SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): White, Blue
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Wednesday, February 6, 2019 12:00 PM - 8:00 PM
Thursday, February 7, 2019 8:00 AM - 12:00 PM

Exhibit Hours:
Thursday, February 7, 2019 12:00 PM - 8:00 PM
Friday, February 8, 2019 7:30 AM - 7:00 PM
Saturday, February 9, 2019 7:30 AM - 3:30 PM

Exhibitor Move-out:
Saturday, February 9, 2019 3:30 PM - 10:00 PM

Freight Reroute Begins* Saturday, February 9, 2019 9:00 PM
All outbound carriers must be checked in by this time

SHIPMENT ADDRESSES

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
SCMR Annual Scientific Sessions
Sheppard Exposition Services c/o Triumph Expo
12610 Interurban Avenue S
Seattle, WA 98168

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue
900 Bellevue Way NE
Bellevue, WA 98004

IMPORTANT DEADLINES
Exhibitor appointed contractor notification deadline: Thursday, January 10, 2019
Discount price deadline for standard Shepard orders: Thursday, January 17, 2019
Discount price deadline for custom Shepard rentals: Tuesday, January 8, 2019
First day for warehouse deliveries without a surcharge: Thursday, January 10, 2019
Last day for warehouse deliveries without a surcharge: Wednesday, January 30, 2019
Last day for warehouse deliveries*: Monday, February 4, 2019
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Wednesday, February 6, 2019 at 8:00 AM
SCMR Annual Scientific Sessions

Hyatt Regency Bellevue, Bellevue, WA

February 7 - 9, 2019

Discount Deadline Thursday, January 17, 2019

Ancillary Vendor Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Fax</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>PSAV Hyatt Regency Bellevue</td>
<td>425-454-3559</td>
<td>425-454-3844</td>
</tr>
<tr>
<td>Internet</td>
<td>PSAV Hyatt Regency Bellevue</td>
<td>425-454-3559</td>
<td>425-454-3844</td>
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<tr>
<td>Audio Visual</td>
<td>PSAV Hyatt Regency Bellevue</td>
<td>425-454-3559</td>
<td>425-454-3844</td>
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<tr>
<td>Lead Retrieval</td>
<td>ExpoBadge</td>
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<tr>
<td>Catering</td>
<td>Hyatt Regency Bellevue</td>
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</tbody>
</table>

Exhibitor Move Out

Saturday, February 9, 2019 3:30 PM - 10:00 PM

Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Saturday, February 9, 2019 9:00 PM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, February 9, 2019 9:00 PM

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

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

GO TO www.shepardes.com/intro.asp

CLICK ON SCMR Annual Scientific Sessions

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

ENTER your email address and password then click Login

NEW users:  
User name = Your Email Address (provided by Event Management)  
Password = SCMR19

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

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

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

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

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

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

Confirm your order, click Checkout Booth and complete the payment process.

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

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

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?  
We love to help! Contact us!  
Shepard Customer Service  
(909) 212-7240  
losangeles@shepardes.com
Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION (Required for all forms of payment)

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

Credit Card #: ____________________________
Expiration Date: ____________________________
Billing Address: ____________________________
City, St, Zip: ____________________________
Name on Card: ____________________________ (Please Print)
Card: ____________________________

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

WIRE TRANSFER

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

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

Name of show that you are attending: SCMR Annual Scientific Sessions
Exhibiting Company Name
Booth Number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

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

TAX EXEMPT? Please submit tax exemption certificate to: losangeles@shepardes.com
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

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

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 exhibit appointee contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorized acknowledge and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the show. In the event that Shepard is unable to handle an instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days after the close of the show, these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

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

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks. U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

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

Limits of Liability: If found liable for any loss 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."
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline: Thursday, January 10, 2019

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

**Step 1:** Provide the Exhibiting Company Contact Information and Signature

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
</tr>
</thead>
</table>

- Please Sign

<table>
<thead>
<tr>
<th>Exhibiting Company Authorized Signature</th>
</tr>
</thead>
</table>

- Please Sign

<table>
<thead>
<tr>
<th>Exhibiting Company Authorized Name - Please Print</th>
</tr>
</thead>
</table>

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

- [ ] All Services

- [ ] Booth Cleaning
- [ ] Material Handling
- [ ] Carpet
- [ ] Rental Furniture
- [ ] Exhibit Display Rentals
- [ ] Overhead Rigging/Labor
- [ ] Installation/Dismantling Labor
- [ ] Logistics/Transportation
- [ ] Other (please specify): ______________________

**Step 3:** Provide Third Party Contact Information

<table>
<thead>
<tr>
<th>3rd Party Name</th>
<th>3rd Contact Name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>3rd Party Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
</tr>
</thead>
</table>

- Please Sign

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

**CREDIT CARD INFORMATION** (Required for all forms of payment)

- [ ] MasterCard
- [ ] VISA

<table>
<thead>
<tr>
<th>Credit Card #:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Month</th>
<th>Year</th>
<th>Security Code</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Billing Address</th>
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</table>

<table>
<thead>
<tr>
<th>City, ST, Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name on Card: (Please Print)</th>
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</table>

- Please Sign

Card Holder Signature

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

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

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

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

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.
An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

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

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

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

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

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

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

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

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

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

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be a charged a 1 hour minimum forkift rental and labor.**
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February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Company Name: ___________________________________________ Booth #

Contact Name: ___________________________________________ Contact Email Address: ___________________________________________

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!
If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #

Right Booth #

Below Booth #
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Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Contact Name

Email Address

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

Street Address

City

State

Zip

Is there a loading dock?

Do we need a lift gate on our truck?

Is your building in a residential area?

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

Any thing else we should know about your building

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

Date

Hours of Operation

Step 4: Tell us Where this is going:  

Advance Warehouse  

Direct to showsite  

Wednesday, February 6, 2019

Step 5: Tell us What we are shipping:

Qty

Crates

Cartons (cardboard)

Cases/trunks

Skids/pallets

L

W

H

Weight

Qty

Carpet (color)

Monitors

Other

Total

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

Standard Ground

2nd day Air

Next Day Air

Other (Truckload, Specialized)

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

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

YES!

No, I will arrange another carrier

Company

Booth #

Step 8: After the event is over, are we going to Ship Back to you?

Company

Booth #

Street Address

City

State

Zip

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

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

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

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

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<table>
<thead>
<tr>
<th>RUSH</th>
<th>Advance Warehouse</th>
<th>RUSH</th>
<th>Advance Warehouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO: (Exhibiting Company Name)</td>
<td>TO: (Exhibiting Company Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth #:</td>
<td>Booth #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shepard Exposition Services c/o Triumph Expo</td>
<td>Shepard Exposition Services c/o Triumph Expo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12610 Interurban Avenue S</td>
<td>12610 Interurban Avenue S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seattle, WA 98168</td>
<td>Seattle, WA 98168</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery Hours: M-F, 8-4:30 PM</td>
<td>Delivery Hours: M-F, 8-4:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First day freight can arrive w/o a surcharge: January 10, 2019</td>
<td>First day freight can arrive w/o a surcharge: January 10, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day freight can arrive w/o a surcharge: January 30, 2019</td>
<td>Last day freight can arrive w/o a surcharge: January 30, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RUSH</th>
<th>Direct to Show</th>
<th>RUSH</th>
<th>Direct to Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO: (Exhibiting Company Name)</td>
<td>TO: (Exhibiting Company Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth #:</td>
<td>Booth #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td>c/o Shepard Exposition Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyatt Regency Bellevue</td>
<td>Hyatt Regency Bellevue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>900 Bellevue Way NE</td>
<td>900 Bellevue Way NE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bellevue, WA 98004</td>
<td>Bellevue, WA 98004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For: SCMR Annual Scientific Sessions</td>
<td>For: SCMR Annual Scientific Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUST NOT BE DELIVERED PRIOR TO: February 6, 2019</td>
<td>MUST NOT BE DELIVERED PRIOR TO: February 6, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address       City       State       Zip

Step 3: How many Pieces are in your shipment?

# of Crate # of Skids # of Cases # of Cartons Approx Total Weight

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

Step 6: What type of Service do you need? (how fast does it need to get there?)

Ground 2nd Day Overnight

Step 7: If your carrier doesn't show up, what do we do with your items?

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

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

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

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O’Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com
SCMR Annual Scientific Sessions  
Hyatt Regency Bellevue, Bellevue, WA  
February 7 - 9, 2019

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*  
Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments. Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$194.25</td>
<td>$252.50</td>
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<td></td>
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</tbody>
</table>

Direct to Showsite Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$192.00</td>
<td>$288.00</td>
<td>$249.50</td>
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<td></td>
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</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$97.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overtime - 30% for each overtime application based on ST rate  
Double Time - 50% fee for each double time application based on ST

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

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

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

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

---

Company  

Please Sign  
Card Holder Signature  

Booth #  

Event Code: C165820219  
Connect With Us!  
email losangeles@shepardes.com  
phone (909) 212-7240  
fax (909) 218-8986  
mail 2315 E Locust Court, Ontario, CA 91761

Important! All Material Handling fees will be automatically billed to the credit card on file!
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 the show, and then reloading your freight back onto your shipping carrier. 

What is the definition of "freight"? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping? Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged? Charges are based on 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.

What are Light Weight shipments?

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

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

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

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no 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 untarring 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 are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

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

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

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

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

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

What are Direct Shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual). Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

Upon completion of packing and labeling of your materials, complete the bill of lading 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).
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February 7 - 9, 2019
Discount Deadline Thursday, January 17, 2019

SPECIAL HANDLING DEFINITIONS  Rate as shown on Material Handling Rate Form, approx 30%
Shipment 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.
•Ship Item 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, dollys).
•No Documentaion - 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 $99.00  Per Hour (OT/DT 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/DDOUBLE TIME  Surcharge: Overtime: 30%  Double Time: 50%
Shipments that are moved/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/DDOUBLE 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 during 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  3503
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.

