



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

(1) 6"x30" OR 4"x30" Skirted Table - Black (must request through NEWH)

(1) Side Chair (must request through NEWH)

(1) Wastebasket

Show drape color(s):

Black

Aisle carpet color:

Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Thursday, February 13, 2014	7:30 AM - 11:00 AM
Exhibit Hours:	Thursday, February 13, 2014	12:00 PM - 6:00 PM
Exhibitor Move-out:	Thursday, February 13, 2014	6:00 PM - 8:00 PM
Freight Re-route Time:	Thursday, February 13, 2014	7:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, January 16, 2014
Discount price deadline for standard Shepard orders:	Thursday, January 23, 2014
First day for warehouse deliveries without a surcharge:	Thursday, January 16, 2014
Last day for warehouse deliveries without a surcharge:	Thursday, February 6, 2014
First day freight can arrive at show facility:	Thursday, February 13, 2014 8:00 AM - 10:30 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

NEWH Trade Show

c/o Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

NEWH Trade Show

Marriott - Bethesda North

5701 Marinelli Road

Bethesda, MD 20852

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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ONLINE ORDERING INSTRUCTIONS

NEWH Trade Show



February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland


Event Code: M198650214


ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

- 1. GO TO:** www.shepardes.com/intro.asp
- Click on **NEWH Trade Show**
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
 - NEW users:** User name = Your Email Address (provided by Show Management)
Password = NEWH14
 - Previous 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, you will be prompted to review your profile information.
 - If your information is correct, click 
 - OR
 - If your information is not correct, please click "here" as indicated, update your profile and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

Please complete the information requested below 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. 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 to include material handling 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.**

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 - **NEWH Trade Show**

Exhibiting company name

Booth number

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

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

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

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card:    Pay by Check* Pay by Wire*

Credit Card #:

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 Expiration Date:

Month	Year		

Billing Address: _____ Security Code:

--

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ BOOTH # _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

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



SHEPARD TERMS & CONDITIONS

NEWH Trade Show

PAYMENT POLICY

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.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth 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.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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.

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.

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.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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.

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.

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 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 that 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.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. 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 his 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."



THIRD PARTY PAYMENT AUTHORIZATION

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NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

The following information must be completed and the form returned to Shepard by the deadline date.

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.

SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Material Handling *Please complete the Material Handling Authorization Form

Logistics/Transportation Notes: _____

Other (please specify): _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

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Expiration Date:

Month		Year	

Billing Address: _____

Security Code:

--	--	--	--	--	--

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____



EXHIBITOR APPOINTED CONTRACTOR

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NEWH Trade Show

February 13, 2014

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Event Code: M198650214

Deadline Date: January 16, 2014

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR 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 additionally insured for the time period of the show (including move-in and move-out days).

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

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

~ Non-official contractor 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.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



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CLEANING

NEWH Trade Show

February 13, 2014

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Event Code: M198650214

Discount Deadline: January 23, 2014

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.44	0.55	
47012	Daily Vacuum	0.44	0.55	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030T	Porter Svc Once	0.50	0.65	
47031T	Daily Porter Svc	0.50	0.65	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are taxable for this show.

Total Cleaning	\$
6.00% Tax*	\$
Amount Due:	\$

Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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EXPO FURNISHINGS

NEWH Trade Show

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Event Code: M198650214

Discount Deadline: January 23, 2014

(1) 6' Skirted Table OR (1) 4' Skirted Table and (1) Side Chair can be ordered through NEWH Inc. at no charge

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):
 Red (01) Gold (04) Burgundy (07)
 Green (02) Blue (05) Grey (10)
 White (03) Black (06) Teal (13)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	126.05	163.85	
50046			6'L X 30"H	154.95	201.45	
50050			8'L X 30"H	196.30	255.20	
50043			4'L X 42"H	153.20	199.15	
50047			6'L x 42"H	196.25	255.15	
50051			8'L x 42"H	230.75	300.00	
50052			4th Side 30"	76.65	99.65	
50171			4th Side 42"	76.65	99.65	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES						
Code	Qty.	Size	Discount	Regular	Amount	
50040		4'L X 30"H	89.80	116.75		
50044		6'L X 30"H	105.15	136.70		
50048		8'L X 30"H	126.40	164.30		
50041		4'L X 42"H	101.15	131.50		
50045		6'L x 42"H	126.40	164.30		
50049		8'L x 42"H	140.95	183.25		

