

Custom Product Display Rentals: \$

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8.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

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

Event Code: T127581119
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757

10x10 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,451.90	\$3,187.45
66558		FX2M1 10' w/Monitor	\$4,435.65	\$5,766.35

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$3,000.25	\$3,900.35
66562		FX2M1H 10' w/Monitor	\$4,984.00	\$6,479.20

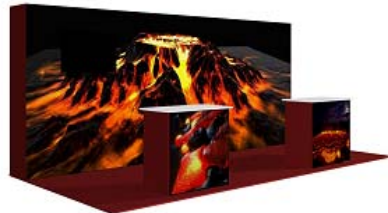
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

10x20 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,250.00	\$5,525.00
66560		FX2M2 10' x 20' w/Monitor	\$6,233.75	\$8,103.90
66567		FX2H2 10' x 20'	\$4,740.35	\$6,162.45
66563		FX2M2H 20' w/Monitor	\$6,724.10	\$8,741.35

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620


****Please Note**** Carpet is not included, to order please refer to the Carpet Order form.

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

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

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

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

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

Event Code: T127581119

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



Step 1: Choose Your Booth Size

Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,472.35	\$3,214.05	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,820.90	\$4,967.15	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$5,169.50	\$6,720.35	8992mm x 2436mm

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

FX 12- 8'h x 20'



FX 13- 8' h x 30'



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

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

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

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

Company Name: _____ BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Order Deadline Friday, October 4, 2019

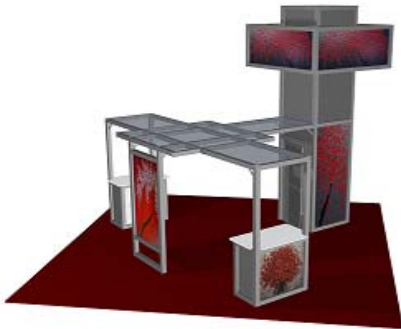
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: T127581119
 email: ESSRentals@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

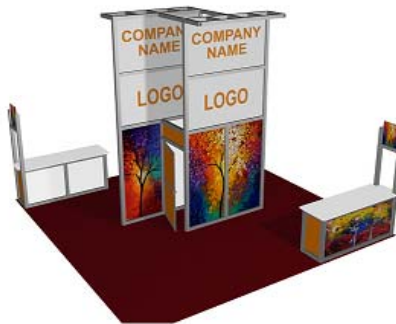
Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

The Monroe

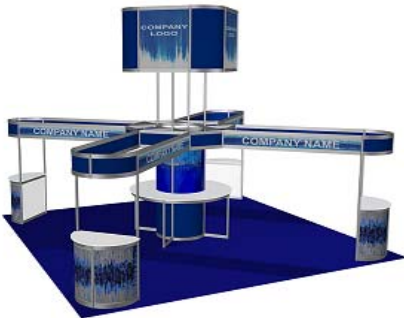


The Tyler

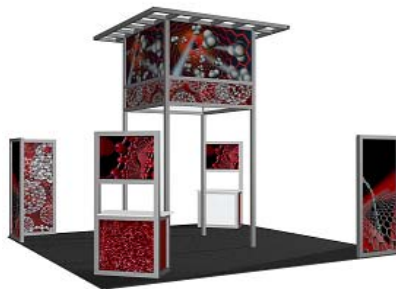


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$9,465.60	\$12,305.30
66368		The Washington	\$13,584.20	\$17,659.45
66495		The Tyler	\$10,108.75	\$13,141.40
66496		The Garfield	\$9,899.10	\$12,868.85

The Washington



The Garfield



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

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

LABOR

Florida 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.



fax (832) 415-0517

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



Exhibitor Supervised Labor

Total Tech Summit

Fort Worth Convention Center - Fort Worth, Texas

November 5 - 6, 2019

Discount Deadline Tuesday, October 15, 2019

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

Labor Hours

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

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

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

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

Event Code: T127581119

email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$103.50	\$134.55	
68061	OT	\$155.25	\$201.85	
68062	DT	\$207.00	\$269.10	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$103.50	\$134.55	
68064	OT	\$155.25	\$201.85	
68065	DT	\$207.00	\$269.10	

Step One:

Choose your service

- ☐ Installation
☐ Dismantling
☐ Both

Step Two:

How many people?