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

OFF-TARGET DELIVERIES  Surcharge: 15%  Minimum: $50.00  3504
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.

PADDED VAN DELIVERIES  Surcharge: $8.00/CWT  35041
This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

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.

LIGHT WEIGHT SHIPMENTS
Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

ENVELOPE DELIVERIES  Surcharge: $10.50 per envelope  35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING  Fee: $200.00 per round trip  35106
All vehicles must be escorted in and out of building by Shepard personnel.
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Onsite Storage is used when you have product you need to replenish during the event, or if you have items you
don't want stored with the empty crates. Do not use this service for "Empty" storage.

Step One: Tell us who you are:
Exhibiting Company
Name ____________________________

Onsite Contact __________________________
Onsite Cell Phone # __________________________

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

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

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

Accessible Storage Use this type when you need to pull items out of storage during the show.
Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum)

<table>
<thead>
<tr>
<th>Per Day</th>
<th>Pallets/Skids</th>
<th>1/2 a Trailer</th>
<th>Full Trailer</th>
<th>Labor ST</th>
<th>Labor OT</th>
<th>Labor DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00</td>
<td>$80.00</td>
<td>$120.00</td>
<td>$99.00</td>
<td>$148.50</td>
<td>$198.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Secured Storage Use this type only if you do not need your items again until the end of the event.
Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
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</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$99.00</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$148.50</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$198.00</td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.
Rental items found and in use in your booth are subject to “Standard” pricing.
As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming

**Vacuum Once**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td>$0.48</td>
<td>$0.60</td>
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<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>$0.40</td>
<td>$0.50</td>
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</table>

**Daily Vacuum**

<table>
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<tr>
<th>Code</th>
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<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td>$1.44</td>
<td>$1.85</td>
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<td>47056</td>
<td>400-900 sq. ft</td>
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<td>$1.70</td>
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<td>47057</td>
<td>900+ sq. ft</td>
<td>$1.20</td>
<td>$1.55</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
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<th>Discount</th>
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<th>Total</th>
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<tbody>
<tr>
<td>47030</td>
<td></td>
<td>One Time Porter</td>
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</tr>
<tr>
<td>47031</td>
<td></td>
<td>Daily Porter</td>
<td>$1.45</td>
<td>$1.90</td>
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Specialty Services

**Mopping and Carpet Shampooing**

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<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td></td>
<td>Mop One Time</td>
<td>$0.60</td>
<td>$0.80</td>
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</tr>
<tr>
<td>47022</td>
<td></td>
<td>Mop Daily</td>
<td>$1.55</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td></td>
<td>Sham/One Time</td>
<td>$0.65</td>
<td>$0.85</td>
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</tr>
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</table>

**Display Wipe Down ( invoiced by man hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td></td>
<td>One Time</td>
<td>$99.00</td>
<td>$148.50</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td></td>
<td>Daily</td>
<td>$99.00</td>
<td>$148.50</td>
<td></td>
</tr>
</tbody>
</table>

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

Did you know....

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

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

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds once the service has been performed in your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

**Total Cleaning:** $

9.500% Tax*: $

**Amount Due:** $
Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

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

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

**Premium Plush Carpet 50 oz**

- White
- Black
- Crimson
- Dark Grey
- Electric Blue
- Silver Dollar
- Sand
- Navy

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium</td>
<td>9.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Premium Vinyl Flooring**

- Light Maple
- Vineyard Brown
- Laurel Brown
- Mountain Grey
- Snow
- Checkerboard
- Rosemary Stone

**Elevated Hardwood**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td>Premium</td>
<td>12.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- ½” Padding for Vinyl: $4.70

Total Signature Flooring: $ 
9.500% Tax*: $ 
Amount Due: $
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Order in just 3 Easy Steps!

Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$7.15</td>
<td>$9.30</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.25</td>
<td>$8.15</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$17.65</td>
<td>$22.95</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.50</td>
<td>$3.25</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.35</td>
<td>$0.45</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5009</td>
<td></td>
<td>Red</td>
<td>$700.40</td>
<td>$931.15</td>
<td>$1,210.50</td>
</tr>
<tr>
<td>5010</td>
<td></td>
<td>Beige</td>
<td>$700.40</td>
<td>$931.15</td>
<td>$1,210.50</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: Card Holder Signature

Need something extra special? Check out our Signature Flooring Option Page

Discount Regular Amount
Rental includes installation and removal of carpet and visqueen protective cove ring.

Total Carpet and Padding: $ _______ 9.500% Tax*: $ _______ Amount Due: $ _______
Regular Skirted Tables

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

Modernize your look!

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

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

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

Company Name: ___________________________ Booth #: ___________________________
### Natural Feel Pedestal

**Maple Top**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$321.25</td>
<td>$417.65</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$308.15</td>
<td>$400.60</td>
<td></td>
</tr>
</tbody>
</table>

Natural Feel tables also have matching chairs and accessories to complete your look!

### Regular Pedestal

**Gray fleck top**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42&quot;H X 36&quot;R</td>
<td>$251.90</td>
<td>$327.45</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot; R</td>
<td>$235.50</td>
<td>$306.15</td>
<td></td>
</tr>
</tbody>
</table>

### Side Tables

**18" H X 24"W**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$118.55</td>
<td>$154.10</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$118.55</td>
<td>$154.10</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $
9.500% Tax*: $
Amount Due: $

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

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

Rental items found and in use in your booth are subject to "Regular" pricing.
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

Natural Feel chairs and stools also have matching tables and accessories to complete your look!

Regular Seating

Specialty Seating

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

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

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

Company Name: ___________________________ Booth #: ______________________

Contact Name: _____________________________ Contact Email Address: ____________________________

Please Sign
Card Holder Signature

Event Code: C165820219
Connect With Us!
email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 E Locust Court, Ontario, CA 91761

Total Chairs: $
9.500% Tax*: $
Amount Due: $

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$183.60</td>
<td>$238.70</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$150.80</td>
<td>$196.05</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td></td>
<td>Padded Stool</td>
<td>$151.45</td>
<td>$196.90</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$91.15</td>
<td>$118.50</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$124.25</td>
<td>$161.55</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$168.35</td>
<td>$218.85</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$94.10</td>
<td>$122.35</td>
<td></td>
</tr>
</tbody>
</table>
## Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$186.20</td>
<td>$242.05</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$50.40</td>
<td>$65.50</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$114.90</td>
<td>$149.35</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$246.60</td>
<td>$320.60</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$87.50</td>
<td>$113.75</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$246.60</td>
<td>$320.60</td>
<td></td>
</tr>
</tbody>
</table>

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

## Grids

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2’x8’ w/legs, each</td>
<td>$222.25</td>
<td>$288.95</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2’x8’ w/o legs, each</td>
<td>$166.50</td>
<td>$216.45</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$15.25</td>
<td>$19.85</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6” Hooks (12)</td>
<td>$48.95</td>
<td>$63.65</td>
<td></td>
</tr>
</tbody>
</table>

## Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4’ x 8’ Horz.</td>
<td>$300.90</td>
<td>$391.15</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4’ x 8’ Vert.</td>
<td>$300.90</td>
<td>$391.15</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

---

### Total Display Furnishings

- **Regular**: $9.500%
- **Tax****: $:
- **Amount Due**: $

---

**Company Name:**

**Booth #:**

---

**Contact Name**

**Contact Email Address**

---

**Please Sign**

**Card Holder Signature**
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Showcases & Risers

Showcases

Stacking Shelves

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td></td>
<td>4’ Full View</td>
<td>$929.20</td>
<td>$1,207.95</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td></td>
<td>6’ Full View</td>
<td>$1,024.90</td>
<td>$1,332.35</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td></td>
<td>4’ Quarter View</td>
<td>$929.20</td>
<td>$1,207.95</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td></td>
<td>6’ Quarter View</td>
<td>$1,024.90</td>
<td>$1,332.35</td>
<td></td>
</tr>
</tbody>
</table>

Regular showcase color is white, call to inquire about other colors

Don’t See what you are looking for?
See our "Exhibit Counters" page for custom counters and create something just for you!
Contact an ESS Representative to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50296</td>
<td></td>
<td>4’x12” Display Shelf</td>
<td>$104.15</td>
<td>$135.40</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td></td>
<td>6’ x12” Display Shelf</td>
<td>$129.60</td>
<td>$168.50</td>
<td></td>
</tr>
</tbody>
</table>

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

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

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

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

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

Total Showcase & Risers: $  
9.50% Tax*: $ 
Amount Due: $ 

Company Name: ___________________________  Booth# __________________

Contact Name ___________________________  Contact Email Address __________________

Please Sign X Card Header Signature
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019
Discount Deadline Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Drapes and Bars

3' High sidewall drape
8' High backwall drape
Drape is per linear foot, 10' minimum order

Skirting of Exhibitor Equipment

- Red 01
- Green 02
- White 03
- Gold 04
- Blue 05
- Grey 10
- Burgundy 07

Accessories

Natural Feel accessories also have matching chairs and tables to complete your look!

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

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

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

Total Drape and Accessories: $

9.50% Tax*: $

Amount Due: $

Contact Name

Company Name: Booth#

Please Sign
FEATURING:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
Power Up In Style.

