

# Shepard

## EXHIBITOR SERVICE MANUAL



### **Aluminum USA**

Music City Center | Nashville, TN  
October 25 - 26, 2023

**G160211023**



## Aluminum USA

Music City Center | Nashville, TN  
October 25 - 26, 2023

# SHOW INFORMATION

G160211023

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

## Show Colors

Show Drape Color(s): Grey

Aisle Carpet Color: Eclipse

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Monday, October 23, 2023 · 12:00PM to 5:00PM

Tuesday, October 24, 2023 · 8:00AM to 5:00PM

### EXHIBIT HOURS

Wednesday, October 25, 2023 · 10:00AM to 5:00PM

Thursday, October 26, 2023 · 10:00AM to 3:00PM

### EXHIBITOR MOVE OUT

Thursday, October 26, 2023 · 3:00PM to 8:00PM

Friday, October 27, 2023 · 8:00AM to 12:00PM

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Friday, October 27, 2023 | 12:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Monday, September 25, 2023

### Exhibitor Appointed Contractor Notification Deadline

Monday, September 25, 2023

### First Day for Warehouse Deliveries Without a Surcharge

Monday, September 25, 2023

### Discount Price Deadline for Standard Shepard Orders

Wednesday, October 4, 2023

### Last Day for Warehouse Deliveries Without a Surcharge

Monday, October 16, 2023

### Last Day for Warehouse Deliveries\*

Friday, October 20, 2023

\* 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 Site

Monday, October 23, 2022 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

Aluminum USA

TForce Freight - Shepard Exposition Services

45 Teledyne Pl

La Vergne, TN 37086

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

*c/o Shepard Exposition Services*

*Exhibiting Co. Name & Booth Number*

Aluminum USA

Music City Center

700 Korean Veterans Boulevard

Nashville, TN 37203





## Aluminum USA

Music City Center | Nashville, TN  
October 25 - 26, 2023

# INFORMATION

G160211023

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

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

## Shepard Mailing Address

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

## Service Desk Hours *(subject to change)*

Monday, October 23, 2023 · 12:00PM to 5:00PM  
Tuesday, October 24, 2023 · 8:00AM to 5:00PM  
Wednesday, October 25, 2023 · 10:00AM to 5:00PM  
Thursday, October 26, 2023 · 10:00AM to 8:00PM  
Friday, October 27, 2023 · 8:00AM to 12:00PM

## Exhibitor Move Out

Thursday, October 26, 2023 · 3:00PM to 8:00PM  
Friday, October 27, 2023 · 8:00AM to 12:00PM

## Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, October 27, 2023 12:00PM**.

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 **Friday, October 27, 2023 12:00PM**.

## 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 on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

## Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

## Pick Up Address

Music City Center  
700 Korean Veterans Boulevard  
Nashville, TN 37203



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

## BUDGET BOOTH PACKAGE

G160211023

ONLINE &amp; DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

## A Budget and Time Friendly Solution!

## Booth Package 10' x 10'

\*\* No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



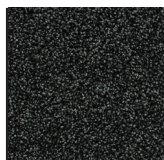
1 - 6' (l) x 24" (w) x 30" (h)  
Skirted Table - Grey  
(5004610)



2 - Upholstered Side Chairs  
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet - Tuxedo  
(5025550)

Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$330.00	\$379.50	\$425.05

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular catalog rates.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

CONTACT EMAIL ADDRESS: \_\_\_\_\_

Email completed form to: [clientservices@shepardes.com](mailto:clientservices@shepardes.com)

# ONLINE ORDERING


## IT'S EASY.


### Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

Order online through the Shepard Exhibitor Portal at <https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **ALMUSA23**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at [clientservices@shepardes.com](mailto:clientservices@shepardes.com).
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

#### Login

If you are already registered for online ordering, please login below.

You'll need to select and event first. After you login you will have access to your other events as well.

##### Select an Event

Select a Show ▼

##### Email Address

youremail@yourcompany.com ▼

##### Password

\*\*\*\*\*

Login

[Forgot your password?](#)

#### Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

##### Select an Event

Select a Show ▼

##### Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

# METHOD OF PAYMENT

## Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

Please review the information and complete your payment information online.

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 your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

**Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.**

### Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

### Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

**Online: Wednesday, October 4, 2023** All paid orders placed online prior to the deadline date.

**Discount Deadline: Wednesday, October 4, 2023** All paid orders placed via pdf prior to the deadline date.

### ACH/Wire Transfers

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

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **Aluminum USA**

EVENT CODE: **G160211023**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number if you are sending a physical check.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

**TAX EXEMPT?** Please submit tax exemption certificate to: [orders@shepardes.com](mailto:orders@shepardes.com). If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

# TERMS & CONDITIONS

## Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

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 accept these terms and conditions when any of the following conditions are met:**

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

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

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

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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

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

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

three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

*continued on the next page*



# TERMS & CONDITIONS (continued)

## Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

**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 Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

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

**Claim(s) for Loss and Payment For Services:** Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor

must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

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

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

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

# SAFETY FIRST PLAN

## CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events.  
**With Shepard, You Can.**

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

### Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



#### Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.



#### Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



#### Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.



#### Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.



#### Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.



#### Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.



#### COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.



#### Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.



## Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# THIRD PARTY PAYMENT

G160211023

**DEADLINE: MONDAY, SEPTEMBER 25, 2023**

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.** The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EXHIBITING COMPANY AUTHORIZED NAME (please print): \_\_\_\_\_

SIGNATURE FROM EXHIBITING COMPANY: \_\_\_\_\_

### Step 2. Check services below to bill to the third party.

☐ **ALL SERVICES**

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Furniture

☐ Exhibit Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

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

### Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### Step 4. Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.



## shepardes.com | 13

# SHIPPING VS. MATERIAL HANDLING

Make freight management easy.  
**With Shepard, You Can.**



## What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping 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 a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

## Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock 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 at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

## One easy way to keep charges low?

**Consolidate.** Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

# SHEPARD LOGISTICS

## EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.  
**With Shepard Logistics, You Can.**

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



### **Inbound & Outbound Services**

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



### **Material Handling**

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



### **Value-Added Services**

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



# SHEPARD LOGISTICS SERVICES (SLS)

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**G160211023**

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

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

## Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

## Step 2. Where are we picking up the shipment?

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

STREET ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

## Step 3. When are we picking up the shipment?

DATE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

## Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

## Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
<b>TOTAL</b>					

## Step 6. What type of service is 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 shipping it back to you?

☐ YES! ☐ No, I will arrange another carrier.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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



**October 25-26, 2023**

**Music City Center, Nashville, TN**

# **International Shipping & U.S. Customs Guidelines**



**PIBL**

Phoenix International Business Logistics, Inc.

Port Elizabeth

1201 Corbin Street

Elizabeth, NJ 07201

Phil Hobson / Sally Mulkeen

Tel 908-355-8900

Fax 908-355-8883

Email [smulkeen@phoenixlogistics.com](mailto:smulkeen@phoenixlogistics.com)

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>2</b>
<b>U.S. Customs Clearance Process .....</b>	<b>3</b>
<b>Types of U.S. Customs Entries .....</b>	<b>4</b>
<b>Consignment Information .....</b>	<b>4</b>
<b>Ocean and Air Freight Deadlines .....</b>	<b>5</b>
<b>Required Documentation .....</b>	<b>5</b>
<b>Importer Security Filing (10 + 2) .....</b>	<b>6</b>
<b>Restrictions on Wood Packaging Material .....</b>	<b>7</b>
<b>U.S Customs Container Seal Requirements .....</b>	<b>8</b>
<b>Full Container Ocean Shipments.....</b>	<b>9</b>
<b>LCL - Less than Container Load Ocean Shipments .....</b>	<b>9</b>
<b>International Small Package Shipments .....</b>	<b>9</b>
<b>U.S. Customs Duty and Processing Fees.....</b>	<b>10</b>
<b>Insurance .....</b>	<b>11</b>
<b>Prohibited Commodities.....</b>	<b>12</b>
<b>Outlays and Payment Conditions .....</b>	<b>12</b>
<b>PIBL's Overseas Offices and Affiliates .....</b>	<b>13</b>
<b>Deadlines and Tariff .....</b>	<b>14</b>
<b>Important Tariff Notes .....</b>	<b>15</b>
<b>Forms:</b>	
<b>A) Importer Security filing form</b>	
<b>B) Import Freight Information Sheet</b>	
<b>C) PIBL's Worldwide List of Agents</b>	

# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for Aluminum USA 2023.**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs issues, we invite you to contact us.

# U.S. CUSTOMS CLEARANCE PROCESS

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments due to the exhibitor's failure to follow the provided procedures.



# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Temporary Entries

High value exhibits imported with the intention to be re-exported after the show can be cleared on a temporary duty free (TIB) entry. TIB entries should only be utilized for exhibits intended for re-export in the same condition and quantity in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under a temporary entry.

### **\*\* IMPORTANT NOTE \*\***

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept a single customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bill of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

## CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

### **Consignee**

Name of exhibiting company  
Aluminum USA 2023 / Booth # \_\_\_\_\_  
Music City Center  
201 5th Ave S  
Nashville, TN 37203

### **Notify**

PIBL - Phoenix Int'l Business Logistics, Inc  
C/O Attn: Sally Mulkeen  
Phone: 908.355.8900 Fax: 908.355.8883

# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): Atlanta, GA Railhead

Ocean Freight (LCL): Atlanta, GA Consolidation point

Air Freight: Atlanta Hartsfield International Airport

Contact PIBL for arrival dates

Contact PIBL for arrival dates

October 9, 2023

To ensure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

**Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin.** If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor.

*Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

## REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- No Originals.
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (NO COMMERCIAL VALUE on Invoices is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

# IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- |  |   |
|--|---|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address        |
| 2. Seller name and address                     | 7. Importer of record number            |
| 3. Buyer name and address                      | 8. Consignee number                     |
| 4. Ship to name and address                    | 9. Country of origin of goods           |
| 5. Container stuffing location                 | 10. Harmonized Tariff Schedule (HTSUS)# |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

[http://phoenixlogistics.com/f\\_and\\_e.html](http://phoenixlogistics.com/f_and_e.html)

# RESTRICTIONS ON WOOD PACKAGING MATERIAL

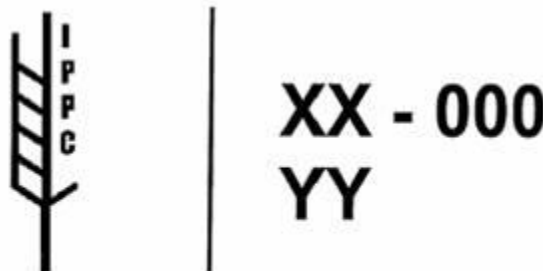
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing material used for your exhibit, please consult your local PIBL agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

# U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

## **FULL CONTAINER OCEAN SHIPMENTS**

Container must be terminated at the Atlanta, GA Railyard. At which point, PIBL will arrange the customs clearance and transfer to show site.

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in Atlanta, GA. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense.

## **LESS THAN CONTAINER LOAD OCEAN SHIPMENTS**

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with utilizing this service. Freight availability and customs delays range from 5 - 20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to showsite. .

## **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

## U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via seafreight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O  
**Aluminum USA 2023 – Nashville, TN**)
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)

“Completed display booth and stand” 9403.20.0020 Value \$5,000.00

# INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment and we and our agents will charge you a significantly higher rate for our services, or you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.

.



## **PROHIBITED COMMODITIES**

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## **OUTLAYS AND PAYMENT CONDITIONS**

PIBL will advance funds on your behalf for expenses incurred in Louisville. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to showsite.

## **PIBL's OVERSEAS AFFILIATES AND OFFICES**

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the PIBL network will alleviate any delays in Louisville and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving, cleared and picked up by the above provided arrival deadlines.
2. Cargo arriving after the above stated deadline dates will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from Louisville. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## B. Inbound charges

1. Terminal Handling charges and transfer of documents..... As per outlay + 15% outlay fee
2. Customs clearance fees:
  - Permanent entries ..... US 165.00 p/entry
  - Temporary entries ..... US 225.00 p/entry
  - ATA Carnet Clearance ..... US 185.00 p/entry + Messngr
3. U.S. Customs exam services..... as per outlay+ 15% outlay fee
4. Custom's exam coordination fee ..... US 85.00 per exam
5. Document messenger services, communication and Exposition
  - Onsite staff supervision fee ..... US 135.00 p/entry/container
6. Other Gov't Agency releases (If required)..... US 35.00 p/entry
7. Additional Classifications (3 free) ..... US 7.00 each additional
8. Additional invoice (1 free) ..... US 15.00 each additional
9. Delivery from Atlanta Hartsfield Airport or consol point, to ..... US 65.00 p/100lbs
  - Showsite dock. (Based on Greater of volume or weight) ..... US 425.00 Minimum
10. Seafreight container drayage to Showsite ..... Available upon request
11. Trucker waiting time ..... US 85.00 per hour/1 hour free
12. US Customs bond fee:
  - TIB/Trade Fair entry bond fee ..... US 7.50 per/USD 1,000.00
  - Permanent entry bond fee ..... US 6.50 per/USD 1,000.00
  - Minimum Bond fee ..... US 85.00
13. Import Security filing: ..... US 75.00 p/sea shipment
14. Import Security Bond fee ..... US 85.00

## C. Outbound charges

### 1. Export documentation:

Air .....	US 95.00 p/shipment
Sea .....	US 135.00 p/shipment

2. TIB/TFE Cancellation ..... US 100.00 p/entry
3. ATA Carnet clearance ..... US 185.00 p/entry+ Messngr
4. Onsite sea/air/domestic shipment coordination ..... US 85.00 p/shipment
5. Export in-bond transit fee for transport of bonded shipments..... US 105.00 p/shipment
6. Delivery from show site to Atlanta Hartsfield Airport or consol point US 65.00 p/100 lbs  
(Including intermediate storage) ..... US 425.00 Minimum  
(Based on Greater of volume or weight)
7. Seafreight container drayage from showsite to Railyard ..... Available upon request

Return Air/Ocean freight rates, terminal handling charges and rates for special services will be quoted on a case per case basis. ***Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.***

## D. Important Tariff notes

1. Rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on showsite..
2. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee will be added to all invoices paid by credit card.
3. All merchandise brought into the exhibition center must be properly packed. Phoenix does not unload or load vehicles at the Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wooden crates for all international and domestic shipments.
4. C.O.D./Collect fees/Outlays. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
5. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are generally invoiced at a per hour rate with 1 hour free.
6. PIBL Terms and Conditions of service are available upon request.