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS						
Code	Qty.	Size	Discount	Regular	Amount	
50082		4'L X 6"H	50.65	65.85		
50084		6'L X 6"H	69.25	90.05		
50086		8'L X 6"H	87.90	114.25		
50083		4'L X 12"H	110.05	143.05		
50085		6'L x 12"H	137.00	178.10		
50087		8'L x 12"H	152.70	198.50		

UNDRAPED RISERS						
Code	Qty.	Size	Discount	Regular	Amount	
50076		4'L X 6"H	26.15	34.00		
50078		6'L X 6"H	36.75	47.80		
50080		8'L X 6"H	123.40	160.40		
50077		4'L X 12"H	50.75	66.00		
50079		6'L x 12"H	72.45	94.20		
50081		8'L x 12"H	88.50	115.05		

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	78.75	102.40	
50021		Arm Chair	111.65	145.15	
50024		Stool w/back	124.75	162.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.00	29.90	
50094		Floor Easel	45.30	58.90	
50245		Literature Rack	174.15	226.40	
LS1		LS1 Literature Rack	286.90	372.95	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	221.55	288.00	
50092		Coat Rack	78.65	102.25	
50093		Garment Rack	221.55	288.00	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	93.45	121.50	
50095		Sign Holder, 22x28	103.20	134.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.30	22.50	
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Please select sateen color from below:

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Gold (04)	<input type="checkbox"/> Burgundy (07)
<input type="checkbox"/> Green (02)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Teal (13)

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Total Expo Furnishings: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
 There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
 * All tax rates are subject to change.



SPECIALTY FURNISHINGS/ACCESSORIES

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SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	83.75	108.90	
51090	Director's Stool	149.80	194.75	
51089	Ped. Table, 42"	220.15	286.20	
50032	Ped. Table, 30"	220.15	286.20	
50030	Rnd Side Table	106.50	138.45	
50031	Sq. Side Table	106.50	138.45	

SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	834.95	1085.45	
50068	Full View 6'	920.95	1197.25	
50069	Quarter View 4'	834.95	1085.45	
50070	Quarter View 6'	920.95	1197.25	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



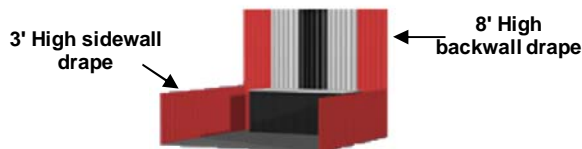
Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	48.90	63.55	
50098	Refrigerator	635.80	826.55	
50088	8' Upright	29.30	38.10	
50089	8' Crossbar	19.50	25.35	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	199.65	259.55	
50237	2'x8' w/o legs, each	149.65	194.55	
50242	7-Ball Waterfall	13.70	17.80	

Other accessories available, please call customer service for more information.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

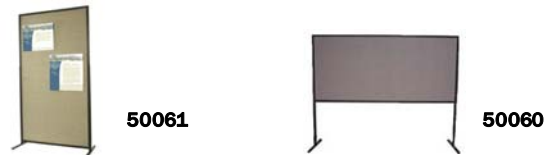
Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	19.90	25.85	
50074	3' High	15.70	20.40	

Choose Color: Minimum 4' panel rental required.

- Red (01)
 Blue (05)
 Grey (10)
 White (03)
 Black (06)
 Burgundy (07)

VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horz.	270.30	351.40	
50061	4' x 8' Vert.	270.30	351.40	

Total Specialty Furnishings/Accessories:	\$
6.000% Tax*:	\$
Amount Due:	\$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



EXECUTIVE FURNITURE

Shepard Exposition Services
 4710 Trident Court, Baltimore, MD 21227
 Customer Service Phone: (410) 737-9270
 Customer Service Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com

NEWH Trade Show
February 13, 2014
 Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
 Event Code: M198650214
Discount Deadline: January 23, 2014

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	766.75	996.80	
	LSM	679.80	883.75	
	OCB	557.40	724.60	
Lisbon - Charcoal Leather				
	SOC	1008.00	1310.40	
	LSC	909.15	1181.90	
	CHC	668.00	868.40	
Memphis				
	MPS	721.40	937.80	
	MPC	511.90	665.45	
Astro				
	SOQ	938.70	1220.30	
	CHQ	620.65	806.85	
Newport				
	SED	1960.55	2548.70	
	LSD	875.55	1138.20	
	CHD	482.25	626.95	
Miscellaneous Seating				
	SO1	869.55	1130.40	
	OCU	535.65	696.35	
	OCW	1047.50	1361.75	
	OCY	260.90	339.15	
Ottomans				
	OSA	415.00	539.50	
	OTP	496.15	645.00	
	OTM	517.75	673.10	
	OTH	158.05	205.45	
	VIB02	119.30	155.10	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	367.55	477.80	
	C1F	336.00	436.80	
	C1C	345.80	449.55	
	COLI	219.70	285.60	
End Tables				
	E1E	345.80	449.55	
	E1F	314.20	408.45	
	E1C	324.15	421.40	
	EOLI	206.25	268.15	
Lamps				
	LA15	194.65	253.05	
	LA14	131.80	171.35	