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

**ROMA**
- **CHR PWR Chair, Powered**
  - (white vinyl) 37” L 31” D 33” H

**ROMA**
- **SFAPWR Sofa, Powered**
  - (white vinyl) 78” L 31” D 33” H

**WIRELESS CHARGING TABLE, POWERED**
- **CUBPWR**
  - (white, ac plug-in) 20” L 20” D 18” H

**HEDGE**
- **HDG4FT**
  - Boxwood Hedge, 4’
  - 46” L 9” D 47” H

**POWERED DETAIL**

**POWERED DETAIL**

**POWERED DETAIL**

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

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

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

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

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

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

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

MODULAR SYSTEM

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

**BNQL7 Center Cone**
- w/ Electrical Charging Outlet
- (white vinyl)
- 38”RND 51”H

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

**BNQ7 Quarter Curve Ottoman**
- (white vinyl)
- 39”L 22”D 18”H

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

**BNR17 Ottoman Ring**
- (4 ottoman seats)
- (white vinyl)
- 72”RND 18”H

**WHT12 Half Bench Ottoman**
- (white vinyl)
- 39”L 22”D 18”H
Powered Pedestals

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

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

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

Powered Tech Desk

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

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

Denotes AC and USB charging outlets

Wireless Charging Table, Powered
E) CUBPOW
(white, AC plug-In)
20”L 20”W 18”H
### Soft Seating

Create Engaging Booth Environments

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEDGE</strong></td>
<td>HDG7FT Boxwood Hedge, 7’ 36.5”L 12”D 84”H</td>
</tr>
<tr>
<td><strong>PEDESTAL</strong></td>
<td>PDL42W Powered Locking (white) 24”L 24”D 42”H</td>
</tr>
<tr>
<td><strong>CAFÉ TABLE</strong></td>
<td>30WHHC Hydraulic Chrome Base (laminate white top) 30” Round 29”H</td>
</tr>
<tr>
<td><strong>REGIS</strong></td>
<td>REGOTT End Table (brushed metal) 16”L 15.5”D 16.5”H</td>
</tr>
<tr>
<td><strong>MARCHÉ</strong></td>
<td>MAR010 Swivel Ottoman (blue fabric) 17” RND 18”H</td>
</tr>
<tr>
<td><strong>HOPÉ</strong></td>
<td>(gray linen) HOPCH, Chair 21”L 22”D 34”H HOPLY, Loveseat 48”L 22”D 34”H</td>
</tr>
<tr>
<td><strong>HEDGING</strong></td>
<td>10’x20’ Hopi Lounge &amp; Zenith Café Booth</td>
</tr>
</tbody>
</table>

**Additional Items:**
- **HEDGE** HDG7FT Boxwood Hedge, 7’ 36.5”L 12”D 84”H
- **PEDESTAL** PDL42W Powered Locking (white) 24”L 24”D 42”H
- **CAFÉ TABLE** 30WHHC Hydraulic Chrome Base (laminate white top) 30” Round 29”H
Soft Seating Collections

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

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

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

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

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

**NAPLES**
A) **NPLCHR Chair**
   - (black vinyl)
   - 36" L 30.5" D 33.25" H
   - NPLCHP (Powered)

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

C) **NPLLOV Loveseat**
   - (black vinyl)
   - 62" L 30" D 33.25" H
   - NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

**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

**TANGIERS**
A) TANSOF Sofa  
(beige textured)  
78”L 37”D 36”H  
B) TANCHR Chair  
(beige textured)  
34”L 37”D 36”H  
C) TANLOV Loveseat  
(beige textured)  
57.5”L 37”D 37”H

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

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

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

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

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

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

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

Madrid Chair
A) BCW (white vinyl) 30”L 30”D 31”H
B) OCH (black vinyl) 30”L 30”D 31”H
C) FAIRCW Fairfax Chair (white vinyl, brushed metal) 27”L 26”D 30”H
D) MNCHCH Munich Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
E) HOPCH Hopi Chair (gray linen) 21”L 25”D 34”H
F) PROGB Pro Executive Guest Chair (black vinyl) 24”L 22”D 36”H

Meeting & Stage Chairs

Marina Chair
17.5”L 19.5”D 35”H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair
25.5”L 23.5”D 34”H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) OCMWHT (white vinyl)
Group Seating

**ZENITH**
- A) ZENCHR Chair (white, chrome) 18.25"L 22"D 32"H
- B) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

**LAGUNA**
- C) LMCCHR Chair (maple, chrome) 18"L 19"D 34"H
- D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

**MARINA**
- A) MARCWH Chair (white vinyl) 17.5"L 19.5"D 35"H
- B) MARGBK Chair (black vinyl) 20"L 20"D 32"H
- C) MARCBR Chair (brown fabric) 19.5"L 19"D 32"H
- D) MARCBE Chair (ocean blue fabric) 20"L 20"D 32"H
- E) MARCRD Chair (red fabric) 20"L 20"D 32"H

**MALBA**
- 20"L 20"D 32"H
- A) MALGRY Chair (gray)
- B) MALGRN Chair (green)
Styles & Shapes

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

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

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

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

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

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

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

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

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

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

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

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5”L 19.75”D 32.5”H
K) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

Marche Swivel

17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

Beverly Bench
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

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

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
   (white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
   (4 ottoman seats)
   (white vinyl)
72"RND 18"H

Q) REGBEN
   Regis Bench
   (brushed metal)
47"L 15.5"D 16"H
Accent Tables

**ALONDRA**

- Cocktail Table
  - 47" L 24" D 16" H
  - A) ALC100 (glass, chrome)
  - B) ALC200 (wood, chrome)

**GEO**

- Cocktail Table
  - 50" L 22" D 16" H
  - A) C1C (glass, chrome)
  - B) C1FWB (wood, black)

**End Table**

- ALONDRA
  - 26" L 26" D 20" H
  - C) ALE100 (glass, chrome)
  - D) ALE200 (wood, chrome)

- GEO
  - 26" L 26" D 20" H
  - C) E1C (glass, chrome)
  - D) E1FWB (wood, black)
Sydney Cocktail Tables (brushed steel)
- A) C1W (white)
- B) C1Y (black)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

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

Regis Tables (brushed metal)
- I) REGBEN Bench Table
- J) REGOTT End Table

Silverado Tables (glass, chrome)
- K) E1E End Table
- L) C1E Cocktail Table

Oliver Tables (walnut finish)
- M) EOLI End Table
- N) COLI Cocktail Table

Rustic Tables (wood)
- O) ETBL E-Table
- P) TMBTBL Timber Table

Aura Round Table
- Q) AURA (white metal)

Edge LED Cube Table
- R) CUBTBL (plexi top, white plastic)

Wireless Charging Table, Powered
- S) CUBPOW (white, AC plug-in)
Café Tables

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

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

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

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

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

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

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

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

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

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

**Café Tables**
- Standard Black Base
- 30” RND 29”H
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white)
  - E) ZTA (Madison/gray acajou)
  - F) 30BEBC (blue)
  - G) 30WDBC (wood)

- 36” RND 29”H
  - H) ZTQ (white)
  - I) ZTN (graphite nebula)
  - J) ZTP (maple)

**Café Tables**
- Hydraulic Chrome Base
- 30” RND 29”H
  - K) 30GRHC (graphite nebula)
  - L) 30MTHC (maple)
  - M) 30BRHC (red)
  - N) 30BEHC (blue)
  - O) 30WDHC (wood)

- 36” RND 29”H
  - P) 36WTHC (white)
  - Q) 36GRHC (white)
  - R) 36MTHC (maple)

**Mix & Match**

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

S) ZENCHR Zenith Chair (white, chrome) 18.25”L 22”D 32”H
T) BLDCRD Blade Chair (red) 20.5”L 19”D 30.5”H
Bar Tables

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

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

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

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

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

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

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

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

Bar Tables
Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BB (blue)
H) 30WDBB (wood)

36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

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

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15” Round 23–33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Styles & Shapes

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 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21"L 22"D 41.75"H
G) BSS (white, chrome)
H) BST (white, chrome)

I) BSC Oslo Barstool
(white)
17"L 20"D 45"H
J) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H
K) BS001 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H
L) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool
(white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool
(gunmetal)
13"L 13"D 30"H

O) LUBSCL Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool
(maple, chrome) 18"L 20"D 47"H
Q) BLDBRD Blade Barstool
(red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool
(sky blue) 20.5"L 20.125"D 40.5"H

Trade Show Furnishings | 25
Conference Tables

PWRUSB
Powered Conference Table Module
(Black) 5"L 2.25"D 2.2"H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

42" Round Conference Table
42"RND 29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5' Table
60"L 48"D 29"H
E) MADC08 8' Table
96"L 60"D 29"H
F) MADC10 10' Table
129"L 48"D 29"H

E.

D.

F.
Styles & Shapes

A. | B.

C. | D.

E. | F.

G. | H.

N) PROEXB Pro Executive High Back Chair (black vinyl) 25”L 24”D 48”H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24”L 22”D 40”H Adjustable.

I. | J.

K. | L.

Mix & Match

I. | J. | K. | L.

O.