Step Three:

How many hours?

Step Four:

Carpet:

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

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders
☐ Lifts
☐ Special Tools: _____

Details: _____

Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____

Cell : _____

Email: _____

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

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

Company Name: _____

Labor Estimate \$ _____

8.250% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

EXHIBITOR:		BTH #	
EVENT:	Total Tech Summit 2019		
FACILITY:	FORT WORTH CONVENTION CENTER		
DATES:	November 4-6, 2019	EVENT #119003FW	

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

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 10/14/19



EXHIBITOR:			BTH #	
EVENT:	Total Tech Summit 2019			
FACILITY:	FORT WORTH CONVENTION CENTER			
DATES:	November 4-6, 2019		EVENT #119003FW	

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.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

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

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

☐ CREDIT CARD

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

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

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

CHECK AND CREDIT CARD INFORMATION

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:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. PLUMBING ORDER	
SUBTOTAL	
Sales tax is due unless exemption is provided	8.25% SALES TAX
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.

ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 10/14/19

EXHIBITOR:		BTH #	
EVENT:	Total Tech Summit 2019		
FACILITY:	FORT WORTH CONVENTION CENTER		
DATES:	November 4-6, 2019	EVENT #119003FW	

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.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

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

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	70.00	105.00	_____
1000 WATTS (10 AMPS)	_____	_____	96.00	144.00	_____
2000 WATTS (20 AMPS)	_____	_____	119.00	179.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	165.00	248.00	_____
30 AMPS	_____	_____	204.00	306.00	_____
40 AMP	_____	_____	259.00	389.00	_____
50 AMPS	_____	_____	297.00	446.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	278.00	417.00	_____
30 AMPS	_____	_____	399.00	599.00	_____
40 AMPS	_____	_____	520.00	780.00	_____
50 AMPS	_____	_____	580.00	870.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.50 = _____		

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT PAR CAN	_____	70.00	105.00	_____
8' POLE LIGHT—1 FIXTURE	_____	77.00	116.00	_____
8' POLE LIGHT—2 FIXTURES	_____	91.00	137.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	27.00	_____
POWER STRIP	_____	27.00	_____

Please call for information on any services you require that are not listed here

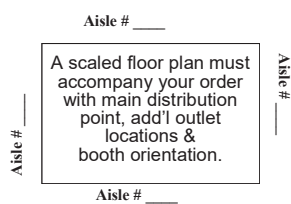
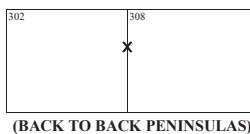
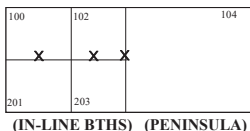
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

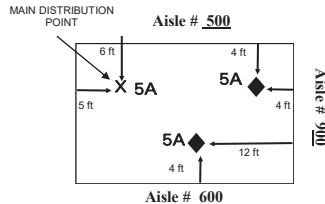
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

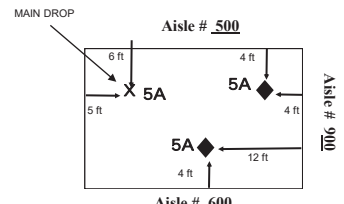
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 10/14/19



ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Total Tech Summit 2019		
FACILITY:	FORT WORTH CONVENTION CENTER		
DATES:	November 4-6, 2019	EVENT #119003FW	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 10/14/19



ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Total Tech Summit 2019		
FACILITY:	FORT WORTH CONVENTION CENTER		
DATES:	November 4-6, 2019	EVENT #119003FW	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- A. Describe flooring: _____
- B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$83.00	
		OT	\$125.00	
		SCISSOR LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$155.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:



