



Show Information

Pinners Conference and Expo
 Cobb Galleria Centre - Atlanta, Georgia
 April 17 - 18, 2020

Event Code: G127370420
 email: atlanta@shepardes.com
 phone: (404) 720-8600
 fax: (404) 720-8755
 mail: 1531 Carroll Drive, NW Atlanta, GA 30318

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): Black
 Aisle carpet color: Red

Exhibit Show Schedule

General Exhibitor Move-in:	Thursday, April 16, 2020	8:00 AM	to	6:00 PM	
Exhibit Hours:	Friday, April 17, 2020	10:00 AM	to	8:00 PM	
	Saturday, April 18, 2020	9:00 AM	to	7:00 PM	
Exhibitor Move-out:	Saturday, April 18, 2020	7:00 PM	to	10:00 PM	
Freight Reroute Begins*	Saturday, April 18, 2020	9:00 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]
 Pinners Conference and Expo
 c/o Shepard Exposition Services
 1790 Marietta Blvd
 Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services
 [Exhibiting Co. Name & Booth Number]
 Pinners Conference and Expo
 Cobb Galleria Centre
 2 Galleria Pkwy SE
 Atlanta, GA 30339

Important Deadlines

Discount price deadline for custom Shepard rentals: Wednesday, March 18, 2020
 Exhibitor appointed contractor notification deadline: Wednesday, March 18, 2020
 First day for warehouse deliveries without a surcharge: Wednesday, March 18, 2020
 Discount price deadline for standard Shepard orders: Wednesday, April 1, 2020
 Last day for warehouse deliveries without a surcharge: Thursday, April 9, 2020
 Last day for warehouse deliveries*: Tuesday, April 14, 2020

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

First day freight can arrive at show facility: Thursday, April 16, 2020 at 8:00 AM



Pinner's Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline **Wednesday, April 1, 2020**

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Shepard Mailing Address 1531 Carroll Drive, NW Atlanta, GA 30318

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

Service Desk Hours (subject to change)

Thursday, April 16, 2020	8:00 AM	to	6:00 PM
Friday, April 17, 2020	10:00 AM	to	8:00 PM
Saturday, April 18, 2020	9:00 AM	to	7:00 PM
Saturday, April 18, 2020	7:00 PM	to	10:00 PM

Exhibitor Move Out

Saturday, April 18, 2020	7:00 PM	to	10:00 PM
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Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Saturday, April 18, 2020 9:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, April 18, 2020 9:00 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

Cobb Galleria Centre
2 Galleria Pkwy SE
Atlanta, GA 30339

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.

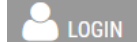
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Online Ordering is Easy!

Go to: www.shepardes.com/intro.asp

CLICK ON Pinners Conference and Expo

Login from the Show Information page by clicking  at the top right corner of the page.

Enter your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = PINNERS20

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

(404) 720-8600

atlanta@shepardes.com



Payment Authorization

Pinners Conference and Expo

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April 17 - 18, 2020

Event Code: G127370420
email atlanta@shepardes.com
phone (404) 720-8600
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mail 1531 Carroll Drive, NW Atlanta,
GA 30318

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

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

Please complete the following information:

Exhibiting Company Information

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

Credit Card Information

(Required for all forms of payment)

☐ Check

☐ Wire Transfer



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

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

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

Wire Transfers

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

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

Name of show that you are attending: **Pinners Conference and Expo**

Exhibiting Company Name: _____

Booth Number: _____

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

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

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

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

TAX EXEMPT? Please submit tax exemption certificate to: atlanta@shepardes.com

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



Pinner's Conference and Expo

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

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

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

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

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

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

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

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

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

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

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

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

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

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

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

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

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

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



3rd Party Payment Authorization

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: _____ Booth #: _____

Exhibiting Company Address: _____

Phone: _____

Email Address: _____

Exhibiting Company Authorized Name - Please Print: _____

Signature from Exhibiting Company: _____

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

☐ All Services

☐ Booth Cleaning ☐ Carpet ☐ Exhibit Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation
☐ Material Handling ☐ Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email Address: _____

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

Credit Card Information

(Required for all forms of payment)



Credit Card #: _____

Expiration Date: Month: _____ Year: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Signature: _____



Exhibitor Appointed Contractor

Pinnars Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Due By: Wednesday, March 18, 2020

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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

Exhibiting

Company Name _____

Booth # _____

Email Address: _____

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

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

Exhibitor Appointed Contractor _____

Contact Name _____

Street Address _____

City _____

Phone # _____

Description of proposed service for Exhibitor _____

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

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

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

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

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

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

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

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

Exhibitor Signature: _____



April 17 - 18, 2020

(404) 720-8755

Above Booth #

[illegible]

Below Booth #

SHEPARD LOGISTICS



EFFICIENT. ON TIME. GUARANTEED.

Enjoy Convenience and Confidence. With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



Inbound and Outbound Services

- Small package
- Standard ground
- Next Day, 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume Discounts
- Caravan Services



Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



Shepard Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel onsite at your service for assistance



Want to learn more?

Contact us.

logistics@shepardes.com

888-568-8858



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.



Pinners Conference and Expo

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Event Code: G127370420
 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 **Thursday, April 16, 2020**

Step 5: Tell us What we are shipping:

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

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

☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

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

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

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



Outbound Material Handling Authorization and Shipping Labels

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

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

Event Code: G127370420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

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				

- ☐ Is there a loading dock? ☐ Do we need to go inside your office to pick up or deliver your items?
☐ Is your building in a residential area? ☐ Is there anything else we should know about your building?
☐ 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 #: _____
	c/o Shepard Exposition Services
	1790 Marietta Blvd
	Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:00 PM
For: _____	
Pinnners Conference and Expo	
First day freight can arrive w/o a surcharge: March 18, 2020	
Last day freight can arrive w/o a surcharge: April 9, 2020	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
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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
	Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339
	For: Pinnex Conference and Expo
MUST NOT BE DELIVERED PRIOR TO: April 16, 2020 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339
	For: Pinnex Conference and Expo
MUST NOT BE DELIVERED PRIOR TO: April 16, 2020 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ c/o Shepard Exposition Services
	Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339
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Material Handling Rates

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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 your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

Advance Warehouse Shipments

First date freight can arrive Wednesday, March 18, 2020

Last date freight can arrive Tuesday, April 14, 2020

Item	Code	Weight		Price	Total
Crated	35010	_____	x	\$113.10	_____
Special Handling	35036	_____	x	\$147.00	_____

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

Direct to Showsite Shipments

First date freight can arrive Thursday, April 16, 2020

Item	Code	Weight		Price	Total
Crated	35030	_____	x	\$98.40	_____
Uncrated	35043	_____	x	\$147.50	_____
Special Handling	35038	_____	x	\$128.00	_____

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

Light Weight (Shipments 40 pounds or less)

Item	Code	Weight		Price	Total
Light Weight Shipment	35400	_____	x	\$56.50	_____

Other Material Handling Services

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

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties.

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

Contact Name

Email:

Signature:



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

Disposal Fee

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

Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

Warehouse Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

Early/Late Shipments to the Warehouse

Surcharge: 25% 35003

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

Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

Surcharge: 15% 35004

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

Marshaling Yard

Fee: \$30 per Shipment 35250

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

Reweigh of Shipments

Fee: \$25.00 per forklift load 35282

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

Empty Crate Storage

Fee: \$25.00 per piece. 35105

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

Light Weight Shipments

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

Envelope Deliveries

Fee: \$10.50 per envelope 35007

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

Mobile Spotting

Fee: \$ 200.00 per round trip 35106

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

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

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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

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



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fax

(404) 720-8755

Labor Hours

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

OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.

DT - Double-time: All hours between Midnight and 6AM. Holidays.

Holidays NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day

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

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

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

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

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

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

Item	Code	# of Trips	Rate	Total
Dock to Booth ST	35151	_____	\$125.50	_____
Booth to Dock ST	35152	_____	\$125.50	_____
Dock to Booth OT	35153	_____	\$168.25	_____
Booth to Dock OT	35154	_____	\$168.25	_____



Only Shepard personnel are allowed to operate mechanical equipment.

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:	\$
NA Tax*:	\$
Amount Due:	\$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

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Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.**Step 2:** Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.All vehicles must be removed no later than **Saturday, April 18, 2020** **9:00 PM**

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

Important Rules and Regulations

Battery Cables must be disconnected

Gas Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of gas.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

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

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

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

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

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

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Event Code:

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Personally Operated Vehicle Unloading Information

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

The types of vehicles shown below are considered POVs and will be allowed to unload/load in the designated POV ramp area.



Exhibitors MAY NOT drive any vehicles directly on to the show floor during move-in or move-out. Materials in POVs will have to be hand carried to the booth space or utilize the approved hand carts.

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See below for examples of equipment that can and cannot be used.





Forklift and Ground Rigging

Pinnars Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM.
OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.
DT - Double-time: All hours between Midnight and 6AM. Holidays.
Holidays: NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Chris

Ground Rigging and Forklift Rental

Step 1: Describe the work:

- ☐ Uncrating Materials
☐ Spotting Equipment
☐ 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	Item	Qty.	Discount	Regular	Amount
35028	ST Hourly Rental		\$307.95	\$400.25	
35039	OT Hourly Rental		\$377.40	\$490.50	
35067	DT Hourly Rental		\$446.90	\$581.00	

Forklift Rental - Up To 10,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35029	ST Hourly Rental		\$615.90	\$800.75	
35049	OT Hourly Rental		\$754.80	\$981.25	
35069	DT Hourly Rental		\$893.75	\$1,162.00	

Forklift Rental - Up To 15,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35455	ST Hourly Rental		\$769.85	\$1,000.75	
35456	OT Hourly Rental		\$943.50	\$1,226.50	
35457	DT Hourly Rental		\$1,117.20	\$1,452.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35035	ST Hourly Rental		\$923.80	\$1,201.00	
35066	OT Hourly Rental		\$1,132.20	\$1,471.75	
35070	DT Hourly Rental		\$1,340.65	\$1,742.75	

Forklift Rental - Up To 30,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35255	ST Hourly Rental		\$1,231.75	\$1,601.25	
35256	OT Hourly Rental		\$1,509.65	\$1,962.50	
35257	DT Hourly Rental		\$1,787.50	\$2,323.75	

4 Stage Forklift Rental

Code	Item	Qty.	Discount	Regular	Amount
35593	ST Hourly Rental		\$461.90	\$600.50	
35594	OT Hourly Rental		\$566.10	\$736.00	
35595	DT Hourly Rental		\$670.30	\$871.50	

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	Item	Qty.	Discount	Regular	Amount
35085	ST per man hour		\$106.88	\$138.95	
35086	OT per man hour		\$160.31	\$208.40	
35099	DT per man hour		\$213.75	\$277.90	

Riggers and Material Handlers (per man hour)

Code	Item	Qty.	Discount	Regular	Amount
35087	ST per man hour		\$85.50	\$111.15	
35100	OT per man hour		\$128.25	\$166.75	
35101	DT per man hour		\$171.00	\$222.30	

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.

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

Forklift Estimate _____

NA Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



On Site Storage

Pinnners Conference and Expo
Cobb Galleria Centre - Atlanta, Georgia
April 17 - 18, 2020

Event Code: G127370420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

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
35349	1/2 a Trailer		\$80.00
35348	Full Trailer		\$120.00
35087	Labor	ST	\$85.50
35100		OT	\$128.25
35101		DT	\$171.00

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	\$85.50	35087	
	OT	\$128.25	35100	
	DT	\$171.00	35101	

Submission of this form 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: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Warehouse Storage

Pinner Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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: \$

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

NA Tax*: \$

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

Amount Due: \$

Printed Name: _____

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
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 941-861-8930
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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



www.aglfairslogistics.com/usaebrochure/



FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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

Also Available Without Legs (#50237)



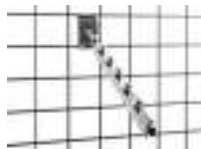
3.5' x 8' Slatwall
#50249
3.5' x 8'
Grey



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



6" Hooks for Peg Board
#50104
Silver



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

Display



UPRIGHT, CROSSBAR, & DRAPERY



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



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



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



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



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



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



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



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



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

SHELVING



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



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

BARRIER



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

OTHER



**Natural Feel
Wastebasket**
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

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

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

EXPO - 13oz



PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



Booth and Carpet Cleaning

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code:	G127370420
email	atlanta@shepardes.com
phone	(404) 720-8600
fax	(404) 720-8755

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

Code	Service	Sq Ft	Discount	Regular	Total
47050	0-399 sq. ft		\$0.40	\$0.50	
47051	400-900 sq.ft.		\$0.35	\$0.45	
47052	900+ sq. ft		\$0.35	\$0.45	

Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft		\$0.80	\$1.05	
47056	400-900 sq.ft.		\$0.75	\$1.00	
47057	900+ sq. ft		\$0.65	\$0.85	

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



Code	Service	Sq Ft	Discount	Regular	Total
47030	One Time Porter		\$0.50	\$0.65	
47031	Daily Porter		\$1.05	\$1.35	

Specialty Services



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.55	\$0.70	
47022	Mop Daily		\$0.95	\$1.25	
47013	Sham/One Time		\$0.55	\$0.70	



Display Wipe Down (charged per hour)

Code	Service	Hours	ST	OT	Total
47043	One Time		\$114.47	\$171.73	
47044	Daily		\$114.47	\$171.73	

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

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

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:	\$
NA Tax*:	\$
Amount Due:	\$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

**Pinners Conference and Expo**

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Abandoned Carpet / Floor coverings and Display Materials

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

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

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

Labor

Code	Item	Qty	Discount	Regular
68066	ST Labor	_____	\$114.47	\$148.80
68067	OT Labor	_____	\$171.73	\$223.25
68068	DT Labor	_____	\$228.93	\$297.60

Forklift

Code	Item	Qty	Discount	Regular
35028	ST 5k Forklift	_____	\$307.95	\$400.25
35039	OT 5k Forklift	_____	\$377.40	\$490.50
35067	DT 5k Forklift	_____	\$446.90	\$581.00