Atomic Round Tables
(glass, chrome)
A) 42ATO 42”RND 30”H
B) 36ATO 36”RND 30”H

Geo Rounded Square
Tables
42”L 42”D 29”H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables
60”L 36”D 29”H
E) CF2 (glass, black)
F) CE2 (glass, chrome)

G) MERLIN Merlin
Multi Use Table
(gray laminate, black)
46”L 29”D 30”H

H) WD3 Work Table
(white laminate, white)
48”L 24”D 30”H

Conference Tables
(graphite nebula)
I) CB3 8’ 96”L 48”D 29”H
J) CB2 6’ 72”L 42”D 29”H

Conference Tables
(granite)
K) C508GR 8’ 96”L 44”D 29”H
L) CT10GR 10’ 120”L 46”D 29”H
M) CT06GR 6’ 72”L 36”D 29”H
Executive Seating

Pro Executive High Back Chair
25"L 24"W 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

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

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

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMIDB (black vinyl)
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

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

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

Ventura Powered Café Tables
(silver frame)
72.25”L 26.25”D 30”H
A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
VNTWNP (solid)
Black Top
E) VNTBNP (solid)

Ventura Communal Café Tables (silver frame)
72.25”L 26.25”D 30”H
Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
VNTCWN (solid)
Black Top
E) VNTCBN (solid)

LMBAR Laguna Barstool
(maple; chrome)
18”L 20”D 47”H

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

MADISON
A) JD8 Madison Executive Desk
  (gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
  (gray acajou) 60"L 20"D 29"H
C) TASKST Task Stool
  (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) PROEXE Pro Executive High Back Chair
  (white classic vinyl) 25"L 24"D 48"H Adjustable
TECH POWERED DESK

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

C) TECH3 Tech Desk, Powered
   (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 Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H

LITTING & PRODUCT DISPLAY

ACCENT LAMPS
Mason Lamps
   (brushed silver)
A) LA15 Floor Lamp
   18" RND 55"H
B) LA14 Table Lamp
   16" RND 26"H

SHELVING
C) PSHCCS
   Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
D) BC8
   Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Show Essentials

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

Midtown Powered Counter
60”L 18”D 42”H  
(pewter/glass)  
MTCPUL (unlighted)  
MTCLPI (lighted with plug-in)

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

LMBAR
Laguna Barstool  
(maple, chrome)  
18”L 20”D 47”H
Midtown Bar

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

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

**Midtown Bar**

60”L 18”D 42”H
(pewter/glass)

A) MTBUUL
(unlighted)

B) MTBLPI
(lighted with plug-in)

**Apex Barstool**

C) APS12
(Blue ultra suede)

21”L 21”D 33”H

**Lighted & Greenery Products**

A) CUBL20 Edge LED Cube Ottoman
(white plastic)

19”L 19”D 19”H
A/C power only

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)

19”L 19”D 19”H
A/C power only

C) HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

D) HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
**SCMR Annual Scientific Sessions**

**Hyatt Regency Bellevue, Bellevue, WA**

**February 7 - 9, 2019**

**Discount Deadline** Thursday, January 17, 2019

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

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**Cocktail Tables**

<table>
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<th>Qty</th>
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<th>Discount</th>
<th>Regular</th>
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<td>C1E-Silverado</td>
<td>$360.90</td>
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<td>ALC100-Alondra, Glass/Chrome</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
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<td>$326.30</td>
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<td>COLI - Oliver Cocktail Table</td>
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<td></td>
<td>C1W-Sydney, White</td>
<td>$365.90</td>
<td>$475.65</td>
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<tr>
<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$464.75</td>
<td>$604.20</td>
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<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$365.90</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
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<td>REGSBEN-Regis Bench Table</td>
<td>$373.25</td>
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**Occasional End Tables**

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<td>CUBTBL-Edge LED Cube</td>
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<td>SYDWDE-Sydney End Table</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

---

**Total Exec Tables Furnishings:** $  
**9.500% Tax:** $  
**Amount Due:** $
### Beverly Bench

<table>
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<td></td>
<td>BVLYBK Bev Bench Black Vinyl</td>
<td>$524.05</td>
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<td></td>
<td>BVLYBN Bev Bench Brown Fabric</td>
<td>$524.05</td>
<td>$681.25</td>
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<td></td>
<td>BVLYGR Bev Bench Grey Fabric</td>
<td>$524.05</td>
<td>$681.25</td>
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</tr>
<tr>
<td></td>
<td>BVLYLN Bev Bench Linen Fabric</td>
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<td>$681.25</td>
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<tr>
<td></td>
<td>BVLYOB Bev Bench Ocean Fabric</td>
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<td>$681.25</td>
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</tr>
<tr>
<td></td>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$524.05</td>
<td>$681.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BVLYWH Bev Bench White Vinyl</td>
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### Marche Swivel

<table>
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<th>Amount</th>
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<td>MAR010-Marche Swivel, Blue</td>
<td>$242.30</td>
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<td></td>
<td>MAR003-Marche Swivel, Linen</td>
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<tr>
<td></td>
<td>MAR008-Marche Swivel, Mdw Grn</td>
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<tr>
<td></td>
<td>MAR009, Marche Swivel, Pear</td>
<td>$242.30</td>
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<tr>
<td></td>
<td>MAR007-Marche Swivel, Plum</td>
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<tr>
<td></td>
<td>MAR004-Marche Swivel, Raspberry</td>
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<td>$315.00</td>
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<tr>
<td></td>
<td>MAR005-Marche Swivel, Red</td>
<td>$242.30</td>
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<td></td>
<td>MAR006-Marche Swivel, Rose Qtz</td>
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<td></td>
<td>MAR001-Marche Swivel, White</td>
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<td>$315.00</td>
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### Vibes

<table>
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<tr>
<td></td>
<td>VIB01-Vibe Cube, Green</td>
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<td></td>
<td>VIB02-Vibe Cube, Blue</td>
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<td></td>
<td>VIB03-Vibe Cube, Pink</td>
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<tr>
<td></td>
<td>VIB04-Vibe Cube, Red</td>
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<td>VIB05-Vibe Cube, Yellow</td>
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<td></td>
<td>VIB06-Vibe Cube, Gold/Bronze</td>
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<td>VIB07-Vibe Cube, Champagne</td>
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<td>VIB08-Vibe Cube, Orange</td>
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<td>VIB09-Vibe Cube, White Wtrproof</td>
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<td>VIB10-Vibe Cube, Black Wtrproof</td>
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<td>VIB11 Vibe Cube, Steel Blue Vinyl</td>
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<td>VIB12 Vibe Cube, Silver Vinyl</td>
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<td>Vibe13-Vibe Cube, Purple Vinyl</td>
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<td>$237.85</td>
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</tbody>
</table>

### Signature

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

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

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

**Company Name:**

**Contact Name**

**Please Sign**

**Contact Email Address**

---

**Event Code:** C165820219

**Discount Deadline:** Thursday, January 17, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

### Sofas and Sectionals

<table>
<thead>
<tr>
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<tr>
<td></td>
<td>SFA002- Allegro Sofa</td>
<td>$909.70</td>
<td>$1,182.60</td>
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<tr>
<td></td>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,087.70</td>
<td>$1,414.00</td>
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<tr>
<td></td>
<td>SO2-3pc. South Beach, P. Suede</td>
<td>$2,074.00</td>
<td>$2,696.20</td>
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<td></td>
<td>TANSOF-Tangiers Sofa, Beige</td>
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<td>$1,121.60</td>
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<td></td>
<td>KEYSOF-Key Largo Sofa</td>
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<td></td>
<td>FAIRSW-Fairfax Sofa</td>
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<td>S01- South Beach Sofa, P.Suede</td>
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<td>BSFWHT-Baja Sofa</td>
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### Loveseat

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<tr>
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<td>KEYLOV-Key Largo Loveseat</td>
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<td></td>
<td>HOPLV-Hopli Loveseat, Grey Linen</td>
<td>$484.50</td>
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<td></td>
<td>TANLOV-Tangiers Loveseat</td>
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<td>BLVWHT Baja Loveseat White Vinyl</td>
<td>$1,035.80</td>
<td>$1,346.55</td>
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<tr>
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<td>MNCHLV- Munich Armless Loveseat</td>
<td>$1,075.30</td>
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<td>NPLLOV- Naples Loveseat, Blk Vinyl</td>
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### Club Chairs

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<tr>
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<td>BCHWHT Baja Chair, White Vinyl</td>
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<td>NPLCHR-Naples Chair, Black Vinyl</td>
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<td>TANCHR-Tangiers Chair, Beige</td>
<td>$561.10</td>
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<td>CHR002-Allegro Chair</td>
<td>$637.80</td>
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<td>KEYCHR-Key Largo Chair</td>
<td>$407.90</td>
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<td></td>
<td>FAIRCW-Fairfax Chair</td>
<td>$447.40</td>
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### Powered Seating

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<td>SFAPWWR-Roma Sofa, powered</td>
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<td>$1,722.50</td>
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<td>NPLLOP-Naples Loveseat, powered</td>
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### Accent Chairs

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<td>SWAN-Swanson Swivel, White Vinyl</td>
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<td>OCB-Key West Tub, Black</td>
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<td>BCW-Madrid Chair, White</td>
<td>$971.50</td>
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<td>LABREA-La Brea Swivel Chair</td>
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<td>HOPCH-Hopli Chair, Grey Linen</td>
<td>$311.45</td>
<td>$404.90</td>
<td></td>
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<tr>
<td></td>
<td>MNCHCH Munich Armless Chair</td>
<td>$605.65</td>
<td>$787.35</td>
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<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
<td>$734.15</td>
<td>$954.40</td>
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<td>OCH Madrid Chair, Black</td>
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<td></td>
<td>WENCH-A Wenta-worth Chair</td>
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### Meeting Chairs

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<th>Amount</th>
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<tbody>
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<td>OCMTAU-Meeting Chair, Taupe</td>
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<td>OCMWHT-Meeting Chair, White</td>
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<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
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### Modular System

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<td>$2,983.70</td>
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<td>BNQR17-Ottoman Ring, White Vinyl</td>
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<td></td>
<td>BNO7-Quarter Curve, White Vinyl</td>
<td>$640.25</td>
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<td></td>
<td>BNQLT7- Center Cone, White Vinyl</td>
<td>$941.80</td>
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<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$489.50</td>
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<tr>
<td></td>
<td>OTS-South Beach Wedge</td>
<td>$412.80</td>
<td>$536.65</td>
<td></td>
</tr>
</tbody>
</table>

---

Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!