Subtotal	\$
6.000% Tax	\$
Amount Due	\$

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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EXECUTIVE FURNITURE

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	561.40	729.80	
	CF2 (60"L)	541.50	703.95	
	CE1 (42"L)	387.40	503.60	
	CF1 (42"L)	367.55	477.80	
Graphite Nebula - 29" High				
	CB2 (6'L)	604.80	786.25	
	CB3 (8'L)	733.25	953.25	
	CB1 (42"RND)	496.05	644.85	
Mahogany - 29" High				
	CC6 (6'L)	561.40	729.80	
	CC7 (8'L)	691.70	899.20	
	CC8 (10'L)	1100.80	1431.05	
	CC5 (42"RND)	493.30	641.30	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	399.20	518.95	



CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	592.90	770.75	
	SC9	260.90	339.15	
Luxor - Black Leather				
	XC3	486.25	632.15	
	XC2	527.70	686.00	
	XC1	561.40	729.80	
Altura - Black Crepe				
	XC6	432.90	562.75	
	XC5	476.30	619.20	
	XC4	517.75	673.10	
Brewer				
	SC3	231.25	300.65	
	SC2	231.25	300.65	
Miscellaneous Chairs				
	SC8	215.40	280.00	
	SC1	247.00	321.10	
	SC4	247.00	321.10	
	SC6	302.45	393.20	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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EXECUTIVE FURNITURE

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	326.20	424.05	
	VTM	326.20	424.05	
30" Round x 42" High				
	VTK	314.70	409.10	
	VTJ	314.70	409.10	
	VTF	356.90	463.95	
	VTC	314.70	409.10	
	WTJ	399.00	518.70	
	WTF	439.45	571.30	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1828.55	2377.10	
	BRC	5263.25	6842.25	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	239.80	311.75	
	BS2	239.80	311.75	
	BS1	239.80	311.75	
Banana - Chrome, 30" High				
	BST	322.45	419.20	
	BSS	322.40	419.10	
Oslo - 30" High				
	BSD	335.80	436.55	
	BSC	335.80	436.55	
Miscellaneous				
	BSL (29"H)	255.20	331.75	
	BSN (29"H)	362.65	471.45	
	BCE (32"H)	297.40	386.60	



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Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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EXECUTIVE FURNITURE

NEWH Trade Show

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Discount Deadline: January 23, 2014

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	303.15	394.10	
	ZTN	303.15	394.10	
	ZTM	303.15	394.10	
	XTP	408.70	531.30	
	XTN	408.70	531.30	
	XTM	408.70	531.30	
30" Round x 29" High				
	ZTK	272.50	354.25	
	ZTJ	272.50	354.25	
	XTK	376.05	488.85	
	XTJ	376.05	488.85	
	XTF	414.40	538.70	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	145.80	189.55	
	CS9	145.80	189.55	
Altura - Black Crepe				
	SY1	262.90	341.75	
	DF1	389.50	506.35	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PMB36	351.50	456.95	
	PMB42	414.25	538.55	
	PDK	604.80	786.25	
	PDL	618.55	804.10	
	BC6	448.95	583.65	
	BC7	439.45	571.30	
	ET1	448.95	583.65	
	ET2	448.95	583.65	
Training Room				
	CP5	525.75	683.50	
	PO3	629.40	818.20	
	PO1	399.00	518.70	
	WD2	462.45	601.20	
	CO4	399.00	518.70	
Lateral Files				
	L26	556.50	723.45	
	L27	525.75	683.50	
Refrigerator				
	R1Q	366.50	476.45	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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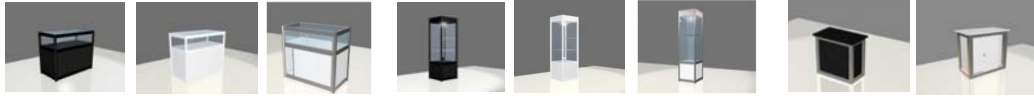


