



# SHOW HOURS & SCHEDULE

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

## **SHOW HOURS**

Tuesday	October 31	9:00 am – 5:30 pm
Wednesday	November 1	9:00 am – 5:30 pm
Thursday	November 2	9:00 am – 5:30 pm
Friday	November 3	9:00 am – 4:00 pm

- Exhibitors are allowed access one hour before the start of the show and for 30 minutes after the close of the show each day. Exhibitor badges are required at all times.

## **EXHIBITOR MOVE-IN**

Sunday	October 29	See Targeted Move-In Floor Plan on next page
Monday	October 30	8:00 am – 6:00 pm

- All booths must be completely set by 6:00 pm on Monday, October 30.
- All booths must remain completely set until 4:00 pm on Friday, November 3.

## **EXHIBITOR MOVE-OUT**

Friday	November 3	4:01 pm to Midnight
Saturday	November 4	7:00 am to 6:00 pm

- Outbound carriers must arrive and check-in with Shepard by 4:00 pm on Saturday, November 4
- Bills of Lading must be turned into Shepard by 4:00 pm on Saturday, November 4
- All booths must be completely removed by 6:00 pm on Saturday, November 4. Freight will be rerouted or returned to the warehouse beginning at 6:00 pm on Saturday, November 4

## **EXHIBITOR REGISTRATION HOURS**

Sunday	October 29	Wristbands Required
Monday	October 30	9:00 am – 6:00 pm
Tuesday	October 31	7:00 am – 5:30 pm
Wednesday	November 1	8:00 am – 5:30 pm
Thursday	November 2	8:00 am – 5:30 pm
Friday	November 3	8:00 am – 4:00 pm

[Click here](#) to Register for booth staff badges

# TARGET MOVE IN PLAN

IGES 2017

October 31- November 3, 2017

Sevierville Convention Center\_ Exhibit Hall

Sevierville, TN

202 Gists Creek Rd, Sevierville, TN 37876

**TARGET PLAN LEGEND**

SUNDAY OCTOBER 29

TIER 1 - 9AM

TIER 2 - 11AM

TIER 3 - 1PM



\*Current as of 7/14/17



# CRITICAL DATES & DEADLINES

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Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the **DISCOUNT DEADLINE** in order to save money versus ordering on show site.

<b>DISCOUNT DEADLINE</b>	<b>FORM NAME</b>	<b>SERVICE PROVIDER</b>	<input checked="" type="checkbox"/>
<b>SHIPPING &amp; FREIGHT</b>			
October 3-27	Advanced Shipments to Shepard Warehouse	Shepard	
Prior to Show	General Shipping Information	IGES Show Management	
Prior to Show	Logistics – Exhibit Transportation	Shepard	
Prior to Show	Material & Special Handling Services	Shepard	
Prior to Show	Direct Machinery Rate Schedule Order Form	Shepard	
Prior to Show	Shipping Labels	Shepard	
October 29	Direct Shipments to Sevierville Convention Center	Shepard	
<b>SHOW MANAGEMENT ORDER FORMS</b>			
October 3	Required Certificate of Insurance	<a href="#">IGES Show Management</a>	
October 3	Exhibitor Appointed Contractor Notification	<a href="#">IGES Show Management</a>	
October 3	Hanging Sign Request	<a href="#">IGES Show Management</a>	
<b>SHEPARD INFORMATION &amp; ORDER FORMS</b>			
September 29	Exhibit Packages/Custom Shepard Rentals	Shepard	
October 10	Method of Payment/3 <sup>rd</sup> Party Authorization	Shepard	
October 10	Carpet & Cleaning Order Forms	Shepard	
October 10	Furnishings Essentials/Accessories Order Form	Shepard	
October 10	Digital File Submission/Graphics & Signage Order Form	Shepard	
October 10	Installation & Dismantling Order Form	Shepard	
October 10	Forklift/Rigging Labor Order Form	Shepard	
<b>OFFICIAL SERVICE PROVIDER ORDER FORMS</b>			
Prior to Show	Insurance for Purchase	Marsh/Total Event Insurance	
Prior to Show	Lead Retrieval	Experient	
Prior to Show	Temporary Staffing	At Work Personnel	
October 13	Electrical Services	Griffin Electric Company	
October 15	Internet and Telephone Order Forms	Sevierville Convention Ctr.	
October 27	Catering	Spectra Food Services	



# EXHIBITOR A-Z INFORMATION

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## Age Limit

For security and safety, children under the age of 16, including infants, are not allowed on the exhibit floor or in the conference sessions at any time, including move-in and move-out.

## Attendee Requirements

IGES is open to the trade only. Qualified buyers may register online at [www.iges.us](http://www.iges.us) or onsite.

## Balloons

Helium balloons are not allowed inside the Sevierville Convention Center at any time.

## Booth Catering Service

All food and beverage distributed from your booth must be ordered from Spectra Food Services, the exclusive food and beverage provider of the Sevierville Convention Center. Menus can be found in the vendor section of this manual.

## Booth Cleaning

Shepard is the exclusive booth cleaning contractor for this show. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order this service. To order booth cleaning, please refer to the Shepard section in this manual.

## Booth Construction

IGES is a "cubic content" show. Booths must be constructed as detailed in the Booth Construction & Display Guidelines section within this manual. Violations could result in a fine.

## Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5:00 pm on Monday, October 30, 2017. This will allow Shepard sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Shepard and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

## Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the [EAC Notification Form](#), must be completed and submitted by the exhibitor or EAC with the EAC's certificate of insurance attached. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. Please inform your EAC that they must forward a [General Liability Insurance Certificate](#) to IGES by Tuesday, October 3, 2017. The insurance certificate must name IGES, the Sevierville Convention Center and Shepard as additional insured.

## Exhibitor Service Desk

The Shepard Service Desk is located on the show floor, adjacent to the freight doors.

## Exhibitor Unloading

If you are unloading your own vehicle via the freight doors and/or loading docks, IGES and Shepard staff will be available onsite with unloading instructions. Please do not use access the freight doors or loading docks without instructions from show staff. Limited carts and hand trucks will be available at no charge for exhibitor loading and unloading. If you need assistance unloading, you may hire labor through Shepard. If you need a forklift to unload and load, you must contract with Shepard. For additional information, please contact Shepard at [atlanta@shepardes.com](mailto:atlanta@shepardes.com) or 404/720-8600.

## Facility

IGES Sevierville  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37862  
Phone: 865-453-0001  
[www.seviervilleconventioncenter.com](http://www.seviervilleconventioncenter.com)



# EXHIBITOR A-Z INFORMATION (cont'd)

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## Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

## General Service Contractor

Shepard is the General Service Contractor for the IGES events. Shepard provides furniture rental, material handling, cleaning, labor, etc. All orders for carpenters, laborers and teamster services are to be made through Shepard, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms within the Shepard section of this manual.

## Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. For more information on the regulations pertaining to hanging signs, please refer to the *Show Rules & Regulations* section of this manual. To request, complete the Hanging Sign Request form by logging in to the [IGES Exhibitor Portal](#).

## Hotel Arrangements

EventSphere is the IGES shows official hotel agency and the best way to book. Hotel arrangements can be made through the *Housing & Travel* section of the [IGES website](#).

## Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" within this manual for specifics on [insurance requirements](#).

## Labor

Tennessee 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.

## Lead Retrieval Units

Lead Retrieval Units may be rented from Experient using the link or form provided in the vendor section of this manual. On-site, Lead Retrieval Units can be picked up from and returned to the Exhibitor Registration counters in the convention center lobby.

## Paging/Announcements

Show Management will restrict announcements to general show information. We will not make announcements regarding exhibitor drawings, lost persons or articles.

## Parking

Sevierville Convention Center has 1,571 parking space adjacent to the facility including service lots and a parking deck. For detailed driving directions, please visit the Sevierville Convention Centers [website](#). Parking fee is \$5 per day on show days.

## Photography & Filming

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed or video/audio recorded.



# EXHIBITOR A-Z INFORMATION (cont'd)

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## Registration

IGES exhibitors are allowed 6 staff badges per 100 net sq. ft. of exhibit space at no charge. Additional staff may be registered for \$40.00 per person. To register, go to the [IGES Website](#). Select your company name from drop down and enter your company password that has been provided. Please note that buyers and/or customers are **not** to be registered as exhibitors.

To verify that your registration has been processed or if you've lost or not received your password, please contact Customer Service at IGESExh@experient-inc.com or 800-465-5514 for assistance.

## Security

Show Management will provide the services of a reputable protective agency during the Show for general safety and security purposes only. The security services provided by Show Management are not intended or offered, nor are they to be interpreted by Exhibitor, in any form whatsoever, as a guarantee by Show Management against any loss, theft or damage to Exhibitor or any of Exhibitor's property. All items, goods and materials brought to the Show are done so at Exhibitor's own risk. The Exhibitor is solely responsible for the security and safeguarding of its exhibit space and its contents at all times.

## Shipping

Booth materials may be shipped in advance to the Shepard Advance Warehouse or shipped directly to the Sevierville Convention Center. The specific shipping information, instructions, receiving dates and printable shipping labels are within the Shipping Information section of this manual.

## Show Colors

Backwall: White  
Sidewall: White  
Aisle Carpet: Black

## Show Directory

Please log-in to the IGES [exhibitor portal](#) and complete your Company Profile and Product Category Listing for the Official IGES Show Directory. The deadline for submitting your information is **August 15, 2017**.

## Show Hours

Tuesday	October 31	9:00 am – 5:30 pm
Wednesday	November 1	9:00 am – 5:30 pm
Thursday	November 2	9:00 am – 5:30 pm
Friday	November 3	9:00 am – 4:00 pm

*Exhibitors are allowed access one hour before the start of the show and for 30 minutes after the close of the show each day.*

## Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

## Standard Booth Equipment

All booths will be supplied with the following equipment. Please refer to the Booth Construction & Display Guidelines within this IGES Exhibitor Manual for more details and booth diagrams.

- 8' high pipe and drape back wall, 8' high pipe and drape side rails
- 7" x 44" booth identification sign with company name and booth number
- One 4', 6' or 8' white skirted table. *Complete the Shepard "Package Items – Table Size Selection" form found within the Shepard pages of this Exhibitor Service Manual. This form must be returned to Shepard by October 11 to receive your table.*
- Two side chairs
- Black Booth Carpet

*Island booths do not include drape or ID sign.*

All other equipment and services are the responsibility of the exhibitor. Online ordering and printable order forms are in the Shepard section of this manual.



## Exhibitor A-Z Information (cont'd)

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### Utilities

The Sevierville Convention Center is the exclusive provider for internet, phone and plumbing services. Griffin Electric Company is the exclusive provider of electrical services. Ordering information is in the vendor section of this manual.

### Wheelchair Rental

The Sevierville Convention Center has a limited number of wheelchairs available. Please contact Michael McCarter at [mmccarter@seviervilletn.org](mailto:mmccarter@seviervilletn.org) to request a wheelchair.

### Additional Questions?

Please refer to the Official Contractor Contact list that is within this manual or contact Anne McConahey, Operations Manager at 949-226-5709 or you may email [anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com) for additional assistance.



# Show Management Contact List

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

**Group Sales Director**

Holly Harris

323-817-2242

[holly.harris@emeraldexpo.com](mailto:holly.harris@emeraldexpo.com)

**Sr. Account Executive - Pets/Stationery**

Renee Knight

323-817-2224

[renee.knight@emeraldexpo.com](mailto:renee.knight@emeraldexpo.com)

**Sr. Account Executive - Licensing**

James Solomon

323-817-2235

[james.solomon@emeraldexpo.com](mailto:james.solomon@emeraldexpo.com)

**Account Executive - Souvenir**

Kay Griffith

800-430-7608 ext. 96885

[kay.griffith@emeraldexpo.com](mailto:kay.griffith@emeraldexpo.com)

**Account Executive – Garden Decor**

Kyle Kresge

323-817-2232

[kyle.kregse@emeraldexpo.com](mailto:kyle.kregse@emeraldexpo.com)

**Operations Manager**

Anne McConahey

949-226-5709

[anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com)

**Registration Customer Service Representative**

800-465-5514

[IGESExh@experient-inc.com](mailto:IGESExh@experient-inc.com)

**IGES**

600 Corporate Pointe, 10<sup>th</sup> Floor

Culver City, CA 90230

Phone: 800-430-7608

Fax: 323-978-2460

[info@iges.us](mailto:info@iges.us)







# IGES OFFICIAL VENDORS

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Official Service Providers are those appointed by show management or building management as the provider of specified services, either exclusively or preferred. Emerald Expositions is only partnered with the suppliers listed in this manual and therefore can assist and intervene on the exhibitor's behalf **ONLY** when the exhibitor utilizes the vendors listed in this manual.

## Booth Cleaning

Shepard  
PH: 404-720-8600  
FX: 404-720-8755  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## Catering / Food & Beverage

Spectra Food Services  
PH: 865-868-1514  
[amy\\_causey@comcastspectacor.com](mailto:amy_causey@comcastspectacor.com)

## Facility

Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876  
PH: 865-453-0001  
FX: 865-868-1567  
E: [kdebord@seviervilletn.org](mailto:kdebord@seviervilletn.org)  
[www.seviervilleconventioncenter.com](http://www.seviervilleconventioncenter.com)

## General Services Contractor

Shepard  
PH: 404-720-8600  
FX: 404-720-8755  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## Hanging Signs & Rigging

Shepard  
PH: 404-720-8600  
FX: 404-720-8755  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## Housing

EventSphere  
PH: 844-868-1802  
<https://aws.passkey.com/go/2017iges>

## Insurance for Purchase

Marsh/Total Event Insurance  
PH: 781-994-6000  
[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

## Lead Retrieval

Experient  
PH: 888-221-7921  
[lindsay.eaves@experient-inc.com](mailto:lindsay.eaves@experient-inc.com)  
[www.experient-inc.com](http://www.experient-inc.com)

## Material Handling

Shepard  
PH: 404-720-8600  
FX: 404-720-8755  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## Registration

Experient  
PH: 800-974-7916  
[www.experient-inc.com](http://www.experient-inc.com)

## Telecommunications

Sevierville Convention Center  
PH: 865-453-0001  
FX: 865-868-1567  
E: [kdebord@seviervilletn.org](mailto:kdebord@seviervilletn.org)  
[www.seviervilleconventioncenter.com](http://www.seviervilleconventioncenter.com)

## Temporary Staffing

At Work Personnel  
1358 Dolly Parton Parkway  
Sevierville, TN 37862  
PH: 865-428-1412  
E: [KFox@LStaff.com](mailto:KFox@LStaff.com)

## Utilities - Electrical

Griffin Electric Company  
PH: 865-249-8295  
FX: 865-249-8296

## Utilities - Plumbing

Sevierville Convention Center  
PH: 865-453-0001  
FX: 865-868-1567  
E: [kdebord@seviervilletn.org](mailto:kdebord@seviervilletn.org)  
[www.seviervilleconventioncenter.com](http://www.seviervilleconventioncenter.com)



# RULES & REGULATIONS

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**In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.**

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- No infants or children under the age of 18 are permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one hour before and 30 minutes after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## 2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of IGES Sevierville".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## 4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## 5. Animals

- Only service animals will be allowed into the Sevierville Convention Center. All other animals are prohibited.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.



# RULES & REGULATIONS (cont'd)

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## 6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials may not be applied or affixed to the walls, columns or floor of the exhibit/facility.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

## 7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

## 8. Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

## 9. Booth Construction Standards

- The Booth Construction & Display Guidelines are within this Exhibitor Manual for your reference and should be strictly adhered to.
- PLEASE NOTE THAT IGES SEVIERVILLE IS A "CUBIC CONTENT" SHOW AND FOLLOWS THIS RULE FOR ALL BOOTHS.