**PIBL**

**Port Elizabeth**  
1201 Corbin Street  
Elizabeth, NJ 07201 USA  
Tel 908.355.8900 Fax 908.355.8883

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## IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		

---



**PIBL**

# PIBL - PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



## IMPORT FREIGHT INFORMATION SHEET



SHOW NAME:		
EXHIBITOR:		
HALL NO:	BOOTH NO:	MOVE-IN DATE:
CONTACT(S) AT SHOW:	Email address:	On-Site Cell Phone No:
DEFINITIVE OR TEMPORARY CLEARANCE:		
<b>IMPORTER OF RECORD: Name and Address</b>		
<b>BILL TO PARTY:</b>		
<input type="checkbox"/> EXHIBITOR		
<input type="checkbox"/> PHOENIX AGENT IN COUNTRY OF ORIGIN (Confirmation required)		
<input type="checkbox"/> OTHER – Please specify		
<u>Name and City of Agent:</u>		
<b>* Exhibitor/Manufacturer of products in this shipment confirms there are no known U.S. AD/CVD cases against them:</b> YES <input type="radio"/> NO <input type="radio"/>		
<b>Is your company C-TPAT Certified ?</b> YES <input type="radio"/> NO <input type="radio"/>		
<b>Have you shipped with this agent previously ?:</b> YES <input type="radio"/> NO <input type="radio"/>		
<small>* Antidumping and Countervailing Duties (AD/CVD) Frequently Asked Questions   U.S. Customs and Border Protection (cbp.gov)</small>		
<b>Importer IRS#:</b> _____ <b>If available</b>		

### PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

### FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the shipping guidelines or by the PIBL representative

### DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

**THANK YOU.**

**EXHIBITOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

PIBL's  
WORLDWIDE NETWORK OF AGENTS

**Belgium**

Kristal bvba  
Brucargo 734  
Zaventem, B-1931, Belgium

Contact: Mr. Geert Frere  
Phone: (32)2 7530737  
Fax: [32] 27514720  
E-mail: [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

**France**

Bollere Logistics  
4-6 Rue des Deux Cedres-Zone Cargo 3  
35700 Roissy En France

Contact: Laurent Canot  
Phone: [33] 1-49-19-1593  
Fax: [33] 1-49-19-1591  
E-mail: [laurent.canot@bollere.com](mailto:laurent.canot@bollere.com)

**Netherlands**

Fairexx Logistics for Exhibitions BV  
De Trompet 2650  
1967 DD HeemskerkThe Netherlands

Contact: Paul Van Zijl  
Phone: 31-251250060  
Fax: 31-251250065  
E-mail: [paul@fairexx.nl](mailto:paul@fairexx.nl)

**Brazil**

TTI Log International Logistics  
137 Avenue Alexandr Mackenzie  
Sao Paulo, Brazil 05323-000

Contact: Marcos Krekovski  
Phone: (+55 11) 3716-3713  
Fax:  
Email: [MarcosKrekovski@ttilog.com.br](mailto:MarcosKrekovski@ttilog.com.br)

**Germany**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**Philippines**

Alta Fairs & Exhibits  
No. 3 STA. Agueda Ave.  
Pascor Drive, Philippines

Contact: Kristine Oracion  
Phone: 632 551 4646  
Fax: 632 831 3054  
E-mail: [oracion.kristine@atn.com.ph](mailto:oracion.kristine@atn.com.ph)

**Canada**

Phoenix Int'l Business Logistics, Inc  
1201 Corbin Street  
Elizabeth, NJ 07201US

Contact: Roger Howell  
Phone: 908-355-8900  
Fax: 908-355-8883  
Email: [rhowell@phoenixlogistics.com](mailto:rhowell@phoenixlogistics.com)

**Hong Kong**

Hansen Exhibition Forwarding Ltd.  
Unit-13,13/F New Commerce Centre  
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun  
Phone: 852-2367-2303  
Fax: 852-2369-0479  
E-mail: [michael@hansenhk.com](mailto:michael@hansenhk.com)

**Portugal**

Ornofe Transitários, Lda.  
Via Carlos Mota Pinto, 74 - AU  
4470-034 Moreia - Maia, Portugal

Contact: Ricardo Fernandes  
Phone: [351]229415015/6  
Fax: [351]229415017  
E-mail: [ricardo.fernandes@ornofe.pt](mailto:ricardo.fernandes@ornofe.pt)

**China**

APT ShowFreight Shanghai  
RM 901-2, Modern Plaza Tower 1  
369 Xian Xia Road  
Shanghai, China 200336

Contact: Shirley Xing  
Phone: [86]21 6124 0090  
Fax: [86] 21 61240091  
Email: [shirley.xing@aptshowfreight.com](mailto:shirley.xing@aptshowfreight.com)

**Italy**

O.T.I.M. S.p.A. - Int'l Fairs Dept.  
I-20159 Milano - Via Porro  
Lambertenghi, 9, Italy

Contact: Chiara Rossolimo Bergamini  
Phone: [39]-02 69912255  
Fax: [39] - 02 69912231  
E-mail: [chiara.rossolimo@otim.it](mailto:chiara.rossolimo@otim.it)

**Singapore**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent  
#05-05, The Spire, Singapore 658079

Contact: Abdul Ghani  
Phone: [65]64998988  
Fax: [65]64998989  
E-mail: [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com)

**Denmark**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**Japan**

Nissin Corporation  
5, Sanbancho, Chiyoda-ku  
Tokyo, 102-8350, Japan

Contact: Exhibition Team  
Phone: 81-3-3238-6500  
Fax: 81-3-3238-6508  
Email: [exhibition@nissin-tw.com](mailto:exhibition@nissin-tw.com)

**Spain**

International Trade Shows S.A. (ITS, S.A.)  
AVDA. Eduard Corbella, 86-88  
Barcelona, E - 08440 Spain

Contact: Cristobal Cascante  
Phone: 34 93 8713954  
Fax: 34 93 8712211  
E-mail: [cristobal.cascante@itsfairs.com](mailto:cristobal.cascante@itsfairs.com)



PIBL's  
WORLDWIDE NETWORK OF AGENTS

Switzerland

BTG Suisse Ltd  
Salinenstrasse 61  
Pratteln, Switzerland CH-4133

Contact: Dominique Geiser  
Phone: 41 61 337 25 73  
Fax: 41 61 337 25 79  
[Email: Dominique.Geiser@btg-suisse.ch](mailto:Dominique.Geiser@btg-suisse.ch)

Thailand

APT Showfreight (Thailand) Limited  
11/24 Rachadapisek Road, Chongnonsee  
Yannawa, Bangkok 10120 Thailand

Contact: Hasnai Kongkaew  
Tel: +66 (0) 2285 3060 ext 201  
Fax: +66 (0) 2285 3068  
[E-mail: Hasnai@aptshowfreight.com](mailto:Hasnai@aptshowfreight.com)

Turkey

Level Uluslararası Lojistik  
ve Organizasyon Hizmetleri A.Ş.  
Yeni Bosna Merkez Mahallesi  
29 Ekim Caddesi Vizyon Park Plazaları  
Plaza 4, Ofis 507 - 34197 Bahçelievler - Istanbul

Contact: Tufan Zaman  
Phone: 90 212 603 33 35  
[E-mail: tufan.zaman@level-logistic.com](mailto:tufan.zaman@level-logistic.com)

United Kingdom

GBH Exhibition Forwarding Ltd,  
10 Orgreave Drive  
Handsworth - Sheffield  
United Kingdom - S13 9 NR

Contact: Mr. Mark Saxton  
Phone: [44] 114-269-0641  
Fax: [44] 114-269-3624  
[E-mail: mark@gbhforwarding.com](mailto:mark@gbhforwarding.com)

Vietnam

APT Showfreight Vietnam Co., Ltd  
Unit 301, 3<sup>rd</sup> Floor, Giay Viet Plaza  
180-182 Ly Chinh Thang St, Ward 9, Dist. 3  
Ho Chi Minh City, Vietnam.

Contact: Ms. Le Thi Ngoc (Tram)  
Phone: (84-8) 62905460  
Fax: (84-8) 62905406  
[E-mail: Le.Huong@aptshowfreight.com](mailto:Le.Huong@aptshowfreight.com)



# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

[ORDER ONLINE!](#)**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**G160211023**

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

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

**\$\$\$\$\$  
SAVING TIP!**

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

## Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

## Step 2. Where is the shipment going?

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

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## Step 3. How many pieces are in your shipment?

# OF CRATES: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_ # OF CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ APPROX. TOTAL WEIGHT: \_\_\_\_\_

## Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
<b>TOTAL</b>					

Is there a loading dock? ☐ Yes ☐ NoIs the building in a residential area? ☐ Yes ☐ NoDo we need a lift gate on our truck? ☐ Yes ☐ NoDo we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

## Step 5. How many labels do you need? \_\_\_\_\_

## Step 6. Who is picking up your shipment?

☐ Official Show Carrier: SHEPARD LOGISTICS ☐ Other (Truckload, Specialized) \_\_\_\_\_

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

## Step 7. What type of service is need (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight

## Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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.

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



## ADVANCED SHIPPING LABEL

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**G160211023**

Print at least one shipping 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.

<b>ADVANCED WAREHOUSE</b>	 <b>Shepard</b>
	<b>ADVANCED WAREHOUSE</b>
	<b>TO:</b>
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
<b>RUSH</b>	<b>TForce Freight - Shepard Exposition Services 45 Teledyne Pl La Vergne, TN 37086</b>
	<b>FOR: Aluminum USA</b>
	<b>Delivery Hours: Monday - Friday 8:00AM - 4:00PM</b>
	<b>First day freight can arrive without a surcharge:</b> Monday, September 25, 2023
	<b>Last day freight can arrive without a surcharge:</b> Monday, October 16, 2023



## DIRECT SHIPPING LABEL

### Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

G160211023

Print at least one shipping 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.

DIRECT TO  
SHOW SITE

RUSH

 **Shepard**

**DIRECT TO SHOW SITE**

---

**TO:**

---

(Exhibiting Company Name)

---

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
Music City Center  
700 Korean Veterans Boulevard  
Nashville, TN 37203**

**FOR:**  
**Aluminum USA**

---

**MUST NOT BE DELIVERED PRIOR TO:**  
Monday, October 23, 2022 | 8:00AM



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# MATERIAL HANDLING RATES

G160211023

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

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

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

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

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

**Blended Rates** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

### Advanced Warehouse Shipments\*\*

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, September 25, 2023

LAST DAY FREIGHT CAN ARRIVE: Friday, October 20, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$137.73	
35036	Special Handling		X	\$179.00	

### Light Weight Shipments\*\*\*\*

\*\*\*\* Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$68.75	

### Direct to Facility/Show Site Shipments\*\*\*

\*\*\* Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Monday, October 23, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$130.78	
35043	Uncrated		X	\$196.25	
35038	Special Handling		X	\$170.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

### Other Material Handling Services

CODE	ITEM	QTY		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	\$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	\$75.00	

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# MATERIAL HANDLING INFORMATION

## Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

### Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%.

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

#### Constricted Space

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

#### Stacked Shipments

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

#### Mixed Shipments

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

#### Shipment Integrity

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

#### Carpet/Pad Only

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

#### No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

#### Designated Piece Unloading

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

#### Padded Van Deliveries

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

#### Disposal Fee

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

#### Overtime/Double-time

**SURCHARGE: Overtime: 30% • Double Time: 50%**

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

#### Warehouse Overtime/Double-time

**SURCHARGE: Overtime: 30% • Double Time: 50%**

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

#### Early/Late Shipments to the Warehouse

**SURCHARGE: 25% • 35003**

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

#### Uncrated Shipments

**Rate as shown on Material Handling Rate Form**

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

#### Off-Target Deliveries

**SURCHARGE: 15% • 35004**

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

#### Marshaling Yard

**FEE: \$30 per Shipment • 35250**

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

#### Reweigh of Shipments

**FEE: \$25.00 per forklift load • 35282**

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

#### Empty Crate Storage

**FEE: \$25.00 per piece • 35105**

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

#### Light Weight Shipments

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

#### Envelope Deliveries

**FEE: \$10.50 per envelope • 35007**

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

#### Priority Empty Labels

**FEE: \$75.00 per label • 35064**

Limited quantities available on a per event basis.

#### Mobile Spotting

**FEE: \$200 per round trip**

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

# MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

**Will there be any additional charges?** Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

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

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

## How do I calculate my Light Weight shipment?

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

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

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

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

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

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

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

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

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

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

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

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

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

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

**What is and why would I need liability insurance?** Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

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

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

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

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





## Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# MACHINE RATES

C160211023

**This is for MACHINERY only.** For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

## Important Things to Know!

- Use of these specially discounted rates are for your **machinery shipments only**.\*
- Certified weight tickets** are required for all shipments.
- Mixed load shipments** without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

## For all machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days.
- Deliver your machine to your booth.
- Remove and store your empty containers.
- Return your empty containers to your booth.
- Load your outbound shipment on your carrier of choice.

## Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.