Dumpster Fee

Code	Item	Qty	Discount	Regular
35330	Per Full Dumpster	_____	\$650.00	\$845.00

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

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

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

Total Disposal Fee: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Standard Furnishings

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code: G127370420
 email: atlanta@shepardes.com
 phone: (404) 720-8600
 fax: (404) 720-8755

Tables

Code	Item	Qty	Color	Discount	Regular	Total
50042	4'L X 30"H X 24"W Skirted Table			\$162.30	\$211.00	
50046	6'L X 30"H X 24"W Skirted Table			\$199.50	\$259.35	
50050	8'L X 30"H X 24"W Skirted Table			\$252.90	\$328.75	
50043	4'L X 42"H X 24"W Skirted Table			\$197.30	\$256.50	
50047	6'L x 42"H X 24"W Skirted Table			\$252.65	\$328.45	
50051	8'L x 42"H X 24"W Skirted Table			\$297.20	\$386.35	
50052	4th Side Skirt for 30" High Table			\$98.65	\$128.25	
50171	4th Side 42" Skirt for 42" High Table			\$98.65	\$128.25	
50700	6'L X 30"H X 24"W Spandex Table Cover			\$295.90	\$384.65	
50040	4'L X 30"H X 24"W UnSkirted Table		na	\$115.65	\$150.35	
50044	6'L X 30"H X 24"W UnSkirted Table		na	\$138.00	\$179.40	
50048	8'L X 30"H X 24"W UnSkirted Table		na	\$162.70	\$211.50	
50041	4'L X 42"H X 24"W UnSkirted Table		na	\$130.25	\$169.35	
50045	6'L x 42"H X 24"W UnSkirted Table		na	\$162.70	\$211.50	
50049	8'L x 42"H X 24"W UnSkirted Table		na	\$181.55	\$236.00	
51089	Pedestal Table, 42"H 36"R Grey Fleck Top		na	\$291.45	\$378.90	
50032	Pedestal. Table, 30"H 36"R Grey Fleck Top		na	\$272.50	\$354.25	
50030	Round Side Table 24" W X 18" H		na	\$137.15	\$178.30	
50031	Square Side Table 24" W X 18" H		na	\$137.15	\$178.30	
50706	Natural Pedestal Table 30"H X 36" R Maple Top		na	\$356.55	\$463.50	
50707	Natural Pedestal Table 42"H X 36"R Maple Top		na	\$371.65	\$483.15	

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

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

Seating

Code	Item	Qty	Color	Discount	Regular	Total
50020	Side Chair Grey Fabric		na	\$105.50	\$137.15	
50021	Arm Chair Grey Fabric		na	\$143.80	\$186.95	
50024	Stool w/back Grey Fabric		na	\$175.20	\$227.75	
51086	Director's Chair Black Fabric		na	\$108.80	\$141.45	
51090	Director's Stool Black Fabric		na	\$194.75	\$253.20	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		na	\$212.40	\$276.10	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		na	\$174.45	\$226.80	

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

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

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

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

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Specialty, Display, Drapes

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Specialty & Display

Code	Item	Qty	Color	Discount	Regular	Total
50091	Wastebasket		na	\$19.00	\$19.00	
50094	Floor Easel, Chrome		na	\$58.35	\$75.85	
50245	Literature Rack Silver, Glass		na	\$215.40	\$280.00	
50175	Bag Rack, Chrome		na	\$285.30	\$370.90	
50092	Coat Rack, Chrome		na	\$101.25	\$131.65	
50093	Garment Rack, Chrome		na	\$285.30	\$370.90	
50427	Tensabarrier, Per Stem, Black		na	\$120.30	\$156.40	
50095	Sign Holder, 22x28 Chrome		na	\$132.95	\$172.85	
50185	Drawing Bowl, Clear		na	\$53.55	\$69.60	
50296	4' x 12" Display Riser White and Black		na	\$120.50	\$156.65	
50297	6' x 12" Display Riser White and Black		na	\$149.95	\$194.95	
50098	Mini Refrigerator, Approx 3 cubic feet		na	\$455.00	\$591.50	
50067	4' Full View Showcase, White		na	\$1,075.10	\$1,397.65	
50068	6' Full View Showcase, White		na	\$1,185.75	\$1,541.50	
50069	4' Quarter View Showcase, White		na	\$1,075.10	\$1,397.65	
50070	6' Quarter View Showcase, White		na	\$1,185.75	\$1,541.50	
50060	4' x 8' Horz. Posterboard Grey Fabric		na	\$348.15	\$452.60	
50061	4' x 8' Vert. Posterboard Grey Fabric		na	\$348.15	\$452.60	
50236	Grids 2'x8' w/legs, each		na	\$257.15	\$334.30	
50237	Grid 2'x8' w/o legs, each		na	\$192.60	\$250.40	
50242	7-Ball Waterfall for Grids		na	\$17.70	\$23.00	
50104	6" Hooks (12) for Peg Boards		na	\$56.60	\$73.60	

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

Code	Item	Qty	Color	Discount	Regular	Total
50073	8' High drape on a cross bar, per linear foot			\$27.30	\$35.50	
50074	3' High on a cross bar, per linear foot			\$20.20	\$26.25	
50088	8' Upright w/base		na	\$37.70	\$49.00	
52065	3' Upright w/base		na	\$37.70	\$49.00	
50349	6'-10' Crossbar		na	\$25.10	\$32.65	
50348	7'-12' Crossbar		na	\$25.10	\$32.65	
50058	Sateen, per linear foot			\$22.30	\$29.00	

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

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

Total Furnishings: \$ _____

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

6.000% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

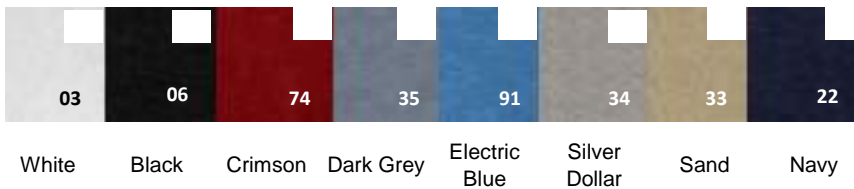
fax

(404) 720-8755

Order must be received 30 days in advance of show move in. 100 sq ft minimum
Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

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

Premium Plush Carpet 50 oz


Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$11.50	

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	\$14.90	

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		½" Padding for Vinyl	\$5.45	

Elevated Hardwood


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

Submission of this form 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: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Carpet and Padding

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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	\$8.30	\$10.80	
46003		Rental 1000+ sqft	\$7.20	\$9.35	
46002		Purchase sqft	\$20.40	\$26.50	

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	\$1.50	\$1.95	
50008		1" Padding	\$2.95	\$3.85	
50010		Visqueen	\$0.45	\$0.60	

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'	\$291.15	\$378.50	
50256		10' x 20'	\$543.25	\$706.25	
50257		10' x 30'	\$810.30	\$1,053.40	
50258		10' x 40'	\$1,077.30	\$1,400.50	

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*	\$6.85	\$8.90	
50581		400 - 900 sq ft	\$6.15	\$8.00	
50582		900+ sq ft	\$5.70	\$7.40	

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

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

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

Total Carpet and Padding: \$

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

6.000% Tax*: \$

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

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

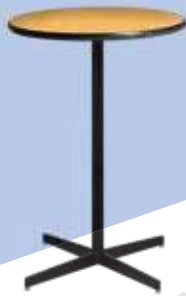
TRADESHOW ²⁰²⁰

Furnishings



FEATURING

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



Inspired Designs for Maximum Engagement

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





Beverly, Taos
10'x10' Booth



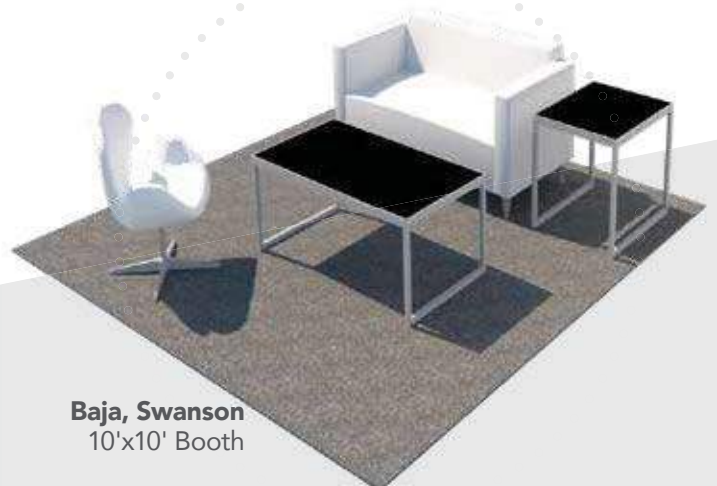
Malba, Beverly
10'x10' Booth



Vibe, Christopher
10'x20' Booth



Blade, Marche
10'x10' Booth



Baja, Swanson
10'x10' Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.

1.

Spin Around.

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



2.

Get Connected.

Communal tables help facilitate networking opportunities and build connections.



3.

Creature Comforts.

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



4.

Keep it Green.

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



5.

Demo Down.

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



10.

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



9.

Charge it!

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



8.

Gather Round!

Ottomans styled around a side table create an informal camp fire setting for small group discussions.



7.

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



6.

Level the field!

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



Roma Powered Seating and Rustique Table Booth
10'x20'



Denotes AC and USB
charging outlets ⚡

Keep clients charged with
powered seating and
add a wireless charging
table for attendees
without charging cords.

Munich Sectional Booth
10'x10'



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

Malba Conference and Beverly Demonstration Booth
10'x20'



Design multi-functional
booths with areas for
demonstrations and a
place for conferencing.

Powered Seating

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

Charge it!

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



POWERED
DETAIL

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

Roma Powered Chair & Sofa
10'x20'

Roma Collection



POWERED
DETAIL



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



Naples Collection

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



POWERED
DETAIL



Banquettes

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

POWERED
DETAIL



MODULAR SYSTEM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

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 Tables



A.



POWERED
DETAIL



B.



C.



D.

Get Connected.
Use communal tables
in your design to facilitate
networking.

E.



POWERED
DETAIL

(Mobile devices must have Qi wireless charging capability.)



POWERED
DETAIL

F.



G.

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

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

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

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



Powered Pedestals

A. | B.



POWERED
DETAIL



The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

POWERED
DETAIL



C. | D.



Powered Locking Pedestals

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Powered Desk

B.



POWERED
DETAIL



A.



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

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

Soft Seating Collections



Valencia

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



Fairfax

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



Allegro

CHR002 Chair (blue fabric) 36"L 34.5"D 30"H
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



POWERED
DETAIL

Roma



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

Palm Beach

PALSOF Sofa (white vinyl) 69"L 29"D 33"H



Soft Seating



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

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



POWERED
DETAIL

Munich Booth 10'x20'

Munich



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



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



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

Creature Comforts.

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



Baja



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



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



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

Soft Seating Collections



Tangiers

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



Key Largo

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



Munich

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

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

MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

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

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

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



POWERED
DETAIL

Naples

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

Also available with standard arm (NPLCHR).

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

Also available with standard arms (NPLLOV).

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

Also available with standard arms (NPLSOF).



Accent Chairs



A.

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



B.

Spin Around.

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



C.



D.



E.

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

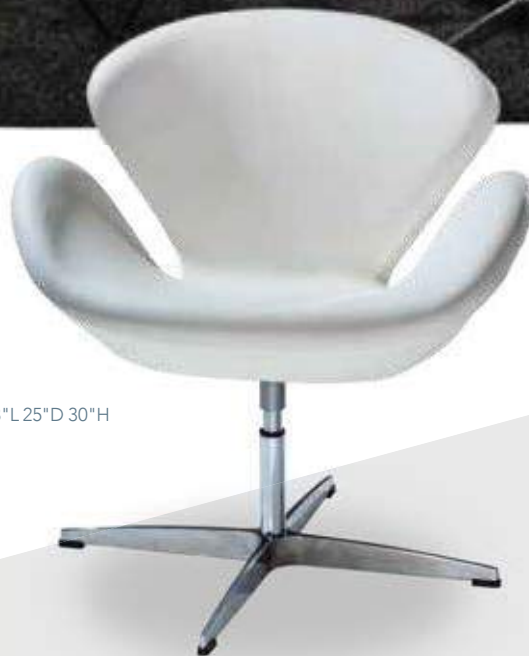
Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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



Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

- A) OCMTAU (taupe fabric, wenge)
- B) OCMWHT (white vinyl, wenge)
- C) OCMESP (espresso vinyl, wenge)