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

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

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

Company Name: ____________________________  Booth#: ____________________________

Please Sign

[Signature]

[Card Holder Signature]

Total Soft Seating: $________  9.500% Tax*: $________  Amount Due: $________
SCMR Annual Scientific Sessions

Hyatt Regency Bellevue, Bellevue, WA

February 7 - 9, 2019

Discount Deadline Thursday, January 17, 2019

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

Conference Tables

<table>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>CF2-Geo Table, Black</td>
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<td>CE1-Geo Table, Sq. Chrome</td>
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<tr>
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<td>CF1-Geo Table, Sq. Black</td>
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Group & Guest Seating

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<td>MALGRN-Malba Chair, Green</td>
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<td>BLDCRD-Blade Chair</td>
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<td>BLDCSB-Blade Chair</td>
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<td>LUCHCL-Lucent Chair</td>
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<td></td>
<td>MARCBE-Marina Chair, Ocn Blue</td>
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<tr>
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<td>MARCBK-Marina Chair, Black/Chrome</td>
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<td>MARCBR-Marina Chair, Brown</td>
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<td>MARCRD-Marina Chair, Red</td>
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<td>MARCW-H-Marina Chair, White Vynl</td>
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<td></td>
<td>TASKST-Task Stool</td>
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Executive Seating

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<td></td>
<td>PROEXB-Executive Chair High Back</td>
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<td>PROGB-Guest Executive Chair</td>
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<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>316.45</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Conference: $ ____________________
9.500% Tax*: $ ____________________
Amount Due: $ ____________________

Company Name: ____________________ Booth#: __________

Event Code: C165820219

Connect With Us!
email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 E Locust Court, Ontario, CA 91761
Café Tables

Café Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
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<th>Regular</th>
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<td>$291.70</td>
<td>$379.20</td>
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<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$318.90</td>
<td>$414.55</td>
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<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$291.70</td>
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<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$318.90</td>
<td>$414.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$291.70</td>
<td>$379.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$318.90</td>
<td>$414.55</td>
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</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$291.70</td>
<td>$379.20</td>
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<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$301.55</td>
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<td>30WDBC-30&quot; Wood Top/Black Base</td>
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G30 and Ventura Communal Tables

30" High Tables

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<td>$708.00</td>
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<td>VNTCWN-White Top, Silver Frame</td>
<td>$708.00</td>
<td>$920.40</td>
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<tr>
<td></td>
<td>VNTCMW-Maple, w/ Grmt</td>
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<td>$920.40</td>
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<td>VNTCWW-White, w/ Grmt</td>
<td>$708.00</td>
<td>$920.40</td>
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<td>VNTCBK-Black Top-Powered!</td>
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<td>$804.00</td>
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42" High Tables

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Café Tables - Chrome Base 36", Hydraulic

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<tbody>
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<td>30MTHC-Maple Top, Chrome</td>
<td>$390.60</td>
<td>$507.80</td>
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<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$390.60</td>
<td>$507.80</td>
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<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$390.60</td>
<td>$507.80</td>
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<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$390.60</td>
<td>$507.80</td>
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<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$390.60</td>
<td>$507.80</td>
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<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$422.70</td>
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<td></td>
<td>30BEHC-Blue Top, Chrome</td>
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<tr>
<td></td>
<td>30WDHC-Wood Top, Chrome</td>
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Café Tables - Chrome Base 36", Powered!

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Total Cafe: $ Amount Due: $ 9.500% Tax: $
### Bar Tables - All Black Base

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<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$321.35</td>
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<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
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<tr>
<td>VTG-30&quot; Silver Textured Top</td>
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<td>VTW-36&quot; White Laminate Top</td>
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### Bar Tables - Chrome Base 30", Hydraulic

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<td>30MTHB-Maple Top, Chrome</td>
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<td>30STHB-Silver Texture, Chrome</td>
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<tr>
<td>30BRHB-Brushed Red, Chrome</td>
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<td>30WHHB White Laminate, Chrome</td>
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<td>30WDBB-Wood Top, Chrome</td>
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### Bar Tables - Chrome Base 36", Hydraulic

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<tr>
<td>36WTHB-White Top, Chrome</td>
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### Barstools

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<tr>
<td>BSS-Banana, Black/Chrome</td>
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<tr>
<td>BS001-Shark, Swivel White</td>
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<tr>
<td>BS002-Zoey, Swivel White</td>
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<tr>
<td>BS003-Zoey, Swivel Black</td>
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<tr>
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<tr>
<td>APS12-Apex Blue Suede</td>
<td>$291.70</td>
<td>$379.20</td>
<td></td>
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<tr>
<td>XBAR-Christopher White Vinyl</td>
<td>$234.85</td>
<td>$305.30</td>
<td></td>
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</tr>
<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$242.30</td>
<td>$315.00</td>
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<tr>
<td>BSR-Syntax, Black/Chrome</td>
<td>$294.20</td>
<td>$382.45</td>
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<tr>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$217.55</td>
<td>$282.80</td>
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<tr>
<td>BSC-Oslo, White</td>
<td>$341.15</td>
<td>$443.50</td>
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<tr>
<td>ROLLLB-Lift Barstool, Black Vinyl</td>
<td>$274.40</td>
<td>$356.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLLGY-Lift Barstool, Grey Vinyl</td>
<td>$274.40</td>
<td>$356.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$274.40</td>
<td>$356.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLLWH-Lift Barstool, White Vinyl</td>
<td>$274.40</td>
<td>$356.70</td>
<td></td>
<td></td>
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<tr>
<td>BLDBRD-Blade, Red</td>
<td>$180.00</td>
<td>$234.00</td>
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<tr>
<td>BLDBBS-Blade, Sky Blue</td>
<td>$180.00</td>
<td>$234.00</td>
<td></td>
<td></td>
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<tr>
<td>LUBSCL- Frosted, Acrylic</td>
<td>$360.00</td>
<td>$468.00</td>
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<td></td>
</tr>
<tr>
<td>MTLPI-Midtown Bar, Lighted</td>
<td>$2,052.00</td>
<td>$2,667.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$1,920.00</td>
<td>$2,511.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTCLPI- Midtown Counter, Lighted</td>
<td>$2,052.00</td>
<td>$2,511.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTCPUL- Midtown Counter, Unlighted</td>
<td>$1,920.00</td>
<td>$2,511.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________ Booth# ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

Card Holder Signature

Event Code: C165820219

Email: losangeles@shepardes.com

Phone: (909) 212-7240

Fax: (909) 218-8986

2315 E Locust Court, Ontario, CA 91761

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
</table>

Total Bar: $ ___________________________

9.50% Tax*: $ ___________________________

Amount Due: $ ___________________________

---

SCMR Annual Scientific Sessions

Hyatt Regency Bellevue, Bellevue, WA

February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019
Discount Deadline Thursday, January 17, 2019
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Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$667.45</td>
<td>$867.70</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$788.60</td>
<td>$1,025.20</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$571.00</td>
<td>$742.30</td>
<td></td>
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<tr>
<td></td>
<td>TECH3B-Tech Desk w/ drawers-Powered!</td>
<td>$724.30</td>
<td>$941.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$585.85</td>
<td>$761.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$192.85</td>
<td>$250.70</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Item</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERLIN-Multi Use Table</td>
<td>$447.40</td>
<td>$581.60</td>
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</tr>
<tr>
<td>WD3-Work Table</td>
<td>$430.15</td>
<td>$559.20</td>
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</table>

Product Display- Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$655.10</td>
<td>$851.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$776.20</td>
<td>$1,009.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$655.10</td>
<td>$851.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$776.20</td>
<td>$1,009.05</td>
<td></td>
</tr>
</tbody>
</table>

Lamps

<table>
<thead>
<tr>
<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$286.75</td>
<td>$372.80</td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>$187.85</td>
<td>$244.20</td>
<td></td>
</tr>
</tbody>
</table>

Hedge Walls

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$612.00</td>
<td>$795.60</td>
<td></td>
</tr>
<tr>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$996.00</td>
<td>$1,294.80</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________ Booth# ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign________________________ Card/ Footer Signature

Event Code: C165820219
Connect With Us!
email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 E Locust Court, Ontario, CA 91761

Total Exec Accessories: $ ___________________________
9.500% Tax*: $ ___________________________
Amount Due: $ ___________________________

9.500% Tax*
To assist you in planning for your participation in this event, we’re certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and installation. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

**EXHIBIT LABOR JURISDICTION**
We currently have an agreement with the local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services. It is recommended that all display labor required be ordered in advance from the Shepard Exposition Services Labor Order Form included in this exhibitor service manual.

**MATERIAL/FREIGHT HANDLING JURISDICTION**
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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. Shepard will have complete control of the loading docks at all times.

Only full-time employees of the exhibiting companies will be permitted to hand-carry items in and out of the exhibit facility. Exclusively, Shepard Exposition Services will handle unloading and loading of all contracted carriers.

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

**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 the Exhibit Manager and Shepard Exposition Services.

**IN GENERAL**
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

**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.
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Discount Deadline: Thursday, January 17, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Shepard Blue Supervised Labor - **Supervisory fee is 30% of total cost or $60, whichever is greater.

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>Regular</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$99.00</td>
<td>$128.70</td>
<td>30%</td>
</tr>
<tr>
<td>68067</td>
<td>$148.50</td>
<td>$193.05</td>
<td>30%</td>
</tr>
<tr>
<td>68068</td>
<td>$198.00</td>
<td>$257.40</td>
<td>30%</td>
</tr>
</tbody>
</table>

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

Choose Shepard Blue for your labor needs and leave your worries behind!

Spend a Little, Save a Lot
Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Step One: Choose Your Service
Step Two: How Many People?
Step Three: How Many Hours?
Step Four: When Should the Build be Complete?