# RULES & REGULATIONS (cont'd)

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## 10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## 11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

## 12. Environmental Laws/OSHA Regulations

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

## 13. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

## 14. Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

## 15. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

## 16. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.



# RULES & REGULATIONS (cont'd)

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- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
  - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
  - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
  - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
  - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
  - Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## 17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives six (6) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

## 18. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

### • Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.



# RULES & REGULATIONS (cont'd)

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- **Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## 19. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

## 20. Freight Holds

Show management and the general service contractor reserve the right to hold freight for any outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

## 21. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsula, split island and island booths to a maximum height of 16 feet from floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

## 22. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.



# RULES & REGULATIONS (cont'd)

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- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

## 23. Install/Dismantle

### • Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

### • Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

## 24. Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" within this Exhibitor Manual for specifics on insurance requirements.

## 25. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.



# RULES & REGULATIONS (cont'd)

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## 26. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

## 27. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## 28. Paging & Announcements

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

## 29. Photography/Video Recording

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed or video/audio recorded.

## 30. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, hand outs, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## 31. Sales from Exhibitors' Booths

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

## 32. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Appropriate access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.





# RULES & REGULATIONS (cont'd)

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- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available for a fee.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship PC's and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

### 33. Show Directory

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

### 34. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these mandated copyright licensing laws is of critical importance.

### 35. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 6:00pm on Monday, October 30 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

### 36. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

### 37. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.



# RULES & REGULATIONS (cont'd)

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- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

## **38. Vehicles on Display**

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to cubic content rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor. No battery charging is permitted inside the building.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.



# STANDARD INLINE BOOTHS

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

## HEIGHT

Exhibit fixtures, components and identification signs are permitted to a maximum height of 10 feet (12 feet for perimeter booths). All logos and signs must face the inside of your booth space.

## INTENT

As a courtesy to neighboring booths, we must keep a consistent height regulation. If any part of your booth, including signs, exceeds 10 feet in height, you will be asked to conform on-site. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to remove or order a cover from Shepard. Exhibitor will incur a cost.

## BOOTH CONSTRUCTION

IGES Show Management provides the following exhibit equipment: 8-foot-high white backdrape, 8-foot-high white side drupe (see solid lines on diagram). The broken line (---) represents permitted sidewall, backwall and front entry extensions. Floor space area for standard exhibits is 10 feet x 10 feet. If you have a hardwall booth, please allow space for electrical drops behind your booth. It is recommended the depth of your booth (front to back) be 9'6" to accommodate electrical drops. It is the responsibility of the exhibitor to cover exposed side or backwalls if they are unfinished or unsightly. Show Management reserves the right to deem what is unsightly and may order a cover for the unfinished wall. Exhibitor will incur the cost.

## SIGN REQUIREMENTS

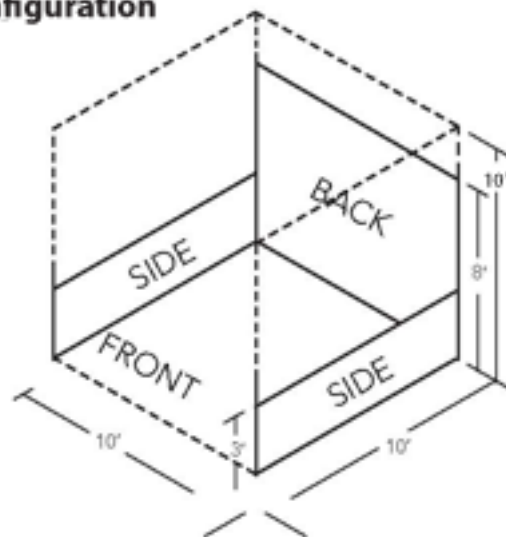
### **Hanging signs are not permitted for Inline Booths**

Signage, props and display materials may not exceed an overall height of 10 feet. All signage must be placed from the ground up and stay within your exhibit space. All signage must be one-sided facing inward towards your booth.

## SOUND AND NOISE LEVELS

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility

**DEFINITION: One or more standard booths (10'x10', 10'x20', 10'x30', etc...) in a linear configuration**



**Standard Inline Booth Space**

for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.

## FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test. See the Fire Safety Rules and Regulations within this manual for more information.

**THANK YOU FOR YOUR COOPERATION**



# PENINSULA, ISLAND & INLINE 20X20 OR LARGER BOOTHS

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## HEIGHT RESTRICTIONS

Exhibit fixtures, components and identification signs are permitted to a maximum height of 16 feet.

Peninsula booths are normally “faced” towards the cross aisle. Any portion of the exhibit bordering another exhibitor’s booth must have the back side of that portion finished and must not carry identification sign or other copy that would detract from the adjoining exhibit. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Shepard. Exhibitor will incur the cost.

Multi-story exhibits (a booth where the display fixture includes two or more levels) require prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.

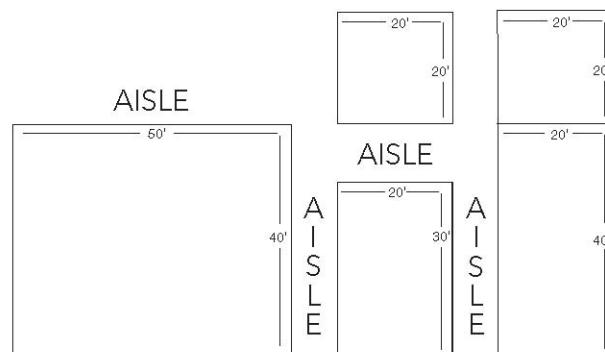
## SIGNS & BANNERS

Banners may be hung above peninsula displays that are a minimum of 20' X 20'. Each sign or banner must be set back at least 25% of booth’s width dimension from the back line of the booth. Hanging signs and graphics are permitted in all standard peninsula, split island and island booths to a maximum height of 16 feet from floor to the top of the sign.

## SOUND AND NOISE LEVELS

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) -and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others

**DEFINITION: An exhibit space that is the minimum of 20' X 20' sq. ft with aisles on three or four sides**



and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.

## FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame proofed to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See Fire Safety Rules and Regulations within this manual for more information. All hardwall booth structures exceeding 50 contiguous feet may require additional fire exits. Contact the Show Management at 949-226/5709 for exact specifications relative to your booth size and structure.

## THANK YOU FOR YOUR COOPERATION

## REGULATIONS

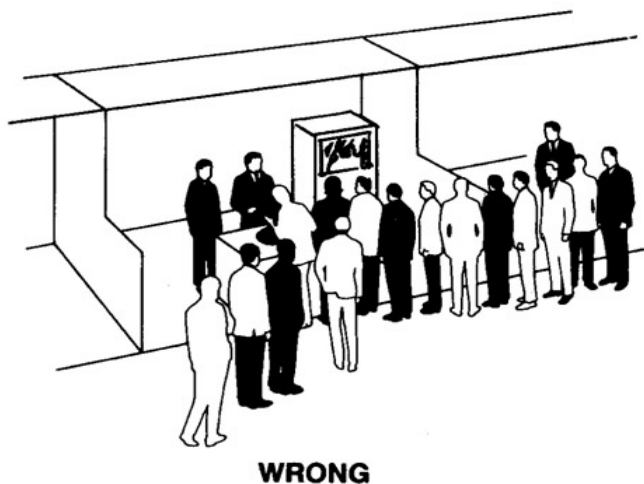
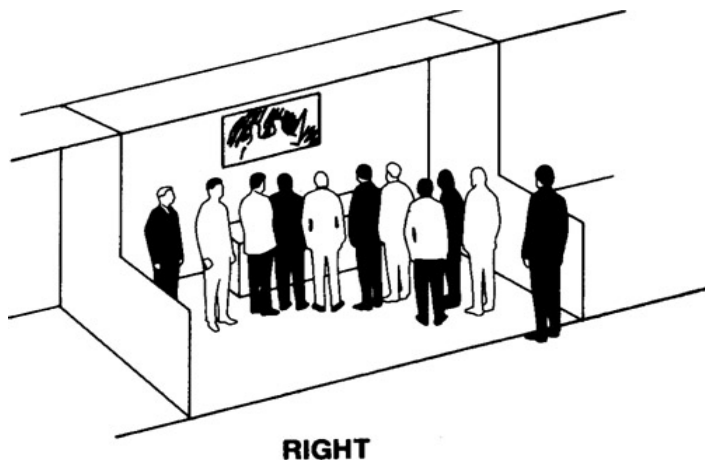
Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle. Sampling or demonstration tables must be placed a minimum of 2 feet (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the presentation or sampling be eliminated.

## INTENT

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather for a demonstration or sampling and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

## SOUND

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.



## SAFETY PRECAUTIONS

All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by the local County Fire Department and by Show Management 60 days prior to the show.



# INSURANCE REQUIREMENTS

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**You must now submit your insurance documents online. [Click here](#) and log-in to the exhibitor portal using the password supplied to your company. You may then upload your company's proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company.**

IGES does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to IGES prior to the show. To protect your property and staff we suggest taking the following steps:

## Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

## Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the terms of your booth space contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, *unless* you are the sole proprietor. Sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth *or* if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions, the Event Facility, and each of its subsidiaries, affiliates, officers, directors, employees, agents and representatives. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions 60 days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Emerald Expositions.

The following information **MUST** be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.

**Description of Special Items** - Emerald Expositions-IGES 2017, Shepard and the Sevierville Convention Center must be listed as additional insured for the dates October 31-November 3, 2017.

- **"Certificate Holder"** - Information should be listed as:

Emerald Expositions – IGES 2017

31910 Del Obispo #200, San Juan Capistrano, CA 92675

ATTN: Anne McConahey ~ **For more information email [anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com)**

**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE
--	---

INSURED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
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3. **COVERAGES**  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/17	01/01/18	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> FIRE DAMAGE (Any one fire)				\$ 50,000	
	<input type="checkbox"/> MED EXP (Any one person)				\$ 5,000	
	<input type="checkbox"/> PERSONAL & ADV INJURY				\$1,000,000	
	<input type="checkbox"/> GENERAL AGGRREGATE				\$2,000,000	
	<input type="checkbox"/> PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
PROPERTY DAMAGE	\$					
(Per accident)						
AUTO ONLY-EA ACCIDENT						
OTHER THAN	\$					
AUTO ONLY:	\$					
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/17	01/01/18	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER				Each Occurrence & Aggregate	

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Emerald Expositions (Show Management), Shepard (Official Service Provider), the Sevierville Convention Center (Facility), and IGES (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignee are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: October 31-November 3, 2017 in Sevierville, TN.

CERTIFICATE HOLDER    X    ADDITIONAL INSURED; INSURER LETTER: X    CANCELLATION

<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> Emerald Expositions / IGES Sevierville 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Anne McConahey	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <span style="border: 1px solid black; border-radius: 50%; padding: 2px; float: right;">10.</span>
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1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Shepard (Official Service Provider), IGES (Show) and the Sevierville Convention Center (Facility) as additional insureds on a primary and non-contributory basis. Show dates are October 31-November 3, 2017.
6. CERTIFICATE HOLDER: Emerald Expositions – IGES Sevierville, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Anne McConahey.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# EAC NOTIFICATION FORM

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Shepard to set-up or teardown their exhibit must complete and return this form by October 3. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to IGES prior to the show. The insurance certificate must carry a minimum of \$1,000,000.00 in coverage for each occurrence and \$2,000,000.00 aggregate and name Emerald Expositions – IGES, the Sevierville Convention Center and Shepard as additional insured.

The EAC/contractor must be licensed, insured and authorized to work in the Sevierville Convention Center. Contractors must adhere to all rules and regulations of IGES, the Sevierville County Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration  
prior to admission to the exhibit floor.  
Personnel must have proof of company affiliation and a photo I.D.

**PLEASE NOTE: EXHIBITORS MUST COMPLETE THE [ONLINE EAC FORM](#) AND ELECTRONICALLY SUBMIT AN [ORIGINAL CERTIFICATE OF INSURANCE](#) TO EMERALD EXPOSITIONS BY OCTOBER 3, 2017.**

For more information email [anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com)





# HANGING SIGN REQUEST FORM

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

*For consideration and approval for your hanging sign, please proceed as follows:*

- [Click here](#) and electronically submit your form.
- Include rendering of your sign.
- Submit this form by October 3, 2017.

**PLEASE NOTE:** Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 16 feet from the floor to the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.

For more information email [anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com)



# SHIPPING INFORMATION

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

## **ADVANCE SHIPMENTS TO THE SHEPARD WAREHOUSE**

- Tuesday, October 3, 2017 - first day advance shipments may arrive
- Friday, October 20, 2017 - final day for advance shipments to arrive (without surcharge)

Warehouse hours for receiving are Monday – Friday, 8:00am – 4:30pm. **Materials arriving after October 20, 2017 will be received at the warehouse with an additional after deadline charge.**

All rates are outlined on the Material Handling Order Form that is included within this manual.

**ADVANCE WAREHOUSE** shipments to Shepard should be addressed as follows:

Your Company Name / Booth # \_\_\_\_\_  
IGES SV 2017  
C/O Shepard Exposition Services  
3718 E Gov. John Sevier Hwy.  
Knoxville, TN 37914

## **DIRECT SHIPMENTS TO THE SEVIERVILLE CONVENTION CENTER**

- Sunday, October 29 – show site shipments may arrive

Shepard will receive crated shipments at the dock area of the convention facility, deliver the shipment to the booth, store the empty crates, return the empty crates to the booth at the close of the show, and reload on outbound carriers after completion of packing or crating.

All rates are outlined on the Material Handling Order Form that is included within this manual.

**DIRECT SHIPMENTS** should be addressed as follows.

Your Company Name / Booth # \_\_\_\_\_  
IGES SV 2017  
C/O Shepard Exposition Services  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37862



# SHIPPING INFORMATION (cont'd)

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

## General Shipping Information

Plan to use two labels on each piece you will be shipping and mark your booth number plainly with crayon, ink, brush or stencil. All shipments must be properly boxed or crated. Articles packed in excelsior (wood shavings) must be entirely enclosed due to fire hazard.

## Preparing Your Booth & Equipment for Shipping

A significant portion of your on-site labor charges can be eliminated or greatly reduced by following some simple suggestions:

- ◆ Prior to leaving your plant or office, make sure as much of the electrical interconnection and complex wiring to your equipment, as possible, is done.
- ◆ Wherever possible, use standard “twist-lock” receptacles and other such devices, which will eliminate on-site electrical wiring charges.
- ◆ Ship as much of your materials and cartons as possible. This will reduce your on-site handling charges and minimize damage to your equipment.
- ◆ The person in charge of installing your exhibit should know HOW and WHEN shipments were made in case they become lost. Memoranda of shipping details in their possession will save valuable time.

## Bills of Lading – Inbound Freight

- ◆ **A copy of this bill should be forwarded to SHEPARD.**

A Bill of Lading is your instructions to the shipping carrier who will deliver your materials to either the warehouse or exhibit hall. The bill of lading should indicate the number of pieces in your shipment and a description of the pieces (carton, crate, skid, etc.). Before shipping, make a copy for your reference. Upon arrival of your goods at the destination, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading.

To aid in tracing your shipment, a copy of this bill should be forwarded to Shepard.

Freight shipments should be made on straight bills of lading, which should be carefully prepared to show number of pieces, weight, classification, etc. A delivery ticket showing the number of pieces, classification, weight, etc. should accompany shipments made with anything other than straight bills of lading. **WHERE EXHIBITORS FAIL TO PROVIDE ACCURATE WEIGHTS, SHEPARD SHALL DETERMINE WEIGHT AND CHARGE ACCORDINGLY.**

If an exhibitor sells any equipment and/or supplies from his exhibit, the exhibitor MUST complete a Property Pass for the buyer. This Property Pass is required in order for the buyer to remove the product and will be collected by show security at the point of exit. Property passes may be picked up from the show office, security guard personnel or at the Shepard Service Desk.