Marina Chairs

17.5"L 19.5"D 35"H

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

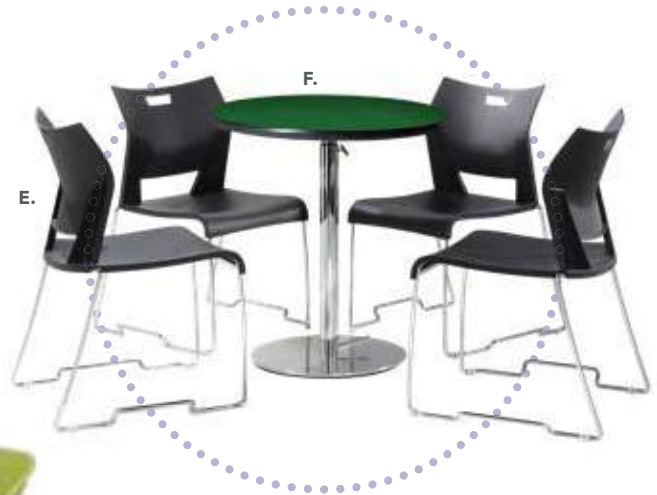


A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



Cafe Seating & Tables



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

B) 30BRHC Hydraulic Cafe Table
(red top, chrome) 30"RND 29"H

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

D) 30WDHC Hydraulic Cafe Table
(wood top, chrome) 30"RND 29"H

E) DUET Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

F) 30GSHC Hydraulic Cafe Table
(green top, chrome) 30"RND 29"H

G) MALGRN Malba Chair
(green, chrome) 20"L 20"D 32"H

H) 30MAHC Madison Hydraulic Cafe Table
(gray acajou top, chrome) 30"RND 29"H

Style

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



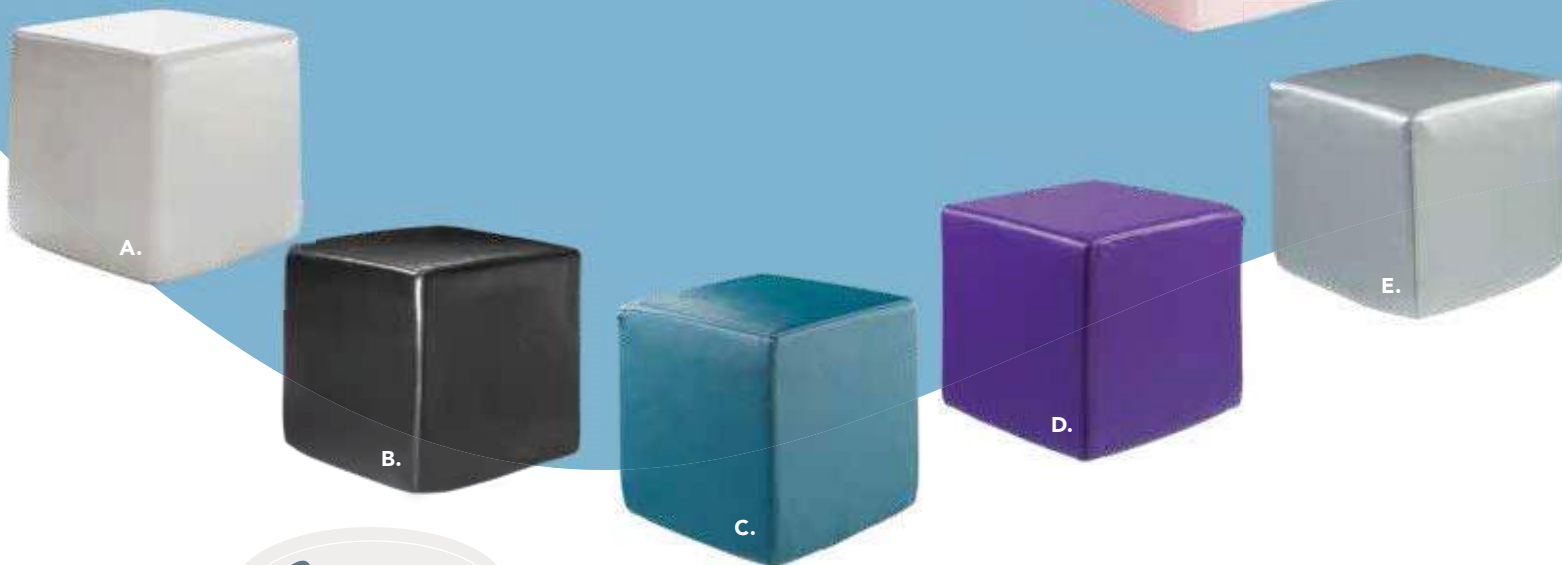
- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

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) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



Squares

Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



A.



B.

Benches

C) WHT12 Half

(white vinyl)

39"L 22"D 18"H

D) REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



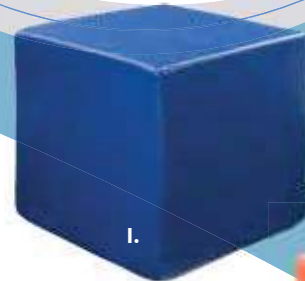
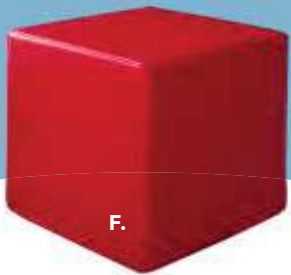
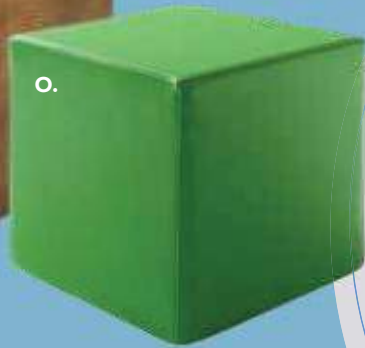
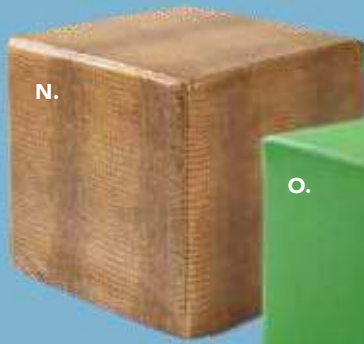
C.



D.

Provide a Pop!

Colorful furnishings
attract attention
and help reinforce
brand themes.



Curves

Endless Curved

60.5"L 37.5"D 15"H

A) END01B

(black vinyl, chrome)

B) END01W

(white vinyl, chrome)



C) BNQ7

Quarter Curve

(white vinyl)

53"L 22"D 18"H

D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

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



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

60"L 20"D 18"H

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

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



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) MAR003 (linen fabric)

H) MAR004 (raspberry fabric)

I) MAR008 (meadow green fabric)

J) MAR011 (orange fabric)

K) MAR015 (black vinyl)

L) MAR012 (forest green vinyl)

M) MAR013 (teal velvet)

N) MAR014 (distressed brown vinyl)

O) MAR006 (rose quartz fabric)



Marche Theater 10'x20' Booth

Accent Table Collections

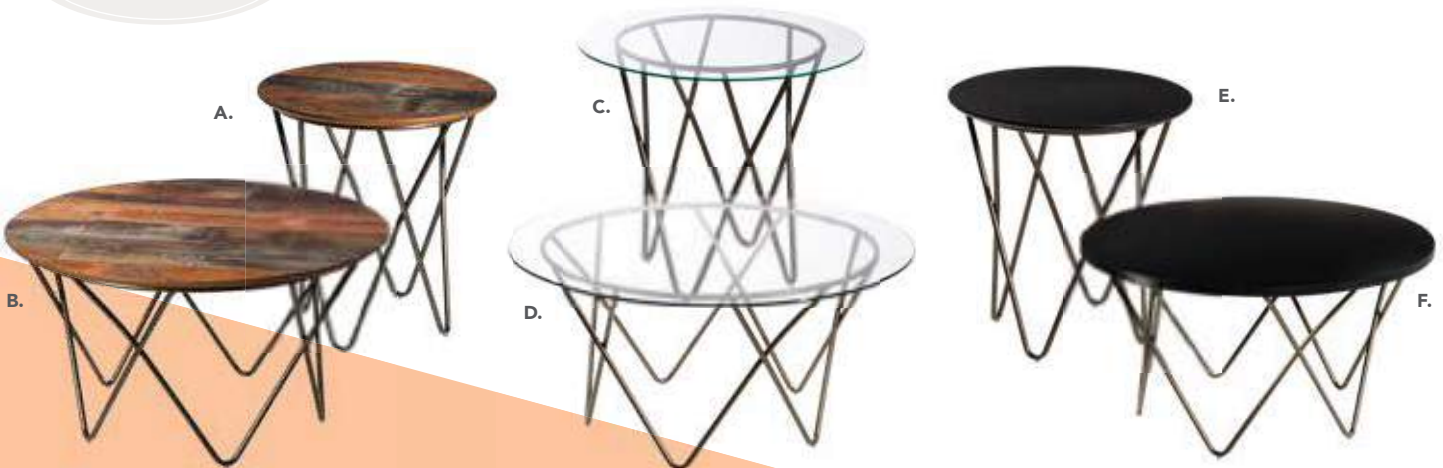
Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.

[f](#) [t](#) [i](#) @cortevents



Mesa



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

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

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

Alondra

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass top, chrome)

B) ALC200 (wood top, chrome)

End Table

20"L 20"D 20"H

C) ALE100 (glass top, chrome)

D) ALE200 (wood top, chrome)



Geo

Cocktail Table

50"L 22"D 16"H / 47"L 24"D 17"H

A) C1C (glass top, chrome)

B) C1FWB (wood top, black)

End Table

26"L 26"D 20"H / 20"L 20"D 21"H

C) E1C (glass top, chrome)

D) E1FWB (wood top, black)



Accent Tables



Taos

Side Tables

15.75"L 15.75"D 24"H

A) TAOWBH (white top, bronze)

B) TAOWBK (black top, bronze)

C) TAOWBD (wood top, bronze)



Sedona

Side Tables

15.75"L 15.75"D 24"H

A) SEDBWH (white top, bronze)

B) SEDBBK (black top, bronze)

C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

A) C1W (white top, brushed steel)

C1WP (powered)

B) C1Y (black top, brushed steel)

C1YP (powered)

C) SYDBEC (blue top, brushed steel)

D) SYDWDC (wood top, brushed steel)

End Tables

27"L 23"D 22"H

E) E1W (white top, brushed steel)

F) E1Y (black top, brushed steel)

G) SYDBEE (blue top, brushed steel)

H) SYDWDE (wood top, brushed steel)



A.



B.



Regis

A) REGBEN Bench Table

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

B) REGOTT End Table

(brushed metal) 16"L 15.5"D 16.5"H

C.



D.



Silverado

C) E1E End Table

(glass top, chrome) 24"RND 22"H

D) C1E Cocktail Table

(glass top, chrome) 36"RND 17"H

E.



F.



G.



Rustic

E) ETBL E-Table

(wood) 21"L 15.5"D 27.5"H

F) TMBTBL Timber Table

(wood) 16"RND 17"H

Aura

G) AURA Round Table

(white metal) 15"RND 22"H

H. 



POWERED
DETAIL

I.



Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered

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

Edge

I) CUBTBL LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style

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

Bar Tables

Standard Black Base

30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

VTA (Madison/gray acajou top)

30BEBB (blue top)

30WDDB (wood top)

30BKSB (black top)

30AGBB (brushed gunmetal top)

30OSBB (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTW (white top)

VTN (graphite nebula top)

VTP (maple top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top)

30WDHB (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

30OSHB (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

1. Choose Your
Base: Black
or Chrome...



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



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



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



2. Then pick a color that suits your design.



Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

ZTB (red top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30WDBC (wood top)

30AGBC (brushed gunmetal top)

30BKSC (black top)

30OSBC (orange top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTQ (white top)

ZTN (graphite nebula top)

ZTP (maple top)

36BKSC (black top)

Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30MAHC (Madison/gray acajou top)

30WHHC (white top)

30BEHC (blue top)

30WDHC (wood top)

30AGHC (brushed gunmetal top)

30BKHC (black top)

30OSHC (orange top)

30YSHC (brushed yellow top)

30GSHC (green top)

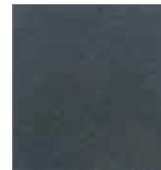
36" RND 29"H

36WTHC (white top)

36GRHC (graphite nebula top)

36MTHC (maple top)

36BKHC (black top)



GRAPHITE NEBULA



MAPLE



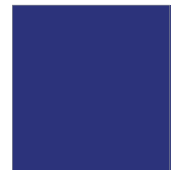
RED



WHITE



MADISON/GRAY
ACAJOU



BLUE



WOOD



BLACK



BRUSHED GUNMETAL



ORANGE



BRUSHED YELLOW



GREEN

CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H



Barstool Collection

Spin 360°

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

Zoey

15"L 16"D 30-34.75"H

A) BS003 (black, chrome)

B) BS002 (white, chrome)

A.



B.



Lift

15"RND 23-33.5"H

A) ROLLWH (white vinyl, chrome)

B) ROLLRD (red vinyl, chrome)

C) ROLLBL (black vinyl, chrome)

D) ROLLGY (gray vinyl, chrome)

C.



D.



A.



B.



Barstool Collection



Banana

21"L 22"D 41"H

A) BSS Barstool (black, chrome)

B) BST Barstool (white, chrome)



Zenith

ZENBAR Barstool

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



Apex

21"L 21"D 33"H

A) APS08 Barstool (black vinyl, silver)

B) APS59 Barstool (red vinyl, silver)

C) APS75 Barstool (white vinyl, silver)

D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

A) BSC Oslo Barstool

(white, chrome) 17"L 20"D 45"H

B) XBAR Christopher Barstool

(white vinyl, chrome) 19"L 15"D 41"H

C) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

D) BSR Syntax Barstool

(black, chrome) 23"L 19"D 43.25"H

E) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H

F) LUBSCL Lucent Barstool

(frosted acrylic, chrome)

22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool

(maple, chrome) 18"L 20"D 47"H



D.



E.



F.



G.

Blade

20.5"L 20"D 40.5"H

H) BLDBRD Barstool (red)

I) BLDBSB Barstool (sky blue)



H.



I.

Office Essentials





Create

comfortable
productive environments
in your booth or temporary
show office with on-trend
furnishings that reflect
your sense of
style.

Conference Tables

42" Round Conference Table 42" RND 29"H

- A) CONF42** (white top, black)
- B) CB1** (graphite nebula top, black)
- C) CB8** (Madison/gray acajou top, black)
- D) 42BKCT** (black top, black)



Madison

(gray acajou top, chrome)

- E) MADC05 5' Table** 60"L 48"D 29"H
- F) MADC08 8' Table** 96"L 60"D 29"H
- G) MADC10 10' Table** 120"L 48"D 29"H



- H) CUPCHA Cupertino Mid Back Chair**
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
- I) GENCHA Genesis Chair**
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

Atomic Round Tables (glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H



PROGB
Pro Guest Chair
(black vinyl)
24"L 22"D 36"H

A.



B.



C.



D.



Geo Rounded Square Tables
42"L 42"D 29"H
A) CE1 (glass top, chrome)
B) CF1 (glass top, black)

Geo Rectangular Tables
60"L 36"D 29"H
C) CF2 (glass top, black)
D) CE2 (glass top, chrome)

E.



F.



G.



H.



E) MERLIN Merlin Multi Use Table
(gray top, black)
46"L 29"D 30"H
F) WD3 Work Table
(white top, white)
48"L 24"D 30"H

Conference Tables
(graphite nebula top, black)
G) CB3 8'
96"L 48"D 29"H
H) CB2 6'
72"L 42"D 29"H

I. J.



K.