EXHIBIT RENTAL ACCESSORIES

Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Exhibit Solutions Sales Phone: 404-720-8652
 Exhibit Solutions Sales Fax: 404-720-8757
 Exhibit Solutions Email: ESSRentals@shepardes.com

NEWH Trade Show
February 13, 2014
 Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
 Event Code: M198650214
Discount Deadline: January 14, 2014

SHOWCASES AND LOCKING CABINETS



Quarterview Showcase
 4' 6" W x 1' 9" D x 3' 3" H

Square Showcase
 1' 9" W x 1' 9" D x 7' H

LC3
 3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	1066.90	1386.95	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1151.45	1496.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



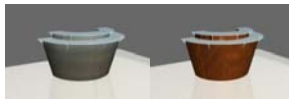
LC1 - 1 meter wide
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	790.70	1027.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	959.55	1247.40	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	583.30	758.30	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



LC2 - 1.5 meters wide
 5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
 7' 9" W x 3' 5" D x 3' 9" H



RC2
 4' 9" W x 2' 3" D x 3' 3" H



RC3
 5' 3" W x 3' 3" D x 3' 6" H



CS1
 CS1 - 3' W x 1' 9" D x 6' 3" H
CS2
 CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2200.45	2860.60	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	813.20	1057.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1763.95	2293.15	
66285		CS1*	1025.90	1333.65	
66286		CS2	597.90	777.25	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	565.00	734.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	997.90	1297.25	
66279		GL2*	944.20	1227.45	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station	1812.50	2356.25	



Gondola
 3' 6" W x 1' 9" D x 5' H



GL1
 GL1 - 5' 4" W x 1' 3" D x 8' H
GL2
 GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal \$ _____
Contact Name: _____ **Phone #:** _____ 6.000% Tax*: \$ _____
Authorized Signature: _____ Amount Due: \$ _____

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

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SIGN ORDER FORM

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	169.05	219.75	
70010		Horz., 22" x 28"	169.05	219.75	
70011		Vertical, 28" x 44"	257.65	334.95	
70012		Horz., 28" x 44"	257.65	334.95	
70025		Meterboard, 39" x 90.75"	521.40	677.80	
Accessories					
70017		Blank Foamcore, 4' x 8'	45.95	59.75	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	21.45	27.90	
70071		grommets, per sq. ft. - Horizontal	21.45	27.90	
70066		Pockets, per sq. ft. - Vertical	23.05	29.95	
70072		Pockets, per sq. ft.- Horizontal	23.05	29.95	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	50.55	65.70	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
 - ~ Email attachment (4 mgs or smaller only)
 - ~ FTP (.zip compression), call for FTP information
- When sending disks, please label them with the following:
 Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.



LABOR ORDER FORM

NEWH Trade Show

February 13, 2014

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Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

Discount Deadline: January 23, 2014

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	95.50	124.15	30% **	
68067		OT	143.25	186.25	30% **	
68068		DT	191.00	248.30	30% **	

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	95.50	124.15	
68061		OT	143.25	186.25	
68062		DT	191.00	248.30	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

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 - 4:30 PM

DT - Double time: All day Sunday, all other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	191.00	248.30	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:	- Hours are based on estimates, you will be invoiced for actual time incurred.	Subtotal	\$
	- Requested times are not guaranteed and are based on availability.	N/A Tax*	\$
	- Minimum one hour will be charged. Additional time will be billed in 1/2 hour increments.	Amount Due:	\$

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____

of pieces: _____ Weight of Shipment: _____

Is shipment? Crated Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: Warehouse Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier:

Send shipment back to Shepard warehouse: (\$400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____

Forklift required? Yes No

Carpet is? owned rented from Shepard

Carpet padding? Yes No

Drawings are? Faxed to Shepard Shipped w/exhibit crates

Services You Have Ordered (please check all that apply)

Electrical Furniture A/V Equipment

Booth Cleaning Telephone/Internet

Electrical Information:

Electrical should go under the carpet (diagram is attached)

Electrical drawings are attached

Electrical drawings are with exhibit in crate number

Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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

* All tax rates are subject to change.



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
Crates	
Cartons (cardboard)	
Cases/Trunks (fiber) (color)	
Skids/Pallets	
Carpet (color)	
Other	
Total Pieces	Total Wt.