If an exhibitor sells any equipment and/or supplies which the customer will pick-up or remove from the hall at the close of the show via the loading dock, the exhibitor must complete a bill of lading naming the customer as purchaser. Both the exhibitor and the customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock to remove items from the hall. The customer will be required to check-in with their vehicle at the designated Shepard check-in area in order to be dispatched to available dock space (please see “Exhibitor Unloading” and “Privately-Owned Vehicles” for more information). Please note that the exhibitor is responsible for any move-out charges.



# SHIPPING INFORMATION (cont'd)

IGES • Sevierville Convention Center • Sevierville, TN • October 31-November 3, 2017

## Shipping Labels

Shipping labels are provided for you in the SHIPPING SECTION of this Manual.

## Shipments Back to Warehouse

For delivery of shipments, at the close of the show, back to the Shepard warehouse for loading onto outbound carriers, there is an additional charge.

## OUTBOUND SHIPPING

- Saturday – November 4 4:00 pm Outbound carriers must arrive *and* check-in with Shepard
- Saturday – November 4 4:00 pm Bills of Lading must be turned into Shepard
- Saturday – November 4 6:00 pm Freight will be rerouted or returned to the warehouse

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Desk. **Previous shipping labels should be removed.** Shepard accepts no responsibility for misdirected shipments as a result of old shipping labels that remain on containers. Shepard will route all shipments unless advance arrangements are made. Exhibits and materials, which have not been removed from the exhibit area on the removal day, will be transported to the Shepard appointed warehouse, at an additional charge, to await disposition. Shepard reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable time period after the close of the show.

## Shipping

Shepard Logistics will handle all your shipping needs including ground and airfreight. Contact Shepard Logistics:

PH: 888-568-8858

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



**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# SHOW INFORMATION

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

## BOOTH PACKAGE

Items provided in your booth, per exhibitor:

- 8' High backwall drape, 8' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (1) 4', 6', or 8' Skirted Table - White
- (2) Side Chairs
- (1) Wastebasket
- Booth Carpet - Black

Show drape color(s): White

## EXHIBIT SHOW SCHEDULE

Targeted Exhibitor Move-in:	Sunday, October 29, 2017	9:00 AM - 8:00 PM	<b>Tier 1 (Yellow on map)</b>
		11:00 AM - 8:00 PM	<b>Tier 2 (Green on map)</b>
		1:00 PM - 8:00 PM	<b>All exhibitors</b>

*\* Please refer to the Target Map found on page 2 of this manual*

General Exhibitor Move-in:	Monday, October 30, 2017	8:00 AM - 6:00 PM
	Tuesday, October 31, 2017	8:00 AM - 9:00 AM

Exhibit Hours:	Tuesday, October 31, 2017	9:00 AM - 5:30 PM
	Wednesday, November 1, 2017	9:00 AM - 5:30 PM
	Thursday, November 2, 2017	9:00 AM - 5:30 PM
	Friday, November 3, 2017	9:00 AM - 4:00 PM

Exhibitor Move-out:	Friday, November 3, 2017	4:00 PM - 12:00 AM
	Saturday, November 4, 2017	7:00 AM - 6:00 PM

Freight Re-route Time:	Saturday, November 4, 2017	5:00 PM
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## IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Tuesday, October 3, 2017
Discount price deadline for standard Shepard orders:	Tuesday, October 10, 2017
Discount price deadline for custom Shepard rentals:	Friday, September 29, 2017
First day for warehouse deliveries without a surcharge:	Tuesday, October 3, 2017
Last day for warehouse deliveries without a surcharge:	Friday, October 20, 2017
Last day for warehouse deliveries:	Friday, October 27, 2017
<i>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</i>	
First day freight can arrive at show facility:	Sunday, October 29, 2017 at 8:00 AM

## SHIPPING ADDRESSES

### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 IGES SV 2017  
 c/o Shepard Exposition Services  
 3718 E Gov John Sevier Hwy  
 Knoxville, TN 37914

### Direct Shipments Address

c/o Shepard Exposition Services  
 [Exhibiting Co. Name & Booth Number]  
 IGES SV 2017  
 Sevierville Events Center  
 202 Gists Creek Road  
 Sevierville, TN 37862

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



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# PACKAGE ITEMS - TABLE SIZE SELECTION

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

## PACKAGE TABLE SIZE SELECTION

**Each 10x10 booth package includes (1) table. Please select the size of your table(s) below:**

Qty.	Code	Item Description
	5004203	4' x 30" Skirted Table - White
	5004603	6' x 30" Skirted Table - White
	5005003	8' x 30" Skirted Table - White

**You are allotted (1) table per 10' x 10' booth space**

*Counter height tables may be ordered through the Expo Furnishings form included in this exhibitor manual*

**Each 10x10 booth package includes the following items:**

- 8' High backwall drape, 8' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (2) Side Chairs
- (1) Wastebasket
- Booth Carpet - Black

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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

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

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# ONLINE ORDERING INSTRUCTIONS

IGES SV 2017



October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee



Event Code: G184441117


## \*\*\*ATTENTION EXHIBITORS\*\*\*

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

- GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on **IGES SV 2017**
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users:** User name = Your Email Address (provided by Show Management)  
Password = IGESSV17
  - Previous users:** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(404) 720-8600**

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







# SHEPARD TERMS & CONDITIONS

IGES SV 2017

## PAYMENT POLICY

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

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

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

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

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

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

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

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

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

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

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

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

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

## DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

## INDEMNIFICATION

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

## CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when 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.

## SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

## INBOUND AND OUTBOUND SHIPMENTS

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

## PACKAGING, CRATES, AND EMPTY CONTAINERS

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



# THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: October 10, 2017**

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

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

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

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

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

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

## SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): \_\_\_\_\_

Material Handling \*Please complete the Material Handling Authorization Form

Notes: \_\_\_\_\_

## THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

Billing Address: \_\_\_\_\_

Security Code: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

\*\* Are you tax exempt for the state this event occurs in?  Yes  No

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

Please submit tax exemption certificate to: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



# GRID PANEL BOOTH PACKAGES

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

Deadline Date: September 29, 2017

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

**Please note that all booth packages below are Pre-Order only and must be ordered 4 weeks prior to show open.**

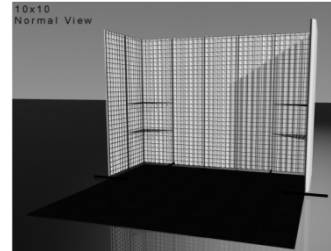
## 10' x 10' Grid Package

**This package is for a 10' x 10' booth space**

Booth Package A includes 5 grid panels (2' wide, 8' high) in the back and 2 panels on each side, with 4 feet and 2 shelves in each corner for stabilization.

**Total = 9 Grid Panels**

Code	Qty.	Item Description	Advance	Amount
50650		9 Panels - Black	489.50	
50651		9 Panels - White	489.50	
50652		9 Panels - Chrome	539.00	



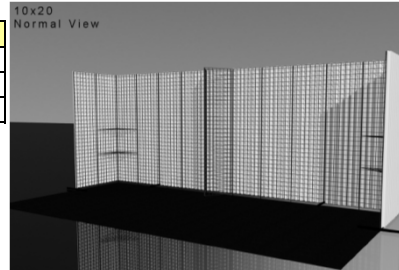
## 10' x 20' Grid Package

**This package is for a 10' x 20' booth space**

Booth Package A includes 10 grid panels (2' wide, 8' high) in the back and 2 panels on each side, with 4 feet and 2 shelves in each corner for stabilization.

**Total = 14 Grid Panels**

Code	Qty.	Item Description	Advance	Amount
50653		14 Panels - Black	979.00	
50654		14 Panels - White	979.00	
50655		14 Panels - Chrome	1067.00	



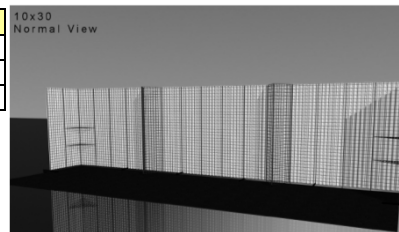
## 10' x 30' Grid Package

**This package is for a 10' x 30' booth space**

Booth Package A includes 15 grid panels (2' wide, 8' high) in the back and 2 panels on each side, with 5 feet and 2 shelves in each corner for stabilization.

**Total = 19 Grid Panels**

Code	Qty.	Item Description	Advance	Amount
50656		19 Panels - Black	1248.50	
50657		19 Panels - White	1248.50	
50658		19 Panels - Chrome	1375.00	



**To qualify for the rate listed above, order must be received with payment by October 2, 2017. No substitutions will be accepted. Orders received after the discount deadline will not be accepted.**

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Total	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

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

\* All tax rates are subject to change.



# ADDITIONAL DISPLAY PANELS, PAGE 1

Shepard Exposition Services

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IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Deadline Date: September 29, 2017**



## GRID PANELS

Code	Qty.	Item Description	Advance	Standard	Amount
50237		Grid Panel without Feet - Chrome	65.45	99.00	
50237		Grid Panel without Feet - Black or White	54.45	88.00	

\* One panel without feet cannot stand alone

Please select panel color:

Black (06)    White (03)    Chrome (71)

**Please contact Customer Service for custom color information for both panel options**

Code	Qty.	Item Description	Advance	Standard	Amount
50236		Grid Panel with Feet - Chrome	75.90	110.00	
50236		Grid Panel with Feet - Black or White	65.45	99.00	

Please select panel color:

Black (06)    White (03)    Chrome (71)

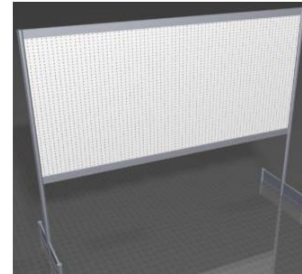
Dimensions: 8'h x 2'w

Please note that grid panels cannot be attached in any way to the standard booth hardware. Shepard assumes not responsibility for damage due to improper setup of panels.

## DISPLAY PANELS

Code	Qty.	Item Description	Advance	Standard	Amount
50594		Pegboard Panel - Vertical	137.50	181.50	
50593		Pegboard Panel - Horizontal	137.50	181.50	

Dimensions: 4' x 8'



Code	Qty.	Item Description	Advance	Standard	Amount
50596		Foamcore Panel - Vertical	159.50	209.00	
50595		Foamcore Panel - Horizontal	159.50	209.00	

Dimensions: 4' x 8'

Please contact Customer Service for custom color information

**To qualify for the rate listed above, order must be received with payment by October 2, 2017. No substitutions will be accepted. Orders received after the discount deadline will not be accepted.**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Total \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 9.250% Tax: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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

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

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

\* All tax rates are subject to change.



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# ADDITIONAL DISPLAY PANELS, PAGE 2

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

**Deadline Date: September 29, 2017**



## SLATWALL PANELS

Code	Qty.	Item Description	Advance Price	Amount
50597		<b>Slat Wall Panel</b> <i>Dimensions: 8'h x 4'w</i>	<i>Call for quote</i>	

**Please select panel color:**

White

Oak

*Please contact Customer Service for custom color information*

## ACCESSORIES

Code	Qty.	Item Description	Advance Price	Standard Price	Amount
50598		<b>Individual Foamcore Sheets</b> <i>Dimensions: 4' x 8' x 3/16"</i>	22.00	44.20	

**To qualify for the rate listed above, order must be received with payment by October 2, 2017. No substitutions will be accepted. Orders received after the discount deadline will not be accepted.**

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Total	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

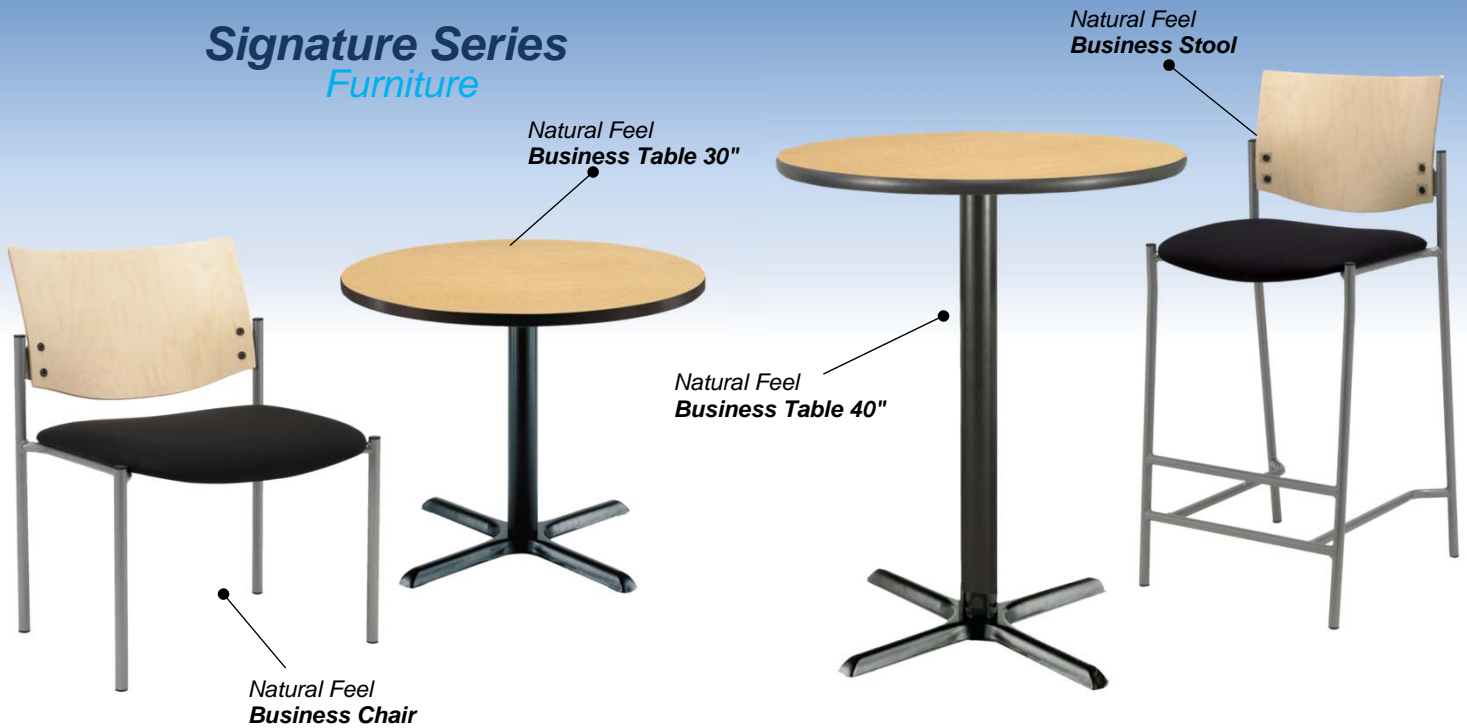
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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

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

\* All tax rates are subject to change.

## Signature Series Furniture



### 6 Foot Fabric Table Cover w/ Table



Available Colors:

### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	134.20	174.45	
50705	Natural Feel Business Stool	163.40	212.40	
50706	Natural Feel Business Table 30"	274.25	356.55	
50707	Natural Feel Business Table 40"	285.90	371.65	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	145.85	189.60	
50710	Natural Feel Table Lamp	105.05	136.55	
50708	Natural Feel Waste Receptacle	64.20	83.45	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	227.60	
	Red - Fabric Table Cover w/ Table	227.60	
	Blue - Fabric Table Cover w/ Table	227.60	
	Black - Fabric Table Cover w/ Table	227.60	

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Furnishings:	\$
9.250% Tax*:	\$
Amount Due:	\$

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



(404) 720-8600

(404) 720-8755

atlanta@shepardes.com

EVENT CODE  
G184441117

DISCOUNT DEADLINE  
September 29, 2017

# Signature Series Flooring

Elevated

Premium Plush Carpet  
50 oz.