Conference Tables
(granite top, black)
I) C508GR 8'
96"L 44"D 29"H
J) CT10GR 10'
120"L 46"D 29"H
K) CT06GR 6'
72"L 36"D 29"H

Executive Seating & Desks



Cupertino

CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height



Pro High Back

Executive Chairs
25"L 24"D 45-48"H
Adjustable height
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)

Pro Mid Back

Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)



Pro Guest

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

Task

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



Genesis

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



Madison

- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
 B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
 C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



B. CREDENZA FRONT



CREDENZA BACK



C.



Tech Desk

- A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H
 B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H
 C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A. 



POWERED
DETAIL

B. 



C.



Ventura

Powered & Communal Tables



Powered Bar Tables

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

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

Communal Bar Tables

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

Maple Top

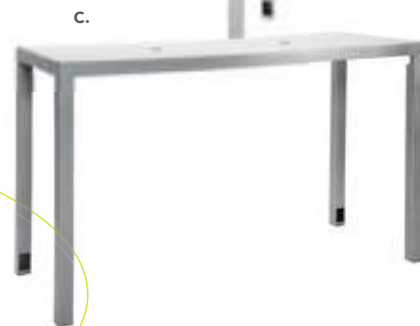
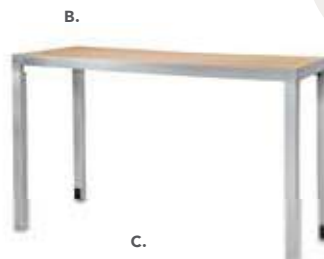
B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)



Draw A Crowd.

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

Powered Cafe Tables

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

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

Communal Cafe Tables

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

Maple Top

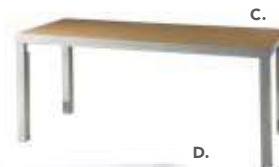
C) VNTCMN (solid)
VNTCMW (grommets)

White Top

D) VNTCWW (grommets)
VNTCWN (solid)

Black Top

E) VNTCBN (solid)



Office Accessories & Decor

Powered Products



A.



B.



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



C.



D.

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment
for a warm and natural feel.



A.



B.



C.

A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

Midtown

Counter & Bar



Midtown Powered Counter

60"L 18"D 42"H (taupe glass top, pewter)

MTCPUL (unlighted)

MTCLPI (lighted with plug-in)

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



BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)

A.



Midtown Bar

60"L 18"D 42"H (taupe glass top, pewter)

A) MTBUUL (unlighted)

B) MTBLPI (lighted with plug-in)

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



(back)

B.



(lit-blue)



(lit-red)



(lit-green)



(lit-white)



Cocktail and Occasional Tables

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code: G127370420
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$430.10	\$559.15	
	ALC100-Alondra, Glass/Chrome	\$518.45	\$674.00	
	ALC200-Alondra, Wood/Chrome	\$518.45	\$674.00	
	C1FWB-Geo, Wood/Black	\$453.65	\$589.75	
	C1C-Geo Rect., Glass/Chrome	\$388.85	\$505.50	
	MESCTB-Mesa Cocktail Table Black top	\$300.30	\$390.40	
	MESCTG-Mesa Cocktail Table Glass top	\$300.30	\$390.40	
	MESCTW-Mesa Cocktail Table Wood top	\$300.30	\$390.40	
	C1W-Sydney, White	\$435.95	\$566.75	
	C1WP-Sydney White, Powered!	\$553.80	\$719.95	
	C1Y-Sydney, Black	\$435.95	\$566.75	
	C1YP-Sydney Black, Powered!	\$553.80	\$719.95	
	REGBEN-Regis Bench Table	\$444.80	\$578.25	
	SYDBEC-Sydney Cocktail Table	\$441.85	\$574.40	
	SYDWDC-Sydney Cocktail Table	\$401.70	\$522.20	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$409.45	\$532.30			TAOBWH-Taos White top	200.2	260.25	
	ALE100-Alondra, Glass/Chrome	\$374.15	\$486.40			TAOBK Taos Black top	200.2	260.25	
	ALE200-Alondra, Wood/Chrome	\$374.15	\$486.40			TAOBWD Taos Wood top	200.2	260.25	
	E1FWB-Geo, Wood/Black	\$394.75	\$513.20			SEDBWH Sedona White top	200.2	260.25	
	E1C-Geo, Glass/Chrome	\$383.00	\$497.90			SEDBBK Sedona Black Top	200.2	260.25	
	MESETB-Mesa End Table, Black top	\$198.40	\$257.90			SEDBWD Sedona Wood Top	200.2	260.25	
	MESETG-Mesa End Table, Glass top	\$198.40	\$257.90						
	MESETW-Mesa End Table, Wood top	\$198.40	\$257.90						
	E1W-Sydney, White	\$394.75	\$513.20						
	E1Y-Sydney, Black	\$394.75	\$513.20						
	CUBTBL-Edge LED Cube	\$306.35	\$398.25						
	AURA End Table	\$223.85	\$291.00						
	ETBL-E Table, Wood	\$276.90	\$359.95						
	TMBTBL Timber Table, Wood	\$265.15	\$344.70						
	REGOTT-Regis End Table	\$327.00	\$425.10						
	CUBPOW-Wireless Chrg Tbl, Powered!	\$666.85	\$866.90						
	SYDBEE - Sydney End Table	\$388.30	\$504.80						
	SYDWDE-Sydney End Table	\$388.30	\$504.80						

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

Total Exec Tables Furnishings: \$

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

6.000% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

**Pinners Conference and Expo**

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020Order with complete Payment Authorization must be received before Discount
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Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$406.50	\$528.45	
	END02W-Square, White Leather	\$406.50	\$528.45	
	END01B-Curved, Black Leather	\$648.05	\$842.45	
	END01W-Curved, White Leather	\$648.05	\$842.45	
	CUBL20-Edge Lighted Cube	\$306.35	\$398.25	
	WHT12-Half Bench, White Vinyl	\$583.25	\$758.25	
	BNQ7-Quarter Curve, White Vinyl	\$762.95	\$991.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,733.70	\$3,553.80	
	REGBEN Regis Bench, Brushed Metal	\$444.80	\$578.25	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$624.50	\$811.85	
	BVLYBN Bev Bench Brown Fabric	\$624.50	\$811.85	
	BVLYGR Bev Bench Grey Fabric	\$624.50	\$811.85	
	BVLYLN Bev Bench Linen Fabric	\$624.50	\$811.85	
	BVLYOB Bev Bench Ocean Fabric	\$624.50	\$811.85	
	BVLYRD Bev Bench Red Fabric	\$624.50	\$811.85	
	BVLYWH Bev Bench White Vinyl	\$624.50	\$811.85	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$218.00	\$283.40	
	VIB02-Vibe Cube, Blue	\$218.00	\$283.40	
	VIB04-Vibe Cube, Red	\$218.00	\$283.40	
	VIB05-Vibe Cube, Yellow	\$218.00	\$283.40	
	VIB06-Vibe Cube, Gold/Bronze	\$218.00	\$283.40	
	VIB08-Vibe Cube, Orange	\$218.00	\$283.40	
	VIB09-Vibe Cube, White Wtrproof	\$218.00	\$283.40	
	VIB10-Vibe Cube, Black Wtrproof	\$218.00	\$283.40	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$218.00	\$283.40	
	VIB12 Vibe Cube, Silver Vinyl	\$218.00	\$283.40	
	Vibe13-Vibe Cube, Purple Vinyl	\$218.00	\$283.40	
	Vibe14-Vibe Cube, Cirtus Green	\$218.00	\$283.40	
	Vibe15-Vibe Cube, Taupe Vinyl	\$218.00	\$283.40	
	Vibe16- Vibe Cube, Spice Orange	\$218.00	\$283.40	
	Vibe 17-Desert Rose	\$218.00	\$283.40	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR001-Marche Swivel, White	\$288.65	\$375.25	
	MAR002-Marche Swivel, Grey	\$288.65	\$375.25	
	MAR003-Marche Swivel, Linen	\$288.65	\$375.25	
	MAR004-Marche Swivel, Raspberry	\$288.65	\$375.25	
	MAR005-Marche Swivel, Red	\$288.65	\$375.25	
	MAR006-Marche Swivel, Rose Qtz	\$288.65	\$375.25	
	MAR007-Marche Swivel, Plum	\$288.65	\$375.25	
	MAR008-Marche Swivel, Mdw Grn	\$288.65	\$375.25	
	MAR009, Marche Swivel, Pear	\$288.65	\$375.25	
	MAR010-Marche Swivel, Blue	\$288.65	\$375.25	
	MAR011-Marche Swivel, Orange	\$288.65	\$375.25	
	MAR012-Marche Swivel, Forest Green	\$288.65	\$375.25	
	MAR013-Marche Swivel, Teal Velvet	\$288.65	\$375.25	
	MAR014-Marche Swivel, Distr. Brown	\$288.65	\$375.25	
	MAR015-Marche Swivel, Black Vinyl	\$288.65	\$375.25	

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Total Ottomans: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Soft Seating

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

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Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,878.05	\$3,741.45	
	SFA002- Allegro Sofa	\$1,084.05	\$1,409.25	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,296.15	\$1,685.00	
	VALSOF- Valencia Sofa	\$689.80	\$896.75	
	TANSOF-Tangiers Sofa, Beige	\$1,028.10	\$1,336.55	
	KEYSOF-Key Largo Sofa	\$733.50	\$953.55	
	FAIRSW-Fairfax Sofa	\$739.40	\$961.20	
	BSFWHT-Baja Sofa	\$1,312.20	\$1,705.85	
	PALSOF-Palm Beach Sofa	\$1,029.60	\$1,338.50	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$553.80	\$719.95	
	OCB-Key West Tub, Black	\$615.70	\$800.40	
	BCW-Madrid Chair, White	\$1,157.70	\$1,505.00	
	LABREA-La Brea Swivel Chair	\$636.30	\$827.20	
	VALCHA Valencia Chair	\$464.10	\$603.35	
	MNCHCC Munich Corner Chair	\$874.90	\$1,137.35	
	MNCHCH Munich Armless Chair	\$721.70	\$938.20	
	OCH Madrid Chair, Black	\$1,157.70	\$1,505.00	
	WENCHA-Wentworth Chair	\$508.80	\$661.45	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$568.55	\$739.10	
	TANLOV Tangiers Loveseat	\$1,072.25	\$1,393.95	
	BLVWHT Baja Loveseat White Vinyl	\$1,234.30	\$1,604.60	
	MNCHLV- Munich Armless Loveseat	\$1,281.40	\$1,665.80	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,089.90	\$1,416.85	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$424.20	\$551.45	
	OCMWHT-Meeting Chair, White	\$388.85	\$505.50	
	OCMESP-Meeting Chair, Espresso	\$430.10	\$559.15	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$842.55	\$1,095.30	
	NPLCHR-Naples Chair, Black Vinyl	\$904.35	\$1,175.65	
	TANCHR-Tangiers Chair, Beige	\$668.70	\$869.30	
	CHR002-Allegro Chair	\$760.05	\$988.05	
	KEYCHR-Key Largo Chair	\$486.05	\$631.85	
	FAIRCW-Fairfax Chair	\$533.20	\$693.15	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$3,555.55	\$4,622.20	
	BNQR17-Ottoman Ring, White Vinyl	\$2,733.70	\$3,553.80	
	BNQ7-Quarter Curve, White Vinyl	\$762.95	\$991.85	
	BNQTL7- Center Cone, White Vinyl	\$1,122.35	\$1,459.05	
	WHT12-Half Bench, White Vinyl	\$583.25	\$758.25	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$981.00	\$1,275.30	
	SFAPWR-Roma Sofa, powered	\$1,579.00	\$2,052.70	
	NPLCHP-Naples Chair, powered	\$981.00	\$1,275.30	
	NPLSOP-Naples Sofa, powered	\$1,579.00	\$2,052.70	
	NPLLOP-Naples Loveseat, powered	\$1,358.05	\$1,765.45	

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Total Soft Seating: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Conference Tables and Group Seating

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code:

G127370420

email

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phone

(404) 720-8600

fax

(404) 720-8755

Conference Tables

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$698.15	\$907.60			Duet-Black, Chrome	\$100.15	\$130.20	
	CE1-Geo Table, Sq. Chrome	\$491.90	\$639.45			RSTDIN-Rustique w/ arms, Gunmetal	\$203.25	\$264.25	
	CF1-Geo Table, Sq. Black	\$491.90	\$639.45			CS8-Berlin Chair, Black	\$197.35	\$256.55	
	CE2-Geo Table, Chrome	\$698.15	\$907.60			XCHR-Christopher Chr, White Vinyl	\$162.05	\$210.65	
	CB2-6' Graphite Table	\$733.50	\$953.55			SC10 Razor Chair	\$120.75	\$157.00	
	CB3-8' Graphite Table	\$863.15	\$1,122.10			SC3-Brewer Chair, Onyx	\$271.00	\$352.30	
	CB1-42" Round, Graphite Nebula	\$595.10	\$773.65			LMCHR-Laguna Chair, Maple/Chrome	\$229.80	\$298.75	
	C508GR-8', Granite	\$863.15	\$1,122.10			MALGRY-Malba Chair, Grey	\$176.75	\$229.80	
	CT10GR-10', Granite	\$1,296.15	\$1,685.00			MALGRN-Malba Chair, Green	\$176.75	\$229.80	
	CT06GR-6', Granite	\$733.50	\$953.55			CS4-Syntax Chair, Black/Chrome	\$321.10	\$417.45	
	PWRUSB-Powered Table Module	\$117.85	\$153.20			ZENCHR-Zenith Chair-White/Chrome	\$259.20	\$336.95	
	CB8-42" Round Madison, Grey	\$526.00	\$683.80			BLDCRD-Blade Chair	\$104.45	\$135.80	
	MADC10-10' Madison, Grey	\$1,487.65	\$1,933.95			BLDCSB-Blade Chair	\$104.45	\$135.80	
	MADC05-5' Madison, Grey	\$745.30	\$968.90			LUCHCL-Lucent Chair	\$281.20	\$365.55	
	MADC08-8' Madison, Grey	\$1,487.65	\$1,933.95			MARCBE-Marina Chair, Ocn Blue	\$227.65	\$295.95	
	CONF42-42" Round, White lam	\$595.10	\$773.65			MARCBK-Marina Chair, Black Vnyl	\$227.65	\$295.95	
	36ATO Atomic 36" Round, Glass	\$491.90	\$639.45			MARCBR-Marina Chair, Brown	\$227.65	\$295.95	
	42ATO Atomic 42" Round, Glass	\$491.90	\$639.45			MARCRD-Marina Chair, Red	\$227.65	\$295.95	
	42BKCT 42" Round, Black Top	\$540.80	\$703.05			MARCWH-Marina Chair, White Vnyl	\$227.65	\$295.95	
Executive Seating						TASKST-Task Stool	\$227.65	\$295.95	
Qty.	Item	Discount	Regular	Amount		CUPCHA-Cupertino Mid Back Chair	\$429.00	\$557.70	
	PROEXE-Pro Executive Chair	\$574.40	\$746.70			GENCHA-Genesis	\$374.40	\$486.70	
	PROEXB-Executive Chair High Back	\$574.40	\$746.70						
	PROGB-Guest Executive Chair	\$403.60	\$524.70						
	PROMDB-Exec Mid-Back, Black	\$377.05	\$490.15						
	PROMID-Executive Chair Mid Back	\$365.30	\$474.90						