ELECTRICAL EXHIBITION SERVICES

1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

Advance Payment Deadline Date: 10/14/19

EXHIBITOR:		BTH #	
EVENT:	Total Tech Summit 2019		
FACILITY:	FORT WORTH CONVENTION CENTER		
DATES:	November 4-6, 2019	EVENT #119003FW	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 3 for examples):

INDICATE BOOTH TYPE		INDICATE SCALE & TOTAL SQ FT		OUTLET LEGEND	
Island	_____	<p>Example: 1 Square = 1 Foot</p> <p>_____ Square = _____ Ft</p> <p>Total Square Footage = _____</p>		X = Main Distribution Point	▲ = 5amp/500 watt
Inline	_____			◆ = 10amp/1000 watt	● = 20amp/2000 watt
Peninsula	_____				

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____



Telephone Contract Fort Worth Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Voice Services: PBX Service – Domestic LD Included	QTY	Incentive	Base	On-Site	Total
a. Single Line - <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
2. Special Quote – Attachment A or Statement of Work (if applicable)					
3. Distance Fee of \$100 for each Telephone line outside the convention venue x (number of lines)					
				SUBTOTAL	
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% Tax/FEES	
				GRAND TOTAL	
Effective January 1, 2019 – December 31, 2019		Customer No: 2019 – 007 -			



Internet Service Contract Fort Worth Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
<p>Dedicated Wired Internet - Routers Allowed Connection speeds of 3Mbps and up Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers (wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet - No Wired or Wireless Routers Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP Recommended for:</p> <ul style="list-style-type: none"> • Email • Social Media • Surfing the web <p>Includes 1 Private IP Addresses</p>

Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.					
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
				SUBTOTAL	
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% Tax/FEES	
				GRAND TOTAL	
Effective January 1, 2019 – December 31, 2019		Customer No: 2019 – 007 -			

Wireless Performance Agreement

Center: F o r t W o r t h (0 0 7) - T X

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2019 – 007 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



Network Security Declaration

Center: **Fort Worth CC (007) - TX**

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: **2019 - 007 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, Smart City has implemented filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

Please inform all show site personnel about the importance of Smart City's Network Security compliance issues

Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: _____

Norton

McAfee

Other: _____

Virus Scan Last Updated - Date: ____/____/____

Security Updates Last Performed - Date: ____/____/____

Are You Renting Computers? **Yes** **No**

Rental Company Name: _____

Rental Company Contact: _____

Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: **Fort Worth CC (007) - TX**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2019 - 007 -**