Light Maple

Rustic Cherry

Blackwood

Barnwood

Checkerboard

Snow



## Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

length X  width =  sq. ft.

### Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(03)	White	8.85	
(06)	Black	8.85	
(74)	Crimson	8.85	
(35)	Dark Grey	8.85	
(91)	Electric Blue	8.85	
(34)	Silver Dollar	8.85	
(33)	Sand	8.85	
(22)	Navy	8.85	

\*Actual colors may vary\*

### Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	11.45	
(84)	Rustic Cherry	11.45	
(80)	Blackwood	11.45	
(85)	Barnwood	11.45	
(82)	Checkerboard	11.45	
(89)	Snow	11.45	

### Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor	Call for Quote	
50711	Dark Oak - Elevated Hardwood Floor	Call for Quote	

\* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.  
Minimum 100 square feet is required per flooring order.

Please complete the following.

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

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

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

Total Signature Flooring:	\$
9.250% Tax*:	\$
Amount Due:	\$

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

## Booth Cleaning

**Carpet is delivered clean, but may become dirty during setup.  
Booth cleaning is suggested at least once prior to show opening.**

**Orders based on 100 Sq Ft Minimum  
All cancellations must be received 48 hours prior to show opening**

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

### Booth Vacuuming



Vacuum Once					
Sq Ft	Item	Discount	Regular	Amount	
47050	0-399 sq ft	0.50	0.65		
47051	400-900 sq ft	0.45	0.60		
47052	900+ sq ft	0.40	0.50		

Vacuum Once with One Touch Up					
Sq Ft	Item	Discount	Regular	Amount	
47045	0-399 sq ft	0.60	0.80		
47046	400-900 sq ft	0.55	0.70		
47047	900+ sq ft	0.50	0.65		

\*Touch Up Service Date: \_\_\_\_\_

Daily Vacuum					
Sq Ft	Item	Discount	Regular	Amount	
47055	0-399 sq ft	2.00	2.60		
47056	400-900 sq ft	1.80	2.35		
47057	900+ sq ft	1.65	2.15		

### Porter Service



Booth Porter Services					
Sq Ft	Item	Discount	Regular	Amount	
47030	Porter Service Once	0.45	0.60		
47031	Daily Porter Service	1.75	2.30		

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

### Mopping/Shampooing



Mopping					
Sq Ft	Item	Discount	Regular	Amount	
47042	Once Before Initial Opening per sq ft	0.65	0.85		
47022	Daily per sq. ft.	2.15	2.80		

Shampooing					
Sq Ft	Item	Discount	Regular	Amount	
47003	Once Before Initial Opening per sq ft	0.65	0.85		

### Display Wipe Down



Display Wipe Down *2 hr minimum per day					
Hours	Item	ST	OT	Amount	
47043	Once Before Initial Opening	104.00	157.50		
Hrs per day	Item	ST	OT	Amount	
47044	Daily service	104.00	157.50		

Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_

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

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

**Please complete the following.**

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

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

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

Total Cleaning: \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

**Authorized Signature:**





**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

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# BOOTH CARPETING

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

**Discount Deadline: October 10, 2017**

*Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.*

**Please note that the exhibit hall has wall to wall black carpet. If you wish to order a different color carpet for your booth, you may do so below.**

## PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:



Red  
(01)



Silver Cloud  
(18)



Deep Navy  
(22)



Charcoal  
(17)



Black  
(06)



Beige  
(14)

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.20	8.05	
46003	Rental 1000+/sq ft	5.40	7.00	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

### PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	15.25	19.85	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.10	1.45	
50008	1" Padding	2.20	2.85	
50010	Visqueen	0.35	0.45	

## EXPO CARPET - 13 OZ.

Choose Color:



Red  
(01)



Blue  
(05)



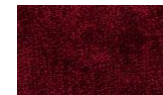
Tuxedo  
(50)



Black  
(06)



Teal  
(13)



Burgundy  
(07)

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	137.50	178.75	
50256	10' x 20'	275.00	357.50	
50257	10' x 30'	605.15	786.70	
50258	10' x 40'	804.55	1045.90	

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

### SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	3.70	4.80	
50581	400 - 900 sq ft	3.65	4.75	
50582	900+ sq ft	3.60	4.70	

Rental includes installation and removal of carpet and visqueen protective covering.

\*Minimum 100 square feet

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.

Total Carpeting	\$	
9.25% Tax:	\$	
Amount Due:	\$	

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

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



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# EXPO FURNISHINGS

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

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

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	104.50	135.85	
50046			6'L X 30"H	122.50	159.25	
50050			8'L X 30"H	138.75	180.40	
50043			4'L X 42"H	147.35	191.55	
50047			6'L x 42"H	188.70	245.30	
50051			8'L x 42"H	221.95	288.55	
50052			4th Side 30"	73.70	95.80	
50171			4th Side 42"	73.70	95.80	

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

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	40.00	52.00	
50044		6'L X 30"H	51.00	66.30	
50048		8'L X 30"H	63.00	81.90	
50041		4'L X 42"H	97.30	126.50	
50045		6'L x 42"H	121.50	157.95	
50049		8'L x 42"H	135.60	176.30	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	48.90	63.55	
50084			6'L X 6"H	63.05	81.95	
50086			8'L X 6"H	84.50	109.85	
50083			4'L X 12"H	105.80	137.55	
50085			6'L x 12"H	131.80	171.35	
50087			8'L x 12"H	146.80	190.85	

### UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	25.15	32.70	
50078		6'L X 6"H	35.35	45.95	
50080		8'L X 6"H	45.75	59.50	
50077		4'L X 12"H	48.80	63.45	
50079		6'L x 12"H	69.70	90.60	
50081		8'L x 12"H	85.10	110.65	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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

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

\* All tax rates are subject to change.

Total Expo Furnishings:	\$
9.250% Tax*:	\$
Amount Due:	\$

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	36.25	47.15	
50021		Arm Chair	107.35	139.55	
50024		Stool w/back	63.00	81.90	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	15.50	20.15	
50094		Floor Easel	32.00	41.60	
50245		Literature Rack	160.90	209.15	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	213.05	276.95	
50092		Coat Rack	75.65	98.35	
50093		Garment Rack	213.05	276.95	



Code	Qty.	Item	Discount	Regular	Amount
50427		Sensabarrier Stanchion	89.85	116.80	
50095		Sign Holder, 22x28	32.00	41.60	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	16.65	21.65	
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Please select sateen color from below:

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



# SPECIALTY FURNISHINGS & ACCESSORIES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	81.30	105.70	
51090	Director's Stool	145.50	189.15	
51089	Ped. Table, 42"	217.65	282.95	
50032	Ped. Table, 30"	83.00	107.90	
50030	Rnd Side Table	102.40	133.10	
50031	Sq. Side Table	102.40	133.10	

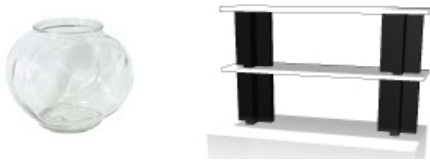
## SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	385.00	500.50	
50068	Full View 6'	385.00	500.50	
50069	Quarter View 4'	385.00	500.50	
50070	Quarter View 6'	385.00	500.50	

Standard Showcases are a gray finish.

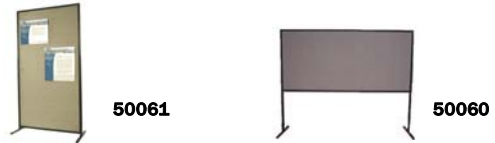
## MISCELLANEOUS ITEMS



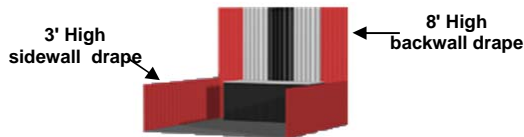
Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	40.00	52.00	
50088	8' Upright	28.15	36.60	
50349	6'-10' Crossbar	18.75	24.40	
50348	7'-12' Crossbar	18.75	24.40	
50296	4' x 12" Display Riser *	90.00	117.00	
50297	6' x 12" Display Riser *	112.00	145.60	

\* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.

## VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horiz.	260.00	338.00	
50061	4' x 8' Vert.	260.00	338.00	



## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	20.40	26.50	
50074	3' High	15.15	19.70	

Choose Color: Minimum 10 linear feet rental required

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

Total Specialty Furnishings/Accessories:	\$
9.250% Tax*:	\$
Amount Due:	\$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

\* All tax rates are subject to change.

# Soft Seating Collections

**HOPI**  
**HOPCH Chair**  
(gray linen)  
21"L 25"D 34"H



**HOPI**  
**HOPLV Loveseat**  
(gray linen)  
48"L 25"D 34"H



**SILVERADO**  
**C1E Cocktail Table**  
(glass, chrome)  
36" Round 17"H



# Soft Seating Collections



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 27"D 30"H

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

Available in Power 



## ROMA

**A) CHR003 Chair**  
(white vinyl)  
37"L 31"D 33"H  
**CHRPWR** (Powered)

**B) SFA003 Sofa**  
(white vinyl)  
78"L 31"D 33"H  
**SFAPWR** (Powered)



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 28"H  
**NPLCHP** (Powered)

**B) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 28"H  
**NPLLOP** (Powered)

**C) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 28"H  
**NPLSOP** (Powered)



C. 

# Soft Seating Collections



## HEATHROW

### HS008 Sectional 3pcs

(black vinyl)  
72"L 48"D 28"H



### HCH08 Heathrow Chair

(black vinyl)  
24"L 24"D 28"H



### HC008 Heathrow Corner Chair

(black vinyl)  
24"L 24"D 28"H



### HEA08 Heathrow Sofa

(black vinyl)  
48"L 24"D 28"H

# Soft Seating Collections



A.



B.

## ALLEGRO

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



A.



B.

## TANGIERS

- A) TANSOF Sofa**  
(beige textured)  
78"L 37"D 36"H
- B) TANCHR Chair**  
(beige textured)  
34"L 37"D 36"H



A.



B.



C.

## KEY LARGO

- A) KEYCHR Chair**  
(black fabric)  
35"L 35"D 34"H
- B) KEYLOV Loveseat**  
(black fabric)  
57"L 35"D 34"H
- C) KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H



A.

B.

C.

## SOUTH BEACH

- A) SO1 Sofa**  
(platinum suede)  
69"L 29"D 33"H
- B) OTS Ottoman**  
(platinum suede)  
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc.**  
(platinum suede)  
152"L 40"D 33"H

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 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 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



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



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



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



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22.5"D 18"H



Detail of Electrical  
Charging Outlet



# Accent Chairs



## SWANSON

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

## KEY WEST

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



## MADDEN

**MADGRY Arm Chair**  
(light gray vinyl)  
27" L 32" D 33" H



## Accent Chairs



A.



B.



C.



D.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

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

**D) CCE  
Ice Chair**  
(transparent, chrome)  
17.25"L 20"D 32"H

## Meeting & Stage Chairs



A.



B.



C.

**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)



**VIBE CUBE**  
 18"L 18"D 18"H

<b>A) VIB09</b> (white vinyl)	<b>F) VIB02</b> (blue vinyl)
<b>B) VIB10</b> (black vinyl)	<b>G) VIB08</b> (orange vinyl)
<b>C) VIB07</b> (beige vinyl)	<b>H) VIB06</b> (gold/bronze vinyl)
<b>D) VIB04</b> (red vinyl)	<b>I) VIB01</b> (green vinyl)
<b>E) VIB05</b> (yellow vinyl)	<b>J) VIB03</b> (pink vinyl)

D.

H.

I.

J.

E.

F.

G.

# Ottomans

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## ENDLESS Square

34"L 34"D 15"H

**A) END02B** (black)

**B) END02W** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**C) END01B** (black)

**D) END01W** (white)

## Bench Ottomans

60"L 20"D 18"H

**E) BNO08** (black vinyl)

**F) BNO75** (white vinyl)

## G) SAL Sally Stool

(white)

12" Round 17"H

## H) CUBL20 Edge

### LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

## I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

## J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

## K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

# Marche Swivel



## Marche Swivel Ottomans

17"RND 18"H

**A) MAR001** (white vinyl)

**B) MAR005** (red fabric)

**C) MAR009** (pear yellow fabric)

**D) MAR007** (plum fabric)

**E) MAR010** (blue fabric)

**F) MAR002** (gray fabric)

**G) MAR006** (rose quartz fabric)

**H) MAR003** (linen fabric)

**I) MAR004**

(raspberry fabric)

**J) MAR008**

(meadow green)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) **ALC100** (glass, chrome)

B) **ALC200** (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) **ALE100** (glass, chrome)

D) **ALE200** (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) **C1C** (glass, chrome)

B) **C1FWB** (wood, black)



A.

B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

C) **E1C** (glass, chrome)

D) **E1FWB** (wood, black)

# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)

### Cocktail Tables

48"L 26"D 18"H

**A) C1W** (white)

**C1WP** (Powered)

**B) C1Y** (black)

**C1YP** (Powered)

### End Tables

27"L 23"D 22"H

**C) E1W** (white)

**D) E1Y** (black)

## REGIS

(brushed metal)

### E) REGBEN Bench Table

47"L 15.5"D 16"H,

### F) REGOTT End Table

16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)

### G) E1E End Table

24" Round 22"H

### H) C1E Cocktail Table

36" Round 17"H

## OLIVER

(walnut finish)

### I) EOLI End Table

22" Round 22"H

### J) COLI Cocktail Table

47"L 27"D 19"H

## RUSTIC

(wood)

### K) ETBL E-Table

21"L 15.5"D 27.5"H

### L) TMBTBL Timber Table

16" Round 17"H

### M) NEMSAC

#### Mosaic Tables, Set of 3

(wood, metal)

12"L 14"D 16"H

16.5"L 15"D 18"H

20.5"L 16"D 20"H

### N) AURA

#### Aura Round Table

(white metal)