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

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

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

Total Conference: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Café and Communal Tables

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code: G127370420
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$347.60	\$451.90	
	ZTP-36" Maple Top/Black Base	\$380.00	\$494.00	
	ZTJ-30" Graphite Top/Black Base	\$347.60	\$451.90	
	ZTN-36" Graphite Top/Black Base	\$380.00	\$494.00	
	ZTQ-36" White Laminate Top	\$380.00	\$494.00	
	ZTB-30" Red Top/Black Base	\$347.60	\$451.90	
	ZTA-30" Grey Top/Black Base	\$359.40	\$467.20	
	30WH29 -30" White Laminate	\$368.25	\$478.75	
	30BEBC-30" Blue Top/Black Base	\$348.15	\$452.60	
	30WDBC-30" Wood Top/Black Bas	\$348.15	\$452.60	
	30AGBC-30" Gunmetal/Black base	\$348.15	\$452.60	
	36BKSC-36" Black Top/Black Base	\$380.00	\$494.00	
	30AGBC 30" Brushed Gunmetal/Blk Ba	\$348.15	\$452.60	
	30BKSC 30"Blacktop/Black Base	\$348.15	\$452.60	
	30OSBC 30" Orange Top/Black Base	\$348.15	\$452.60	
	30GSBC 30" Green Top/Black Base	\$348.15	\$452.60	
	30YSBC 30" Brushed Yellow/Black Bas	\$348.15	\$452.60	

Café Tables - Chrome Base 36", Hydraulic

	36MTHC-Maple Top, Chrome	\$506.70	\$658.70	
	36GRHC-Graphite Nebula, Chrome	\$506.70	\$658.70	
	36WTHC-White Top, Chrome	\$506.70	\$658.70	
	36BKHC Black Top, Chrome	\$506.70	\$658.70	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$465.45	\$605.10	
	30GRHC-Graphite Nebula, Chrome	\$465.45	\$605.10	
	30BRHC-Brushed Red Top, Chrome	\$465.45	\$605.10	
	30MAHC-Grey Top, Chrome	\$465.45	\$605.10	
	30WHHC-White Laminate	\$503.75	\$654.90	
	30BEHC-Blue Top, Chrome	\$468.65	\$609.25	
	30WDHC-Wood Top, Chrome	\$468.65	\$609.25	
	30BKHC-Black Top, Chrome	\$468.00	\$608.40	
	30AGHC-Brushed Gunmetal, Chrome	\$468.00	\$608.40	
	30YSHC-Brushed Yellow Top, Chro	\$468.00	\$608.40	
	30GSHC-Green Top, Chrome	\$468.00	\$608.40	
	30OSHC-Orange Top, Chrome	\$468.00	\$608.40	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$790.00	\$1,027.00	
	VNTCMN-Maple Top, Silver Frame	\$790.00	\$1,027.00	
	VNTCWN-White Top, Silver Frame	\$790.00	\$1,027.00	
	VNTCMW-Maple, w/ Grmt	\$790.00	\$1,027.00	
	VNTCWW-White, w/ Grmt	\$790.00	\$1,027.00	
	VNTCBK-Black Top- Powered!	\$897.15	\$1,166.30	
	VNTCWH-White Top- Powered!	\$897.15	\$1,166.30	

42" High Tables

	VNTBNP Communal Table Black Top	\$1,028.10	\$1,336.55	
	VNTMNP Communal Table Maple Top	\$1,028.10	\$1,336.55	
	VNTWNP Communal Table White Top	\$1,028.10	\$1,336.55	
	VNTBMW Comm Table Maple Top w/ Grom	\$1,028.10	\$1,336.55	
	VNTBWW Comm Table White w/ Grom	\$1,028.10	\$1,336.55	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,213.70	\$1,577.80	
	VNTWHT Communal Table White Top	\$1,213.70	\$1,577.80	

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

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

Total Cafe: \$
6.000% Tax*: \$
Amount Due: \$

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



Bar Tables, Barstools, Bars

Pinnars Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Event Code: G127370420
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Bar Tables - All Black Base

Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$383.00	\$497.90			BST-Banana, White/Chrome	\$385.90	\$501.65	
	VTP-36" Maple Top/Black Base	\$409.45	\$532.30			BSS-Banana, Black/Chrome	\$385.90	\$501.65	
	VTJ-30" Graphite Top/Black Base	\$383.00	\$497.90			BS001-Shark, Swivel White	\$491.90	\$639.45	
	VTN-36" Graphite Top/Black Base	\$409.45	\$532.30			BS002-Zoey, Swivel White	\$450.70	\$585.90	
	VTW-36" White Laminate Top	\$409.45	\$532.30			BS003-Zoey, Swivel Black	\$450.70	\$585.90	
	VTB-30" Red Top/Black Base	\$383.00	\$497.90			RSTSTL-Rustique Barstool, Gunmetal	\$223.85	\$291.00	
	30WH42 30" White Laminate,	\$403.60	\$524.70			APS08-Apex Black Vinyl	\$347.60	\$451.90	
	VTA-30" Grey Top/Black Base	\$383.00	\$497.90			APS59-Apex Red Vinyl	\$347.60	\$451.90	
	RSTSQT Rustique Square Metal Bar Table	\$424.20	\$551.45			APS75-Apex White Vinyl	\$347.60	\$451.90	
	30BEBB-Blue Top/Black Base	\$388.30	\$504.80			APS12-Apex Blue Ultra Suede	\$347.60	\$451.90	
	30WDBB-Wood Top/Black Base	\$388.30	\$504.80			XBAR-Christopher White Vinyl	\$279.80	\$363.75	
	30BKSB Black Top/Black Base	\$388.30	\$504.80			LMBAR-Laguna, Maple/Chrome	\$288.65	\$375.25	
	30AGBB Brushed Gunmetal/Black Base	\$388.30	\$504.80			BSR-Syntax, Black/Chrome	\$350.55	\$455.70	
	30YBBB Brushed Yellow/Black Base	\$388.30	\$504.80			ZENBAR-Zenith, White/Chrome	\$259.20	\$336.95	
	30GSBB Green Top/Black Base	\$388.30	\$504.80			BSC-Oslo, White	\$406.50	\$528.45	
	30OSBB Orange Top/Black Base	\$388.30	\$504.80			ROLLBL-Lift Barstool, Black Vinyl	\$327.00	\$425.10	
	36BKHB Black Top/Black Base	\$388.30	\$504.80			ROLLGY-Lift Barstool, Grey Vinyl	\$327.00	\$425.10	
						ROLLRD-Lift Barstool, Red Vinyl	\$327.00	\$425.10	
						ROLLWH-Lift Barstool, White Vinyl	\$327.00	\$425.10	
						BLDBRD-Blade, Red	\$200.85	\$261.10	
						BLDBSB-Blade, Sky Blue	\$200.85	\$261.10	
						LUBSCL- Frosted, Acrylic	\$401.70	\$522.20	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$465.45	\$605.10	
	30MTHB-Maple Top, Chrome	\$465.45	\$605.10	
	30BRHB-Brushed Red, Chrome	\$465.45	\$605.10	
	30WHHB White Laminate, Chrome	\$503.75	\$654.90	
	30MAHB-Grey Top, Chrome	\$465.45	\$605.10	
	30BEHB-Blue Top, Chrome	\$468.65	\$609.25	
	30WDHB-Wood Top, Chrome	\$468.65	\$609.25	
	30BKHB-Black Top, Chrome	\$468.65	\$609.25	
	30AGHB Brushed Gunmetal, Chrome	\$468.65	\$609.25	
	30YSHB Brushed Yellow, Chrome	\$468.65	\$609.25	
	30GSHB Green Top, Chrome	\$468.65	\$609.25	
	30OSHB Orange Top, Chrome	\$468.65	\$609.25	

Bars and Counters

	MTBLPI-Midtown Bar, Lighted	\$2,289.70	\$2,976.60	
	MTBUUL-Midtown Bar, unlighted	\$2,142.40	\$2,785.10	
	MTCLPI- Midtown Counter, Lighted	\$2,289.70	\$2,976.60	
	MTCPUL- Midtown Counter, Unlighted	\$2,155.80	\$2,802.55	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	\$506.70	\$658.70	
	36MTHB, Maple Top, Chrome	\$506.70	\$658.70	
	36WTHB-White Top, Chrome	\$506.70	\$658.70	
	36BKHB Black Top, Chrome	\$506.70	\$658.70	

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

Total Bar: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Executive Accessories

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$795.35	\$1,033.95	
	JD8-Madison Executive Desk, Grey	\$939.70	\$1,221.60	
	BC8-Madison Bookcase, Grey	\$680.50	\$884.65	
	TECH3B-Tech Desk w/drawers- Powered!	\$863.15	\$1,122.10	
	TECH-Tech Desk- Powered	\$698.15	\$907.60	
	TECH3-3-drawer File Cabint w/Castor	\$229.80	\$298.75	

Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$533.20	\$693.15	
	WD3-Work Table	\$512.60	\$666.40	

Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$798.35	\$1,037.85	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- Powered!	\$780.65	\$1,014.85	
	PDL42B-Ped, Locking- Powered!	\$924.95	\$1,202.45	
	PDL36W-Ped, Locking- Powered!	\$780.65	\$1,014.85	
	PDL42W-Ped, Locking- Powered!	\$924.95	\$1,202.45	

Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$341.70	\$444.20	
	LA14-Mason Silver Table Lamp	\$223.85	\$291.00	

Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$682.90	\$887.75	
	HDG7FT-Boxwood Hedge, 7ft	\$1,111.35	\$1,444.75	

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

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

Total Exec Accessories: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

**Pinner's Conference and Expo**

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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"	\$217.75	\$283.10			70065	Grommets, per sq. ft.- Vertical	\$27.65	\$35.95	
	70010	Horz., 22" x 28"	\$217.75	\$283.10			70071	Grommets, per sq. ft. - Horizontal	\$27.65	\$35.95	
	70011	Vertical, 28" x 44"	\$331.70	\$431.20			70066	Pockets, per sq. ft. - Vertical	\$29.70	\$38.60	
	70012	Horz., 28" x 44"	\$331.70	\$431.20			70072	Pockets, per sq. ft.- Horizontal	\$29.70	\$38.60	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$671.30	\$872.70		Please see our Graphic Guidelines page for specific file and artwork information.					
	70138	39"x84" Meterboard, Ultraboard	\$390.00	\$507.00							

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'	\$59.15	\$76.90	
	70021	Velcro, per ft, min. 5 ft.	\$3.85	\$5.00	
	70004	7" x 44" ID Sign	\$65.15	\$84.70	
	50094	Floor Easel	\$58.35	\$75.85	
	50095	22x28 Sign Holder	\$132.95	\$172.85	
	50508	Cardboard Meterboard base, blk	\$26.00	\$33.80	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$231.65	\$301.15	

Submission of this form 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: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Graphic Upload Info

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Upload Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

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

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/04_Pinners%20Conference%20and%20Expo/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: **atlanta@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.

Pinnners Conference and Expo
Cobb Galleria Centre - Atlanta, Georgia
April 17 - 18, 2020

Event Code: G127370420
email: atlanta@shepardes.com
phone: (404) 720-8600

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.



Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

exhibits@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



The Jonathon



The Pierce



The Madison



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$4,141.20	\$5,383.55
66471		The Eddie- 10' x 20'	\$6,743.70	\$8,766.80
66474		The Jonathon - 10' x 10'	\$2,889.05	\$3,755.75
66475		The Jonathon - 10' x 20'	\$5,057.00	\$6,574.10

Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,583.50	\$4,658.55
66478		The Pierce - 10' x 20'	\$6,804.15	\$8,845.40
66484		The Madison - 10' x 10'	\$4,345.65	\$5,649.35
66485		The Madison - 10' x 20'	\$5,150.35	\$6,695.45

The Grant

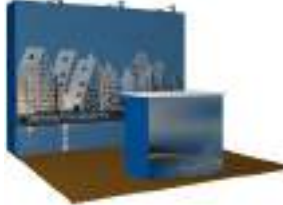


The Harrison



Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$4,587.00	\$5,963.10
66487		The Grant- 10' x 20'	\$6,357.45	\$8,264.70
66492		The Harrison - 10' x 10'	\$4,216.90	\$5,481.95
66493		The Harrison - 10' x 20'	\$6,196.45	\$8,055.40

The Hamilton



The Lucy



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,938.45	\$3,820.00
66468		The Hamilton- 10' x 20'	\$5,147.80	\$6,692.15
66473		The Lucy - 10' x 10'	\$2,655.65	\$3,452.35

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.