**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.

**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

**Overtime:** 30% fee for each overtime application based on ST rate

**Double Time:** 50% fee for each double time application based on ST rate

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$32.32
35993	5,001 - 10,000 lbs.		\$29.56
35994	10,001 - 20,000 lbs.		\$26.22
35995	20,001 - 30,000 lbs.		\$17.94
35996	30,001 + lbs.		\$13.46

35586	Special Handling** 2,501 - 5,000 lbs.		\$42.01
35587	Special Handling** 5,001 - 10,000 lbs.		\$38.42
35588	Special Handling** 10,001 - 20,000 lbs.		\$34.09
35589	Special Handling** 20,001 - 30,000 lbs.		\$23.32
35590	Special Handling** 30,001 + lbs.		\$17.49

\*\*A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)





**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

# MACHINE SHIPPING INFORMATION REQUEST

**G160211023**

**FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 25, 2023**

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

## Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: \_\_\_\_\_

## Step 8. Where are the pick points located on your machine?

☐ Top ☐ Bottom

## Step 2. What is the weight of each machine?

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_

5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

## Step 9. What is the weight per square foot\* of each machine?

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_

5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

\* 350 pounds per sq. ft. is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

## Step 3. What are the dimensions of each machine?

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_

5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

## Step 10. Please attach any photos or diagrams you have of your machines.

☐ Photos Attached ☐ No Photos

## Step 5. How is your machine being shipped?

☐ Flatbed ☐ Close Trailer ☐ Container

## Step 6. Do you need special equipment to unload?

☐ Extended Forklift Blades ☐ Rollers ☐ Slings

☐ Other \_\_\_\_\_

## Step 7. Do you require a forklift in your booth space to unskid, assemble, or spot machinery?

☐ Yes ☐ No

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [targets@shepardes.com](mailto:targets@shepardes.com)

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**CARTLOAD SERVICE****G160211023**

Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

**Cartload Service includes:**

Includes:

- One laborer
- One cart
- One trip (per rate listed below)

**Please remember:**

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

**Labor Hours****Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$150.00	
35152	Booth to Dock ST		\$150.00	
35153	Dock to Booth OT		\$205.00	
35154	Booth to Dock OT		\$205.00	

**TOTAL ESTIMATE** \$ \_\_\_\_\_**TAX** (All tax rates are subject to change) 9.25%**AMOUNT DUE** \$ \_\_\_\_\_

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**MOBILE SPOTTING FEE****G160211023**

## Displaying a Vehicle at the Event?

*(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)*

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

### Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

### Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

### Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

**All vehicles must be removed no later than:**

**Friday, October 27, 2023 | 12:00PM**

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

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$200.00	

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** *(All tax rates are subject to change)* 9.25%

**AMOUNT DUE** \$ \_\_\_\_\_

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

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



✓ **ALLOWED POVs INCLUDE:**

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



Please refer to the Labor Rules and Regulations page for additional information and guidelines.



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT ALLOWED IN THE DOCK AREA:**

- ✗ Trailers of any kind
- ✗ No Step Van/Box Truck
- ✗ Full Size Vans



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



✓ **ALLOWED:**

- Hand Carried Boxes



**NOT ALLOWED:**

- ✗ 2-wheel or 4-wheel Hand Carts
- ✗ Pallet Jacks





Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# FORKLIFTS & GROUND RIGGING

G160211023

**DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Labor Hours

### Straight Time (ST):

Monday - Friday | 8:00AM - 5:00PM

### Overtime (OT):

Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.

### Double Time (DT):

Saturday and Sunday 5PM - 6AM. Holidays.

### Holidays:

NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

## Step 1: Describe the work.

☐ Uncrating Materials   ☐ Spotting Equipment   ☐ Booth Work/Ground Rigging

 Will you need: ☐ Straps   ☐ Extended Blades   Weight of Heaviest Piece: \_\_\_\_\_

## Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: \_\_\_\_\_

Dismantle Date/Time: \_\_\_\_\_

## Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$280.90	\$323.05	\$361.80	
35039	OT Hourly Rental		\$353.05	\$406.00	\$454.70	
35067	DT Hourly Rental		\$425.25	\$489.05	\$547.75	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$561.75	\$646.00	\$723.50	
35049	OT Hourly Rental		\$706.15	\$812.05	\$909.50	
35069	DT Hourly Rental		\$850.50	\$978.05	\$1,095.40	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$702.20	\$807.55	\$904.45	
35456	OT Hourly Rental		\$882.65	\$1,015.05	\$1,136.85	
35457	DT Hourly Rental		\$1,063.15	\$1,222.60	\$1,369.30	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$842.65	\$969.05	\$1,085.35	
35066	OT Hourly Rental		\$1,059.20	\$1,218.10	\$1,364.25	
35070	DT Hourly Rental		\$1,275.75	\$1,467.10	\$1,643.15	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,123.50	\$1,292.00	\$1,447.05	
35256	OT Hourly Rental		\$1,412.25	\$1,624.10	\$1,819.00	
35257	DT Hourly Rental		\$1,701.00	\$1,956.15	\$2,190.90	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$421.30	\$484.50	\$542.65	
35594	OT Hourly Rental		\$529.60	\$609.05	\$682.15	
35595	DT Hourly Rental		\$637.90	\$733.60	\$821.65	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$656.25	\$754.70	\$845.25	
68121	Scissor Lift Removal		\$656.25	\$754.70	\$845.25	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$137.50	\$158.15	\$177.15	
35086	OT Hourly Rental		\$206.25	\$237.20	\$265.65	
35099	DT Hourly Rental		\$275.00	\$316.25	\$354.20	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$110.00	\$126.50	\$141.70	
35100	OT Hourly Rental		\$165.00	\$189.75	\$212.50	
35101	DT Hourly Rental		\$220.00	\$253.00	\$283.35	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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


 Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**ON-SITE STORAGE****G160211023**

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

**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).

**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).

**Step 1. Complete exhibiting company information.**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

ON-SITE CONTACT NAME: \_\_\_\_\_ ON-SITE 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 2. Choose the type of storage to fit your needs.**

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

**Accessible Storage****STEP 1:**

CODE	ITEM	QTY		COST PER DAY		NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		X	\$35.00	X		=	
35349	1/2 Trailer		X	\$80.00	X		=	
35348	Full Trailer		X	\$120.00	X		=	

**STEP 2:**

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$110.00	X		=	
35100	Labor - Overtime	\$165.00	X		=	
35101	Labor - Double Time	\$220.00	X		=	

**STEP 3:** Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

**Secure Storage****STEP 1:**

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X		=	

**STEP 2:**

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$110.00	X		=	
35100	Labor - Overtime	\$165.00	X		=	
35101	Labor - Double Time	\$220.00	X		=	

**STEP 3:** Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Only Shepard personnel are allowed to operate mechanical equipment. 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. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

# BOOTH & CARPET CLEANING

**G160211023****ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted 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. Minimum 100 square foot order for all cleaning services.

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

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

## Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.48	\$0.55	\$0.60	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.40	\$0.45	\$0.50	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$0.96	\$1.10	\$1.25	
47056	400-900 sq. ft.		\$0.85	\$1.00	\$1.10	
47057	900+ sq. ft.		\$0.80	\$0.90	\$1.00	

## Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.50	\$0.60	\$0.65	
47031	Daily Porter		\$1.00	\$1.15	\$1.30	

## Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.60	\$0.70	\$0.80	
47022	Mop Daily		\$1.10	\$1.25	\$1.40	
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$141.85	\$163.15	\$182.75	
47044	Daily		\$257.91	\$296.60	\$332.20	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



# EXHIBIT DISINFECTING SERVICES

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**G160211023**

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

### Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$147.29	\$169.40	\$189.75	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$267.79	\$307.95	\$344.90	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open.

Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$133.90	\$154.00	\$172.50	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to [orders@shepardes.com](mailto:orders@shepardes.com). Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

### Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$0.96	\$1.10	\$1.25	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

# BULK WASTE REMOVAL

**G160211023****ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

**This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.**

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

## Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$412.15	\$473.95	\$530.80	

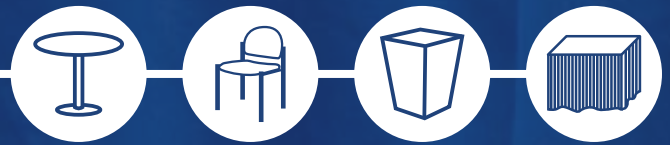
Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

# SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.  
**With Shepard, You Can.**

# TABLES

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

## UNSKIRTED



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



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



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



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



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



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

## SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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

# CHAIRS

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

## STOOLS & CHAIRS WITH ARMS

---



**Director's Stool**  
#51090  
Black Fabric,  
Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with  
Back, Grey Fabric



**Director's Chair**  
#51086  
Black Fabric,  
Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair,  
Grey Fabric

## CHAIRS WITHOUT ARMS

---



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair,  
Grey Fabric

# DISPLAYS

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

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



**2' x 8' Grid with Legs**  
#50236  
2' x 8'  
Chrome  
Also Available Without  
Legs (#50237)



**3.5' x 8' Slatwall**  
#66147  
3.5' x 8'  
Grey



**8' x 4' & 4' x 8' Peg Board**  
# 66148 (horz)  
8' x 4'  
  
#66149 (vert)  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



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

## UPRIGHT, CROSSBARS & DRAPERY



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



**6' - 10' Crossbar**  
#50349  
1 3/4" D



**7' - 12' Crossbar**  
#50348  
1 3/4" D



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



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



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



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

## BARRIER

# DISPLAYS & SHOWCASES

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## FOR SIGNS & LITERATURE



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



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



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



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



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

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

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

## EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

## PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

## PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

## VINYL - CUSTOM ORDER ONLY



Rosemary  
Stone

Snow

Maple

Silverwood

Walnut

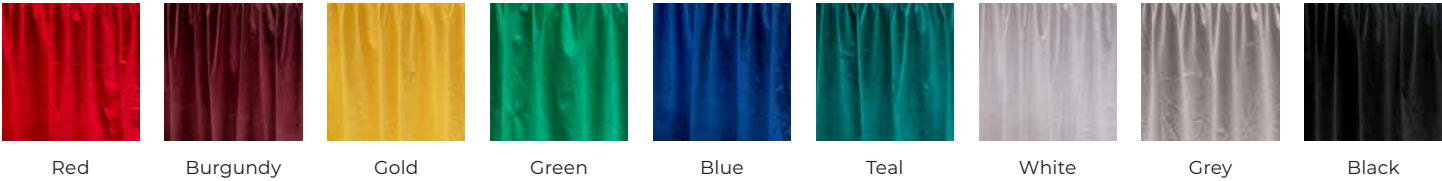
Barnwood



# SKIRT & DRAPE

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

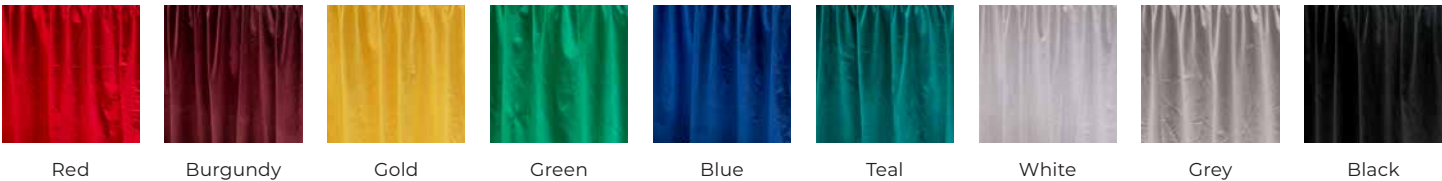
## SKIRT



## SKIRT - SPANDEX



## DRAPE







Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

## STANDARD FURNISHINGS

C160211023

## ONLINE &amp; DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Tables

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

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$164.70	\$189.40	\$212.15	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$202.40	\$232.75	\$260.70	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$256.60	\$295.10	\$330.50	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$200.20	\$230.25	\$257.90	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$256.35	\$294.80	\$330.20	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$301.60	\$346.85	\$388.45	
50052	4th Side Skirt for 30" High Table			\$100.10	\$115.10	\$128.90	
50171	4th Side Skirt for 42" High Table			\$100.10	\$115.10	\$128.90	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$111.85	\$128.65	\$144.10	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$133.35	\$153.35	\$171.75	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$157.25	\$180.85	\$202.55	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$125.85	\$144.75	\$162.10	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$157.25	\$180.85	\$202.55	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$175.45	\$201.75	\$225.95	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$281.65	\$323.90	\$362.75	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$263.35	\$302.85	\$339.20	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$132.55	\$152.45	\$170.75	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$132.55	\$152.45	\$170.75	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$344.55	\$396.25	\$443.80	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$359.20	\$413.10	\$462.65	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$285.95	\$328.85	\$368.30	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$285.95	\$328.85	\$368.30	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$285.95	\$328.85	\$368.30	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$285.95	\$328.85	\$368.30	

## Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$101.90	\$117.20	\$131.25	
50021	Arm Chair Grey Fabric		n/a	\$139.00	\$159.85	\$179.05	
50024	Stool with Back Grey Fabric		n/a	\$169.30	\$194.70	\$218.05	
51086	Director's Chair Black Fabric		n/a	\$105.15	\$120.90	\$135.40	
51090	Director's Stool Black Fabric		n/a	\$188.20	\$216.45	\$242.40	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$205.30	\$236.10	\$264.45	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$168.60	\$193.90	\$217.15	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

## SPECIALTY, DISPLAYS &amp; DRAPERY

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$56.45	\$64.90	\$72.70	
50245	Literature Rack Silver, Glass		n/a	\$208.20	\$239.45	\$268.20	
50175	Bag Rack, Chrome		n/a	\$275.75	\$317.10	\$355.15	
50092	Coat Rack, Chrome		n/a	\$97.90	\$112.60	\$126.10	
50093	Garment Rack, Chrome		n/a	\$275.75	\$317.10	\$355.15	
50427	Tensabarrier, Per Stem, Black		n/a	\$116.30	\$133.75	\$149.80	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$128.40	\$147.65	\$165.35	
50185	Drawing Bowl, Clear		n/a	\$51.75	\$59.50	\$66.65	
50296	4' x 12" Display Riser White and Black		n/a	\$116.45	\$133.90	\$149.95	
50297	6' x 12" Display Riser White and Black		n/a	\$144.90	\$166.65	\$186.65	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$439.75	\$505.70	\$566.40	
50067	4' Full View Showcase, White		n/a	\$1,039.05	\$1,194.90	\$1,338.30	
50068	6' Full View Showcase, White		n/a	\$1,145.90	\$1,317.80	\$1,475.95	
50069	4' Quarter View Showcase, White		n/a	\$1,039.05	\$1,194.90	\$1,338.30	
50070	6' Quarter View Showcase, White		n/a	\$1,145.90	\$1,317.80	\$1,475.95	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$336.45	\$386.90	\$433.35	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$336.45	\$386.90	\$433.35	
50236	Grids 2' x 8' with Legs, Each		n/a	\$248.55	\$285.85	\$320.15	
50237	Grid 2' x 8' without Legs, Each		n/a	\$186.10	\$214.00	\$239.70	
50242	7-Ball Waterfall for Grids		n/a	\$17.10	\$19.65	\$22.00	
50104	6" Hooks (12) for Peg Boards		n/a	\$50.55	\$58.15	\$65.15	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$26.40	\$30.35	\$34.00	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$19.60	\$22.55	\$25.25	
50088	8' Upright with Base		n/a	\$36.45	\$41.90	\$46.95	
52065	3' Upright with Base		n/a	\$36.45	\$41.90	\$46.95	
50349	6'-10' Crossbar		n/a	\$24.20	\$27.85	\$31.20	
50348	7'-12' Crossbar		n/a	\$24.20	\$27.85	\$31.20	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$22.55	\$25.95	\$29.05	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

FLOORING

C160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, SEPTEMBER 25, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	<b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$11.15	\$12.80	\$14.35	

AVAILABLE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03), Electric Blue (91), Navy (22), Crimson (74) \*\*\* Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	<b>Premium Vinyl** (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$14.40	\$16.55	\$18.55	
46007	<b>1/2" Padding for Vinyl (per sq. ft.)***</b>		n/a	\$5.25	\$6.05	\$6.80	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Walnut (39), Barnwood (85) \*\*\* Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	<b>Premium Carpet - 28 oz. Rental/Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$8.00	\$9.20	\$10.30	
46003	<b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$7.00	\$8.05	\$9.00	
46002	<b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$19.75	\$22.70	\$25.40	

100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Black (06), Deep Navy (22), Silver Cloud (18), Charcoal (17), Red (01), Beige (14) \*\*\* Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	<b>Expo Carpet - 13 oz. (Regular &amp; Speical Cut) 10' x 10'</b>			\$281.35	\$323.55	\$362.40	
50256	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b>			\$525.00	\$603.75	\$676.20	
50257	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b>			\$783.05	\$900.50	\$1,008.55	
50258	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b>			\$1,041.15	\$1,197.30	\$1,341.00	
50400	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 15'</b>		Tuxedo ONLY	\$492.35	\$566.20	\$634.15	

RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	<b>Special Cut 0-399 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.40	\$6.20	\$6.95	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.00	\$5.75	\$6.45	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$4.50	\$5.15	\$5.75	

RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Order Special Cut when it is important that dye lots match.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	<b>1/2" Padding</b>		n/a	\$1.45	\$1.65	\$1.85	
50008	<b>1" Padding</b>		n/a	\$2.80	\$3.20	\$3.60	
50010	<b>Visqueen</b>		n/a	\$0.35	\$0.40	\$0.45	

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.