15" Round 22"H

### O) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

# EXECUTIVE FURNITURE

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## SEATING

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	791.50	1028.95	
	HEA08-Heathrow Sofa, Black Vinyl	780.50	1014.65	
	HS008-Heathrow 3 pc. Sectional	2076.35	2699.25	
	SFA002- Allegro Sofa	832.75	1082.60	
	NPLSOF-Naples Sofa, Black Vinyl	997.70	1297.00	
	NPLSOP-Naples Sofa, powered	1213.45	1577.50	
	SO2-3pc. South Beach, P. Suede	1900.25	2470.35	
	TANSOF-Tangiers Sofa, Beige	791.50	1028.95	
	SFA003-Roma Sofa, White	950.15	1235.20	
	SFAPWR-Roma Sofa, powered	1213.45	1577.50	
	KEYSOF-Key Largo Sofa	563.10	732.05	
	FAIRSW-Fairfax Sofa	569.45	740.30	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	664.60	864.00	
	HCH08-Heathrow Chair, Black Vinyl	791.50	1028.95	
	NPLCHR-Naples Chair, Black Vinyl	696.35	905.25	
	NPLCHP-Naples Chair, powered	753.45	979.50	
	TANCHR-Tangiers Chair, Beige	513.55	667.60	
	CHR002-Allegro Chair	585.30	760.90	
	CHR003-Roma Chair, White	648.80	843.45	
	CHRPWR-Roma Chair, powered	753.45	979.50	
	KEYCHR-Key Largo Chair	372.75	484.60	
	FAIRCW-Fairfax Chair	410.85	534.10	
<b>Ottomans</b>				
	BNO08-Bench, Black Leather	490.15	637.20	
	BNO75-Bench, White Leather	490.15	637.20	
	END02B-Square, Black Leather	426.70	554.70	
	END02W-Square, White Leather	426.70	554.70	
	END01W-Curved, White Leather	498.10	647.55	
	END01B-Curved, Black Leather	498.10	647.55	
	VIB02-Vibe Cube, Blue	166.55	216.50	
	VIB04-Vibe Cube, Red	166.55	216.50	
	VIB05-Vibe Cube, Yellow	166.55	216.50	
	VIB07-Vibe Cube, Champagne	166.55	216.50	
	VIB03-Vibe Cube, Pink	166.55	216.50	
	VIB06-Vibe Cube, Gold/Bronze	166.55	216.50	
	VIB08-Vibe Cube, Orange	166.55	216.50	
	VIB01-Vibe Cube, Green	166.55	216.50	
	VIB10-Vibe Cube, Black W/trproof	162.80	211.65	
	VIB09-Vibe Cube, White W/trproof	162.80	211.65	
<b>Group &amp; Accent Chairs</b>				
	CCE-ICE, Transparent/Chrome	295.85	384.60	
	OCH-Madrid Black Leather	890.55	1157.70	
	BCW-Madrid Chair, White	891.45	1158.90	
	LABREA-La Brea Swivel Chair	490.15	637.20	
	OCB-Key West Tub, Black	474.25	616.55	
	MADGRY-Madden Arm Chair, Grey	506.00	657.80	
	SWAN-Swanson Swivel, White Vinyl	426.70	554.70	
	HOPCH-Hopi Chair, Grey Linen	277.20	360.35	
<b>LoveSeats</b>				
	NPLLOV-Naples, Black Vinyl	838.20	1089.65	
	NPLLOP-Naples Loveseat, powered	1045.35	1358.95	
	KEYLOV-Key Largo Loveseat	436.20	567.05	
	HOPLV-Hopi Loveseat, Grey Linen	431.20	560.55	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	331.55	431.00	
	OCMTAU-Meeting Chair, Taupe	325.15	422.70	
	OCMWHT-Meeting Chair, White	299.70	389.60	
<b>Modular System</b>				
	BNQTL7-Center Cone	838.20	1089.65	
	BNQ417-Full Banquette	2655.40	3452.00	
	BNQR17-Ottoman Ring, White Vinyl	2041.60	2654.10	
	BNQ7-Quarter Curve, White Vinyl	569.80	740.75	
	WHT12-Half Bench, White Vinyl	435.60	566.30	
	CUBL20-Edge Lighted Cube	234.75	305.20	
	SAL Sally Stool	110.50	143.65	
	WHT12-Half Bench, White Vinyl	435.60	566.30	
	MAR010-Marche Swivel, Blue	215.60	280.30	
	MAR002-Marche Swivel, Grey	215.60	280.30	
	MAR003-Marche Swivel, Linen	215.60	280.30	
	MAR008-Marche Swivel, Mdw Grn	215.60	280.30	
	MAR009, Marche Swivel, Pear	215.60	280.30	
	MAR007-Marche Swivel, Plum	215.60	280.30	
	MAR004-Marche Swivel, Raspberry	215.60	280.30	
	MAR005-Marche Swivel, Red	215.60	280.30	
	MAR006-Marche Swivel, Rose Qtz	215.60	280.30	
	MAR001-Marche Swivel, White	215.60	280.30	
	BNQR17-Ottoman Ring, White Vinyl	2041.60	2654.10	
	BNQ7-Quarter Curve, White Vinyl	569.80	740.75	
	OTS-South Beach Wedge	379.10	492.85	

## COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	331.55	431.00	
	ALC100-Alondra, Glass/Chrome	387.20	503.35	
	ALC200-Alondra, Wood/Chrome	387.20	503.35	
	C1FWB-Geo, Wood/Black	338.80	440.45	
	C1C-Geo Rect., Glass/Chrm	299.80	389.75	
	COLI - Oliver Cocktail Table	285.50	371.15	
	C1W-Sydney, White	336.25	437.15	
	C1Y-Sydney, Black	336.25	437.15	
	C1YP-Sydney Black, powered	426.70	554.70	
	C1WP-Sydney White, powered	426.70	554.70	
	G30CMS-Table, Maple	442.55	575.30	
	G30CMW-Table w/ Grmt, Maple	442.55	575.30	
	G30CWS-Table, White	442.55	575.30	
	G30CWW-Table w/ Grmt, White	442.20	574.85	
	REGBEN-Regis Bench Table	341.05	443.35	
<b>Occasional End Tables</b>				
	E1E-Silverado	315.65	410.35	
	ALE100-Alondra, Glass/Chrome	279.40	363.20	
	ALE200-Alondra, Wood/Chrome	279.40	363.20	
	E1FWB-Geo, Wood/Black	294.80	383.25	
	E1C-Geo, Glass/Chrm	293.45	381.50	
	EOLI-Oliver End Table	253.75	329.90	
	E1W-Sydney, White	302.95	393.85	
	E1Y-Sydney, Black	302.95	393.85	
	CUBTBL-Edge LED Cube	236.35	307.25	
	AURA End Table	172.90	224.75	
	ETBL-E Table, Wood	212.60	276.40	
	NEMSAC Mosaic Tables, Set of 3	347.40	451.60	
	TMBTBL Timber Table, Wood	204.60	266.00	
	REGOTT-Regis End Table	252.25	327.95	

Please complete the following:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

9.250% Tax: \$ \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

# Conference Tables



**PWRUSB**

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



## 42" Round Conference Table

42"RND 29"H

**A) CONF42** (white laminate)

**B) CB1** (graphite nebula)

**C) CB8** (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

**D) MADC05 5' Table**

60"L 48"D 29"H

**E) MADC08 8' Table**

96"L 60"D 29"H

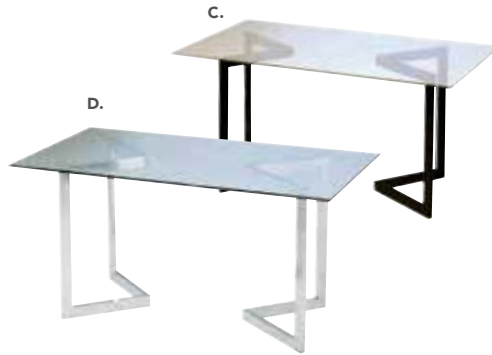
**F) MADC10 10' Table**

120"L 48"D 29"H





# Styles & Shapes



## Geo Rounded Square Tables

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)

## Conference Tables

(graphite nebula)

E) CB3 8'

96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H

## J) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

# Mix & Match

**Create the right look.** Choose from a wide selection of Conference Chairs for the perfect style.

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

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



# Executive Seating



A.



B.



C.



D.



E.



F.

**Pro Executive Mid Back Chair**  
24"L 22"D 40"H Adjustable  
**A) PROMDB** (black vinyl)  
**B) PROMID** (white vinyl)

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

**D) XC1 Luxor High Back Executive Chair**  
(black vinyl)  
27"L 28"D 47"H Adjustable

**E) XC2 Luxor Mid Back Executive Chair**  
(black vinyl)  
27"L 28"D 41"H Adjustable

**F) SY1 Altura Steno Chair**  
(black crepe)  
25"L 26"D 21"H

## Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

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

**H) PROEXE Pro Executive High Back Chair** (white classic vinyl) 25"L 24"D 48"H Adjustable.





ZENITH  
ZENCHR Chair  
(white, chrome)  
18.5"L 22"D 32"H



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



MALBA  
MALGRY Chair  
(gray)  
20"L 20"D 32"H



MALBA  
MALGRN Chair  
(green)  
20"L 20"D 32"H

# Group Seating

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

## Berlin Chair

18"L 22"D 32"H

**A) CS8** (black, white)

**B) CS9** (red, white)

## C) CS4

**Syntax Chair**

(black, chrome)

23"L 19"D 31"H

## D) XCHR

**Christopher Chair**

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

**Wendy Chair**

(clear acrylic)

15"L 20"D 36"H

## F) SC10

**Razor Armless Chair**

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

**Brewer Chair**

(onyx, black)

20"L 20"D 32"H

## H) XC3

**Luxor Guest Chair**

(black vinyl)

27"L 28"D 40"H

## I) XC6

**Altura Guest Chair**

(black crepe)

25"L 20"D 34"H

# Mix & Match

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

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

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




J.

K.

# Communal Tables

# G30

Powered Tables

 Denotes AC and USB charging outlets

### G30 Communal Tables

(maple tops)

#### E) Bar Table

72"L 26"D 42"H

**G30BMS** (solid top)

**G30BMW** (grommet holes)

#### F) Café Table

72"L 26"D 30"

**G30DMS** (solid top)

**G30DMW** (grommet holes)

#### G) Cocktail Table

72"L 26"D 18"H

**G30CMS** (solid top)

**G30CMW** (grommet holes)

### G30 Communal Tables

(white tops)

72"L 26"D 42"H

#### H) Bar Table

**G30BWS** (solid top)

**G30BWW** (grommets)

#### I) Café Table

72"L 26"D 30"H

**G30DWS** (solid top)

**G30DWW** (grommets)

#### J) Cocktail Table

72"L 26"D 18"H

**G30CWS** (solid top)

**G30CWW** (grommets)

### K) MERLIN

#### Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

#### L) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

 A.



D.

 B.



 C.



POWERED  
DETAIL

**A) G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.

**B) G30DWP G30 Café Table, Powered** (white top) 72"L 26"D 30"H.

**C) G30CWP G30 Cocktail Table, Powered** (white top) 72"L 26"D 18"H.

**D) BSD Oslo Barstool** (blue) 17"L 20"D 30"H.

### TABLE TOP OPTIONS

(G30 Powered Tables only  
available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are  
available to rent for all G30  
Powered Table Products.

(Choose from solid top tables or with grommet holes)

E.



F.



G.



H.



I.



J.



K.



L.



# Café Tables



**A) 30SBHC 30" Round Café Table**  
(liquid steel blue top, chrome hydraulic base)  
30" RND 29"H

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

## 30" Round Café Tables

### Standard Black Base

30" Round 29"H

**A) ZTB** (red top)

**B) ZTH** (liquid steel blue top)

### Hydraulic Chrome Base

30" Round 29"H

**C) LIQ009** (liquid white top)

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

## Malba Chair

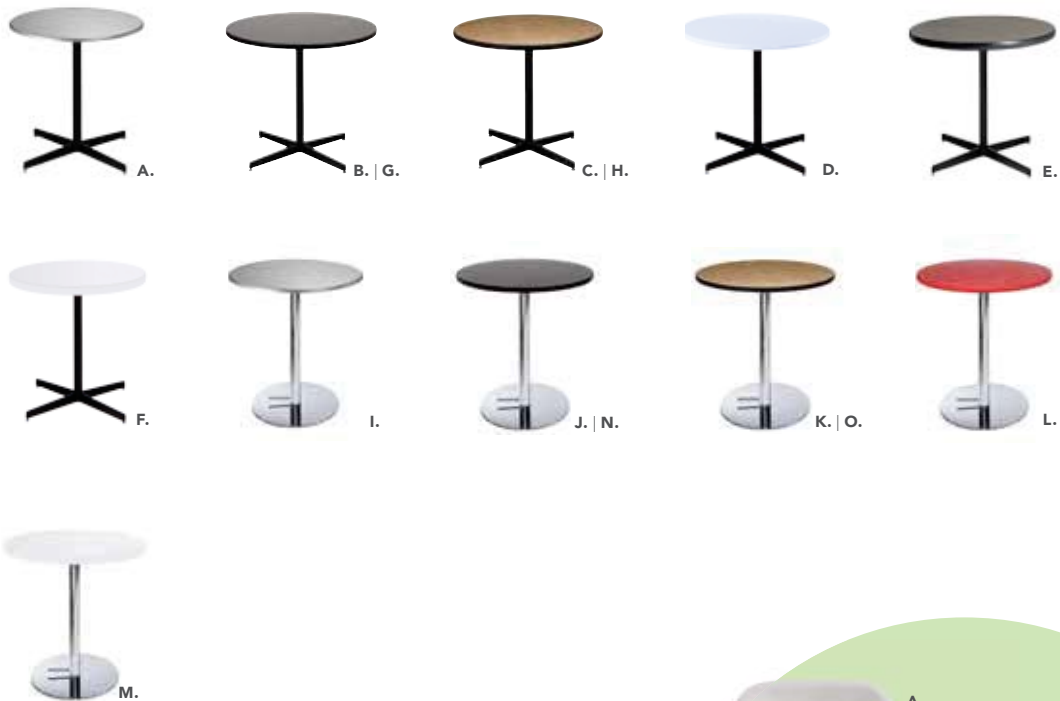
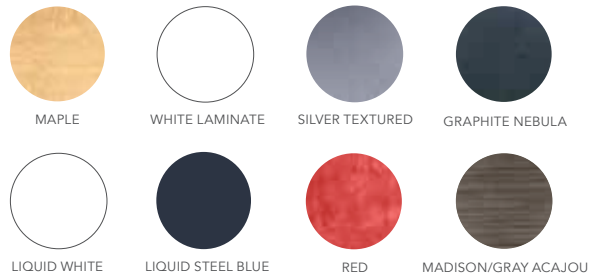
20"L 20"D 32"H

**E) MALGRN** (green)



# Customize And Create

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



## Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





**Shepard Exposition Services**

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# EXECUTIVE FURNITURE

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	537.75	699.10	
	CE1-Geo Table, Sq. Chrome	379.10	492.85	
	CF1-Geo Table, Sq. Black	537.75	699.10	
	CE2-Geo Table, Chrome	537.75	699.10	
	CB2-6' Graphite Table	563.10	732.05	
	CB3-8' Graphite Table	664.60	864.00	
	CB1-42" Round, Graphite Nebula	499.20	648.95	
	C508GR-8', Granite	664.60	864.00	
	CT10GR-10', Granite	997.70	1297.00	
	CT06GR-6', Granite	563.10	732.05	
	PWRUSB-Powered Table Module	90.40	117.50	
	CB8-42" Round Madison, Grey	200.20	260.25	
	MADC10-10' Madison, Grey	1111.00	1444.30	
	MADC05-5' Madison, Grey	556.60	723.60	
	MADC08-8' Madison, Grey	1111.00	1444.30	
	CONF42-42" Round, White laminate	458.45	596.00	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	376.75	489.80	
	PROEXB-Executive Chair High Back	376.75	489.80	
	PROGB-Guest Executive Chair	240.00	312.00	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	77.70	101.00	
	RSTDIN-Rustique w/ arms, Gunmetal	172.90	224.75	
	CS8-Berline Chair, Black	150.70	195.90	
	CS9-Berlin Chair, Red	150.70	195.90	
	XCHR-Christopher Chr, White Vinyl	125.30	162.90	
	CH002-Wendy Chair, Acrylic	141.20	183.55	
	SC10 Razor Chair	93.60	121.70	
	SC3-Brewer Chair, Onyx	207.80	270.15	
	XC3-Luxor Guest Chair	414.00	538.20	
	XC6-Altura Guest Chair	368.00	478.40	
	LMCHR-Laguna Chair, Maple/Chrome	171.60	223.10	
	MALGRY-Malba Chair, Grey	132.00	171.60	
	MALGRN-Malba Chair, Green	132.00	171.60	
	CS4-Syntax Chair, Black/Chrome	239.80	311.75	
	ZENCHR-Zenith Chair-White/Chrome	193.60	251.70	
	SY1-Altura Task Chair	236.35	307.25	
<b>Executive Seating</b>				
	XC1-Luxor Executive, High-back	479.05	622.75	
	XC2-Luxor Executive Chair	450.50	585.65	
	PROMDB-Exec Mid-Back, Black	266.20	346.05	
	PROMID-Executive Chair Mid Back	266.20	346.05	

## CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	268.05	348.45	
	ZTP-36" Maple Top/Black Base	291.90	379.45	
	ZTJ-30" Graphite Top/Black Base	268.05	348.45	
	ZTN-36" Graphite Top/Black Base	291.90	379.45	
	ZTG-30" Silver Textured Top	268.05	348.45	
	ZTE-36" Brandy Top/Black Base	334.40	434.70	
	ZTQ-36" White Laminate Top	291.90	379.45	
	ZTB-30" Red Top/Black Base	268.05	348.45	
	ZTH-30" Steel Blue Top/Black Base	268.40	348.90	
	LIQ004-30" Lqd White/Black Base	426.80	554.85	
	ZTA-30" Grey Top/Black Base	268.40	348.90	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	356.90	463.95	
	30GRHC-Graphite Nebula, Chrome	356.90	463.95	
	30STHC-Silver Textured, Chrome	356.90	463.95	
	30BRHC-Brushed Red Top, Chrome	356.90	463.95	
	30SBHC-Steel Blue Top, Chrome	356.90	463.95	
	LIQ009-Liquid White Top, Chrome	539.00	700.70	
	30MAHC-Grey Top, Chrome	347.60	451.90	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	388.65	505.25	
	36GRHC-Graphite Nebula, Chrome	388.65	505.25	
	36WTHC-White Top, Chrome	388.65	505.25	

## COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	632.90	822.75	
	G30DMW-Café w/ Grmt, Maple	632.90	822.75	
	G30DWS-Café, White Top	632.90	822.75	
	G30DWW-Café w/ Grmt, White	632.90	822.75	
	G30DWP-Café Table, powered	728.10	946.55	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	521.85	678.40	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	791.50	1028.95	
	G30BWW-Bar w/ Grmt, White	791.50	1028.95	
	G30BMS-Bar Table, Maple	791.50	1028.95	
	G30BMW-Bar w/ Grmt, Maple	791.50	1028.95	
	G30BWP-Bar Table, powered	934.30	1214.60	

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



# Bar Tables



**A) LIQ010**  
**30" Round Bar Table**  
(liquid white, chrome hydraulic base)  
30"RND 45"H

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

**C) 30SBHB**  
**30" Round Bar Table**  
(liquid steel blue top, chrome hydraulic base)  
30"RND 45"H

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



# Customize And Create

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



## Bar Tables

Standard Black Base  
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



A. | H.



B. | I.



C.