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

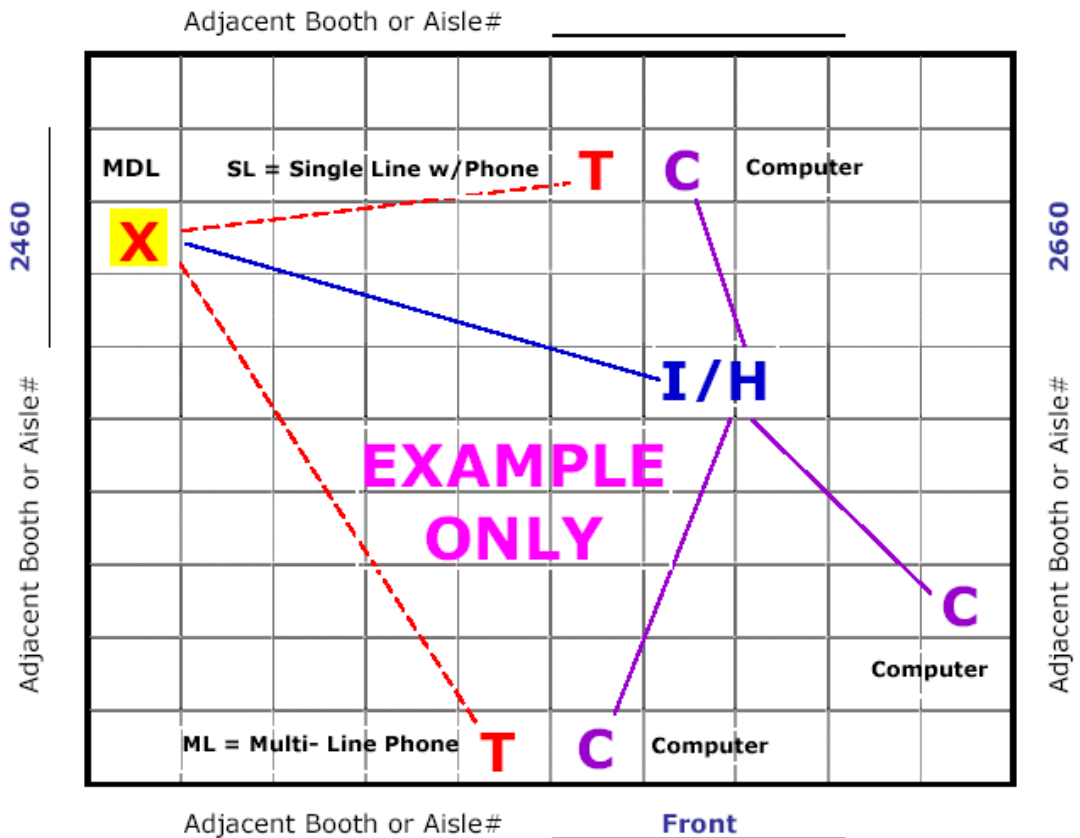
Floor Plan – Communications Cable

Center: Fort Worth CC (007) - TX
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2019 - 007 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



2019 OFFICIAL : Audio-Video-Data Order Form

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
					PLEASE PRINT
Blu Ray Player		\$85	\$102		Exhibitor Name:
34" Cart with Skirt		\$45	\$54		Address:
54" Cart with Skirt		\$60	\$72		City:
Safelock Stand		\$55	\$66		State: Zip Code:
					Ordered By:
					Telephone:
Other Equipment Please Call					email:
					Required Delivery Information
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Show/Event Name: Total Tech Summit 11/4-6/19
Video / Data LCD Projector (3000 Lumens)		\$250	\$300		Exhibit Booth #:
22" Computer Monitor (Data Display Only)		\$75	\$90		Preferred Delivery Date:
43" Flat Panel - Includes Stand		\$250	\$300		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
55" Flat Panel - Includes Stand		\$450	\$540		On Site Contact:
60" Flat Panel - Includes Stand		\$550	\$660		
75" Flat Panel - Includes Stand		\$750	\$900		Cell #:
65" Touch Panel - Includes Stand		\$850	\$1,020		Signature:
Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.					
					Terms and Conditions
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	<p>1. Representative MUST BE on-site at for Delivery.</p> <p>2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.</p> <p style="font-size: 24px;">See Attached Form for Terms and Conditions</p>
6' Tripod Screen with Skirt		\$45	\$54		
8' Tripod Screen with Skirt		\$55	\$66		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Handheld Microphone		\$40	\$48		
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$150	\$180		
Powered Speaker System (2 Speakers w/ Stands)		\$175	\$210		
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$55	\$66		
Laptop / Ipod Audio		\$25	\$30		
Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates					
Please Call for Pricing					
Totals PAYMENT IS DUE WHEN ORDER IS PLACED					
EQUIPMENT TOTAL:				1	
Number of Days				2	
EQUIPMENT TOTAL: (Line 1 x Line 2)				3	
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum)				4	
DRAYAGE: Union Required (20% of line 3)				5	
SUBTOTAL:				6	
STATE SALES TAX: (7% of Line 3)				7	
TOTAL DUE:				8	
Method of Payment					PLEASE CHECK ONE
Card Number: _____ MasterCard <input type="checkbox"/>					
Fill out Authorization Form _____ Exp Date ____ / ____ Visa <input type="checkbox"/>					
Exhibitor/Cardholder's Name (as appears on card): _____ American Express <input type="checkbox"/>					
Exhibitor/Cardholders Signature: _____ Check (US Only) <input type="checkbox"/>					
Wire Transfer (US) <input type="checkbox"/>					
Audio Visual Service					
Three Rivers Entertainment & Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220					
Ordering Process					
Email Form To: pa@3riversentertainment.com					
Fax Form To: 412-224-4408 (please unblock number)					
Question about your Order call 412-429-4000					
Payment Processing					
Please Mail Checks to: Three Rivers Entertainment and Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220 For billing inquiries please email events@3riversentertainment.com					