Interested in Elevated Hardwood? Contact us for a quote at: [exhibits@shepardes.com](mailto:exhibits@shepardes.com).

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ \_\_\_\_\_

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



CORT®

EVENTS

# TRADESHOW

FURNISHINGS | 2022

# Powered Seating



## Naples Collection



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

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

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



## Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



## Tech Tablet Chair

**TCHGRY Tech Tablet Chair**  
(gray vinyl, white metal tablet, chrome base)

30.5" L 29" D 33.5" H

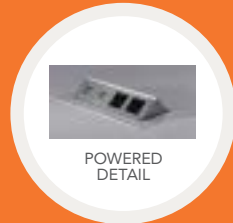
*Also available without tablet (TCHP).*



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.

# Powered Communal Tables



## Ventura Bar Tables, Powered

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



### Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

## Ventura Cafe Tables, Powered

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



B.



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



D.



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



# Powered Tables

## Sydney Powered Cocktail Tables



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

**30" Round Cafe/Bar  
Tables, Powered**  
**P30CWH Cafe** (30" RND 29"H)  
**P30BWH Bar** (30" RND 42"H)  
(white top, black)



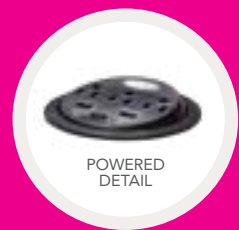
## Wireless Charging Table

**CUBPOW Wireless  
Charging Table, Powered**  
(white, AC plug-in) 20"L 20"D 18"H  
Mobile devices must have Qi  
wireless charging capability.



**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 ⚡ Desks & Conference Tables



**Tech Powered Desk & File Cabinet**  
(black metal, laminate)

**A) TECH Tech Desk, Powered**  
60" L 30" D 30" H

**B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet**  
60" L 30" D 30" H

**C) TECH3 3 Drawer File Cabinet on Castors**  
16" L 20" D 28" H



C.

D.



E.



F.



**Powered Conference**  
**Tables 5', 8', 10'** (black top, silver)  
**D) BKCT5P 5'** 60" L 48" D 29" H  
**E) BKCT8P 8'** 96" L 48" D 29" H  
**F) BKC10P 10'** 120" L 48" D 29" H

*Also available without power.*

**Non-Powered Conference**

**Tables 5', 8', 10'**

(black top, silver)

**BKCT5N 5'** 60" L 48" D 29" H

**BKCT8N 8'** 96" L 48" D 29" H

**BKC10N 10'** 120" L 48" D 29" H

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



# Powered Products



## Village Charging Hub



**VILHUB**  
**Village Charging Hub**  
(cream)  
12"L 12"D 28.25"H



POWERED  
DETAIL



**Styling Tip:**  
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

# Powered Pedestals

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



POWERED  
DETAIL

## Powered Locking Pedestals

White  
**PDL36W** 24"L 24"D 36"H  
**PDL42W** 24"L 24"D 42"H

Black  
**PDL36B** 24"L 24"D 36"H  
**PDL42B** 24"L 24"D 42"H



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.

# Soft Seating Collections

## Valencia

**VALCHA Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H

**VALSOF Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H



### Level The Field!:

Low and casual seating makes clients more comfortable and open to learn about your product.

## Sterling

**STESOF Sofa**  
(gray fabric)  
82"L 33.5"D 32"H

**STECHA Chair**  
(gray fabric)  
33"L 33.5"D 32"H



# Soft Seating Collections

## Cordoba

**COCHTP Chair**  
(taupe fabric, black)  
37"L 32"D 33"H

**COLVTP Loveseat**  
(taupe fabric, black)  
60.5"L 32"D 33"H



## Fairfax

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

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





# Soft Seating Collections

## Allegro

**CHR002 Chair**  
(blue fabric)  
36"L 34.5"D 30"H

**SFA002 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



## Palm Beach

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



## Key Largo

**KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H

**KEYCHR Chair**  
(black fabric)  
35"L 35"D 34"H

**KEYLOV Loveseat**  
(black fabric)  
57"L 35"D 34"H



# Soft Seating Collections


## Baja

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

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

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



Powered Products 



## Naples

**NPLCHR Chair, Standard arms**  
(black vinyl)  
36"L 30"D 33.25"H  
Powered option available (NPLCHP).

**NPLSOF Sofa, Standard arms**  
(black vinyl)  
87"L 30"D 33.25"H  
Powered option available (NPLSOP).

**NPLLLOV Loveseat, Standard arms**  
(black vinyl)  
62"L 30"D 33.25"H  
Powered option available (NPLLLOP).

**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.

# Accent Chairs



Bowery  
**BOWCHA Swivel Chair**  
(ochre fabric, chrome)  
29.75" L 31" D 27.25" H



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



Brooklyn Meeting  
**BNMCSW Swivel Chair**  
(white vinyl, black)  
24.5" L 25.5" D 31.75" H

Make it •  
**SWIVel**



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



Wentworth  
**WENCHASwivel Chair**  
(brown vinyl, black)  
31" L 24" D 31.5" H



10'x20' - Meeting Booth



# Accent Chairs

Montreal  
**MONCHA Chair**  
(blue, black metal)  
30"L 23.25"D 30"H



Lena  
**LENCHA Chair**  
(moss green leather, bronze)  
27"L 25"D 31"H



Madrid  
**BCW Chair**  
(white, chrome)  
30"L 30"D 31"H

## Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

Brooklyn  
**BNMCOW Chair**  
(white vinyl, oak-look)  
24.5"L 25.5"D 31.75"H



A.



B.



C.



D.



E.



F.

**A) TCHP Tech Chair, No Tablet**  
(gray vinyl, chrome base)  
30.5"L 29"D 33.5"H

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

**C) CNTCHR Century Chair**  
(gray velvet) 30"L 30"D 31"H

**D) ATHCHA Atherton Chair**  
(distressed brown leather, blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive Guest Chair**  
(black vinyl) 24"L 26"D 36"H

**F) PASCHR Pasadena Chair**  
(white molded plastic w/ chrome tower base) 27"L 25"D 26"H



# CHAIRS

24.5"L 25.5"D 31.75"H



A) BNM<sup>COW</sup> Brooklyn Meeting Chair (white vinyl, oak-look)  
B) BNM<sup>CSW</sup> Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.





M A R I N A



# CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

# Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

**C) SC3 Brewer Chair**  
(onyx, black) 20"L 20"D 32"H

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

**E) ZENCHR Zenith Chair**  
(white, chrome)  
18.25"L 22"D 32"H

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

**G) SC10 Razor Armless Chair**  
(white) 15.5"L 23.5"D 30.5"H

**H) OCMWHT Meeting Chair**  
(white vinyl, wenge)  
25.5"L 23.5"D 34"H

**Malba Chair**  
**I) MALGRN** (green, chrome)  
**J) MALGRY** (gray, chrome)  
20"L 20"D 32"H

**Blade Chair**  
**K) BLDCSB** (sky blue)  
**L) BLDCRD** (red)  
20.5"L 19"D 30.5"H



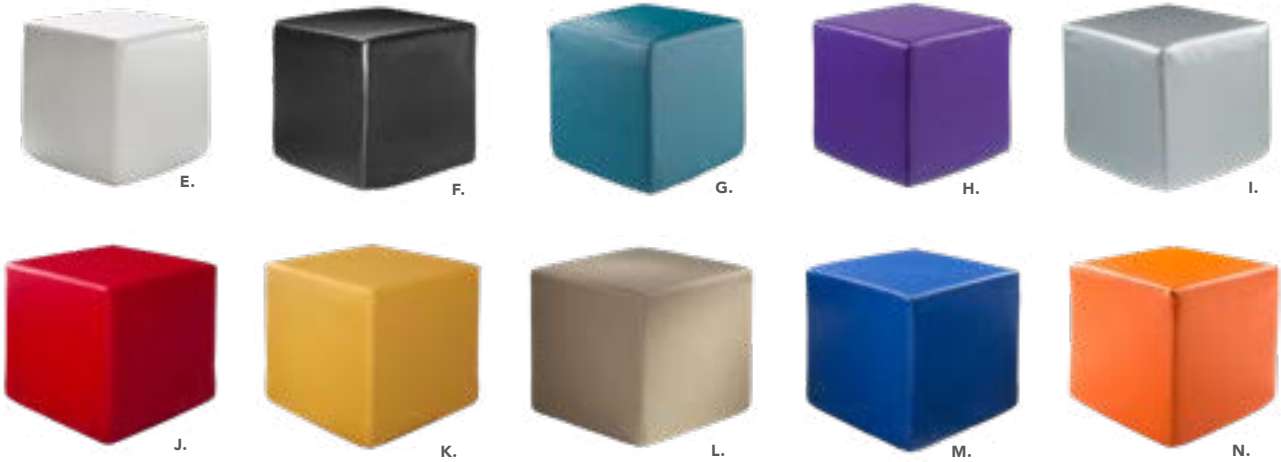
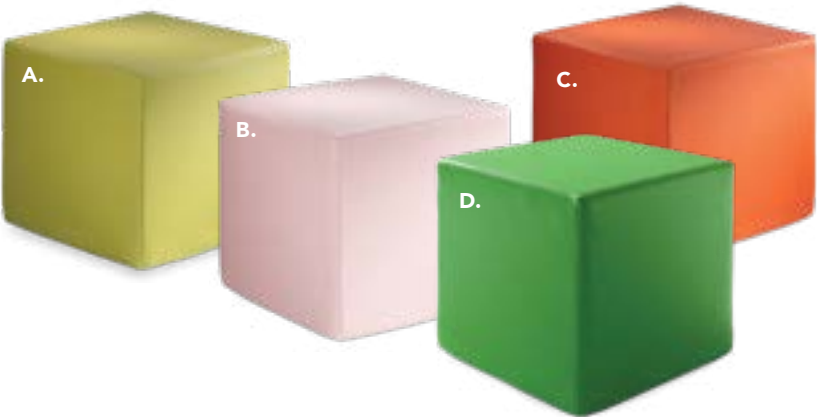
**Provide a Pop!**

Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

OTTOMANS

18"L18"D18"H



- A) VIB14** (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)  
**D) VIB01** (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)  
**H) VIB13** (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)  
**L) VIB15** (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)





BEVERLY

# SMALL BENCH

OTTOMANS  
30"L20"D18"H



- A) BVSMOR (orange fabric) B) BVSMGN (olive green fabric) C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl) E) BVSMBL (ocean blue fabric) F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric) H) BVSMLN (linen fabric) I) BVSMLV (lavender fabric)
- J) BVSMRD (red fabric) K) BVSMYL (yellow fabric)



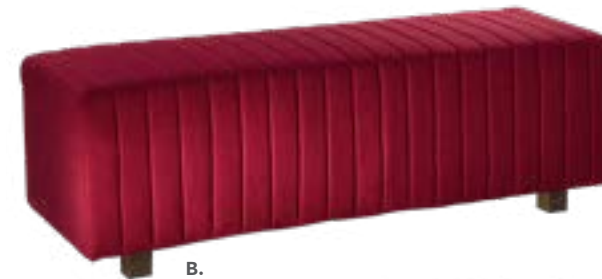
# BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

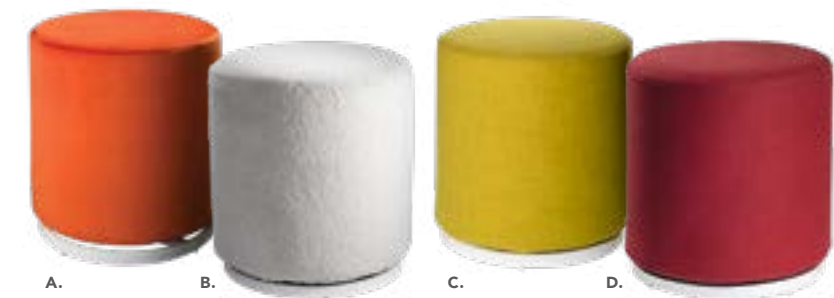
**A) BVLYWH** (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)  
**E) BVLYBK** (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



# SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR016** (ivory faux sheep fur) **C) MAR009** (pear yellow fabric)  
**D) MAR005** (red fabric) **E) MAR001** (white vinyl) **F) MAR006** (rose quartz fabric) **G) MAR007** (plum fabric)  
**H) MAR010** (blue fabric) **I) MAR002** (gray fabric) **J) MAR003** (linen fabric) **K) MAR004** (raspberry fabric)  
**L) MAR008** (meadow green fabric) **M) MAR015** (black vinyl) **N) MAR012** (forest green vinyl)  
**O) MAR013** (teal velvet) **P) MAR014** (distressed brown vinyl)



# Ottomans



Squares  
**Endless**  
**END02B** (black vinyl, chrome)  
**END02W** (white vinyl, chrome)  
34"L 34"D 15"H