D.



E.



F.



G.



J. | O.



K. | P.



L.



M.



N.



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

R) VTA 30" Round Bar Table w/ Standard Black Base (Madison/gray acajou) 30" RND 42"H

# Barstools



A.

C.

B.

D.

## LIFT BARSTOOLS

- 15" Round 23–33.5"H  
A) ROLLWH (white vinyl)  
B) ROLLRD (red vinyl)  
C) ROLLBL (black vinyl)  
D) ROLLGY (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

## Apex Barstools

- 21"L 21"D 33"H  
**A) APS08** (black vinyl)  
**B) APS59** (red vinyl)  
**C) APS75** (white vinyl)  
**D) APS12** (blue ultra suede)

## Zoey Barstools

- 15"L 16"D 26-30.5"H  
**E) BS002** (white, chrome)  
**F) BS003** (black, chrome)

## Banana Barstools

- 21"L 22"D 30"H  
**G) BSS** (black, chrome)  
**H) BST** (white, chrome)

## Oslo Barstools

- 17"L 20"D 30"H  
**I) BSD** (blue)  
**J) BSC** (white)

## K) BSL Gin Barstool

- (maple, chrome)  
 16"L 16"D 29"H

## L) BCE Ice Barstool

- (transparent, chrome)  
 16"L 14"D 33"H

## M) XBAR Christopher Barstool

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

## N) BS001 Shark Barstool

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

## O) BSR Syntax Barstool

- (black, chrome)  
 23"L 19"D 32"H

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of select Bar Seating for the perfect style.

- P) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H  
**Q) RSTSTL Rustique Barstool** (gunmetal) 13"L 13"D 30"H  
**R) LMBAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H



# Office Essentials

A.



D.

## MADISON

**A) JD8 Madison Executive Desk**

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

**B) CR8 Madison Credenza**

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

**C) BC8 Madison Bookcase**

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

**D) SWAN Swanson Swivel Chair**

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREENZA BACK

## POWERED PEDESTALS

 Denotes AC and USB charging outlets

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



A. 



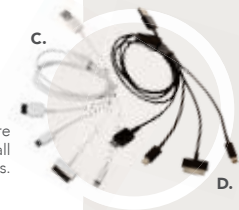
B. 

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

**A) Powered Locking Pedestal**  
(white)  
PDL36W 24"L 24"D 36"H  
PDL42W 24"L 24"D 42"H

**B) Powered Locking Pedestal**  
(black)  
PDL36B 24"L 24"D 36"H  
PDL42B 24"L 24"D 42"H

**Charging Adapters**  
C) ADAPTW (white)  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

## ACCENT LAMPS



A.




B.

**A) LA15 Mason Floor Lamp**  
(brushed silver)  
18" Round 55"H

**B) LA14 Mason Table Lamp**  
(brushed silver)  
16" Round 26"H

## TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



B. 



C.

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

**Charging Adapters**  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

# Show Essentials

A.



## MARTINI BAR

### A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

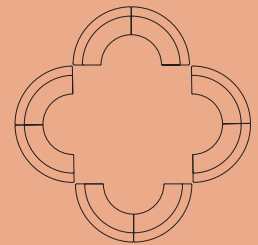
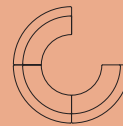
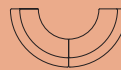
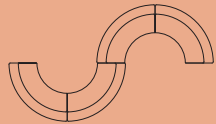
### B) BR1 Martini Bar

(gray metal, frosted glass top)  
67"L 22"D 45"H

B.



### Suggested Uses of Martini Bar



## LIGHTED PRODUCTS

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



A.



B.


### A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
20"L 20"D 20"H  
A/C power only

### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

## MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



### TABLET STANDS

A) TBSTND (black)  
14"L 13"D 44.5"H

B) TBSTDW (white)  
14"L 13"D 44.5"H

### ACCESSORIES

C) TBBCHR  
Brochure Holder  
(black)  
8.625"L 1.1"D 11.325"H

D) TBSHLF  
Charging Shelf  
(black)  
14.85"L 7.17"D 1"H

E) TBPNTR  
Wireless Printer Holder  
(black)  
3.3"L 1.9"D 5.28"H

\* Please note that all tablet stands must be ordered separately





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# EXECUTIVE FURNITURE

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	293.45	381.50	
	VTP-36" Maple Top/Black Base	290.05	377.05	
	VTJ-30" Graphite Top/Black Base	293.45	381.50	
	VTN-36" Graphite Top/Black Base	315.65	410.35	
	VTG-30" Silver Textured Top	293.45	381.50	
	VTE-36" Brandy Top/Black Base	304.55	395.90	
	VTW-36" White Laminate Top	315.65	410.35	
	VTB-30" Red Top/Black Base	293.45	381.50	
	VTH-30" Steel Blue/Black Base	294.80	383.25	
	LIQ003-30" Lqd White/Black Base	400.40	520.50	
	VTA-30" Grey Top/Black Base	286.00	371.80	
<b>Barstools</b>				
	BST-Banana, White/Chrome	296.60	385.60	
	BSS-Banana, Black/Chrome	296.60	385.60	
	BS001-Shark, Swivel White	378.80	492.45	
	BS002-Zoey, Swivel White	347.40	451.60	
	BS003-Zoey, Swivel Black	358.90	466.55	
	RSTSTL-Rustique Barstool, Gunmetal	157.05	204.15	
	APS08-Apex Black Vinyl	266.50	346.45	
	APS59-Apex Red Vinyl	266.50	346.45	
	APS75-Apex White Vinyl	266.50	346.45	
	APS12-Apex Blue Ultra Suede	266.50	346.45	
	XBAR-Christopher White Vinyl	214.10	278.35	
	LMBAR-Laguna, Maple/Chrome	215.60	280.30	
	BSR-Syntax, Black/Chrome	261.80	340.35	
	ZENBAR-Zenith, White/Chrome	193.60	251.70	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	356.90	463.95	
	30MTHB-Maple Top, Chrome	356.90	463.95	
	30STHB-Silver Texture, Chrome	356.90	463.95	
	30BRHB-Brushed Red, Chrome	356.90	463.95	
	30SBHB-Steel Blue Top, Chrome	356.90	463.95	
	LIQ010-Liquid White Top, Chrome	539.00	700.70	
	30MAHB-Grey Top, Chrome	347.60	451.90	
<b>Bars</b>				
	BRC-Circle Martini Bar	4614.10	5998.35	
	BR1-Martini Bar	1603.65	2084.75	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	388.65	505.25	
	36MTHB, Maple Top, Chrome	388.65	505.25	
	36WTHB-White Top, Chrome	388.65	505.25	
<b>Barstools</b>				
	BSD-Oslo, Blue	312.45	406.20	
	BSC-Oslo, White	312.45	406.20	
	BSL-Gin, Maple	236.35	307.25	
	BCE-Ice, Transparent /Chrome	295.85	384.60	
	ROLLBL-Lift Barstool, Black Vinyl	252.25	327.95	
	ROLLGY-Lift Barstool, Grey Vinyl	252.25	327.95	
	ROLLRD-Lift Barstool, Red Vinyl	252.25	327.95	
	ROLLWH-Lift Barstool, White Vinyl	252.25	327.95	

## MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Files, Bookcases</b>				
	CR8-Madison Credenza, Grey	594.00	772.20	
	JD8-Madison Executive Desk, Grey	701.80	912.35	
	BC8-Madison Bookcase, Grey	508.20	660.65	
	TECH3B-Tech Desk w/drawers, Pwr	664.60	864.00	
	TECH-Tech Desk, Powered	537.75	699.10	
	TECH3-3-drawer File Cbnt w/Castors	177.65	230.95	
<b>Product Display- Pedestals</b>				
	PDL36B-Ped, Locking, Powered	635.15	825.70	
	PDL42B-Ped, Locking, Powered	712.20	925.85	
	PDL36W-Ped, Locking, Powered	601.15	781.50	
	PDL42W-Ped, Locking, Powered	712.20	925.85	
<b>Charging Items</b>				
	ADAPTB-Charging Adapter, black	28.55	37.10	
	ADAPTW-Charging Adapter, white	28.55	37.10	
<b>Lighted Products</b>				
	CUBL20-Edge Lighted Cube	234.75	356.90	
	CUBTBL-Edge LED Cube	236.35	356.90	

Qty.	Item	Discount	Regular	Amount
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	261.75	340.30	
	LA14-Mason Silver Table Lamp	171.35	222.75	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	994.60	1293.00	
	R1Q-White 4 Cubic Feet	363.20	472.15	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	410.85	534.10	
	WD3-Work Table	394.95	513.45	
<b>Mobile Tablet Stands</b>				
	TBSTDW-Mobile Tablet Stand, White	166.55	216.50	
	TBSTND-Mobile Tablet Stand, Black	166.55	216.50	
<b>Mobile Tablet Accessories*</b>				
	TBCHR-Tablet, brochure holder	77.70	101.00	
	TBSHLF-Tablet, charging shelf	77.70	101.00	
	TBPNT-Tablet, print stand	77.70	101.00	

\* Please note that all tablet stands must be ordered separately

Please complete the following:

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

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

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

Booth #: \_\_\_\_\_

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

Subtotal \$ \_\_\_\_\_

9.250% Tax: \$ \_\_\_\_\_

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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

# FABEX BOOTH RENTALS

IGES SV 2017

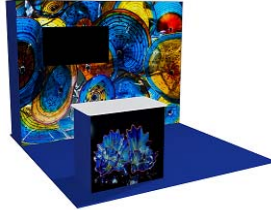
October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

Discount Deadline: **September 29, 2017**

## 10' x 10' FABRIC BOOTH RENTALS



Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	2039.40	3059.10
66558		FX2M1 10' w/Monitor	3689.40	5534.10

Carpet not included

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

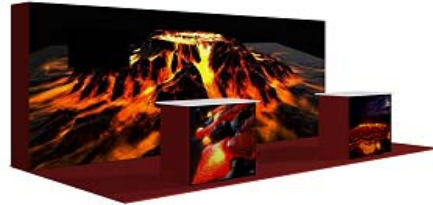


Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2495.45	3743.20
66562		FX2M1H 10' w/Monitor	4145.45	6218.20

Carpet not included

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

## 10' x 20' Fabric Booth RENTALS



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

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	3534.95	5302.45
66560		FX2M2 10' x 20' w/Monitor	5184.95	7777.45
66567		FX2H2 20' x 20'	3942.85	5914.30
66563		FX2M2H 20' w/Monitor	5592.85	8389.30

Carpet not included.

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*:	\$ _____
<b>Authorized Signature:</b> _____		Amount Due:	\$ _____

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

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



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

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# FABEX BACKLIT BOOTHS

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

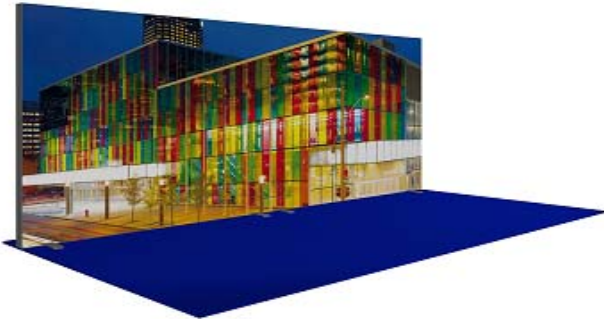
**Discount Deadline: September 29, 2017**

## FABEX Fabric Backlit Booth RENTALS



Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	2056.40	3084.60

Freestanding 8'h x 10' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 3042mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	3178.05	4767.10

Freestanding 8'h x 20' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 6088mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	4299.75	6449.65

Freestanding 8' h x 30' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 8992mm x 2436mm  
 Electricity not included

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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 Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*	\$	_____
<b>Authorized Signature:</b> _____		Amount Due:	\$	_____

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

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



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# INLINE BOOTH RENTALS

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: September 29, 2017**

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

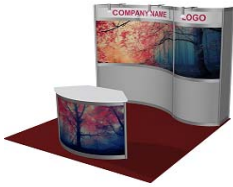
**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

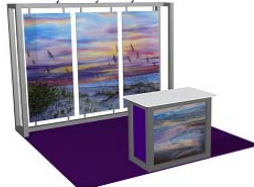
**10' x 20' Options are available for each 10' x 10' pictured below**

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

**The Eddie**



**The Jonathon**



**The Pierce**



**The Madison**



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	3092.75	4020.60
66471		The Eddie- 10' x 20'	5036.35	6547.25
66474		The Jonathon - 10' x 10'	2157.60	2804.90
66475		The Jonathon - 10' x 20'	3776.70	4909.70
66477		The Pierce - 10' x 10'	2676.25	3479.15
66478		The Pierce - 10' x 20'	5081.50	6605.95
66484		The Madison - 10' x 10'	3245.45	4219.10
66485		The Madison - 10' x 20'	3846.45	5000.40

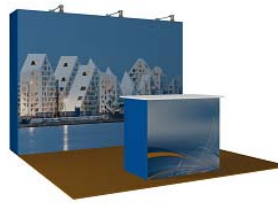
**The Grant**



**The Harrison**



**The Hamilton**



**The Lucy**



Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	3425.70	4453.40
66487		The Grant- 10' x 20'	4747.90	6172.25
66492		The Harrison - 10' x 10'	3149.25	4094.05
66493		The Harrison - 10' x 20'	4627.70	6016.00
66467		The Hamilton- 10' x 10'	2194.50	2852.85
66468		The Hamilton- 10' x 20'	3844.50	4997.85
66473		The Lucy - 10' x 10'	1983.30	2578.30

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 the Exhibit Solutions Department with any questions at 404-720-8652.