Exhibitor Terms and Conditions

This confirms the following Agreement between _____ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent Purchaser equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All rental equipment must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any damage to, or loss of, any "Equipment" damaged or lost during the entire term of the Rental. It is understood that Purchaser assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. Purchaser shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. Purchaser further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this contract with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges as TREP may charge for missing or damaged equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the Purchaser and TRE, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of TREP to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the Purchaser shall not exceed TREP's total fee for services rendered on this Engagement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** - All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 10% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

LESSEE

Date Signed

*****Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE*****



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
412-429-4000

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Production. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.



Rigging Prices for the Fort Worth Convention Center

Exhibit booths

Labor: RATES FOR EXHIBITS BOOTHS

Lead Rigger	\$75.00/Hour (per hour for exhibit booths)
Rigger/Lift Operator	\$75.00/Hour (per hour for exhibit booths)
Per Point Charge	\$45.00/Day (3-Day Max)
Lift rental per hour	\$75.00/ per hour
Motor rental	\$125 per day

Note: JSAV is the exclusive rigging provider in the facility for anything over 150 pounds.

EXHIBIT BOOTH #

DATE & TIME OF LOAD IN:

DATE & TIME OF LOAD OUT:

CLIENTS ON SITE NAME:

CELL PHONE:

All payments will need to be made with a credit:

Credit card Info: Client must fill out credit authorization form before the booth can be rigged by JSAV.

JSAV Contact: Ferrand Hardy

Cell Phone: (817) 401-6620

Office Phone: (214) 441-1528

Fax: (214) 441-1582

Email: ferrandh@jsav.com



J&S Audio Visual

Credit Card Authorization

9130 N. Royal Lane, Ste. 100, Irving, TX 75063 PH: 972-241-3444 FX: 972-247-2380

I hereby authorize J&S Audio Visual, Inc. to charge my credit card for the charges incurred by the individual (s) and/or corporation listed below:

Credit Card Type: MC _____ VISA _____ AMX _____ DC _____ DISCOVER _____

Are you the cardholder? Yes _____ No _____

Is this a Corporate Card? Yes _____ No _____

What is the Security Card Code #: _____

(American Express – 4 digits on front of card – all other cards 3 digit code on back)

Credit Card #: _____ Expiration Date: _____

Card Holders Signature: _____

Date: _____

Print Card Holders Name: _____

Approval Code: _____
(For Office use only)

Credit Card Billing Address:

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

This credit card will be used to pay for charges incurred by the following authorized users. (if you are not the card holder, please print you name below):

1.) _____

2.) _____

NOTE: Processing Fee of 2% will be incurred on all charges over 10K.

RIGGING PRICES

Ferrand Hardy | C: 817-401-6620 | O: 214-441-1528 | F: 214-441-1582 | ferrandh@jsav.com

LABOR (Monday - Friday):

Lead Rigger	\$75/hr
Rigger/Lift Operator	\$75/hr
Per Point Charge	\$45/day (3 Day Max)

Based on a 2 man, 4 hour minimum

Note: JSAV is the exclusive rigging provider in the facility for anything over 150 pounds

EQUIPMENT:

1 Ton Motor	\$150*
1/2 Ton Motor	\$125*
10' Truss 12x12	\$8/ft
10' Truss 20x20	\$10/ft
Lift	\$250/day

*Price is for one rental period of up to 3 days.

A new rental period will begin on day 4, and again on each 4th day.

FORT WORTH CONVENTION CENTER

RIGGING POLICY

To effectively ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies regarding rigging apply. The policies, rules, and regulations set forth in this document are meant as a guideline for this location, and may not be all inclusive. Additional policies, rules, and local regulations may apply.