Curved  
**Endless**  
**END01W** (white vinyl, chrome)  
**END01B** (black vinyl, chrome)  
60.5"L 37.5"D 15"H



## Demo Down

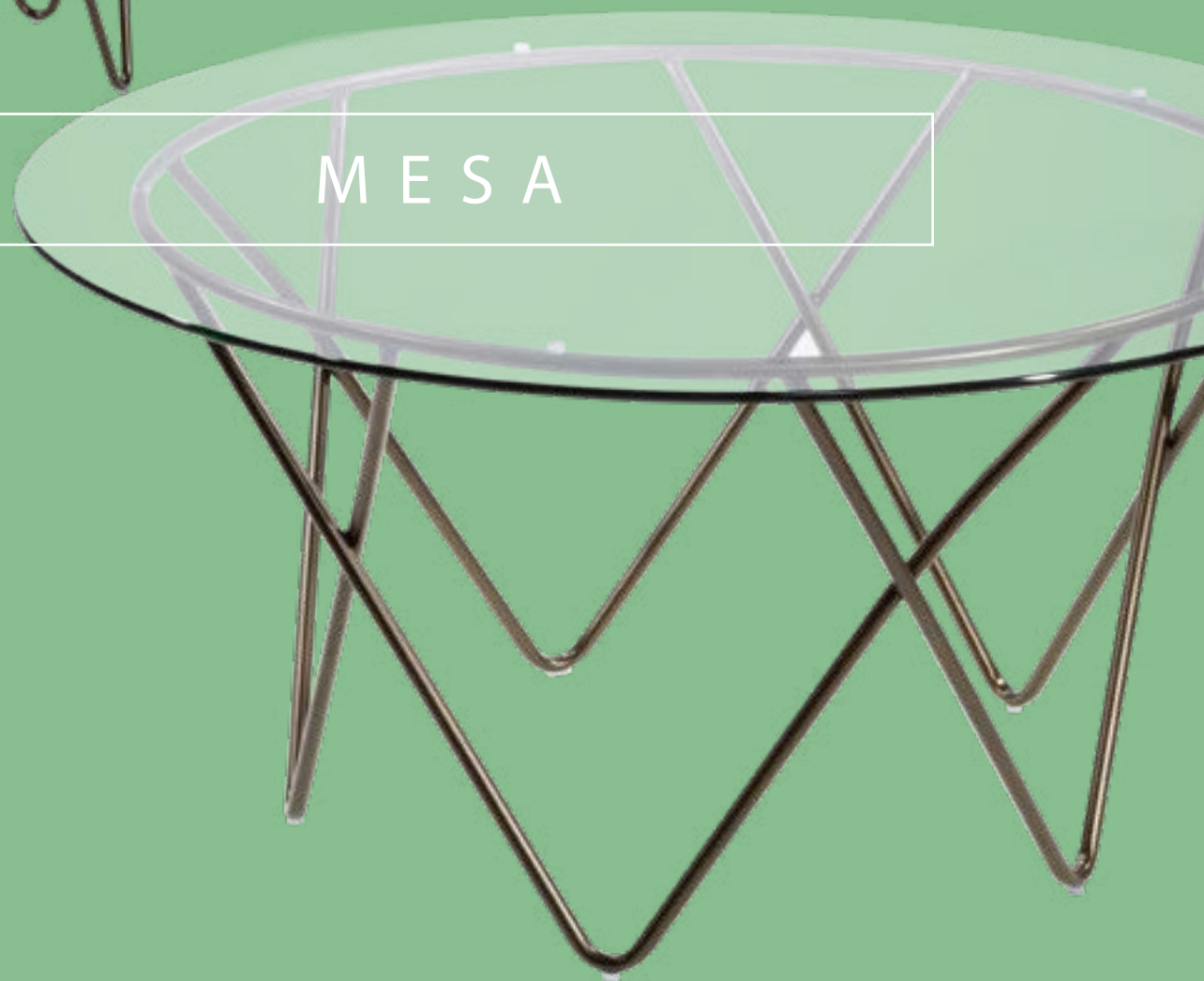
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench  
**REGBEN Regis**  
(brushed metal)  
47"L 15.5"D 16"H





M E S A



# ACCENT

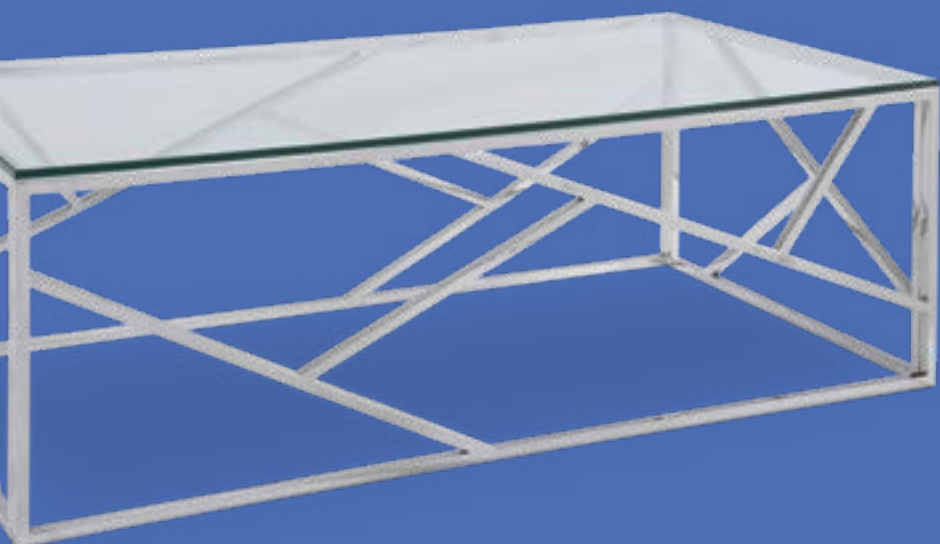
COCKTAIL & END TABLES  
32.25" RND 17.25" H | 20.5" RND 21.25" H



**A) MESCTW Cocktail Table / B) MESETW End Table** (barnwood top)  
**C) MESCTB Cocktail Table / D) MESETB End Table** (black top)  
**E) MESCTG Cocktail Table 36" RND / F) MESETG End Table 24" RND** (glass top)

All frames bronze finish.





A L O N D R A



# ACCENT

COCKTAIL & END TABLES

47"L 24"D 16"H | 20"L 20"D 20"H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)  
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



G E O



# ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H  
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



SYDNEY



# ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



**Cocktail Tables** A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)  
**End Tables** E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.

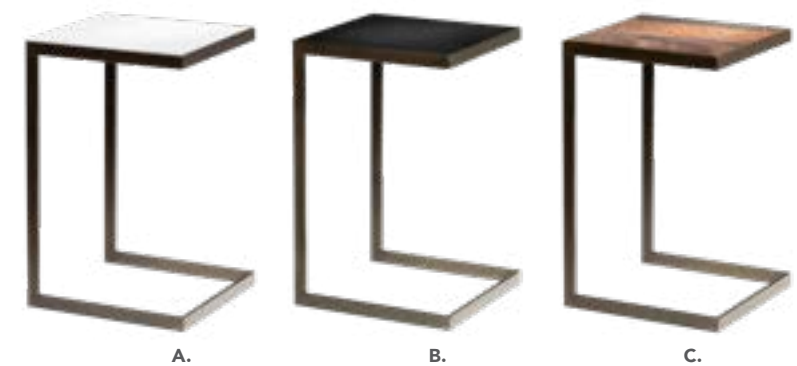


TAOS | SEDONA

# SIDE

## TABLES

15.75 "L 15.75 "D 24 "H

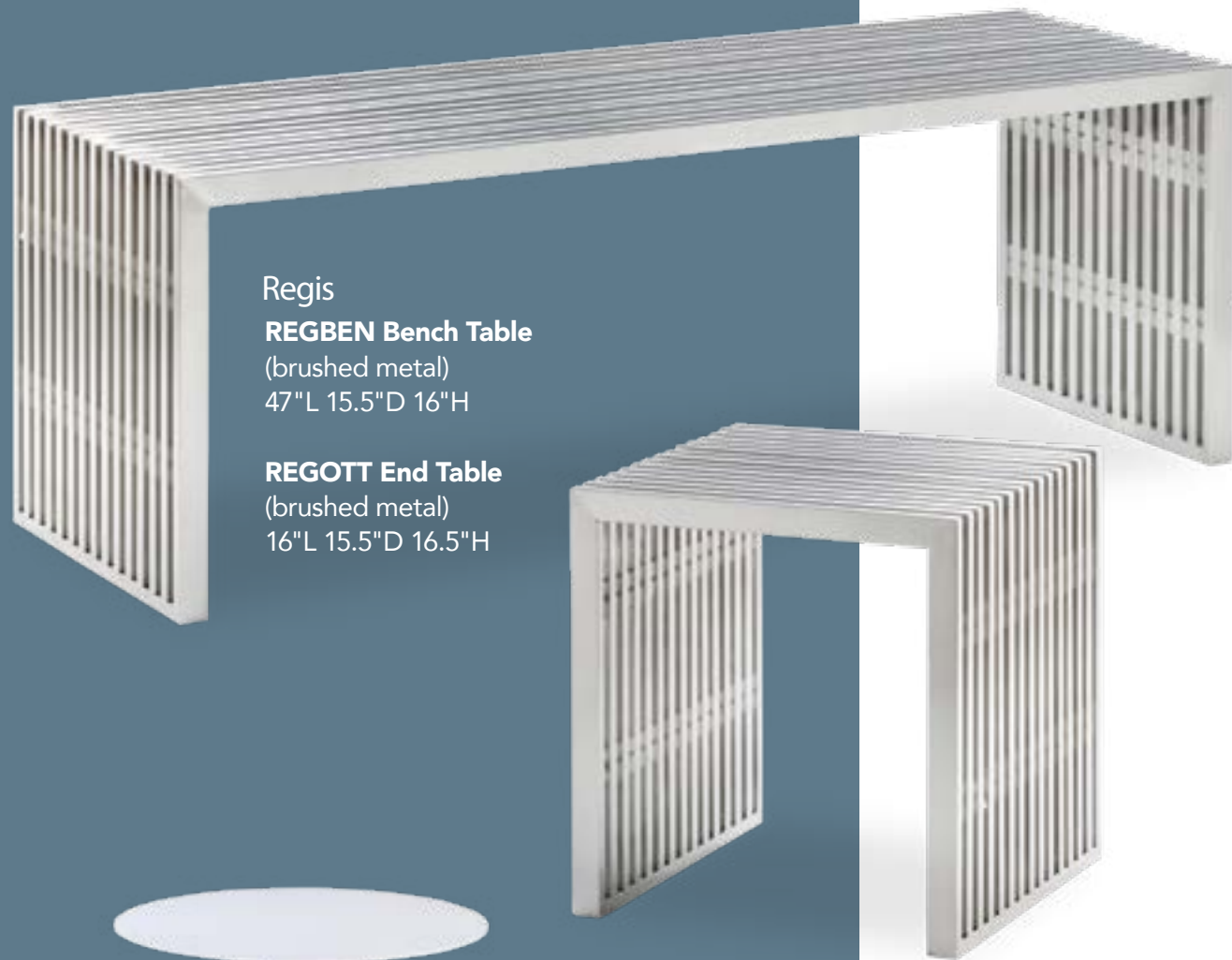


**Taos Tables** **A) TAOBWH** (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)  
**Sedona Tables** **D) SEDBWH** (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.



# Accent Tables



Regis  
**REG BEN Bench Table**  
(brushed metal)  
47"L 15.5"D 16"H

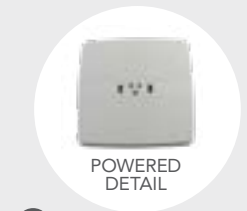
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



Aura  
**AURA Round Table**  
(white metal)  
15"RND 22"H



Timber  
**TMBTBL End Table**  
(wood)  
16"RND 17"H



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

## Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado  
**C1E Cocktail Table**  
(glass top, chrome)  
36"RND 17"H  
**E1E End Table**  
(glass top, chrome)  
24"RND 22"H

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

# Bar & Cafe Tables



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

## Bar Tables

Standard Black Base

30" RND 42"H

**VTJ** (graphite nebula top)

**VTK** (maple top)

**VTB** (red top)

**30WH42** (white top)

**30WDBB** (barnwood top)

**30BKSB** (black top)

**30AGBB**

(brushed gunmetal top)

**30OSBB** (orange top)

**VTA**

(Madison/gray acajou top)

**30BEBB** (blue top)

**30YBBB** (brushed yellow top)

**30GSBB** (green top)

36" RND 42"H

**VTN** (graphite nebula top)

**VTP** (maple top)

**VTW** (white top)

**36BKSB** (black top)

## Bar Tables

Hydraulic Chrome Base

30" RND 45"H

**30GRHB**

(graphite nebula top)

**30MTHB** (maple top)

**30BRHB** (red top)

**30WHHB** (white top)

**30WDHB** (barnwood top)

**30BKHB** (black top)

**30AGHB**

(brushed gunmetal top)

**30OSHB** (orange top)

**30MAHB**

(Madison/gray acajou top)

**30BEHB** (blue top)

**30YSHB** (brushed yellow top)

**30GSHB** (green top)

36" RND 45"H

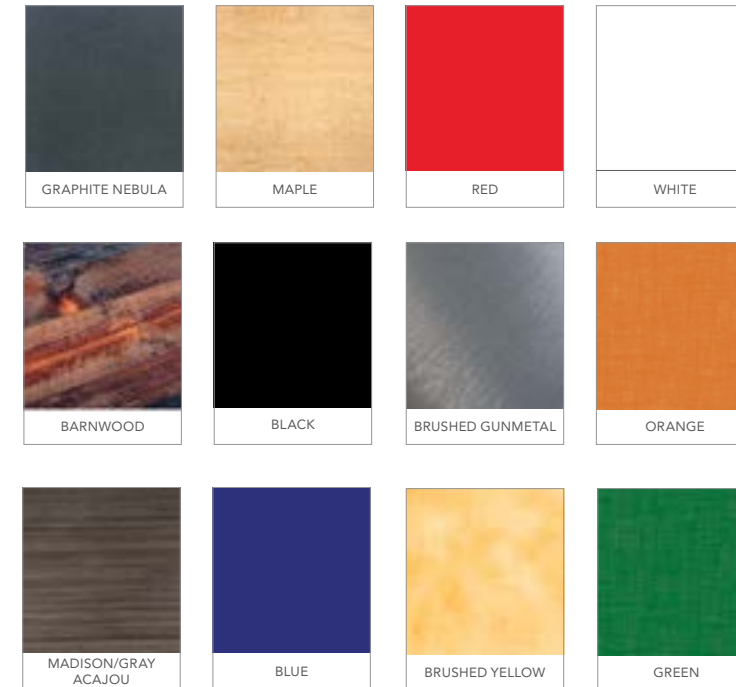
**36GRHB** (graphite nebula)

**36MTHB** (maple top)

**36WTHB** (white)

**36BKHB** (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



## Create Space

Mix and match table tops with base options to create the perfect combination for your needs.