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.



# EXHIBIT RENTAL ACCESSORIES

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

IGES SV 2017

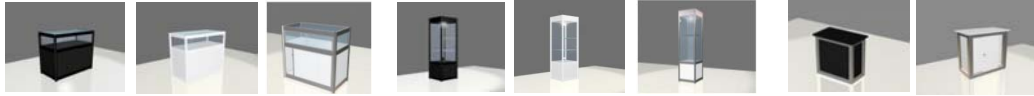
October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Discount Deadline: September 29, 2017**

## SHOWCASES AND LOCKING CABINETS



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

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

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

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	385.00	500.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1107.20	1439.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



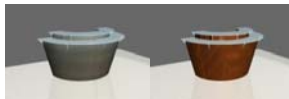
**LC1 - 1 meter wide**  
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	760.40	988.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	922.75	1199.60	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	560.90	729.15	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



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

## RECEPTION COUNTERS AND COMPUTER STANDS



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



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



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2115.95	2750.75	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	781.95	1016.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1696.20	2205.05	
66285		CS1*	986.45	1282.40	
66286		CS2*	574.90	747.35	

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

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	532.80	692.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	526.75	684.80	
66279		GL2*	907.95	1180.35	

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

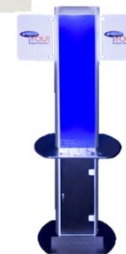
Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1742.90	2265.75	



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



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



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

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 9.250% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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

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

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

\* All tax rates are subject to change.



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# SIGN ORDER FORM

**IGES SV 2017**

**October 31 - November 3, 2017**

**Sevierville Events Center - Sevierville, Tennessee**

Event Code: G184441117

**Discount Deadline: October 10, 2017**

## SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	90.50	117.65	
70010		Horz., 22" x 28"	90.50	117.65	
70011		Vertical, 28" x 44"	115.00	149.50	
70012		Horz., 28" x 44"	115.00	149.50	
70025		Meterboard, 39" x 84"	501.40	651.80	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	44.15	57.40	
70021		Velcro, per ft, min. 5 ft.	2.85	3.70	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	20.65	26.85	
70071		grommets, per sq. ft. - Horizontal	20.65	26.85	
70066		Pockets, per sq. ft. - Vertical	22.15	28.80	
70072		Pockets, per sq. ft.- Horizontal	22.15	28.80	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	48.60	63.20	

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$

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

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

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

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

\* All tax rates are subject to change.

## SIGN SUBMISSION INFORMATION

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

### File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

### Acceptable Software & Formats

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

### Artwork Dimensions & Color Specifications

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

### Other Graphic Services Available

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

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



### **LABOR**

Tennessee 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 deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

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.



# LABOR ORDER FORM

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318  
 Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

Discount Deadline: **October 10, 2017**

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling  
 Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_  
 Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	104.00	135.20	30% **	
68067		OT	157.50	204.75	30% **	
68068		DT	206.75	268.80	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

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

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	104.00	135.20	
68061		OT	157.50	204.75	
68062		DT	206.75	268.80	

Dismantle: 68063/68064/68065

- Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
  - Requested times are not guaranteed and are based on availability.
  - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
  - **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$

#### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM  
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM  
 DT - Double time: All other hours and holidays

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

Code	SQ FT	Description	Discount	Regular	Amount
<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	208.00	270.40	

Requested install date/time: \_\_\_\_\_

Flooring type(s):  
 Carpet  Padding  Other \_\_\_\_\_

What is your booth size (ft.)?

X  =  SQ FT

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$

### SHEPARD SUPERVISION INFORMATION

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

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
 Is shipment?  Crated  Uncrated  
 Tracking/Pro #: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 Deliver Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_

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

Force freight through preferred carrier:   
 Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size:  x   
 Forklift required?  Yes  No  
 Carpet is?  owned  rented from Shepard  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

- Electrical  Furniture  AV Equipment
  - Booth Cleaning  Telephone/Internet
- Electrical Information:**
- Electrical should go under the carpet (diagram is attached)
  - Electrical drawings are attached
  - Electrical drawings are with exhibit in crate number
  - Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Hotel: \_\_\_\_\_  
 Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.  
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.  
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.





# GROUND RIGGING/FORKLIFT RENTAL

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

Discount Deadline: **October 10, 2017**

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## GROUND RIGGING FORKLIFT RENTAL

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	286.00	371.75	
35039		Overtime Hourly Rental	359.55	467.50	
35067		Double-time Hourly Rental	427.30	555.50	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	572.00	743.50	
35049		Overtime Hourly Rental	719.15	935.00	
35069		Double-time Hourly Rental	854.55	1111.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	858.00	1115.50	
35066		Overtime Hourly Rental	1078.70	1402.25	
35070		Double-time Hourly Rental	1281.85	1666.50	

**CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST**

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

### PLEASE NOTE:

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.

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

## RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	130.00	169.00	
35086		Overtime Hourly Rate	196.88	255.95	
35099		Double-time Hourly Rate	258.44	335.95	

### PLEASE NOTE:

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

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	104.00	135.20	
35100		Overtime Hourly Rate	157.50	204.75	
35101		Double-time Hourly Rate	206.75	268.80	

Please complete the following:

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

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

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal	\$
9.250% Tax*	\$
Amount Due:	\$



# SHEPARD LOGISTICS SERVICES

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

### IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### INBOUND PICK UP LOCATION INFORMATION

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

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

### SHIP TO

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

IGES SV 2017

c/o Shepard Exposition Services

3718 E Gov John Sevier Hwy

Knoxville, TN 37914

Warehouse Deadline October 20, 2017  
Date

I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services  
(Company Name, Booth#)

IGES SV 2017

Sevierville Events Center

202 Gists Creek Road

Sevierville, TN 37862

Delivery date: October 29, 2017

### OUTBOUND SHIPPING INFORMATION

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

#### Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

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

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

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

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

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

Type Card

Logistics/Material Handling ONLY  Authorize ALL charges

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

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

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

*Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.*



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

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



## Benefits of Shepard Logistics

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

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

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



# SHIPPING LABELS

IGES SV 2017

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>3718 E Gov John Sevier Hwy</b> <b>Knoxville, TN 37914</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>IGES SV 2017</b>	
First day freight can arrive w/o a surcharge: October 3, 2017	
Last day freight can arrive w/o a surcharge: October 20, 2017	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>3718 E Gov John Sevier Hwy</b> <b>Knoxville, TN 37914</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>IGES SV 2017</b>	
First day freight can arrive w/o a surcharge: October 3, 2017	
Last day freight can arrive w/o a surcharge: October 20, 2017	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Sevierville Events Center</b> <b>202 Gists Creek Road</b> <b>Sevierville, TN 37862</b>
	For: <b>IGES SV 2017</b>
MUST NOT BE DELIVERED PRIOR TO: <b>October 29, 2017 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Sevierville Events Center</b> <b>202 Gists Creek Road</b> <b>Sevierville, TN 37862</b>
	For: <b>IGES SV 2017</b>
MUST NOT BE DELIVERED PRIOR TO: <b>October 29, 2017 @ 8:00 AM</b>	



# MATERIAL HANDLING AUTHORIZATION

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING**

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. \*Discount does not apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

### CALCULATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling						
Direct Shipments to Showsite				Advance Shipments to Warehouse		
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	54.00	70.20	81.00		
	Uncrated	70.50	91.65	105.75		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						

Small Packages (FedEx/UPS/DHL under 30 lbs.)				
Pieces	First Package	Each Additional	Price	Total
	25.00	5.00		
	35263	35264		

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

\* All tax rates are subject to change.

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

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

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

#### Early/Late Shipments to Warehouse

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

#### Reweigh of Shipments

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

#### Disposal Fee

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

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

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_



# STORAGE AUTHORIZATION FORM

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Please Note: This form is for Accessible/Secured Storage only.**

## STORAGE AUTHORIZATION

Please fill out the information below:

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

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

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

## SHOWSITE STORAGE

**Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

**Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

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

(35166)

## POST SHOW TRANSPORTATION AND HANDLING

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

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

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

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

Special instructions or remarks:

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

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Pick-up arranged with another carrier

Please complete the following:

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

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

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

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

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

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

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# PRIORITY LABEL REQUEST

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

**Order by: October 29, 2017**

## PRIORITY EMPTY LABEL RETURN REQUEST

**Shepard is offering priority storage and return of empties.**

**These labels guarantee that empties will be returned approximately 1 hour following aisle carpet removal.**

Qty.	Code	Item Description	Price per skid/crate	Amount
35064		Priority Return of Empties	50.00	

Please indicate the total number of skids/crates that will need to be stored: \_\_\_\_\_

***Priority label request is available for pre-show order ONLY***

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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

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

\* All tax rates are subject to change.



# MATERIAL HANDLING INFORMATION

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING DEFINITIONS

### Rate as shown on Material Handling Authorization Form

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.

### DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate: 104.00

Per Hour (OT/DT rates may apply)

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

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30%

Double Time: 50%

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

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30%

Double Time: 50%

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

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

### UNCRTATED SHIPMENTS

### Rate as shown on Material Handling Authorization Form

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

### OFF-TARGET DELIVERIES

Surcharge: 15%

Minimum: \$50.00

35004

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

### MARSHALING YARD

Surcharge: \$30 per Shipment

35250

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

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

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

### EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00

35105

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

### SMALL PACKAGE CONSOLIDATION

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

### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

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

### Clean Floor Policy:

All crates and skids must be tagged and removed from the exhibit floor no later than 5:00 pm on Sunday, October 29, 2017. This will allow Shepard sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Shepard and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

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





# MATERIAL HANDLING 101

IGES SV 2017

## MATERIAL HANDLING Q&A

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

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

### What is the definition of "freight"?

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

### What is a "certified weight ticket"?

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

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

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

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

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

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

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

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

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

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

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

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

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

## SMALL PACKAGES

### What are small package carrier shipments?

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

### How do I calculate my small package carrier shipment?

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

$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$

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

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

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

### What are UNCRATED materials?

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

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

### What is the difference between material handling and shipping?

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

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

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

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

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

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

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

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

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

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

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

## OUTBOUND SHIPMENTS

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

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

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

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

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

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



# OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

IGES SV 2017

October 31 - November 3, 2017

Sevierville Events Center - Sevierville, Tennessee

Event Code: G184441117

## PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

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

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

### SHIP TO ADDRESS:

COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ONSITE CONTACT NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Number of Labels Requested: \_\_\_\_\_

# of Crate     # of Skids     # of Cases     # of Cartons     Total Weight

### CARRIER SELECTION

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.

### Type of Service:

### In the event your designated carrier fails to pickup:

Ground     Overnight     2nd Day     Reroute via show carrier  
 Return to Warehouse \*\$400.00 minimum charge

### Shipping Options:

Inside Delivery \_\_\_\_\_ Residential \_\_\_\_\_ Lift Gate \_\_\_\_\_ No Loading Docks \_\_\_\_\_

### OUTBOUND SHIPMENT REQUIREMENTS:

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

\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

### TRANSPORTATION CHARGES BILLING ADDRESS:

SAME AS SHIP TO ADDRESS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Please complete the following:

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

Booth #: \_\_\_\_\_

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

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

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

## INTERNATIONAL SHIPPING

**ML International Expo Logistics** is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

**ML International Expo Logistics** has a network of agents around the world that can coordinate your shipment from your home country to the show.

**ML International** and our partners offer you seamless services from your door to your booth on the show floor.

**SHIPMENT ARRIVAL DATES:** All shipments will be delivered to the advance warehouse whenever possible.

**AIRFREIGHT** 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

**OCEAN FREIGHT** 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

**Documentation needs to arrive 5 days before the actual arrival of the freight**

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

**Please contact us for assistance with your international shipment!**

**Contact Information:**

John Chadwick

E-Mail: [jchadwick@mlintl.net](mailto:jchadwick@mlintl.net)

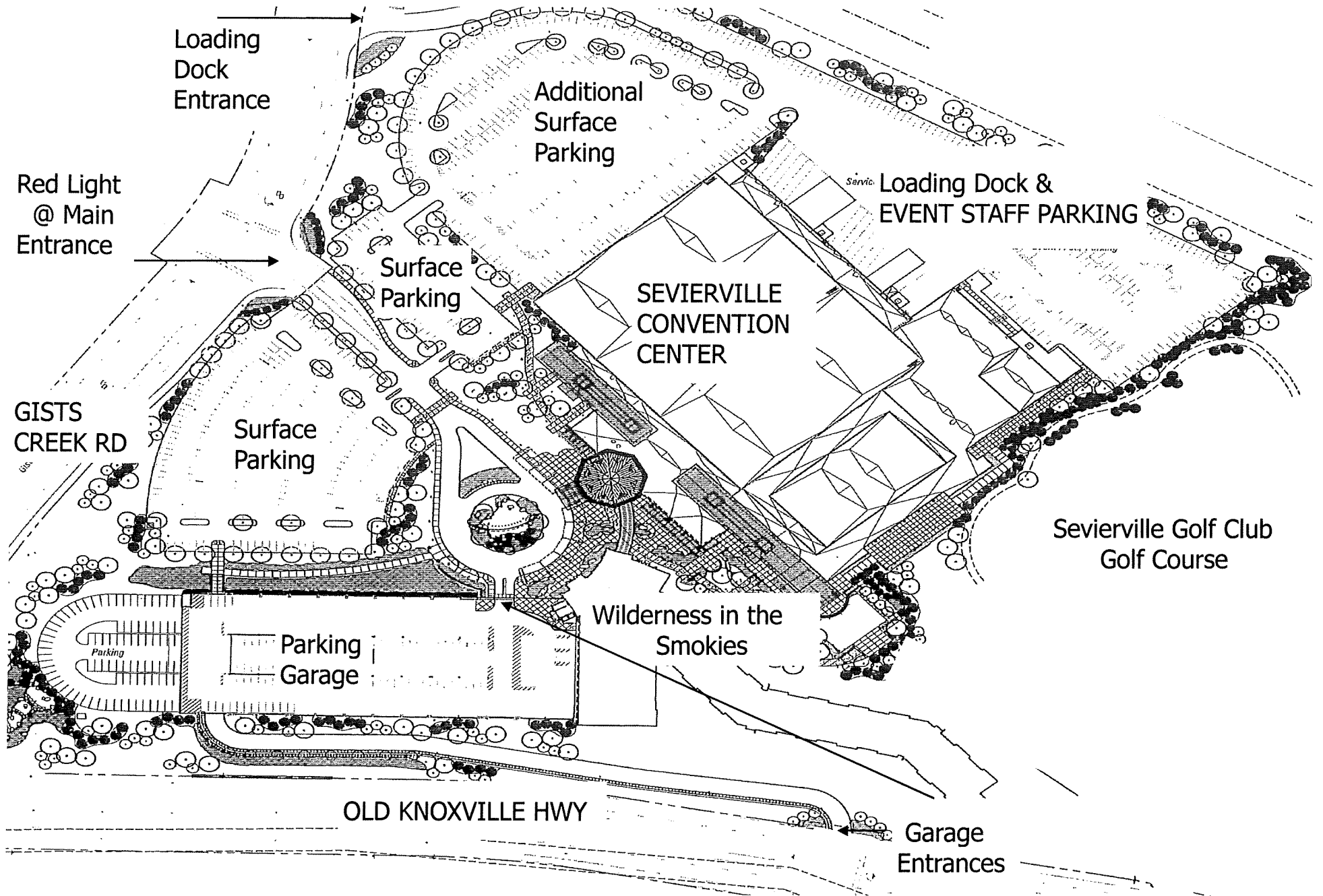
Main office: +1-630-355-5911

Direct line: +1 479-200-0665

[www.mlintl.net](http://www.mlintl.net)

280 Shuman Blvd. Suite 105 | Naperville, Illinois 60563

**Tel:** +1 630.355.5911 | [www.mlintl.net](http://www.mlintl.net)



## Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Perimeter Booth** – A booth space on an outside wall.