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

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

Total Inline Rentals: \$
6.000% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

exhibits@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	\$1,018.15	\$1,323.60		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,235.50	\$1,606.15		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$751.00	\$976.30	Silver Only	

Reception Counters

RC2



RC3



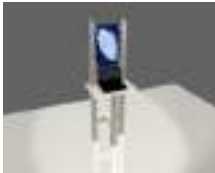
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$1,047.00	\$1,361.10			Contact Us to Customize
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$2,271.25	\$2,952.65			1075mm x 885mm

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	\$1,320.80	\$1,717.05		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$769.85	\$1,000.80		380mm x 580mm

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

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

Total Counter Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Custom Display / Charging Stations

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

exhibits@shepardes.com

phone

404-720-8652

fax

404-720-8757

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays

Metal Colors Black (06) Silver (15)

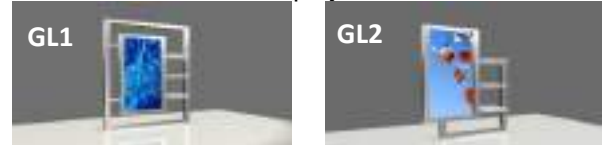
Panel Colors Black (06) White (03)

Product Displays

Gondolas



GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$713.45	\$927.50			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$705.25	\$916.85	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,215.70	\$1,580.40	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview

Square

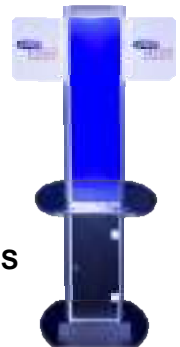


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,373.65	\$1,785.75		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,482.60	\$1,927.40		

Charging Units

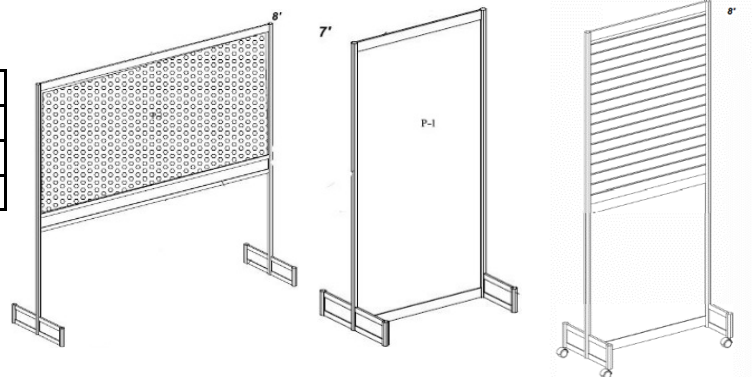
Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,333.75	\$3,033.90	Black Only	250mm x 700mm

PCS



Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
66148		PerfH	4'x7' Pegboard panel	\$346.85	\$450.90
66149		PerfV	4'x8' Pegboard panel	\$346.85	\$450.90
50104		6" Pegs	6" Pegs 1 dozen	\$56.60	\$73.60
66147		Slatwall	8'x3.5' Slatwall grey vert	\$346.85	\$450.90



Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: \$

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation 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.

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

Pinnex Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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

Event Code:

G127370420

email

exhibits@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'	\$2,730.70	\$3,549.90
66558		FX2M1 10' w/Monitor	\$4,940.05	\$6,422.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$3,341.40	\$4,343.80
66562		FX2M1H 10' w/Monitor	\$5,550.75	\$7,216.00

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'	\$4,733.30	\$6,153.30
66560		FX2M2 10' x 20' w/Monitor	\$6,942.65	\$9,025.45
66567		FX2H2 10' x 20'	\$5,279.50	\$6,863.35
66563		FX2M2H 20' w/Monitor	\$7,488.85	\$9,735.50

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

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

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

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

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Total Fabex Rental: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Fabex Backlit Booth Rentals

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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Event Code:	G127370420
email	exhibits@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	\$2,753.55	\$3,579.60	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$4,255.40	\$5,532.00	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$5,757.30	\$7,484.50	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.

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

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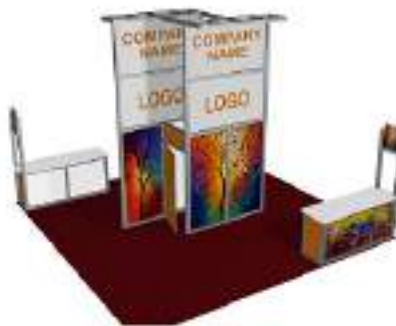
Turnkey Rental Designs Make Exhibiting Easier!

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

The Monroe



The Tyler



Code	Qty	Item	Discount	Regular
66494		The Monroe	\$10,542.00	\$13,704.60
66368		The Washington	\$15,129.10	\$19,667.85
66495		The Tyler	\$11,258.35	\$14,635.85
66496		The Garfield	\$11,024.85	\$14,332.30

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.

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

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

Total Island Rentals: \$

6.000% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Hanging Sign Rentals

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Order Deadline Wednesday, March 18, 2020

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

Event Code: G127370420
email: exhibits@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN		HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$6,639.15	\$8,630.90
69142	16' x 48"	\$10,551.75	\$13,717.30



SQUARE DESIGN		HSS10
Code	Size	Discount* Regular
69143	10' x 48"	\$8,073.20 \$10,495.15



TRIANGULAR DESIGN		HST10
Code	Size	Discount* Regular
69144	10' x 48"	\$6,532.80 \$8,492.65



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	\$2,877.05	\$3,740.15
69146	10' x 48" Double	\$3,828.35	\$4,976.85

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for building and hanging your sign!

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

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

Total Hanging Sign Rental: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

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

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

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	
	c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318 Delivery Hours: M-F, 8-4 PM	
	For: _____	Pinner's Conference and Expo First day freight can arrive w/o a surcharge: March 18, 2020 Last day freight can arrive w/o a surcharge: April 9, 2020

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	
	c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318 Delivery Hours: M-F, 8-4 PM	
	For: _____	Pinner's Conference and Expo First day freight can arrive w/o a surcharge: March 18, 2020 Last day freight can arrive w/o a surcharge: April 9, 2020



Structural Integrity Statement

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Deadline: Wednesday, April 1, 2020

Event Code: G127370420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

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

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

**Pinners Conference and Expo
Cobb Galleria Centre
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Event Code:	G127370420
email	atlanta@shepardes.com
phone	(404) 720-8600
fax	(404) 720-8755

Things to Know!

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

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

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

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

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

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

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

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

Hanging Sign Checklist

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Complete and Submit Payment Authorization Form |
| <input type="checkbox"/> | Order Assembly labor to have your sign built by Shepard Certified Riggers |
| <input type="checkbox"/> | Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors |
| <input type="checkbox"/> | Order necessary Chain Motors, Rotating Motors and Truss |
| <input type="checkbox"/> | Place electrical orders (if necessary) |
| <input type="checkbox"/> | Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead. |
| <input type="checkbox"/> | Package Hanging Sign(s) in a separate container from exhibit materials |
| <input type="checkbox"/> | Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual |
| <input type="checkbox"/> | Ship Hanging Sign(s) to the Advance Warehouse by: Thursday, April 9, 2020 |

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



Overhead Rigging

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Event Code: G127370420

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

Discount Deadline Wednesday, April 1, 2020

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

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

Labor Hours

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

OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.

DT - Double-time: All hours between Midnight and 6AM. Holidays.

Holidays

Step One: Tell Us About Your Sign Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height Width Length Weight # of Feet from floor to top of sign

Step Two: Order Assembly/Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$110.06	\$143.10	\$
69151	OT		\$165.13	\$214.65	\$
69152	DT		\$220.13	\$286.15	\$

Exhibitor

Contact

Sign Assembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69190	ST		\$143.08	\$186.00	\$
69191	OT		\$214.66	\$279.05	\$
69192	DT		\$286.16	\$372.00	\$

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

Date of Assembly Start Time

How many laborers will you require?

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

Sign Disassembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$110.06	\$143.10	\$
69154	OT		\$165.13	\$214.65	\$
69155	DT		\$220.13	\$286.15	\$

Exhibitor

Contact

Sign Disassembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69193	ST		\$143.08	\$186.00	\$
69194	OT		\$214.66	\$279.05	\$
69195	DT		\$286.16	\$372.00	\$

Date of Disassembly Start Time

How many laborers will you require?

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

Rigging Installation/In Booth Scissor Lifts

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$624.50	\$811.85	\$

Scissor Lift Install

68120		\$624.50	\$811.85	
-------	--	----------	----------	--

Date of Install Start Time

*If additional crew or Labor is needed, additional charges may apply.

Rigging Removal/In Booth Scissor Lifts

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$624.50	\$811.85	\$

Scissor Lift Removal

68121		\$624.50	\$811.85	
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Date of Removal Start Time

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

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

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

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Total Overhead Rigging: \$

NA Tax*: \$

Amount Due: \$

Company Name: Booth #

Contact Name

Email:

Signature:



Overhead Rigging Equipment

Pinner's Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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Deadline date to receive discounted pricing.

Event Code: G127370420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

Truss*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$31.25	\$40.65	
6909406		12" Black Box Truss (Per FT)	\$31.25	\$40.65	
6903815		12" Silver Corner Block	\$117.20	\$152.35	
6903806		12" Black Corner Block	\$117.20	\$152.35	
70067		Design Fee (Hourly)	\$195.35	\$253.95	

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

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$664.15	\$863.40	
69016		Half Ton Hoist/Chain Motor	\$586.05	\$761.85	
69101		1/4 Ton Hoist/Chain Motor	\$351.60	\$457.10	
69019		Rotating Motor 500 LB Limit	\$625.05	\$812.55	
69020		Rotating Motor 200 LB Limit	\$351.60	\$457.10	

Rotate Clockwise
(right)

☐

Rotate Counterclockwise
(left)

☐

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

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

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

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

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

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

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

Total Rigging Equipment: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

LABOR

Georgia 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

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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.



Pinners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

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Deadline date to receive discounted pricing.

Labor Hours

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

OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.

DT - Double-time: All hours between Midnight and 6AM. Holidays.

Holidays:

Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$114.47	\$148.80	
68067 OT	\$171.73	\$223.25	
68068 DT	\$228.93	\$297.60	

Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$114.47	\$148.80	
68071 OT	\$171.73	\$223.25	
68072 DT	\$228.93	\$297.60	

Booth Size: _____ X _____

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

Step One:

Choose Your **Service**

- ☐ Installation
☐ Dismantling
☐ Both

Step Two:

How Many **People**?

- # _____

Step Three:

How Many **Hours**?

- # _____

Step Four:

When Should the Build be **Complete**?

- Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

Step Five: Tell Us About Your Exhibit!

(this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name _____

Tracking or Pro # _____

Estimated Arrival Date _____

of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____

Email _____

Cell Phone # _____

**Drawings/Photos/
Instructions:**

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

Graphics:

- ☐ With Exhibit
☐ Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

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

Other Services

Ordered:

- ☐ Overhead Rigging
☐ Cleaning
☐ AV

Carpet:

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

Outbound Shipping:

- # of Crates _____
of Cartons _____
of Fiber Cases _____
of Pallets _____

Method:

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

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

*Allow time for empty return when scheduling your pick up

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

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

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

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

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

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Exhibitor Supervised Labor

Pinnners Conference and Expo

Cobb Galleria Centre - Atlanta, Georgia

April 17 - 18, 2020

Discount Deadline Wednesday, April 1, 2020

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

Labor Hours

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

OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.

DT - Double-time: All hours between Midnight and 6AM. Holidays.

Holidays:

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

Event Code: G127370420

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$88.05	\$114.45	
68061	OT	\$132.10	\$171.75	
68062	DT	\$176.10	\$228.95	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$88.05	\$114.45	
68064	OT	\$132.10	\$171.75	
68065	DT	\$176.10	\$228.95	

Step One:

Choose your service

- ☐ Installation
☐ Dismantling
☐ Both

Step Two:

How many people?

Step Three:

How many hours?

Step Four:

Carpet:

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

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders
☐ Lifts
☐ Special Tools: _____

Details: _____

Step Six: Schedule

Date Start Time End Time

Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____

Cell _____

Email: _____

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

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

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. We offer an on-line ordering system for utility services and booth catering, so you can pre-order services and avoid service desk lines and save money.

The system is easy to use. Just create a username and password that is unique to you, and use this information to access the ordering system at the link below to order services.

<https://cobbgalleria.boomerecommerce.com>

If you have any questions or problems logging in, please contact us at services@cobbgalleria.com or 770-989-5016.

Thank you!

Nancy Stoeppelwerth
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5016

Fax: 770-989-5222

services@cobbgalleria.com

Visit us on the web at www.cobbgalleria.com

Cobb Galleria Centre – Online Ordering

(The easy way to power your booth!)

Exhibitor Instructions

Cobb Galleria Centre offers online ordering for utility and booth catering services. Please follow the instructions below to place your order.

First Time User (Returning User- Log in, insert password, and proceed to Step 10)

Step 1. Log in

Please click the link below to create a user id and password.