Declared Value \$ _____

Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L _____ W _____ H _____

Loading Dock Yes No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

SHIP TO

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)

NEWH Trade Show
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Warehouse Deadline February 6, 2014
Date

I will be shipping to **SHOW SITE**
(Company Name, Booth#)

NEWH Trade Show
Marriott - Bethesda North
5701 Marinelli Road
Bethesda, MD 20852

Delivery date: February 13, 2014

OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Email: _____ Fax #: _____

Authorized Signature: _____

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



SHIPPING LABELS

NEWH Trade Show

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: NEWH Trade Show
	First day freight can arrive w/o a surcharge: January 16, 2014 Last day freight can arrive w/o a surcharge: February 6, 2014

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: NEWH Trade Show
	First day freight can arrive w/o a surcharge: January 16, 2014 Last day freight can arrive w/o a surcharge: February 6, 2014

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Marriott - Bethesda North 5701 Marlinelli Road Bethesda, MD 20852
	For: NEWH Trade Show
	MUST NOT BE DELIVERED PRIOR TO: February 13, 2014 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Marriott - Bethesda North 5701 Marlinelli Road Bethesda, MD 20852
	For: NEWH Trade Show
	MUST NOT BE DELIVERED PRIOR TO: February 13, 2014 @ 8:00 AM



MATERIAL HANDLING AUTHORIZATION

NEWH Trade Show

February 13, 2014

Shepard Exposition Services
 4710 Trident Court, Baltimore, MD 21227
 Customer Service Phone: (410) 737-9270
 Customer Service Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	84.00	109.25	126.00		
	Uncrated	126.00	163.75	189.00		
	Sp. Handling	109.25	142.00	164.00		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT						

Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	92.75	120.50	132.00		
	Sp. Handling	120.50	156.75	180.75		
Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT						
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT						

Small Packages (FedEx/UPS/DHL under 30 lbs.)						
Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	46.50	60.50	69.75		
	Min. per ship.	93.00	121.00	139.50		
Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT						
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT						

Signature Series Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	75.50	98.25	113.25		
	Uncrated	113.25	147.25	170.00		
	Sp. Handling	98.25	127.75	147.50		
Crated: 35431 - ST/ST 35432 - ST/OT 35433 - OT/OT						
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT						
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT						

Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	83.50	108.50	118.75		
	Sp. Handling	108.50	141.00	162.75		
Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT						
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT						

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM	
Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



STORAGE AUTHORIZATION FORM

Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ 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.

SHOWSITE STORAGE

Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$20.00 Minimum).**
(35400)

Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

Return to Warehouse Service Fee: At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

Storage per Month Service Fee: Monthly storage is **\$10.00 per cwt per month (\$100.00 min.)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: _____ Delivery Date: _____

Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



MATERIAL HANDLING INFORMATION

Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

NEWH Trade Show

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. 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.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization 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: \$10.00 per piece, Minimum \$40.00

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.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

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

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

NEWH Trade Show

MATERIAL HANDLING Q&A

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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE 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, fibercases, 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.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. 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.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED-UNCRATED-SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special 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 delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift 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, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

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.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

LIABILITY INSURANCE

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 SHIPMENTS

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

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



Shepard Exposition Services

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CARTLOAD MATERIAL HANDLING SERVICE

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	60.00	
35151		Dock to Booth - ST	60.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	80.00	
35153		Dock to Booth -OT	80.00	
				Subtotal \$
				N/A Tax: \$
				Amount Due: \$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday, 8:00 AM - 4:30 PM

DT - Doubletime: All day Sunday, all other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

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.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



Shepard Exposition Services

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OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Event Code: M198650214

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

**Note: All third parties must pick up BOL/labels at the Shepard Service Desk.*

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

Crate Skid Cases Carton

Type of Service:

Ground Overnight 2nd Day

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

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

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

TRANSPORTATION CHARGES BILLING ADDRESS: SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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



NEWH Trade Show

February 13, 2014

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
\$1,000,000 Per Occurrence / \$2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

- 1 Day - \$89.00, 2-5 Days - \$109.00, 6-30 Days - \$400.00, Six Months - \$500.00, Annual - \$950.00, Additional 5% of total premium to increase general aggregate to \$2,000,000

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: CONTACT: PHONE: EMAIL: ADDRESS:

Dates of Event: Time(s): Location of Event: Address:

Description of Event: Has any prior coverage been cancelled or non-renewed: If yes, please describe and provide loss history:

Name, Address and Relationship of all additional insured to be added to the policy: 1.) 2.) 3.)

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

Please bill by VISA / MasterCard / AmEx Card # Exp. Date Authorized Amount CID / CIV Code Cardholder Address:

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139 Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Dravage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3’ high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments required extra labor, equipment, ir time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.