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

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

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

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

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

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

**Service Desk** – The location at which exhibitors order services.

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

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

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

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

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

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

# 5 under \$3.00



**Javalina Corporate Pen**  
 \$0.35ea / 250pc min  
 \$15 setup (1color imprint)



**1 Oz. Hand Sanitizer  
 With Carabiner**  
 \$1.05ea / 100pc min  
 \$45 setup (Full color)

**Tech Screen  
 Cleaning Cloth**  
 \$1.30ea / 250pc min  
 \$55 setup (1color imprint)



**Mini Auto Charger**  
 Input: 12-24 Volts.  
 Output: 5V/0.5 Amp.  
 \$1.40ea / 200pc min  
 \$55 setup (1color imprint)

**The Coordinator  
 Notebook (7hx5w)**  
 100 ruled pages. Elastic pen loop.  
 Pen not included.  
 \$1.95ea / 144pc min  
 \$55 setup (1color imprint)



# 5 under \$6.00



**Tutti Frutti 25-oz  
 Tritan Sports Bottle**  
 \$4.50ea / 100pc min  
 \$55 setup (1color imprint)

**Deluxe Memo Pad  
 Desk Caddy**  
 \$4.50ea / 100pc min  
 \$55 setup (1color imprint)



**Intersections Junior  
 Portfolio**  
 \$4.99ea / 75pc min  
 \$55 setup (1color imprint)

**Amp Power Bank**  
 2,200 mAh Li-Ion Grade A  
 Battery and a 5V/1A output  
 \$5.99ea / 48pc min  
 \$55 setup (1color imprint)



**Pensacola 41" Folding  
 Umbrella**  
 \$4.99ea / 50pc min  
 \$55 setup (1color imprint)

# 5 under \$8.00

**Whammo  
 Bluetooth Speaker**  
 \$5.99ea / 50pc min  
 \$55 setup (1color imprint)



**Flashlight Multi Tool**  
 \$6.99ea / 50pc min  
 \$55 setup (1color imprint)



**Emergency Keychain  
 Power Bank**  
 Input: 5V/800mA;  
 Output: 5V/1000mA  
 \$6.99ea / 50pc min  
 \$55 setup (1color imprint)



**Stow n Go Picnic Blanket**  
 \$7.99ea / 60pc min  
 \$55 setup (1color imprint)



**Metallic Flare  
 Metal Earbuds**  
 Include a micro fiber pouch.  
 \$7.99ea / 48pc min  
 \$55 setup (1color imprint)



Show Name:

Show Location:

Item /Color /Imprint	Quantity

BILL TO
Name
Street Address
City, ST ZIP
Phone

SHIP TO
Name
Street Address
City, ST ZIP
Phone

Submit completed orders to: [Rebecca@orderswag.com](mailto:Rebecca@orderswag.com) And call 407-769-1418 with any questions





7925 Neubert Springs Road Knoxville, TN 37920  
 Phone (865)249-8295 Fax (865)249-8296  
 E-mail: [griffinelectric@comcast.net](mailto:griffinelectric@comcast.net)

# Electrical Services Order Form

Please mark location  Sevierville Convention Center  
 LeConte Center at Pigeon Forge

Name of Event IGES Event Dates Oct 31-Nov 3, 2017-- Sevierville Booth # \_\_\_\_\_  
Nov 1-4, 2017-- Pigeon Forge  
 Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## ORDER MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN DATE FOR ADVANCE RATE

### BASIC SERVICE: (Flat Rate Per Event)

Code	Quantity	Description	Advance Rate	Standard Rate	Total
901		120V 0-2000 Watts (20 amps)	\$75.00	\$95.00	
902		120V Each additional 2000 Watts (20 amps)	\$75.00	\$75.00	
907		Labor for special installation (non-taxable)	\$45.00	\$45.00	
908		25-ft extension cord	\$20.00	\$25.00	
909		3-way power splitter	\$10.00	\$15.00	
910		Double spot light on 8' upright pole w/ base (electricity, ext. cords or splitters not included in price, order separately above)	\$47.50	\$55.00	

**Payment Policy:** To receive advance rates, orders **MUST BE RECEIVED 14 DAYS** prior to exhibitor move-in date and full payment must be included.  
**Late Request:** All orders received late will be charged at standard rate. No exceptions.  
**Cancellation Policy:** No refunds for cancellations.

<b>Subtotal</b>	
<b>Sales Tax (9.25%)</b>	
<b>TOTAL</b>	

### Credit Card Authorization:

AMEX  Account Number: \_\_\_\_\_  
 VISA  Exp. Date: Month \_\_\_\_\_ Year \_\_\_\_\_ Verification Code: \_\_\_\_\_  
 Master Card  (Last 3 digits on back of card)

Cardholder's Name: \_\_\_\_\_  
 Card Billing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

**REMIT TO ADDRESS:**  
 Griffin Electric Company  
 7925 Neubert Springs Road  
 Knoxville, TN 37920  
**Fax: (865)249-8296**  
**E-mail: [griffinelectric@comcast.net](mailto:griffinelectric@comcast.net)**

### Conditions and Safety Regulations for Electrical Services

Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes. All service connections and overload protection to such equipment must be made by Griffin Electric Company only. All equipment must be properly tagged and wired with complete information as to type. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

\*\*The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Griffin Electric Company does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of sort whatsoever to user's goods or equipment arising from any cause whatsoever.

**ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!**  
**ALL ORDERS SUBJECT TO AVAILABILITY**  
**PAYMENT METHODS ACCEPTED: AMEX, VISA, M/C or MONEY ORDER**



# Internet/Phone/Water Connection Order Form



202 Gists Creek Rd.  
 Sevierville, TN 37876  
 Phone- 865-453-0001  
 Fax- 865-868-1567

Name of Event International Gift Exposition In the Smokies  
 Date of Event 10/29/2017-11/4/2017  
 Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_

Company Phone # (\_\_\_\_\_) \_\_\_\_\_ Co. Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

**PAYMENT MUST BE RECEIVED BY- 10/15/2017 (14 DAYS PRIOR TO EXHIBITOR MOVE-IN DATE) TO RECEIVE PRE-PAID RATE**

ALL ORDERS RECEIVED LATE WILL BE CHARGED AT THE SHOW DAY RATE. SEVIERVILLE CONVENTION CENTER RESERVES THE RIGHT TO CHANGE ORDER TO SHOW DAY RATE IF THE FORM IS RECEIVED AFTER THE DEADLINE. NO EXCEPTIONS.

SERVICES AVAILABLE				
Qty	DESCRIPTION	Pre-Paid Rate	Show Day	Total
N/A	Wireless internet is available for ON-SITE purchase ONLY.	N/A	\$19.95 per day or \$75.00 entire show	You can not order Wireless Internet with this form
	Wired Internet	\$ 90.00	\$ 125.00	
	Analog phone line (fax, cc, voice)	\$ 95.00	\$ 125.00	

\*Notice: No guarantee on cellular or outside wireless service. Sevierville Convention Center assumes no liability for incomplete or incorrect forms.

SALES TAX		N/A
SUBTOTAL		
<input type="checkbox"/>	Check box if you want water	<b>ADD WATER SERVICE for \$125.00</b>
TOTAL		

**Make all checks payable to:**

Sevierville Convention Center

**Remit to address:**

Sevierville Convention Center, Attn: Admin

202 Gists Creek Road

Sevierville, TN 37876

Fax: 865-868-1567

Email: sgarland@seviervilletn.org

**Credit Card Authorization**

M/C  Visa  AMEX

**Acct No.** \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Exp Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Billing Address : \_\_\_\_\_

**Authorized by** \_\_\_\_\_

**Date** \_\_\_\_\_

**ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!**

**ALL ORDERS SUBJECT TO AVAILABILITY**

**PAYMENT METHODS ACCEPTED: VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHECK or MONEY ORDER (please print clearly unreadable orders can not be processed)**

Revised Date: 12/29/2015



# Lead Management Order Form

## International Gift Exposition in the Smokies

October 31 - November 4, 2017 | Sevierville Convention Center | Sevierville, Tennessee  
November 1 - 4, 2017 | Pigeon Forge LeConte Center | Pigeon Forge, Tennessee

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Check if information is for:  Exhibiting Company  Third Party 3rd Party Company (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

	number of units	TOTAL
<b>SWAP</b> <sup>®</sup> Native apps available for iPhone, iPad, and Android phones. Web mobile versions are available for all other internet capable devices.	\$299 - License and single activation ONLY \$129 - Additional SWAP Activations	\$ \$
	Sub-Total	\$
	Processing Fee (Applicable to phone or faxed orders) *	\$ 9.99
	9.5% Sales Tax	\$
	System Total	\$

Order Confirmation will be delivered via email.

### Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
  - All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
  - Orders canceled within 30 days of the show will not be refunded.
  - Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- \* **Processing Fee** is waived when order is placed online.

## Product Description



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidated in your SWAP Portal for immediate follow-up

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

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

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

## For Assistance Contact:

**Lindsay Eaves**

**P:** 866.221.7921

**E:** [lindsay.eaves@experient-inc.com](mailto:lindsay.eaves@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*



## **WELCOME TO SEVIERVILLE!**

*We are excited to be the choice caterer in delivering your booth service needs. Spectra Food Service & Hospitality is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events. We have combined your favorite food service choices with some regional fare to create menu selections for this year's show. We provide staff that is experienced in booth service delivery as well as on-site separate preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner.*

### **Pertinent Exhibitor Information**

***All food and beverages served within the exhibit halls must be ordered through Spectra Food Service & Hospitality, the exclusive caterer at the Sevierville Convention Center. No food or beverage will be permitted to be brought into the convention center without prior written authorization by Spectra Food Service & Hospitality management. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.***

*We require 100% payment of the food service purchased by either check or credit card along with a signed contract.*

*All orders will be charged a 21% management fee plus applicable tax. If an exhibitor needs tables for food service, arrangements should be made with the official show decorator. Scheduled booth services canceled at the time the show is in process will incur 100% of the estimated charges.*

*Alcoholic beverages may not be brought onto the premises during this event.*

*A final guarantee of attendance is required 3 working days prior to all food and beverage events.*

*Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.*

### **Food and Beverage Sampling**

*Sevierville Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Service & Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Spectra Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file.*

**ALL ORDERS RECEIVED WITHIN 72 HOURS OF THE SHOW WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE & SPECTRA MAY NOT BE ABLE TO ACCOMMODATE THESE ORDERS.**

### **How to order**

*We have dedicated a catering sales representative who specializes in shows like yours. Our dedicated Booth Service number is (865) 868-1514. You may also fax your food and beverage booth service order to our office. Our office fax number is (865) 868-1519. All information faxed must be sent one week prior to show start along with credit card information. You may also mail your information. To guarantee delivery it must be received one week in advance. Our mailing address is:*

**Spectra Food Service & Hospitality  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876  
Attn: Catering Sales**



**SPECTRA**  
BY COMCAST SPECTACOR

**BREAKFAST ITEMS**

MUFFINS OR DANISH	\$26.00 / dozen
BAGELS WITH CREAM CHESSE	\$32.00 / dozen
MINI DONUTS	\$16.00 / dozen
CINNAMON ROLLS	\$36.00 / dozen
ASSORTED FRUIT & YOGURT	\$4.00 each

**SNACKS**

FRESH BAKED BROWNIES	\$28.00 / dozen
FRESH BAKED COOKIES	\$26.00 / dozen
SOFT PRETZELS W/ SPICY MUSTARD	\$42.00 / dozen
INDIVIDUAL BAGS OF CHIPS	\$2.00 each
ASSORTED CANDY BARS	\$3.00 each
DELUXE MIXED NUTS	\$26.00 / pound
TRAIL MIX	\$16.00 / pound
INDIVIDUAL ICE CREAM TREATS	\$40.00 / dozen
POPCORN MACHINE RENTAL	\$300.00/ day
Includes 12 Popcorn Kits and Unlimited Bags	
POPCORN ATTENDANT (4 hr minimum)	\$150.00

**REFRESHMENTS AND BEVERAGES**

FRESHLY BREWED COFFEE	\$32.00 / gallon
FRESHLY BREWED DECAF	\$32.00 / gallon
HOT WATER AND 16 TEA BAGS	\$30.00 / gallon
FRESHLY BREWED ICED TEA	\$32.00 / gallon
ASSORTED PEPSI SOFT DRINKS	\$3.00 each
BOTTLED WATER AQUAFINA	\$3.00 each
INDIVIDUAL BOTTLED JUICES	\$3.00 each

**WATER COOLER**

ELECTRIC WATER COOLER	\$40.00 / day
Initial setup Includes Electric Cooler; Five Gallon Water Tanks & Cups	
FIVE GALLON WATERBOTTLE REFILL	\$25.00 per refill

**DELI PLATTERS AND PARTY TRAYS**

	Serves 50	Serves 100
FRESH VEGETABLE TRAY	\$175.00	\$250.00
GOURMET CHEESE TRAY	\$200.00	\$325.00
ASSORTED DELI SANDWICHES	\$300.00	\$600.00
ASSORTED WRAP SANDWICHES	\$300.00	\$600.00

**BOX LUNCH SELECTIONS**

*All boxed lunches include; Apple, Chips, Sweet Treat & Bottled Water*

<b>CHICKEN OR TUNA SALAD</b>	\$16.00
On a Large Croissant with Cheese, Lettuce & Tomato	
<b>ROASTED TURKEY BREAST &amp; CHEESE</b>	\$14.00
On a Soft Hoagie Roll with Lettuce & Tomato	
<b>HONEY GLAZED HAM &amp; CHEESE</b>	\$14.00
On a Soft Hoagie Roll with Lettuce & Tomato	
<b>ROAST BEEF &amp; CHEESE</b>	\$16.00
On a Soft Hoagie Roll with Lettuce & Tomato	
<b>VEGITARIAN WRAP</b>	\$12.00
Balsamic Grilled Portabella Mushrooms with fire Roasted Red Peppers, Spring Mix and Buffalo Mozzarella	

**OTHER OPTIONS**

ICE (40LB BAG)	\$20.00 / bag
STORAGE COLD	\$6.00 per cubic feet / day



### BOOTH SERVICES ORDER FORM

COMPANY		CONTACT	
STREET ADDRESS			
CITY		State	
			ZIP CODE
PHONE NUMBER		FAX NUMBER	
		EMAIL	
TRADE SHOW	IGES 2017 Tradeshow		BOOTH NUMBER
ON-SITE AUTHORIZED CONTACTS			ON-SITE PHONE NUMBER:

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QTY	PRICE
<b>ESTIMATED SUBTOTAL</b>				
<b>21% MGMT. CHARGE</b>				
<b>9.25% SALES TAX</b>				
<b>ESTIMATED TOTAL:</b>				

**INSTRUCTIONS:**

**FILL OUT ORDER FORM AND FAX YOUR ORDER TO (865) 868-1519 OR CALL CATERING SALES AT (865) 868-1514**

1. A 21% Management Charge, 9.25% sales tax, 2% Hospitality, and 15% city liquor tax (where applicable) will be added to total.
2. Food service function sheets and the total amount due will be sent to you. PLEASE contact us if you do not receive confirmation of your services.
3. All replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
4. Cancellations require a 72 hour notice or full charges will be incurred.



\_\_\_\_\_

CREDIT CARD NUMBER

EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

MAIL, FAX OR EMAIL TO: Spectra Food Service & Hospitality | Sevierville Convention Center | 202 Gists Creek Rd. | Sevierville, TN 37876

Phone: (865) 868-1514 | Fax: (865) 868-1519 | Email: Amy\_Causey@comcastspectacor.com