<https://cobbgallery.boomerecommerce.com>

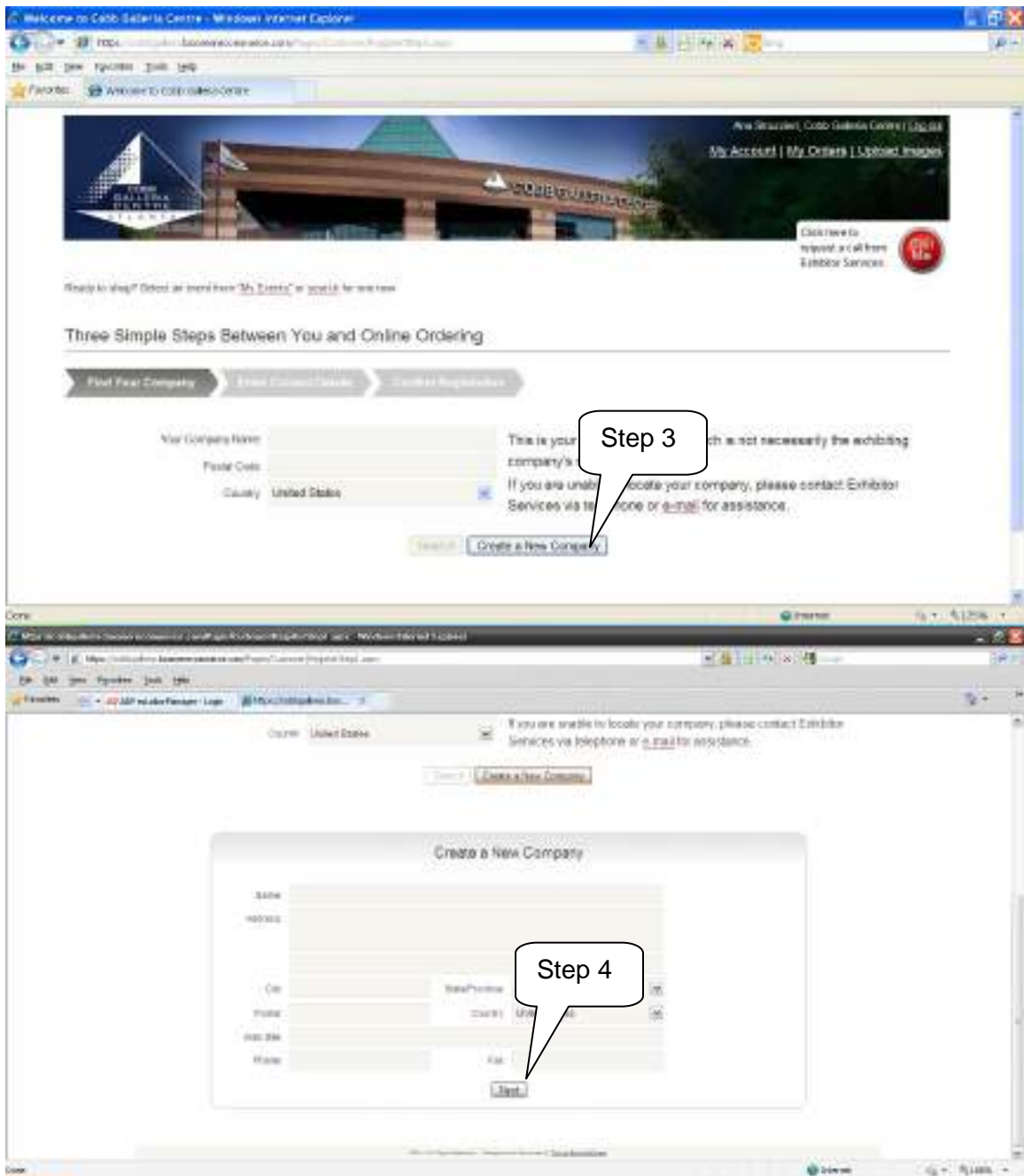
Step 2. Create User Account

Click on **Register Now**

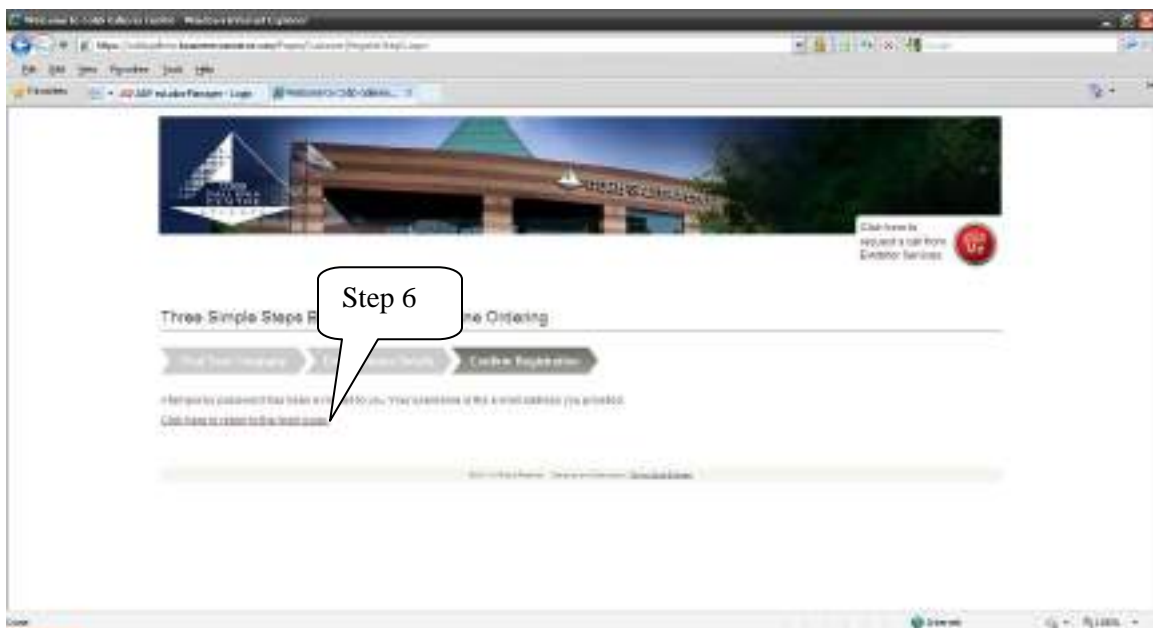


Step 3. Create New Company

Click **Create a New Company** (Step 3) on the bottom of the screen. Then, **scroll down** to input company information as depicted below. When complete, click **Next** (Step 4) and provide contact information on next screen.



Fill in all required fields and click **Register** (Step 5)



After completing registration, you will receive an email from "Engineering Services" containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in Step 6 or the link in the email for <https://cobbgalleria.boomerecommerce.com>

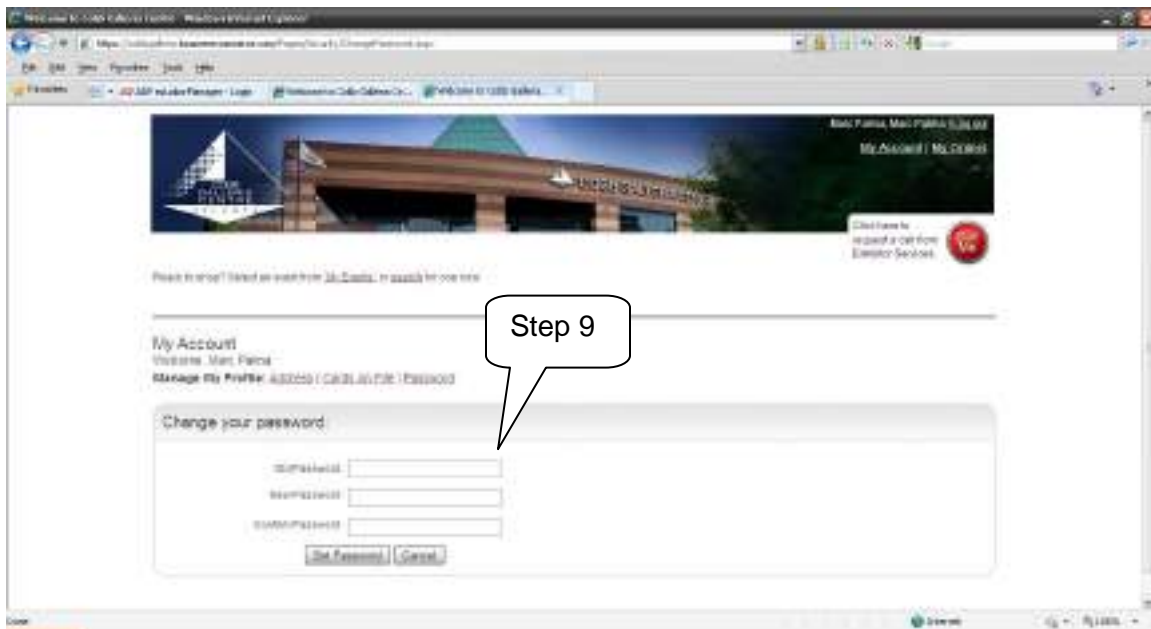
Initial Login (insert first screen with step 8 note)

Login in with temporary password

Step 9. Enter the temporary password you were emailed earlier in the “**Old Password**” field. Choose a new password and enter it in the following two fields. Next, click

[Set password...](#)

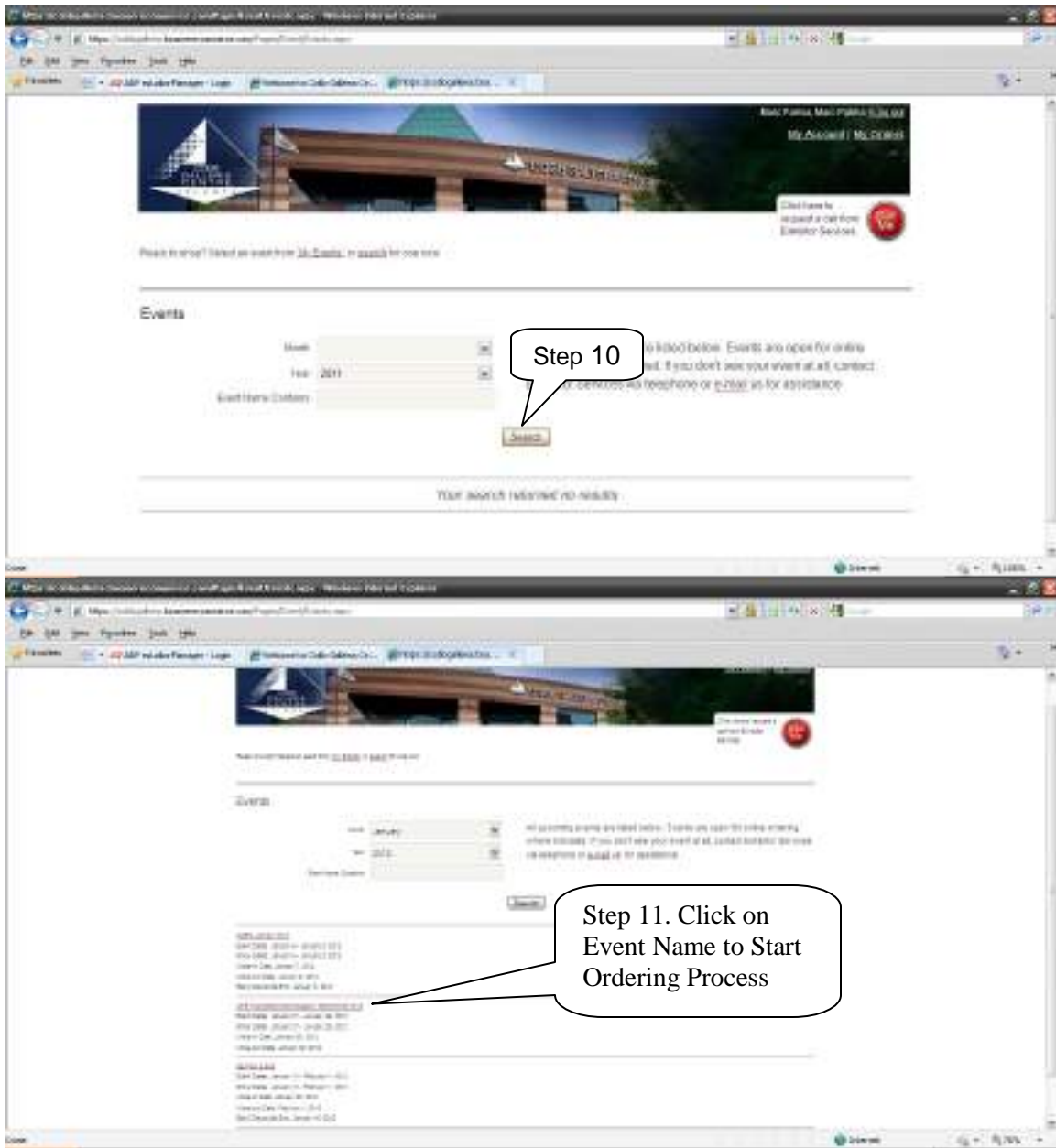
proceed to step 10



Step 10. Locate your Event

Locate your event within the page below. Search by “**Month**”, “**Year**” or “**Event Name Contains**”.

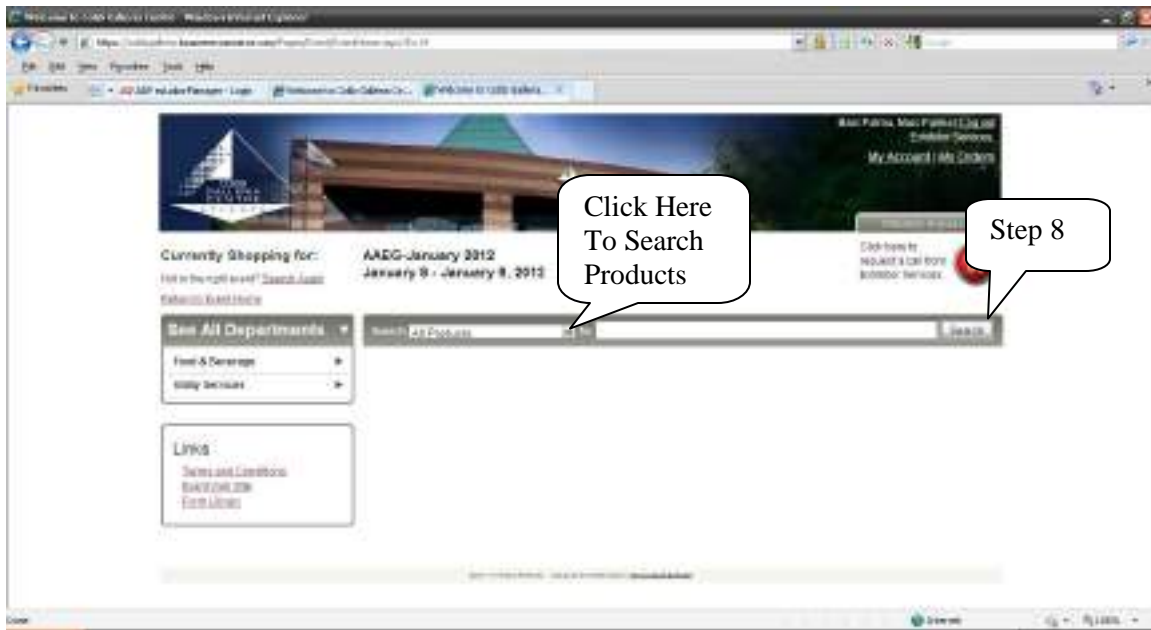
Step 11. Next, click [Search](#) and scroll down to view upcoming events. Click on event name to start ordering process.