It is understood that JSAV is responsible for all rigging decisions and will work with the venue, sales team and clients in advance to provide suggestions which will ensure that everything overhead is rigged properly and safely. JSAV riggers will not take rigging instruction or direction from anyone except qualified/certified riggers, licensed engineers, or the JSAV Director of Rigging.

Recommendations made by the rigging department are based upon manufacturer specifications; ETCP, OSHA, ANSI, ESTA, and USITT standards; as well as any local city, Fire, Police, State or Health regulations per location. Each property may also have their own internal regulations which may need to be recognized.

JSAV riggers have the final word on anything being rigged. Any questions or concerns by any local or JSAV rigger must be reviewed and approved by the Director of Rigging.

JSAV will provide all rigging hardware and labor required for attaching motors to the building and the truss to the motors. Anything overhead and over 50lbs is considered "Rigging". Any additional rigging for audio, video or scenic elements which attach to the truss will need to be discussed.

A rigging plot must be submitted and clearly display loads, equipment counts, equipment positions, and cable picks. This must be submitted electronically no later than 21 days prior to scheduled load-in. Acceptable file formats: DWG, VectorWorks, or scaled PDFs. JSAV is required to approve all rigging plots.

All requests for rigging services and hardware must be received 21 days prior to load-in date to ensure proper staffing. Requests received later than 21 days prior to load-in may incur additional fees.

The number of riggers required will be decided by JSAV based on size and production schedule of the event.

Exceedingly large rigs that support abnormal loads or non-uniform distribution of weight or hardware may require plans that have to be approved and stamped by a licensed engineer selected by the venue.

On shows larger than 25 points, a Production Rigger will be assigned and given 4-8 hours of pre-production time to review the plot and plan the load-in for the riggers, including any phone and email correspondence between client and production. Production Rigger will also provide 11"x17" and 24"x36" plots for riggers during load-in.

Cable bridges may be requested for cable runs of more than 4 Socalpex.

No rigging hardware will be used outside of the manufacturer's recommended use; no exceptions.

RIGGING POLICY

JSAV RIGGERS ARE RESPONSIBLE FOR THE FOLLOWING:

Create and install any necessary semi-permanent points where available.

Make all motor connections to the building structure via acceptable temporary or permanent rigging points.

Make all cable pick connections to the building, or any loads greater than 150lbs.

Determine who will mark the floors: event production or JSAV staff. Assist accordingly.

Lay out motor power and control. Coordinate motor cable runs with production and client.

Wrap the truss and float rig to working height. Level the truss out with tape measure; prepare for trim.

Make/verify motor connection to audio bumpers and fly to trim.

Make/verify motor connections, cage connections, and safeties for video, LED walls, etc.

Make/verify any scenic or decorative rigging elements.

Verify safety of entire rig when complete; run out to trim and laser level as necessary.

Clean and drop motor power and control as necessary. Secure the rig.

Clear and arrange leftover gear and cases, and prepare for load out.

Make arrangements for lifts to be powered and charged.

Verify departure/release status from JSAV and confirm schedule for next day or load out.

RIGGERS WILL NOT take a break or leave site without the Client or Lead Rigger's approval.

Cable picks, cable tie backs, audio cluster focus, cable swags etc., can be done by riggers after the main rig is flown to trim. These items can also be done by any lighting, video, or audio hand, when available. Based on schedule timing, it will be the client's decision whether to keep riggers on the clock to clean cable runs, or allow each department to handle their own cable management.

Riggers will provide the point of connection to the building, but are not required to run each department's cables. Each department will be expected to manage their cables properly, and be responsible for providing clean runs, bundles and swag. Riggers will not be expected to clean mismanaged cables in the air.

Rigging plots will be presented to JSAV no less than 21 days from production load-in date. We can run load calculations, but client must provide a complete instrument legend with manufacturer name, model number, and weights.