**30" Round Cafe/Bar Tables, Powered** ⚡  
**P30BWH Bar**  
(30" RND 42"H)  
**P30CWH Cafe**  
(30" RND 29"H)  
(white top, black)



## Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

**30GRHC** (graphite nebula top)

**30MTHC** (maple top)

**30BRHC** (red top)

**30WHHC** (white top)

**30WDHC** (barnwood top)

**30BKHC** (black top)

**30AGHC** (brushed gunmetal top)

**30OSHC** (orange top)

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

**30BEHC** (blue top)

**30YSHC** (brushed yellow top)

**30GSHC** (green top)

36" RND 29"H

**36GRHC** (graphite nebula top)

**36MTHC** (maple top)

**36WTHC** (white top)

**36BKHC** (black top)

## Cafe Tables

Standard Black Base

30" RND 29"H

**ZTJ** (graphite nebula top)

**ZTK** (maple top)

**ZTB** (red top)

**30WH29** (white top)

**30WDBC** (barnwood top)

**30BKSC** (black top)

**30AGBC** (brushed gunmetal top)

**30OSBC** (orange top)

**ZTA** (Madison/gray acajou top)

**30BEBC** (blue top)

**30YSBC** (brushed yellow top)

**30GSBC** (green top)

36" RND 29"H

**ZTN** (graphite nebula top)

**ZTP** (maple top)

**ZTQ** (white top)

**36BKSC** (black top)



M A R I N A



# BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

**A) MARBBE** (ocean blue fabric) **B) MARBBR** (brown fabric)  
**C) MARBRD** (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.





LIFT

# BARSTOOL

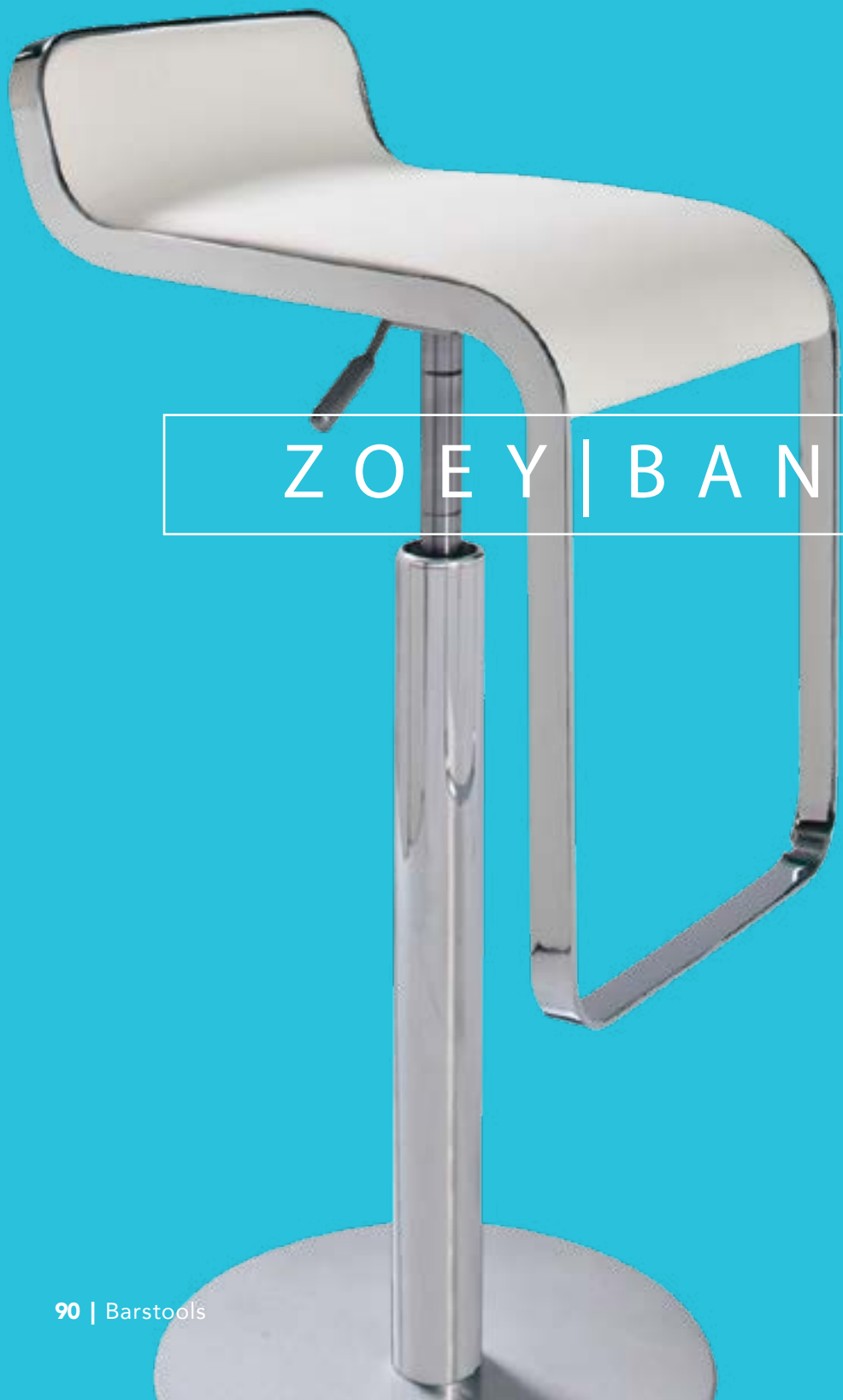
COLLECTION  
15 "RND23 - 33.5 "H



**A) ROLLWH** (white vinyl) **B) ROLLRD** (red vinyl)  
**C) ROLLBL** (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish. Adjustable height.





ZOEY | BANANA

# BARSTOOL

COLLECTIONS



A.



B.



C.



**Zoey Barstool** 15"L 16"D 30-34.75"H **A) BS002** (white, adjustable height)  
**Banana Barstool** 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

# Barstools Styles



Blade  
**BLDBRD** (red)  
**BLDBSB** (sky blue)  
20.5"L 20"D 40.5"H



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



A.



B.



C.



D.



E.

**A) XBAR Christopher Barstool**  
(white vinyl, chrome)  
19"L 19"D 41"H

**B) BS001 Shark Barstool**  
(white, chrome, adjustable height)  
22"L 19"D 34-44"H

**C) BSR Syntax Barstool**  
(black, chrome)  
23"L 19"D 43.25"H

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

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



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

## Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.



# Executive Seating

Pro High Back  
Executive Chairs  
A) PROEXE  
(white vinyl, chrome)

B) PROEXB  
(black vinyl, chrome)

25"L 24"D 45-48"H  
Adjustable height



Pro Mid Back  
Executive Chairs  
C) PROMID  
(white vinyl, chrome)

D) PROMDB  
(black vinyl, chrome)

24"L 22"D 36.75-39.75"H  
Adjustable height



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



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



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



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





42" ROUND



# CONFERENCE

TABLES  
42" RND 29" H



**A) CONF42** (white top) **B) CB8** (Madison/gray acajou top)  
**C) 42BKCT** (black top)

All bases black finish.



G E O



# CONFERENCE

## TABLES



**Rounded Square Tables** 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)  
**Rectangular Tables** 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)



# Conference Tables

## Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Dividers | pg 122



A.



B.

## Madison Conference Tables

(gray acajou top)

A) MADC05 5' 60"L 48"D 29"H

B) MADC08 8' 96"L 60"D 29"H

C) MADC10 10' 120"L 48"D 29"H

C.



## Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



## Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.

## Black Conference Tables 5', 8', 10'

(black top, silver)

A) BKCT5N 5' 60"L 48"D 29"H

B) BKCT8N 8' 96"L 48"D 29"H

C) BKCT10N 10' 120"L 48"D 29"H

Also available with power.



C.





# MADISON



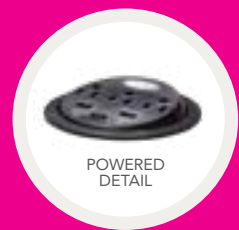
10'x20' - Madison Presentation Booth

## EXECUTIVE DESK & STORAGE



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

# Powered ⚡ Desks & Conference Tables



## Tech Powered Desk & File Cabinet

(black metal, laminate)

### A) TECH Tech Desk, Powered

60" L 30" D 30" H

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

60" L 30" D 30" H

### C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



C.

D.



## Powered Conference

### Tables 5', 8', 10'

(black top, silver)

D) BKCT5P 5' 60" L 48" D 29" H

E) BKCT8P 8' 96" L 60" D 29" H

F) BKCT10P 10' 120" L 48" D 29" H

Also available without power.

## Non-Powered Conference

### Tables 5', 8', 10'

(black top, silver)

BKCT5N 5' 60" L 48" D 29" H

BKCT8N 8' 96" L 60" D 29" H

BKCT10N 10' 120" L 48" D 29" H

E.



F.



**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.



# Ventura

## Powered & Communal Tables



**Powered Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"  
**A) VNTBLK** (black top)  
**B) VNTWHT** (white top)

**Communal Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**C) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**D) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**E) VNTBNP** (solid)



### TABLE TOP OPTIONS

Colors not available in all table options.  
Please check options listed.



**Powered Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
**F) VNTCBK** (black top)  
**G) VNTCWH** (white top)



**Communal Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)



**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.

# Office Accessories & Decor

## Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



Boxwood Hedge  
**A) HDG7FT**  
 Boxwood Hedge, 7'  
 36.5"L 12"D 84"H  
**B) HDG4FT**  
 Boxwood Hedge, 4'  
 46"L 9"D 47"H



20'x20' -  
Executive Meeting Booth

**Accent Chairs** | p 36  
**Executive Seating** | p 98  
**Conference Tables** | p 104  
**Boxwood Hedges** | p 116  
**Dividers** | p 122



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



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

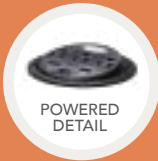


Divider, Freestanding  
Whiteboard  
**DIVFWB** (silver, white)  
 39"L 9"D 72"H





# Midtown Counter & Bar



Powered Counter ⚡  
60”L 18”D 42”H (taupe glass top, pewter)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



**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.



20'x20' - Midtown  
Greenery Booth  
**Accent Chairs** | p 36  
**Accent Tables** | p 64  
**Bar & Cafe Tables** | p 80  
**Barstool Collections** | p 84  
**Boxwood Hedges** | p 116

Bar  
60”L 18”D 42”H (taupe glass top, pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)





# Boxwood Hedges

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

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



Accent Chairs | p 36  
Accent Tables | p 64

## Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.



Bar & Cafe Tables | p 80  
Barstool Collections | p 84



# Dividers

## Clear Dividers

### A) DIVFRE Freestanding

(Silver, Clear) 39"L 1.5"D 72"H

### B) DIVFWL Freestanding Wall Unit

(Silver, Clear) 40"L 1.5"D 72"H

### C) DIVFCR Freestanding Corner

(Silver, Clear) 39"L 39"D 72"H



Bar & Cafe Tables | p 80  
Barstool Collections | p 84



Bars | p 114



## Clear Dividers

### D) DIVBAR Bar/Counter

(Silver, Clear)  
48-70"L 12"D 31.5"H

### E) DIVFST Sofa/Table

(Silver, Clear)  
34"L 11"D 47-74"H  
Adjustable height.