Inbound Freight
Carrier Name: Tracking or Pro #:
# of Pieces: Advance Warehouse or Direct to Show site:
Estimated Weight: Estimated Arrival Date:

Set Up Information:
Company Contact Name: Email: Cell Phone #:
Contact Arrival Date: Time Build Should be Complete:
Booth Size: X Carpet: Ordered from Shepard: Exhibitor Owned Carpet: Carpet Padding:

Drawings/Photos/Instructions:
Attached: Emailed to Shepard: With the Exhibit: In crate #:
Electrical Placement:
Drawing Attached: Drawing with Exhibit:
Does Electrical go UNDER carpet?: Yes: No:
Graphics:
With Exhibit: Shipped Separately:

Other Services Ordered:
Overhead Rigging: Cleaning: AV:

Outbound Shipping:
# of Crates: 
# of Cartons: 
# of Fiber Cases: 
# of Pallets: 
Ship To: Phone #:

Must Arrive at Destination By:
Name of Carrier:

If Your Carrier doesn't show? Reroute with SLS: Send to warehouse for pick up ($400 minimum charge):
*Allow time for empty return when scheduling your pick up

Estimated SES Blue Labor: $9.500%
Tax*: $Amount Due: $

Company Name: Booth #:

Contact Name: Contact Email Address:

Choose Shepard Blue for your labor needs and leave your worries behind!
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

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

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>DIS</th>
<th>REG</th>
<th>ESTIMATE</th>
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<tbody>
<tr>
<td>68060</td>
<td>$99.00</td>
<td>$128.70</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>$148.50</td>
<td>$193.05</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>$198.00</td>
<td>$257.40</td>
<td></td>
</tr>
</tbody>
</table>

Step One: Choose your service
Step Two: How many people?
Step Three: How many hours?
Step Four: Any other details?
Step Five: Schedule

Helpful Hints!
Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Exhibitor Owned Carpet Installation/Removal
Use if you are shipping carpet to the event and require Shepard to install it for you.
To determine square footage amount, multiply the width of your booth space by the length of your booth space.
Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>DISCOUNT</th>
<th>REGULAR</th>
<th>AMOUNT</th>
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<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>198.00</td>
<td>257.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is electrical to be installed under your carpet? Yes No
(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Requested times are not guaranteed and are based on availability.

Company Name: Booth #

Contact Name: Contact Email Address

Please Sign
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Order Deadline: Tuesday, January 8, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Turnkey Rental Designs Make Exhibiting Easier!
Don’t See what you are looking for or need a tweak to a design?
Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie 10' x 10'

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie- 10' x 10'</td>
<td>$3,579.40</td>
<td>$4,653.20</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$5,828.80</td>
<td>$7,577.45</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,497.10</td>
<td>$3,246.25</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$4,370.95</td>
<td>$5,682.25</td>
</tr>
</tbody>
</table>

The Jonathon 10' x 10'

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce- 10' x 10'</td>
<td>$3,097.40</td>
<td>$4,026.60</td>
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<tr>
<td>66478</td>
<td></td>
<td>The Pierce- 10' x 20'</td>
<td>$5,881.10</td>
<td>$7,645.45</td>
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<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$3,756.05</td>
<td>$4,653.20</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$4,451.65</td>
<td>$5,787.15</td>
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</table>

The Pierce 10' x 10'

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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</tr>
</thead>
<tbody>
<tr>
<td>66486</td>
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<td>The Grant- 10' x 10'</td>
<td>$3,964.75</td>
<td>$5,154.20</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$5,494.90</td>
<td>$7,143.35</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$3,644.75</td>
<td>$4,738.20</td>
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<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$5,355.85</td>
<td>$6,962.60</td>
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</table>

The Harrison 10' x 10'

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66467</td>
<td></td>
<td>The Hamilton- 10' x 10'</td>
<td>$2,539.80</td>
<td>$3,301.75</td>
</tr>
<tr>
<td>66468</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,449.40</td>
<td>$5,784.20</td>
</tr>
<tr>
<td>66473</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$2,295.35</td>
<td>$2,983.95</td>
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</table>

The Hamilton 10' x 10'

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
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</thead>
<tbody>
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<td>$4,449.40</td>
<td>$5,784.20</td>
</tr>
<tr>
<td>66473</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$2,295.35</td>
<td>$2,983.95</td>
</tr>
</tbody>
</table>

The Lucy 10' x 10'

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

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

Total Inline Rentals: $ [9.500% Tax*: $]
Amount Due: $
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Order Deadline: Tuesday, January 8, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Choose Your Counter & Customize to Fit Your Exhibit!
Color choices for all products: Metal Colors - Black (06) Silver (15) Panel Colors - Black (06) White (03)

Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
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<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$880.00</td>
<td>$1,144.00</td>
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<td></td>
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<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,067.90</td>
<td>$1,388.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$649.15</td>
<td>$843.90</td>
<td>Silver Only</td>
<td></td>
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Reception Counters

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<th>Panel Color</th>
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<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>3' 9&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot;</td>
<td>$905.00</td>
<td>$1,176.50</td>
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<td></td>
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<tr>
<td>66276</td>
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<td>RC3</td>
<td>5’ 3&quot; L x 3’ 6&quot; H x 3’ 3” D</td>
<td>$1,963.10</td>
<td>$2,552.05</td>
<td></td>
<td></td>
</tr>
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</table>

Computer Stands-Silver Metal Only (graphic included!)

<table>
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<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3’ L x 6’ 3” H x 1’ 9” D</td>
<td>$1,141.60</td>
<td>$1,484.10</td>
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<tr>
<td>66286</td>
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<td>CS2</td>
<td>2’ 3” L x 6’ 3” H x 1’ 6” D</td>
<td>$665.40</td>
<td>$865.00</td>
<td></td>
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</table>

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

Company Name: 
Booth # 

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**SCMR Annual Scientific Sessions**

Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays
- Metal Colors: Black (06) Silver (15)
- Panel Colors: Black (06) White (03)

### Product Displays

**Gondolas**

<table>
<thead>
<tr>
<th>Code</th>
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<th>Regular</th>
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<th>Graphic Size</th>
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</thead>
<tbody>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
<td>3’ 6&quot; L x 1’ 9” D x 5’ H</td>
<td>$616.60</td>
<td>$801.60</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5’ 4” L x 8” H x 1’ 3” D</td>
<td>$609.60</td>
<td>$792.50</td>
<td>Silver Only</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
<td>4’ 3” L x 7” H x 1’ 3” D</td>
<td>$1,050.80</td>
<td>$1,366.05</td>
<td>Silver Only</td>
<td>NA</td>
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**GL Display Units**

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<th>Graphic Size</th>
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<tbody>
<tr>
<td>GL1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
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**Showcases**

**Quarterview**

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<th>Graphic Size</th>
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<tbody>
<tr>
<td>66270</td>
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<td>Qtrview</td>
<td>4’ 6” L x 1’ 9” D x 3’ 3” H</td>
<td>$1,187.30</td>
<td>$1,543.50</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1’ 9” L x 1’ 9” D x 7’ H</td>
<td>$1,281.40</td>
<td>$1,665.80</td>
<td>NA</td>
<td>NA</td>
<td></td>
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**Square**

**Charging Units**

**SCS3**

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<th>Panel Color</th>
<th>Graphic Size</th>
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</thead>
<tbody>
<tr>
<td>66166</td>
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<td>SCS3</td>
<td>20” L x 2” H x 20” D</td>
<td>$432.60</td>
<td>$562.40</td>
<td>Black Only</td>
<td>NA</td>
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<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3’ L x 6’ H x 3’ 9” D</td>
<td>$2,017.15</td>
<td>$2,622.30</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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**Custom Product Display Rentals:** $9.500% Tax*: $ 

Amount Due: $

Company Name: ___________________________ Booth #: _____________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

 Guill Holder Signature
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Order Deadline: Tuesday, January 8, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10' x 10'</td>
<td>$2,360.30</td>
<td>$3,068.40</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10' w/Monitor</td>
<td>$4,269.90</td>
<td>$5,550.85</td>
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</tbody>
</table>

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

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10' x 20'</td>
<td>$4,091.15</td>
<td>$5,318.50</td>
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<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10' x 20' w/Monitor</td>
<td>$6,000.80</td>
<td>$7,801.05</td>
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<tr>
<td>66567</td>
<td></td>
<td>FX2H2 10' x 20'</td>
<td>$4,563.25</td>
<td>$5,932.25</td>
</tr>
<tr>
<td>66563</td>
<td></td>
<td>FX2M2H 20' w/Monitor</td>
<td>$6,472.85</td>
<td>$8,414.70</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

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

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
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Total Fabex Rental: $____
9.500% Tax*: $____
Amount Due: $____

Company Name: __________________________ Booth #: ________________________

Contact Name: __________________________ Contact Email Address: __________________________

Please Sign: ___________
SCMR Annual Scientific Sessions

Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

Order Deadline       Tuesday, January 8, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Freestanding 8' high Backlit Backwalls with Full Color Graphics

**FX 11- 8'h x 10'**

**Step 1: Choose Your Booth Size**

**Step 2: Send Us Your Full Color Graphics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
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<tr>
<td>66564</td>
<td></td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,379.95</td>
<td>$3,093.95</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,678.05</td>
<td>$4,781.45</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$4,976.30</td>
<td>$6,469.20</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don’t forget to order Power for your backlighting!

Don’t forget to order Power for your backlighting!