FORT WORTH CONVENTION CENTER

RIGGING REGULATIONS & SAFETY GUIDELINES

RIGGING EQUIPMENT GUIDELINES

All rigging hardware, steel, gackflex, spansets, and STAC chains must have proper visible manufacturer's tags with load ratings, including any cross-rented gear or gear provided by production or the client. Any hardware without proper identification tags will not be used as per OSHA and ANSI Standards.

JSAV will maintain annual load testing and maintenance certificates for all chain hoists based on the manufacturers' guidelines and ASME standards for overhead hoists, ASME B30.16d-1997.

Log books of all rigging steel, truss, harnesses, spansets, motors, training, etc., can be provided upon request.

A steel "safety" is required on each individual item suspended with a nylon sling. Gackflex slings are exempt. All nuts and bolts used overhead must be properly rated and all overhead hardware (eyebolt etc.) must be forged. Nothing from chain hardware stores is rated for overhead use and will not be permitted as rigging hardware.

Rigging equipment provided by the client or other vendors must also comply with these same guidelines and must provide all certifications upon request prior to load-in.

ON-SITE PRACTICES

Rigging from any lighting fixtures, plumbing or sprinkler fixtures, electrical conduit, air ducts or any support mechanism is strictly prohibited.

JSAV will not "dead hang" items over 150lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.

Cable runs that consist of 4 or more socapex runs and are 10' or more away from the rig might be required to use a cable bridge and motors.

Additional weight cannot be applied to flown equipment after JSAV riggers leave the room.

Nothing in the air moves without JSAV riggers being present.

Only JSAV riggers will operate any chain hoist unless previously discussed and decided, or unless the client is providing their own motors and rigging.

Under no circumstances will anyone climb ground-supported truss or archways. The climbing of any truss structure can only be done with proper vertical and horizontal fall arrest systems.

Flown equipment may only be moved by a JSAV rigger. Riggers will remain on the call until all flown equipment is at trim height.

SCISSOR AND BOOM LIFTS

JSAV can provide lifts with operators. Clients may also rent or bring their own lifts.

Property Lifts: Owned by the property, operated only by the property. JSAV can operate when permissions and insurance allows.

JSAV Lifts: Owned or rented by JSAV. Operated only by JSAV or those covered by JSAV insurance. It should be determined in advance what qualifies a lift operator, and who operates the lifts once the riggers are cut. Lighting lift op, audio lift op, video lift op, etc.

External Lifts: Lifts provided and operated by the client, covered under client's rental agreement.

LOAD LIMITS

Load limits are typically 1,000lbs per point. See venue CAD drawings for specific details per property.

All beams must be wrapped with burlap or carpet when building the rigging points.

Bridles and side loads are not allowed in some venues.

Riggers will have final approval for all things flown or lifted overhead.

FORT WORTH CONVENTION CENTER

RIGGING REGULATIONS & SAFETY GUIDELINES

PPE: PERSONAL PROTECTION EQUIPMENT

Hard hats, safety vests, eye protection, steel toes, harnesses, fall arrest and life lines are required as necessary.

Hard hats must be inspected for structural cracks and fractures before and after each use.

Tape and stickers are not permitted on safety helmets as they prevent proper inspection of damage or defects.

Harnesses shall be inspected thoroughly before and after each use.

Harnesses are required in boom lifts, as per the manufacturer.

Harnesses are not required in scissor lifts by the manufacturer, but some venues may require the use.

BANNERS AND SIGNAGE

Banners and signs usually require custom rigging harnesses or hardware to suspend them properly. If the client does not have this gear, JSAV can assist in fabricating safe solutions, but arrangements need to be made in advance and may include additional time and charges.

Fabricating hardware for banners and signage: The materials used to temporarily rig have extremely minimal cost, so they are all expendable items.

Temporary safe rigging solution: The use of Rize Blocks along with 1/16" or 1/8" wire rope. When used together within the manufacturer's load limits, these items are industry-recognized and rated as a safe rigging practice. After use, the rig is disassembled, Rize Blocks are returned to inventory, and the wire rope is disposed of.