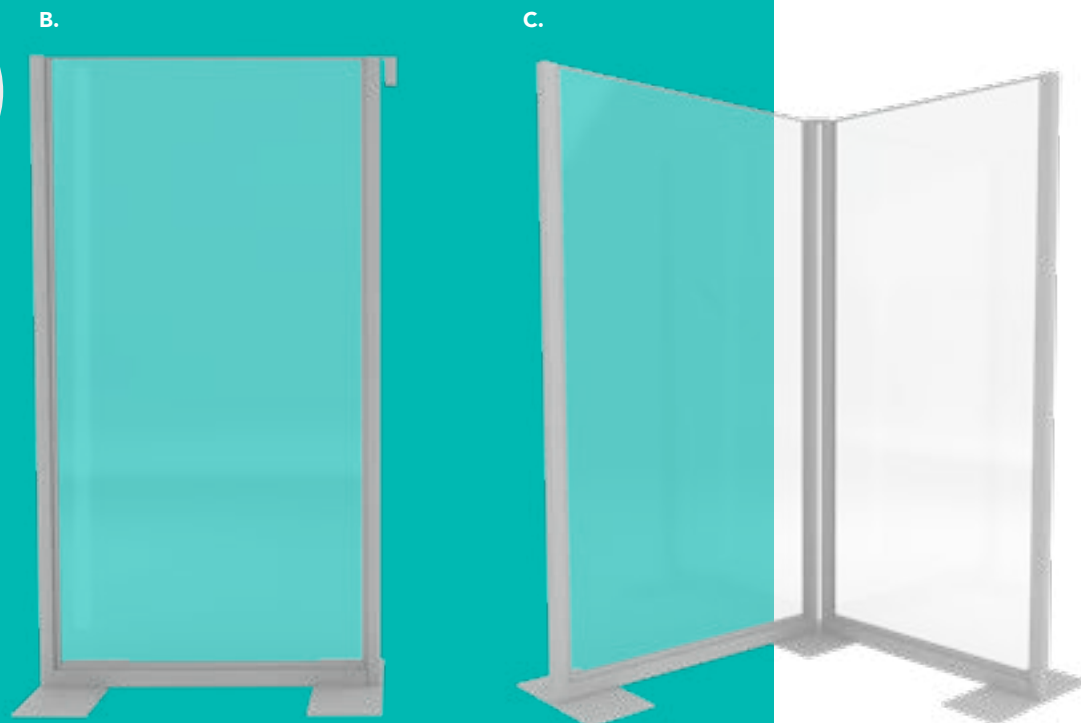
Sofas | p 26



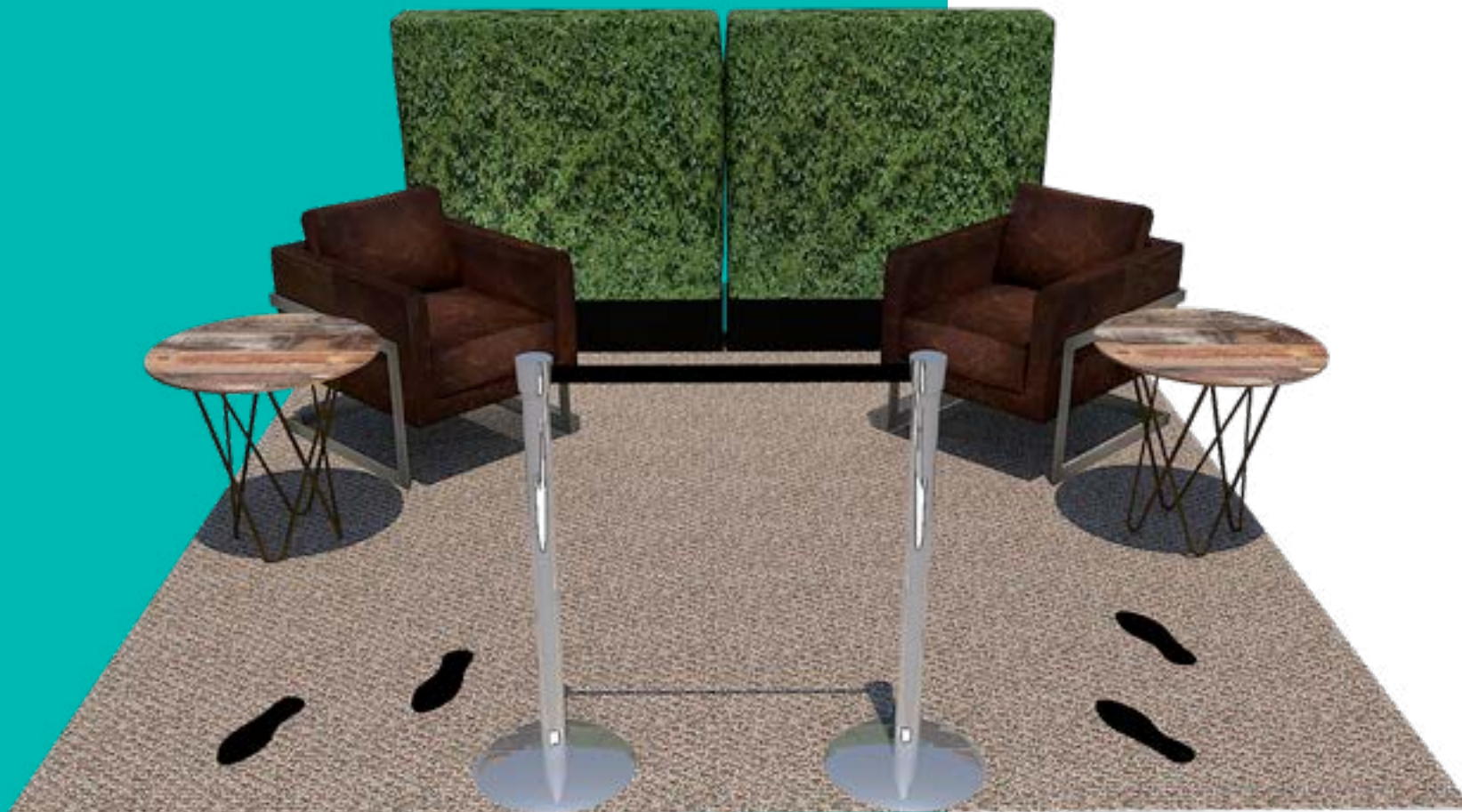
## Attract, Connect and Inspire.

CORT Events offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Connector  
Detail



# Dividers



Accent Chairs | p 36  
Accent Tables | p 64  
Boxwood Hedges | p 116



A.

Stanchion w/ Retractable Belt

**A) STNCH1**

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

**B) STNSGN Stanchion Sign Holder**

(black, chrome) 10"L 13"H



Conference Tables | p 100  
Executive Seating | p 98

C.

**C) DIVFWB Divider, Freestanding Whiteboard**  
(silver, white) 39"L 1.5"D 72"H



D.

**D) MIRWHT Miramar Divider, White**  
(molded plastic)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H



Accent Chairs | p 36  
Accent Tables | p 64



# Making You Look Good, By Design.™

**Our team of seasoned event and exhibition experts are here to help you accomplish your goals, while standing out from the competition.** We're more than just a furniture supplier - we're your partner in creating an environment that fosters engagement, develops relationships and amplifies your message.

Have a question? Scan the QR code to get in touch with a CORT Events team member today!



Accent Chairs | p 36  
Accent Tables | p 64  
Boxwood Hedges | p 116  
Dividers | p 122

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## SOFT SEATING COLLECTIONS

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		\$1,192.85	\$1,371.80	\$1,536.40	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$549.45	\$631.85	\$707.65	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,053.25	\$1,211.25	\$1,356.60	
NPLLOP	<b>POWERED</b> Naples Loveseat - Black Vinyl		\$1,312.50	\$1,509.35	\$1,690.45	
COLVTP	Cordoba Loveseat		\$843.15	\$969.60	\$1,085.95	

## Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,047.70	\$1,204.85	\$1,349.45	
BSFWHT	Baja Sofa - White Vinyl		\$1,268.15	\$1,458.35	\$1,633.35	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$714.60	\$821.80	\$920.40	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$708.85	\$815.20	\$913.00	
NPLSOF	Naples Sofa - Black Vinyl		\$1,252.65	\$1,440.55	\$1,613.40	
NPLLOP	<b>POWERED</b> Naples Sofa - Black Vinyl		\$1,525.95	\$1,754.85	\$1,965.45	
PALSOF	Palm Beach Sofa - White Vinyl		\$995.05	\$1,144.30	\$1,281.60	
STESOF	Sterling Sofa - Grey Fabric		\$1,181.30	\$1,358.50	\$1,521.50	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$666.65	\$766.65	\$858.65	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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 NUMBER: \_\_\_\_\_

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## ACCENT CHAIRS

C160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$735.00	\$845.25	\$946.70	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$609.15	\$700.50	\$784.55	
BCHWHT	Baja Chair - White Vinyl		\$814.30	\$936.45	\$1,048.80	
BOWCHA	Bowery Chair - Ochre Fabric		\$572.15	\$657.95	\$736.90	
CNTCHR	Century Chair - Gray Velvet		\$583.05	\$670.50	\$750.95	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$515.30	\$592.60	\$663.70	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$469.75	\$540.20	\$605.00	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$614.90	\$707.15	\$792.00	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$513.45	\$590.45	\$661.30	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,118.90	\$1,286.75	\$1,441.15	
MONCHA	Montreal Chair - Blue, Black Metal		\$628.75	\$723.05	\$809.80	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$845.50	\$972.30	\$1,089.00	
NPLCHP	POWERED Naples Chair - Black Vinyl		\$948.05	\$1,090.25	\$1,221.10	
NPLCHR	Naples Chair - Black Vinyl		\$874.00	\$1,005.10	\$1,125.70	
STECHEA	Sterling Chair - Gray Fabric		\$811.45	\$933.15	\$1,045.15	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$535.20	\$615.50	\$689.35	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$448.15	\$515.35	\$577.20	
TCHGRY	POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$437.25	\$502.85	\$563.20	
VALCHA	Valencia Chair - Spice Orange Velvet		\$448.50	\$515.75	\$577.65	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$491.75	\$565.50	\$633.35	
BNMCOW	Brooklyn Meeting Chair		\$393.65	\$452.70	\$507.00	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$393.65	\$452.70	\$507.00	
COCHTP	Cordoba Chair		\$590.40	\$678.95	\$760.40	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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October 25 - 26, 2023

**INDIVIDUAL SEATING****G160211023****ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$100.90	\$116.05	\$130.00	
BLDCSB	Blade Chair - Sky Blue		\$100.90	\$116.05	\$130.00	
SC3	Brewer Chair - Onyx, Chrome		\$261.80	\$301.05	\$337.20	
XCHR	Christopher Chair - White Vinyl, Chrome		\$156.60	\$180.10	\$201.70	
DUET	Duet Stack Chair - Black, Chrome		\$96.80	\$111.30	\$124.65	
LMCHR	Laguna Chair - Maple, Chrome		\$222.10	\$255.40	\$286.05	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$271.75	\$312.50	\$350.00	
MALGRN	Malba Chair - Green, Chrome		\$170.85	\$196.50	\$220.10	
MALGRY	Malba Chair - Gray, Chrome		\$170.85	\$196.50	\$220.10	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$220.00	\$253.00	\$283.35	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$220.00	\$253.00	\$283.35	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$220.00	\$253.00	\$283.35	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$220.00	\$253.00	\$283.35	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$220.00	\$253.00	\$283.35	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$354.60	\$407.80	\$456.75	
SC10	Razor Armless Chair - White		\$116.75	\$134.25	\$150.35	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$196.40	\$225.85	\$252.95	
CS4	Syntax Chair - Black, Chrome		\$310.35	\$356.90	\$399.75	
ZENCHR	Zenith Chair - White, Chrome		\$250.50	\$288.05	\$322.60	

NOTE: Items may be discontinued without notice at any time.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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October 25 - 26, 2023

## BENCHES &amp; OTTOMANS

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$315.45	\$362.75	\$406.30	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$315.45	\$362.75	\$406.30	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$315.45	\$362.75	\$406.30	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$315.45	\$362.75	\$406.30	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$315.45	\$362.75	\$406.30	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$315.45	\$362.75	\$406.30	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$315.45	\$362.75	\$406.30	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$315.45	\$362.75	\$406.30	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$315.45	\$362.75	\$406.30	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$315.45	\$362.75	\$406.30	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$315.45	\$362.75	\$406.30	
BVLYBK	Beverly Bench - Black Vinyl		\$603.55	\$694.10	\$777.40	
BVLYBN	Beverly Bench - Brown Fabric		\$603.55	\$694.10	\$777.40	
BVLYGR	Beverly Bench - Grey Fabric		\$603.55	\$694.10	\$777.40	
BVLYLN	Beverly Bench - Linen Fabric		\$603.55	\$694.10	\$777.40	
BVLYOB	Beverly Bench - Ocean Fabric		\$603.55	\$694.10	\$777.40	
BVLYRD	Beverly Bench - Red Fabric		\$603.55	\$694.10	\$777.40	
BVLYWH	Beverly Bench - White Vinyl		\$603.55	\$694.10	\$777.40	

## Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$429.85	\$494.35	\$553.65	

## Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$626.35	\$720.30	\$806.75	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$626.35	\$720.30	\$806.75	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$392.90	\$451.85	\$506.05	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$392.90	\$451.85	\$506.05	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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October 25 - 26, 2023

## CUBE &amp; SWIVEL OTTOMANS

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

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## Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$210.75	\$242.35	\$271.45	
VIB02	Vibe Cube - Blue		\$210.75	\$242.35	\$271.45	
VIB04	Vibe Cube - Red		\$210.75	\$242.35	\$271.45	
VIB05	Vibe Cube - Yellow		\$210.75	\$242.35	\$271.45	
VIB08	Vibe Cube - Orange		\$210.75	\$242.35	\$271.45	
VIB09	Vibe Cube - White Waterproof		\$210.75	\$242.35	\$271.45	
VIB10	Vibe Cube - Black Waterproof		\$210.75	\$242.35	\$271.45	
VIB11	Vibe Cube - Steel Blue Vinyl		\$210.75	\$242.35	\$271.45	
VIB12	Vibe Cube - Silver Vinyl		\$210.75	\$242.35	\$271.45	
VIB13	Vibe Cube - Purple Vinyl		\$210.75	\$242.35	\$271.45	
VIB14	Vibe Cube - Cirtus Green		\$210.75	\$242.35	\$271.45	
VIB15	Vibe Cube - Taupe Vinyl		\$210.75	\$242.35	\$271.45	
VIB16	Vibe Cube - Spice Orange		\$210.75	\$242.35	\$271.45	
VIB17	Vibe Cube - Desert Rose		\$210.75	\$242.35	\$271.45	

## Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$278.95	\$320.80	\$359.30	
MAR002	Marche Swivel - Grey		\$278.95	\$320.80	\$359.30	
MAR003	Marche Swivel - Linen		\$278.95	\$320.80	\$359.30	
MAR004	Marche Swivel - Raspberry		\$278.95	\$320.80	\$359.30	
MAR005	Marche Swivel - Red		\$278.95	\$320.80	\$359.30	
MAR006	Marche Swivel - Rose Qtz		\$278.95	\$320.80	\$359.30	
MAR007	Marche Swivel - Plum		\$278.95	\$320.80	\$359.30	
MAR008	Marche Swivel - Meadow Green		\$278.95	\$320.80	\$359.30	
MAR009	Marche Swivel - Pear		\$278.95	\$320.80	\$359.30	
MAR010	Marche Swivel - Blue		\$278.95	\$320.80	\$359.30	
MAR011	Marche Swivel - Orange		\$278.95	\$320.80	\$359.30	
MAR012	Marche Swivel - Forest Green		\$278.95	\$320.80	\$359.30	
MAR013	Marche Swivel - Teal Velvet		\$278.95	\$320.80	\$359.30	
MAR014	Marche Swivel - Distressed Brown		\$278.95	\$320.80	\$359.30	
MAR015	Marche Swivel - Black Vinyl		\$278.95	\$320.80	\$359.30	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$278.95	\$320.80	\$359.30	

NOTE: Items may be discontinued without notice at any time.

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

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ORDER ONLINE!