8. Search Products

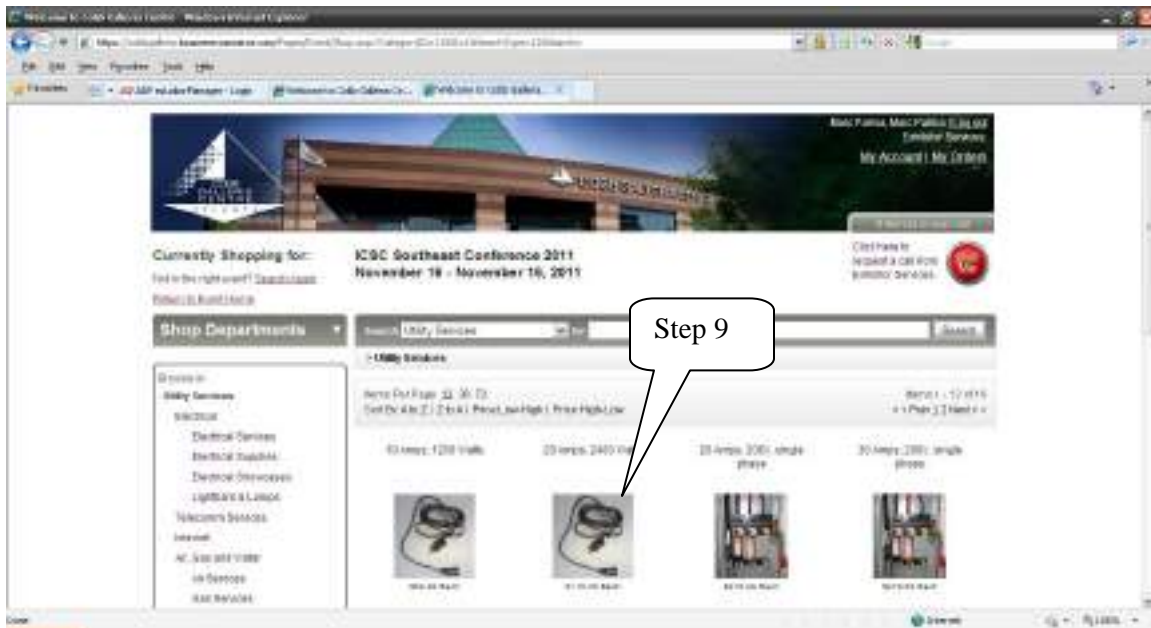
Click scroll down menu labeled **"All Products"** to select services needed. Next, click

Search



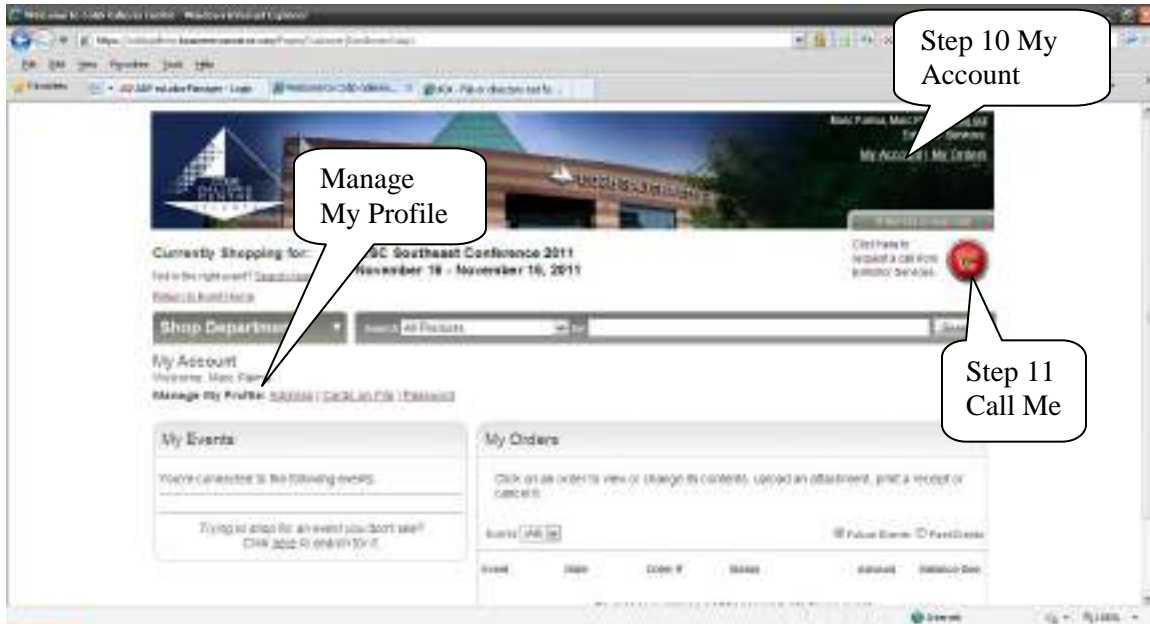
9. Ordering Product

After searching for products needed, the next screen will show clickable, detailed information for products available.




10. Customer Dashboard

You can view your events and your products / services ordered on this page. You can also manage your addresses, cards on file and your password in the **Manage My Profile** area. Access this page by clicking **My Account** located in upper right hand corner of screen on any screen while logged in.



11. Contact Us

If you have any questions or problems logging in, please contact us at

services@cobb Galleria.com, 770-989-5016 or by clicking on the  button on the upper right corner of the screen at any time.

Thank you,
Cobb Galleria Centre



COBB GALLERIA CENTRE

Electrical Services Order Form

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

MAKE CHECKS PAYABLE & MAIL TO ABOVE

Email form to services@cobb Galleria.com OR fax to 770 989-5222

See Terms and Conditions on the Reverse Side

CGC Office Use Only

Recvd: _____

Check # _____

By: _____

Event Name		Event Date(s)		Booth #	
Company Name		Phone #		Fax #	
Address		City	State	Zip Code	
		Email Address			
Payment Method AmEx Visa MasterCard Check		Acct. #		Exp Date	CC V-Code
Name on Card		Authorized Signature			Date
**Are you cooking any item? ()Yes ()No If so, what?			**Are you using any item with a heating element? ()Yes ()No If so, what?		

** See Note #1 under Terms & Conditions

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least 14 DAYS prior to event/show day.

FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
120 VOLT						
	Phone/computer charging outlet			\$50	\$50	
10	1200	120		\$88	\$104	
20	2400	120		\$119	\$141	
					Sub Total	\$
SINGLE PHASE – 208 VOLT						
20	4160	208		\$227	\$270	
30	6240	208		\$288	\$344	
60	12480	208		\$479	\$577	
100	20800	208		\$731	\$878	
200	41600	208		\$1380	\$1656	
400	83200	208		\$2616	\$3139	
Labor						\$110
					Sub Total	\$
THREE PHASE – 208 VOLT						
20	7197	208		\$330	\$399	
30	10795	208		\$448	\$540	
60	21590	208		\$798	\$958	
100	35984	208		\$1226	\$1471	
200	71968	208		\$2359	\$2830	
300	107952	208		\$3492	\$4190	
400	143936	208		\$4625	\$5550	
600	224640	208		\$6685	\$7816	
Labor				\$110	\$110	\$110
					Sub Total	\$

QTY	AMPS	Watts	Voltage	14 Day Advance	Floor Rate	Total
*THREE PHASE – 480 VOLT						
20	16608	480		\$577	\$692	
30	24912	480		\$860	\$1032	
60	49824	480		\$1710	\$2052	
100	83040	480		\$2060	\$2472	
200	166080	480		\$4120	\$4944	
300	249120	480		\$6180	\$7416	
Labor				\$110	\$110	\$110
					Sub Total	\$
OTHER						
Extension Cord – 15 ft, 25 ft, 50' ft				\$28 \$32 \$50	\$28 \$32 \$50	
Please add 6% sales tax						
Power strip/Quad/Cube - Power not included (6 outlet max)				\$20	\$20	
Please add 6% sales tax				\$1.20	\$1.20	
*Electrical Labor (minimum one hour labor)				\$100 per hour	\$100 per hour	
100 Watt Track Lamp (track included). ** **Pricing for Track Lamps includes power and installation. Minimum 2 Bulbs Per Track Required				\$65 per bulb	\$78 per bulb	
1000 Watt PAR-64 Stage Light Hung from ceiling				\$225	\$270	
					Sub Total	\$
*Labor charges apply for placement of multiple power drops (actual charges based on manpower hours required to complete power layout as per exhibitor provided diagram)					TOTAL	\$



COBB GALLERIA CENTRE
Electrical Services Order Form

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

MAKE CHECKS PAYABLE & MAIL TO ABOVE

Email form to services@cobb Galleria.com OR fax to 770 989-5222

See Terms and Conditions on the Reverse Side

CGC Office Use Only

Recvd: _____

Check # _____

By: _____

COBB GALLERIA CENTRE
ELECTRICAL, LIGHTS, & OTHER ELECTRICAL EQUIPMENT SERVICES ORDER FORM
TERMS AND CONDITIONS

1. The Cobb County Fire Marshal must approve all requests for cooking or heating any item or use of any heating element (power or gas) in the facility. The Fire Marshal must have the request 15 days prior to move-in date. Please attach the manufacturers specifications to this form after completion and return as instructed below and the CGC staff will submit to the Fire Marshal for approval. **THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE NECESSARY DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.**
2. Advance orders must be received a **minimum of fourteen (14) days** prior to the scheduled show opening date.
3. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
4. Credit will not be given for electrical service installed and not used.
5. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. All equipment, regardless of power, must comply with all federal, state and local codes.
9. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
10. Claims will not be considered unless filed by the exhibitor prior to close of show.
11. Prices for service are based upon current wage rates and are subject to change without notice.
12. Under no circumstance should anyone other than a "house electrician" make electrical connections.
13. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
14. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and display will be turned on one (1) hour prior show opening time and off at show closing time, daily.
16. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
17. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
18. **Overhead Electrical Service:** Add 50% to service requirement charge.
19. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.

20. Show Management shall receive a 50% reduction on all electrical charges at the registration area.
21. Work required to tie-in and connect to customer's equipment will be charged in a time and material basis. Call for a quote.
22. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre
CGC Building Superintendent – (770) 989-5016



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 989-5051

MAKE CHECKS PAYABLE AND MAIL TO ABOVE

Fax forms to (770) 989-5222 OR e-mail to services@cobbgalleria.com

CGC Office Use Only

Recvd: _____

Check # _____

By: _____

COMMUNICATIONS AND CABLE SERVICES ORDER FORM

See Terms and Conditions on the Reverse Side

EVENT INFORMATION

Event Name	Event Date(s)		Booth Number	
Company Name	Phone Number		Fax Number	
Address	City	State	Zip Code	
	Email			
Payment Method AmEx Visa MasterCard Check	Account Number		Exp Date	CC V-Code
Name on Card	Authorized Signature		Date	

SERVICES REQUESTED

In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. dollars) must be received at least **14 DAYS** prior to event/show day.
FULL PAYMENT MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE. PRICES DO NOT INCLUDE SALES TAX. This order form serves as your receipt.

TELECOMMUNICATIONS

QTY	Dates of Service	14 Day Adv. Rate	Floor Rate	Total
	Standard Phone/Line with Cord & Speaker	\$350.00	\$400.00	
	Poly Con (conference phone)	\$450.00	\$450.00	
			Tax 6%	\$
			Subtotal	\$
	Long Distance Fees	Billed Separately	Billed Separately	
			Subtotal	\$

Calling Service – Select One: Local Calls & Toll Free Only () Long Distance* () International* ()

* Long distance and international calls shall be charged at prevailing rate.

TECHNOLOGY AND CABLE SERVICES

QTY	Notes	14 Day Adv. Rate	Floor Rate	Total
	10/100 Switch (24 Port)	\$300.00	\$300.00	
	Patch Cable/Device/Static IP address	\$105.00	\$105.00	
	Single Wired Internet -5mb(event rate)	\$125.00	\$125.00	
	Wireless Internet-5mb(event rate)	\$125.00	\$125.00	
	Single Wired Internet-10mb(event rate)	\$350.00	\$350.00	
	Wireless Internet-10mb(event rate)	\$350.00	\$350.00	
	Single Wired Internet-20mb(event rate)	\$700.00	\$700.00	
	Wireless Internet-20mb(event rate)	\$700.00	\$700.00	
	Public Single Wired Class C Static Connection	\$3000.00	\$3000.00	
	Additional Public Class CIP Addresses 5 Class CIP's	\$215.00	\$215.00	
	Mini Public Single Wired Class C Static Connection	\$700.00	\$700.00	
	Labor / IT Support/Network Design ** Per hour/one hour minimum	\$100.00	\$100.00	

**** Estimate. Call for an exact quote.**

Attach floor plan for installation instructions. No credit will be issued for equipment or service cancelled after installation.

Do not discard your copy of this order form. This serves as your receipt.

**COBB GALLERIA CENTRE
COMMUNICATIONS AND CABLE SERVICES ORDER FORM
TERMS AND CONDITIONS**

1. Advance orders must be received a **minimum of (14) days** prior to the scheduled show opening date.
2. Payment in full must be rendered prior to delivery of service. **NO EXCEPTIONS.**
3. Credit will not be given for service installed and not used.
4. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
6. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
7. Claims will not be considered unless filed by the exhibitor prior to close of show.
8. Prices for service are based upon current wage rates and are subject to change without notice.
9. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a “house electrician”. However, a “house electrician” must make all service connections and overload protection to such equipment only.
10. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
12. All exhibitor’s cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
14. **Do not discard your copy of this form. This serves as your receipt.**

Questions regarding services should be directed to:

Cobb Galleria Centre

CGC Building Superintendent – (770) 989-5016