Disposable fabricated rigging: swagging custom hardware for client use is also acceptable, and becomes the client's property after use. They are paying for the materials and labor, so the client keeps the custom hardware. Items fabricated are for temporary use only and cannot become JSAV inventory, nor allowed to mix with JSAV inventory. Without manufacturer tags and load ratings, these items cannot be considered reusable inventory.

All signs, banners, and decorations hung in ballrooms and over 150lbs must be inspected and approved by a JSAV rigging supervisor prior to load-in.

Banner placement inside of ballrooms and or meeting rooms must be approved in advance through JSAV.

Signs may not obstruct fire exits or sprinkler heads, and must have a clearance of no less than 18".

All signs must meet NFPA and local Fire Marshal guidelines.

RIGGING POSITION DESCRIPTIONS

Riggers will be booked for the following positions as required, with the following expectations.

Rigging Manager: Manages various venues on a property, or properties with larger shows, or a larger number of shows. Books the labor & divides staff & freelance resources as necessary. Manages annual log books for rigging inventory, inspection records, training records and rigging staff requirements. Maintains the rigging inventory. Primary point of communication with the Director of Rigging, keeping current with safety codes and regulations. Will be ETCF Certified, OSHA 30, Tomcat University, CM hoist certified, Vector Works friendly, and we will provide all the training. Stays on the floor, working with the client and managing labor, not expected to Up Rig but can assist with Ground Rig duties as available. Maintains a Favorite Riggers list; including staff, local labor, union labor, freelance labor, out of town labor, etc. Completion of working at heights and fall arrest class, separate from the OSHA 10 or 30 class.

Production Rigger: Usually on larger shows, 60 motors or more. May be provided as client production staff or by JSAV as necessary. Communicates all rigging with the client. Advises on load limits, motor distribution and cable management. Determines the order of flight with client when each truss goes up. Runs load calcs. Creates working plots for the riggers. Chooses the R2 and has preferential selection of the riggers. Establish crew requirements, production schedule, necessary scissor, boom and fork lifts.

Lead Rigger: Typically, the lead local rigger (staff or labor), manages the local riggers as per Production Rigger's instructions on shows larger than 60 motors. Same duties as the Production Rigger on shows less than 60 motors. Has preferential selection of the riggers as necessary. Manages the Up Riggers, Ground Riggers, breaks and meals. Riggers will take breaks as needed and when they are at a safe stopping point at their discretion, which might not match actual break schedules. It is preferred that the Lead Rigger stay on the ground, available to the Production Rigger at all times, unless otherwise determined.

R2, Assistant Lead: #2, takes over if the Production or Lead Rigger becomes unavailable. Knows everything the Production Rigger knows. Has copies of all plots and production documentation. Capable of completing the end results as designed and expected.

Up Rigger: Climbing riggers or rigging from scissor/boom lifts; makes the point of connection to the building as necessary, following building guidelines. Responsible for anything overhead above 150lbs. Depending on the venue, will assist with ground duties after Up Rigging is completed and a proper break has been allowed. For arena rigging & extreme heat ceiling conditions, ground duties will be stated if necessary, prior to booking labor.

Down/Ground Rigger: Stays with the Up Rigger. Keeps the ground safe and clear, manages the safety of the people below the rigger. Sets the motors in place and lights up the point with a laser for the Up Riggers, sends up chains and necessary rigging hardware. Helps with placement of 8x/4x motor distros and helps run motor fly cables as available without neglecting the safety of the Up Rigger. Manages empty cases and leftover gear.

Motor Electric: Additional Ground Riggers or Electricians available for motor power distribution and control placement. Responsible for managing motor fly cables cleanly and neatly from the distro to the motor. Labels all cables, distros and controllers accordingly. Helps disconnect, clean and coil motor power and control lines or motor cable swags after rig is at trim. Provides or locates power sources for charging the lifts. Primarily meant to stay on the ground, but can become available for minor lift operations.

FORT WORTH CONVENTION CENTER