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**Total Fabex Backlit:** $  
9.500% Tax*: $  
**Amount Due:** $  

Company Name:  

Contact Name  

Contact Email Address  

Please Sign  

*All tax rates are subject to change.*
SCMR Annual Scientific Sessions
Hyatt Regency Bellevue, Bellevue, WA
February 7 - 9, 2019

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Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @
http://www.shepardes.com/shep-gallery.html

The Monroe

The Tyler

The Washington

The Garfield

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

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Total Island Rentals: $ 
9.500% Tax*: $ 
Amount Due: $

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

Monitors also available! Contact us for details!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<tr>
<td>66494</td>
<td></td>
<td>The Monroe</td>
<td>$9,111.85</td>
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<tr>
<td>66368</td>
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<td>The Washington</td>
<td>$13,076.60</td>
<td>$16,999.60</td>
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<td>66495</td>
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<td>The Tyler</td>
<td>$9,731.00</td>
<td>$12,650.30</td>
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<tr>
<td>66496</td>
<td></td>
<td>The Garfield</td>
<td>$9,529.20</td>
<td>$12,387.95</td>
</tr>
</tbody>
</table>

Event Code: C165820219
Connect With Us!
email ESSRentals@shepardes.com
phone 404-720-8652
fax 404-720-8757
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Company Name: ____________________________ Booth # ____________
Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign Card Holder Signature
SCMR Annual Scientific Sessions

Hyatt Regency Bellevue, Bellevue, WA

February 7 - 9, 2019

Order Deadline: Tuesday, January 8, 2019

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10x10 Artisan Rentals

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
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<tbody>
<tr>
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<td>Van Gogh 10' x 10'</td>
<td>$2,539.80</td>
<td>$3,301.75</td>
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<tr>
<td>66602</td>
<td>Kahlo 10' x 10'</td>
<td>$3,080.20</td>
<td>$4,004.25</td>
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<tr>
<td>66604</td>
<td>Warhol 10' x 10'</td>
<td>$3,946.55</td>
<td>$5,130.50</td>
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<tr>
<td>66605</td>
<td>O’Keefe 10' x 10'</td>
<td>$3,341.80</td>
<td>$4,344.35</td>
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</table>

10x20 Artisan Rentals

<table>
<thead>
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<th>Code</th>
<th>Item</th>
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</tr>
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<tbody>
<tr>
<td>66607</td>
<td>DaVinci 10x20 Rental</td>
<td>$6,175.75</td>
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<tr>
<td>66608</td>
<td>Pollock 10x20 Rental</td>
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<td>66609</td>
<td>Banksy 10x20 Rental</td>
<td>$6,524.50</td>
<td>$8,481.85</td>
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</table>

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.

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Company Name: ________________________________ Booth #: ____________

Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign

Card Holder Signature

Event Code: C165820219

Connect With Us!

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Artisan Exhibit Rentals

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ESSRentals@shepardes.com
Event Code: C165820219

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Hyatt Regency Bellevue, Bellevue, WA
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20x20 Picasso

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
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<td>Picasso 20x20</td>
<td>$13,431.00</td>
<td>$17,460.30</td>
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</table>

20x20 Rembrandt

<table>
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<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<td>Rembrandt 20x20</td>
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Kiosks

<table>
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<th>Discount</th>
<th>Regular</th>
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</thead>
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<td>$1,527.70</td>
<td>$1,986.00</td>
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<tr>
<td>66603</td>
<td></td>
<td>Dali Kiosk</td>
<td>$2,539.80</td>
<td>$3,301.75</td>
</tr>
</tbody>
</table>

Monitors are not included in the rental price. Contact us for pricing!

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

ESSRentals@shepardes.com

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Total Artisan Island: $

9.500% Tax*: $

Amount Due: $

Company Name: ____________________________ Booth # __________________

Contact Name ____________________________ Contact Email Address __________________

Please Sign

Card Holder Signature
**GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION**

<table>
<thead>
<tr>
<th>Event Duration</th>
<th>Premium</th>
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<tbody>
<tr>
<td>1 Event Day</td>
<td>$89.00</td>
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<td>2-3 Event Days</td>
<td>$109.00</td>
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<tr>
<td>4-10 Event Days</td>
<td>$119.00</td>
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<td>11-30 Event Days</td>
<td>$199.00</td>
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<tr>
<td>6 Month Policy</td>
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<tr>
<td>Annual Policy</td>
<td>$650.00</td>
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NAME OF EVENT: ___________________________________________  EVENT START DATE: __________  End Date: __________

EVENT WEBSITE: ___________________________________________  EVENT CONTACT: ______________________  PHONE #: __________

VENUE ADDRESS with City, State & Zip: ________________________

**EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com**

Exhibiting Company/Insured: ____________________________  Contact Name: ____________________________

Address: ____________________________  City: ____________________________  State: ____________________________  Zip code: ____________________________

Email: ____________________________  Country: ____________________________  Telephone: ____________________________

Description of Business/Exhibit: __________________________________________________________________________

**Does your exhibit or business involve any of the excluded activities below? _____YES _____NO**

<table>
<thead>
<tr>
<th>Activity</th>
<th></th>
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<tbody>
<tr>
<td>Alcohol Serving</td>
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<tr>
<td>Amusement Devices</td>
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<tr>
<td>Animals</td>
<td></td>
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<tr>
<td>Athletic Participation</td>
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<tr>
<td>Mazes</td>
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<tr>
<td>Disc-Jockeys</td>
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<tr>
<td>Band</td>
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<tr>
<td>Entertainment &amp; Film Industry</td>
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<tr>
<td>Equipment Rental</td>
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<td>Tobacco</td>
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<td>Inflatables</td>
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<td>Installation/Service/Repair</td>
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<td>Massage</td>
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<tr>
<td>Mechanical/Amusement Devices</td>
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<td>Water Activities</td>
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<td>Medical Testing</td>
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<tr>
<td>Motor Sport Activities</td>
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</tr>
<tr>
<td>Mechanical/Ammusement Devices</td>
<td></td>
</tr>
<tr>
<td>Oxygen / Aromatherapy</td>
<td></td>
</tr>
<tr>
<td>Storefront Operations</td>
<td></td>
</tr>
<tr>
<td>Tattooing or Piercing</td>
<td></td>
</tr>
<tr>
<td>Vehicles in Motion</td>
<td></td>
</tr>
<tr>
<td>Weight-Loss Products</td>
<td></td>
</tr>
<tr>
<td>Watercraft Exhibits on Water</td>
<td></td>
</tr>
</tbody>
</table>

If yes, describe (we can still get you insurance): __________________________________________________________________________

**Additional Insured:** Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don’t list your employees. Just leave blank if you do not know.

Additional Insured #1: ____________________________  Additional Insured #2: ____________________________

Address,City,ST,Zip: ____________________________  Address,City,ST,Zip: ____________________________

Any special wording or coverage needed: __________________________________________________________________________

Any Additional Information or notes: __________________________________________________________________________

**METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD**

Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to “Insurance for Exhibitors”)

Card Number: __________  Expiration Date: __________  Security Code: __________

Cardholder Name: ____________________________  Cardholder Address: ____________________________

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

**TERMS and CONDITIONS**

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print): ____________________________

I understand that no property is covered on this policy: _____ I want a quote for property coverage: ________

Insurance for Exhibitors  
30285 Bruce Industrial Parkway, Suite B  
Solon, OH 44139

Online:  http://www.insurance4exhibitors.com  
Email: info@insurance4exhibitors.com  
Phone: 440-349-6650  Fax: 440-815-2154
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 – A 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 – “Centurty 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 exhibit 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 order 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 drapery 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 marshals 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 where 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 skirtling 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.
Exhibitor – AV, Internet and Power Order Form
Hyatt Regency Bellevue
Bellevue, WA

Company Name: Billing Contact:
Event Name: Phone:
Ballroom Name or Booth #: On-Site Contact:

Set-up Date: Set-up Time:
Show Start Time: Show End Time:
Load out Date: Load out Time:

If you have a special request or need additional equipment, please call PSAV at 425.454.3844

<table>
<thead>
<tr>
<th>Audio / Visual Equipment</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer, Win 10 OS</td>
<td></td>
<td>$265</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Floor Stand for Monitor</td>
<td></td>
<td>$80</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>32” Monitor (On Table Stand)</td>
<td></td>
<td>$625</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td>46” Monitor (On Table Stand)</td>
<td></td>
<td>$725</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>55” Monitor (On Table Stand)</td>
<td></td>
<td>$825</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>LCD Projector, 6” screen (3K lumen, size permitting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Support, Client provides projector</td>
<td></td>
<td>$690</td>
<td>$720</td>
<td></td>
</tr>
<tr>
<td>Wireless Mic w/ powered speaker (Lav or Handheld)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HSIA (High Speed Internet) Services</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Wi-Fi Access (1 device, shared bandwidth, 2Mb)</td>
<td></td>
<td>$145</td>
<td>$240</td>
<td></td>
</tr>
<tr>
<td>Weekly Wi-Fi Access (1 device, shared bandwidth, 2Mb)</td>
<td></td>
<td>$375</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Wired Access (1 device, shared bandwidth, 2Mb)</td>
<td></td>
<td>$570</td>
<td>$760</td>
<td></td>
</tr>
<tr>
<td>Weekly Wired Access (1 device, shared bandwidth, 2Mb)</td>
<td></td>
<td>$1,200</td>
<td>$1,800</td>
<td></td>
</tr>
<tr>
<td>Static IP Address (In addition to internet access)</td>
<td></td>
<td>$150</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Custom SSID (Custom network with name of your choice)</td>
<td></td>
<td>$490</td>
<td>$600</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Power Distribution</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>5A Power Drop (Power strip and ext. cord incl)</td>
<td></td>
<td>$40</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Single Phase 20A Power Drop</td>
<td></td>
<td>$125</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>100A Three Phase Power</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Qty</th>
<th>DAILY RATE</th>
<th>Days Used</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easel</td>
<td></td>
<td>$25</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Flipchart Package (post-it paper, markers)</td>
<td></td>
<td>$100</td>
<td>$110</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordering Instructions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No charge for equipment rental prior to show opening, (setup day) The total charge per item is determined by multiplying quantity by the daily rate by the number of event days to be used.</td>
<td></td>
</tr>
<tr>
<td>To guarantee the &quot;advanced&quot; rate, order must be received 2 business days prior to delivery date.</td>
<td></td>
</tr>
<tr>
<td>Equipment availability is subject to change without notice</td>
<td></td>
</tr>
<tr>
<td>Cancellation of equipment ordered must be received one business day prior to delivery date to avoid a 50% cancellation fee.</td>
<td></td>
</tr>
<tr>
<td>Wall Outlets are 20 amps and are reserved for distribution by the hotel. Usage of wall outlets are equivalent to a 20A Power Drop on this form and will be charged as such.</td>
<td></td>
</tr>
<tr>
<td>Should you have any questions or need to talk to our sales team please contact us directly at 425.454.3844</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT TOTAL</td>
<td>1</td>
</tr>
<tr>
<td>DELIVERY SETUP PICKUP SERVICE CHARGE (REQUIRED) - 24% OF LINE 1</td>
<td>2</td>
</tr>
<tr>
<td>SUBTOTAL - ADD LINE 1 AND LINE 2</td>
<td>3</td>
</tr>
<tr>
<td>WA STATE SALES TAX - 10% OF LINE 3</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL AMOUNT DUE - ADD LINE 3 AND LINE 4</td>
<td>5</td>
</tr>
</tbody>
</table>

Notes or Specific Information regarding your order:

Mirna Pokas, Director of Sales mpokas@psav.com
Justin Koreis, Sales Manager jkoreis@psav.com
Mark Eisenbeis, Sales Manager meisenbeis@psav.com

Return for Processing to:
Mail to: PSAV
Hyatt Regency Bellevue
900 Bellevue Way NE
Bellevue, WA 98004

Fax to: 425.454.3559
Email to: See above for staff emails
RIGGING SERVICES (revised 1/1/18)

**Rigging Labor**

Regular Time (RT) - $100/hour  
Monday to Friday - 6AM to 5:59PM  
Saturday & Sunday - 6AM to 3:59PM

Overtime (OT) - $150/hour  
Monday to Friday - 6PM to 11:59PM  
Saturday & Sunday - 4PM to 11:59PM  
After 8 hours in a day

Double Time (DT) - $200/hour  
Monday to Friday - 12AM to 5:59AM  
Saturday & Sunday - 12AM to 5:59AM  
After 12 hours in a day

Holidays: New Year’s Eve (after 4PM), New Year, MLK, President, Memorial, Independence, Labor, Veterans, Thanksgiving, Christmas Eve (after 4PM), Christmas

*Minimum Work call = 5 hours

**Rigging Equipment Daily Rates**

- Lift 19’ Scissor*: $375
- Motorized Hanging Point: $225
- Non-Motorized Hanging Point: $100
- Rigging Safety Review/CAD Work: $255/event

*All outside providers using PSAV lift have to fill out the ‘Lift Indemnification Rental’ document

**Equipment Rates Guideline**

**PSAV provider**

- A 1 Day Event will be billed as 1 Billable Day
- 2, 3, 4 Day Events will be billed as 2 Billable Days
- 5, 6, & 7 Day Events will be billed as 3 Billable Days
- Usage beyond 7 days will be billed in addition to the weekly rate

**Outside AV provider**

- A 1 Day Event will be billed as 1 Billable Day
- A 2 Day Event will be billed as 2 Billable Day
- 3, 4, 5, 6, & 7 Day Events will be billed as 3 Billable Days
- Usage beyond 7 days will be billed in addition to the weekly rate

PSAV®  
Hyatt Regency Bellevue | On Seattle’s Eastside  
Office: 425.454.3844  Fax: 425.454.3559
Rigging Instructions

Step #1

To Schedule Rigging Services Please Visit:
http://www.psav.com/RiggingForm/

By submitting your rigging request electronically it will go directly into our nation-wide rigging system thereby ensuring a prompt response and follow-up tracking

Step #2

For up-to-date editable CAD drawing of the Grand or Evergreen ballrooms please contact the Rigging Coordinator at:

Kevin Wenk
Rigging Coordinator - Washington /Oregon
kwenk@psav.com or 206-946-5143

The Rigging Coordinator will determine a rigging point and motor count based on the minimum requirements for safe, overhead suspension.

Step #3

The PSAV Rigging Supervisor will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.

PSAV®
Hyatt Regency Bellevue | On Seattle’s Eastside

Office: 425.454.3844  Fax: 425.454.3559
RIGGING ADVANCE (Revised 1-1-18)

PSAV is proud to serve as the exclusive Rigging Provider for The Hyatt Regency Bellevue Hotel.

The Grand and Evergreen ballrooms are equipped with a fixed rigging point system in the ballrooms. As part of a comprehensive overhead safety and risk management program, the systems are annually verified and inspected.

We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

Pre-Show Standards

- The Rigging Advance form must be submitted online along with a scaled rigging plot 21 days prior to load in. Events scheduled with less than 21 days of notice will incur additional charges.
- A charge of $255 per event will be assessed for a comprehensive safety review by our Rigging Coordinator. This review will verify point load calculations, staffing needs, equipment needs, and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang points.
- The Rigging Coordinator will contact you to give you our CAD file as your design template.
  - All drawings must be received via email in a .mcd, .vwx or .dwg format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.
  - Aerialist performances will be reviewed on a case-by-case basis.

Ballroom Standards

- The Ballrooms are equipped with fixed rigging points with various load ratings. Please contact the Rigging Coordinator for facility CAD files for exact locations of the rigging points and their ratings. There is NO MOTORIZED RIGGING OTHER THAN TO THE PSAV INSTALLED RIGGING POINTS.
- No motorized rigging is allowed from the air-wall tracks. No items over 100lbs may be hung from airwall tracks and must be suspended from PSAV approved hangers.
- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.
- Under no circumstances can cable runs go inside the ceiling above the ceiling tiles.
Rigging Equipment Guidelines

- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rent. All lifts used in the Hotel must have white, non-marking tires and be in good repair. Operators must present documentation verifying that they are trained in scissor lift operations. Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling. All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged and meet ANSI standards.

PSAV On-Site Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not “dead hang” items over 100lbs or 10’ in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multicable.

Labor rates

- All changes to labor calls must be made with the PSAV Hotel Director of Event Technology. On-Site rigging staff cannot change call times.
- All rigging crews will consist of a minimum of two (2) riggers. The number of Riggers and equipment required for your event will be determined by PSAV.
- Five (5) hour minimums will apply to all calls, per rigger.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event.
- All prices are subject to change without notice.
- A 24% Service Charge will apply to all Rigging Services

<table>
<thead>
<tr>
<th>Regular Time (RT) - $100/hour</th>
<th>Overtime (OT) - $150/hour</th>
<th>Double Time (RT) - $200/hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday - 6AM to 5:59PM</td>
<td>Monday to Friday - 6PM to 11:59PM</td>
<td>Monday to Friday - 12AM to 5:59AM</td>
</tr>
<tr>
<td>Saturday-Sunday - 6AM to 3:59PM</td>
<td>Saturday-Sunday – 4PM to 11:59PM</td>
<td>Saturday-Sunday - 12AM to 5:59AM</td>
</tr>
<tr>
<td>After 8 hours in a day</td>
<td>After 12 hours in a day</td>
<td>On holidays*</td>
</tr>
</tbody>
</table>

* New Year’s eve (after 4PM), New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving, Christmas eve (after 4PM), & Christmas Day.
Please note: One (1) app activation is included in each SCMR sponsor package. If you require additional activations for this conference, please fill out the form and submit to ExpoBadge.

---

### ExpoBadge Lead Retrieval Equipment

<table>
<thead>
<tr>
<th>Mobile Application</th>
<th>DISCOUNT</th>
<th>REGULAR</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ExpoBadge Lead Retrieval App <em>(one license)</em></td>
<td>$395</td>
<td>$425</td>
<td>0</td>
<td></td>
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</table>

#### ExpoBadge Extras:

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT</th>
<th>REGULAR</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>ExpoBadge Live Literature Link</td>
<td>$300</td>
<td>$330</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Personalized Action Codes</td>
<td>$75</td>
<td>$95</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Custom Survey</td>
<td>$75</td>
<td>$95</td>
<td>0</td>
<td></td>
</tr>
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</table>

Federal Tax ID # 20-8676699

Sub Total: $0

Processing Fee: $15.00

Grand Total: $0

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### Company Information

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS 1</td>
<td>CITY</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>ADDRESS 2</td>
<td>STATE</td>
<td>COUNTRY</td>
</tr>
<tr>
<td>EMAIL</td>
<td>PHONE</td>
<td>ONSITE PHONE</td>
</tr>
</tbody>
</table>

### Payment Information

**Billing Zip Code Required**

- AMERICAN EXPRESS
- MASTERCARD
- VISA
- CHECK

<table>
<thead>
<tr>
<th>CREDIT CARD #</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME ON CARD</th>
<th>*BILLING ZIP CODE</th>
</tr>
</thead>
</table>

---

**Terms and Conditions:**

- I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional $100.00 charge. A non-refundable charge of $2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a $100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a $75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

---

**WEBSITE:**

www.expobadge.com

**ONLINE ORDERS:**

SCMR 2018

**FAX ORDERS TO:**

714-632-8345

**MAIL ORDERS TO:**

ExpoBadge, Inc.

1075 N. Tustin St. #6250
Orange, CA 92863, USA

**FOR ASSISTANCE CALL:**

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