# ACCENT TABLES: COCKTAIL & END

C160211023


**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**


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## Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$501.00	\$576.15	\$645.30	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$501.00	\$576.15	\$645.30	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$375.80	\$432.15	\$484.00	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$438.45	\$504.20	\$564.70	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$290.20	\$333.75	\$373.80	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$290.20	\$333.75	\$373.80	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$290.20	\$333.75	\$373.80	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$415.65	\$478.00	\$535.35	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$421.30	\$484.50	\$542.65	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$421.30	\$484.50	\$542.65	
CIWP	 <b>POWERED</b> Sydney Cocktail Table - White Top, Brushed Steel		\$535.20	\$615.50	\$689.35	
CIYP	 <b>POWERED</b> Sydney Cocktail Table - Black Top, Brushed Steel		\$535.20	\$615.50	\$689.35	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$427.05	\$491.10	\$550.05	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$388.20	\$446.45	\$500.00	

## End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$361.55	\$415.80	\$465.70	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$361.55	\$415.80	\$465.70	
CUBPOW	 <b>POWERED</b> Wireless Charging Table - White, AC Plug In		\$644.45	\$741.10	\$830.05	
EIC	Geo End Table - Glass Top, Chrome		\$370.15	\$425.65	\$476.75	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$381.45	\$438.65	\$491.30	
MESETB	Mesa End Table - Black Top, Bronze		\$191.75	\$220.50	\$246.95	
MESETG	Mesa End Table - Glass Top, Bronze		\$191.75	\$220.50	\$246.95	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$191.75	\$220.50	\$246.95	
REGOTT	Regis End Table - Brushed Metal		\$316.05	\$363.45	\$407.05	
EIE	Silverado End Table - Glass, Chrome		\$395.70	\$455.05	\$509.65	
ETW	Sydney End Table - White Top, Brushed Steel		\$381.45	\$438.65	\$491.30	
ETY	Sydney End Table - Black Top, Brushed Steel		\$381.45	\$438.65	\$491.30	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$375.25	\$431.55	\$483.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$375.25	\$431.55	\$483.35	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)  
NOTE: Items may be discontinued without notice at any time.

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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October 25 - 26, 2023

# ACCENT TABLES: SIDE

**G160211023****ONLINE & DISCOUNT DEADLINE:\* WEDNESDA, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	
AURA	Aura Round Table - White Metal		\$216.30	\$248.75	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$193.45	\$222.45	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$193.45	\$222.45	
SEDBWH	Sedona Side Table - White Top, Bronze		\$193.45	\$222.45	
TAOBBK	Taos Side Table - Black Top, Bronze		\$193.45	\$222.45	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$193.45	\$222.45	
TAOBWH	Taos Side Table - White Top, Bronze		\$193.45	\$222.45	
TMBTBL	Timber Table - Wood		\$256.25	\$294.70	

NOTE: Items may be discontinued without notice at any time.

**TOTAL ESTIMATE****TAX** (All tax rates are subject to change)**AMOUNT DUE**

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# BAR TABLES, BARS & COUNTERS

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## 30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$375.25	\$431.55	\$483.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$375.25	\$431.55	\$483.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$375.25	\$431.55	\$483.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$375.25	\$431.55	\$483.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$375.25	\$431.55	\$483.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$375.25	\$431.55	\$483.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$389.95	\$448.45	\$502.25	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$375.25	\$431.55	\$483.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$370.15	\$425.65	\$476.75	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$370.15	\$425.65	\$476.75	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$370.15	\$425.65	\$476.75	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$370.15	\$425.65	\$476.75	
P30BWH	POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$758.15	\$871.85	\$976.45	

## 36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$370.15	\$425.65	\$476.75	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$395.70	\$455.05	\$509.65	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$395.70	\$455.05	\$509.65	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$395.70	\$455.05	\$509.65	

## 30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$452.95	\$520.90	\$583.40	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$452.95	\$520.90	\$583.40	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$452.95	\$520.90	\$583.40	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$449.80	\$517.25	\$579.30	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$449.80	\$517.25	\$579.30	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$452.95	\$520.90	\$583.40	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$489.65	\$563.10	\$630.65	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$452.95	\$520.90	\$583.40	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$452.95	\$520.90	\$583.40	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$486.90	\$559.95	\$627.15	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$452.95	\$520.90	\$583.40	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$449.80	\$517.25	\$579.30	

## 36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$452.95	\$520.90	\$583.40	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$489.65	\$563.10	\$630.65	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$489.65	\$563.10	\$630.65	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$489.65	\$563.10	\$630.65	



# BAR TABLES, BARS & COUNTERS CONTINUED

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**G160211023****ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

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## Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$409.95	\$471.45	\$528.00	

## Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$993.60	\$1,142.65	\$1,279.75	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$993.60	\$1,142.65	\$1,279.75	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$993.60	\$1,142.65	\$1,279.75	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$993.60	\$1,142.65	\$1,279.75	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$993.60	\$1,142.65	\$1,279.75	
VNTBLK	 <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,172.95	\$1,348.90	\$1,510.75	
VNTWHT	 <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver		\$1,172.95	\$1,348.90	\$1,510.75	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

## Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,212.75	\$2,544.65	\$2,850.00	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,070.50	\$2,381.05	\$2,666.80	

## Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,212.75	\$2,544.65	\$2,850.00	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,083.40	\$2,395.90	\$2,683.40	

NOTE: Items may be discontinued without notice at any time.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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## CAFÉ TABLES

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

**30" Round Café Table with Black Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$336.45	\$386.90	\$433.35	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$336.45	\$386.90	\$433.35	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$336.45	\$386.90	\$433.35	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$336.45	\$386.90	\$433.35	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$336.45	\$386.90	\$433.35	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$336.45	\$386.90	\$433.35	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$355.85	\$409.25	\$458.35	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$336.45	\$386.90	\$433.35	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$347.30	\$399.40	\$447.35	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$335.95	\$386.35	\$432.70	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$335.95	\$386.35	\$432.70	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$335.95	\$386.35	\$432.70	
P30CWH	POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$758.15	\$871.85	\$976.45	

**36" Round Café Table with Black Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$367.25	\$422.35	\$473.05	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$367.25	\$422.35	\$473.05	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$367.25	\$422.35	\$473.05	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$367.25	\$422.35	\$473.05	

**30" Round Café Table with Chrome Hydraulic Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$452.30	\$520.15	\$582.55	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$452.95	\$520.90	\$583.40	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$452.30	\$520.15	\$582.55	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$449.80	\$517.25	\$579.30	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$489.65	\$563.10	\$630.65	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$452.30	\$520.15	\$582.55	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$449.80	\$517.25	\$579.30	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$452.30	\$520.15	\$582.55	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$452.95	\$520.90	\$583.40	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$486.90	\$559.95	\$627.15	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$452.30	\$520.15	\$582.55	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$449.80	\$517.25	\$579.30	



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# CAFÉ TABLES CONTINUED

**G160211023**

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**


\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## 36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$489.65	\$563.10	\$630.65	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$489.65	\$563.10	\$630.65	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$489.65	\$563.10	\$630.65	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$489.65	\$563.10	\$630.65	

## Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$763.50	\$878.05	\$983.40	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$763.50	\$878.05	\$983.40	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$763.50	\$878.05	\$983.40	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$763.50	\$878.05	\$983.40	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$763.50	\$878.05	\$983.40	
VNTCBK	 <b>POWERED</b> Communal Ventura Cafe Table - Black Top, Silver		\$867.00	\$997.05	\$1,116.70	
VNTCWH	 <b>POWERED</b> Communal Ventura Cafe Table - White Top, Silver		\$867.00	\$997.05	\$1,116.70	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)  
*NOTE: Items may be discontinued without notice at any time.*

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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## BAR STOOLS

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$372.95	\$428.90	\$480.35	
BST	Banana Barstool - White, Chrome		\$372.95	\$428.90	\$480.35	
BLDBRD	Blade Barstool - Red		\$194.10	\$223.20	\$250.00	
BLDBSB	Blade Barstool - Sky Blue		\$194.10	\$223.20	\$250.00	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$270.40	\$310.95	\$348.25	
LMBAR	Laguna Barstool - Maple, Chrome		\$278.95	\$320.80	\$359.30	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$316.05	\$363.45	\$407.05	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$316.05	\$363.45	\$407.05	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$316.05	\$363.45	\$407.05	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$316.05	\$363.45	\$407.05	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$388.20	\$446.45	\$500.00	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$315.45	\$362.75	\$406.30	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$315.45	\$362.75	\$406.30	
MARBRR	Marina Barstool - Brown Fabric, Brushed Metal		\$315.45	\$362.75	\$406.30	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$315.45	\$362.75	\$406.30	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$315.45	\$362.75	\$406.30	
RSTSTL	Rustique Barstool - Gunmetal		\$216.30	\$248.75	\$278.60	
BS001	Shark Barstool - White, Chrome		\$475.40	\$546.70	\$612.30	
BSR	Syntax Barstool - Black, Chrome		\$338.80	\$389.60	\$436.35	
ZENBAR	Zenith Barstool - White, Chrome		\$250.50	\$288.05	\$322.60	
BS002	Zoey Barstool - White, Chrome		\$435.60	\$500.95	\$561.05	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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# CONFERENCE & WORK TABLES

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKC10N	10' Table - Black Top, Silver		\$970.25	\$1,115.80	\$1,249.70	
BKC10P	<b>POWERED</b> 10' Table - Black Top, Silver		\$1,211.75	\$1,393.50	\$1,560.70	
CB8	42" Round Madison Table - Gray Acajou, Black		\$508.35	\$584.60	\$654.75	
42BKCT	42" Round Table - Black Top, Black		\$522.70	\$601.10	\$673.25	
CONF42	42" Round Table - White Top		\$575.15	\$661.40	\$740.75	
BKCT5N	5' Table - Black Top, Silver		\$487.35	\$560.45	\$627.70	
BKCT5P	<b>POWERED</b> 5' Table - Black Top, Silver		\$630.90	\$725.55	\$812.60	
BKCT8N	8' Table - Black Top, Silver		\$970.25	\$1,115.80	\$1,249.70	
BKCT8P	<b>POWERED</b> 8' Table - Black Top, Silver		\$1,211.75	\$1,393.50	\$1,560.70	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$475.40	\$546.70	\$612.30	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$475.40	\$546.70	\$612.30	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$674.70	\$775.90	\$869.00	
CF2	Geo Table, Rectangle - Glass Top, Black		\$674.70	\$775.90	\$869.00	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$475.40	\$546.70	\$612.30	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$475.40	\$546.70	\$612.30	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$720.25	\$828.30	\$927.70	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,437.65	\$1,653.30	\$1,851.70	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,437.65	\$1,653.30	\$1,851.70	

## Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$495.40	\$569.70	\$638.05	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)  
 NOTE: Items may be discontinued without notice at any time.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$414.60	\$476.80	\$534.00	
GENCHA	Genesis Chair - Black		\$361.85	\$416.15	\$466.10	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$389.95	\$448.45	\$502.25	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$555.15	\$638.40	\$715.00	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$555.15	\$638.40	\$715.00	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$364.40	\$419.05	\$469.35	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$353.00	\$405.95	\$454.65	
TASKST	Task Stool - Black Fabric, Black		\$220.00	\$253.00	\$283.35	

## Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 <b>POWERED</b> Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$674.70	\$775.90	\$869.00	
TECH3B	 <b>POWERED</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$834.15	\$959.25	\$1,074.35	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$908.20	\$1,044.45	\$1,169.80	

## Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$657.55	\$756.20	\$846.95	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$222.10	\$255.40	\$286.05	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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 NUMBER: \_\_\_\_\_

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

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



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**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**DIVIDERS**
**G160211023**
**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

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**Boxwood Hedges**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$659.95	\$758.95	\$850.00	
HDG7FT	7' Boxwood Hedge		\$1,074.10	\$1,235.20	\$1,383.40	

**Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$58.75	\$67.55	\$75.65	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$67.40	\$77.50	\$86.80	

**Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$189.25	\$217.65	\$243.75	
DIVFRE	Freestanding Divider - Clear, Silver		\$380.75	\$437.85	\$490.40	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$761.40	\$875.60	\$980.65	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$380.75	\$437.85	\$490.40	
DIVFST	Sofa/Table Divider - Clear, Silver		\$341.55	\$392.80	\$439.95	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$474.25	\$545.40	\$610.85	
MIRWHT	Miramar Divider - White Molded Plastic		\$487.35	\$560.45	\$627.70	

NOTE: Items may be discontinued without notice at any time.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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

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



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

## ACCESSORIES

G160211023

## ONLINE &amp; DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

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## Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	<b>POWERED</b> Village Charging Hub - Cream		\$284.95	\$327.70	\$367.00	

## Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$216.30	\$248.75	\$278.60	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$330.25	\$379.80	\$425.40	

## Pedestals

PDL36B	<b>POWERED</b> 36" Locking Pedestal - Black		\$754.45	\$867.60	\$971.70	
PDL36W	<b>POWERED</b> 36" Locking Pedestal - White		\$754.45	\$867.60	\$971.70	
PDL42B	<b>POWERED</b> 42" Locking Pedestal - Black		\$893.90	\$1,028.00	\$1,151.35	
PDL42W	<b>POWERED</b> 42" Locking Pedestal - White		\$893.90	\$1,028.00	\$1,151.35	

## Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$771.55	\$887.30	\$993.80	
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= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.  
 NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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





Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# GRAPHICS & SIGNS

G160211023

**DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Sign prices are based on customer supplying print-ready graphics in the requested format. Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

## Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$210.45	\$242.00	\$271.05	
70010	22" x 28" Horizontal		\$210.45	\$242.00	\$271.05	
70011	28" x 44" Vertical		\$320.55	\$368.65	\$412.90	
70012	28" x 44" Horizontal		\$320.55	\$368.65	\$412.90	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$648.75	\$746.05	\$835.60	
70138	39" x 84" Meter Board, Ultraboard		\$376.90	\$433.45	\$485.45	

## Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$26.65	\$30.65	\$34.35	
70071	Horizontal with Grommets		\$26.65	\$30.65	\$34.35	
70066	Vertical with Pockets		\$28.70	\$33.00	\$36.95	
70072	Horizontal with Pockets		\$28.70	\$33.00	\$36.95	

## Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$223.85	\$257.45	\$288.35	

## Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$57.10	\$65.65	\$73.55	
70021	Velcro/per ft. (Minimum of 5')		\$3.70	\$4.25	\$4.75	
70004	7" x 44" ID Sign		\$62.95	\$72.40	\$81.10	
50094	Floor Easel		\$56.45	\$64.90	\$72.70	
50095	22" x 28" Chrome Sign Holder		\$128.40	\$147.65	\$165.35	
50508	Cardboard Meter Board Base, Black		\$25.10	\$28.85	\$32.30	

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 9.25%

**AMOUNT DUE** \$ \_\_\_\_\_

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available once ordered.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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


 Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

### Aluminum USA

Music City Center | Nashville, TN

G160211023

October 25 - 26, 2023

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

### Before Sending Files

1. Please name your files for easy identification using the following format:

**Company Name\_Booth#\_Panel Letter**

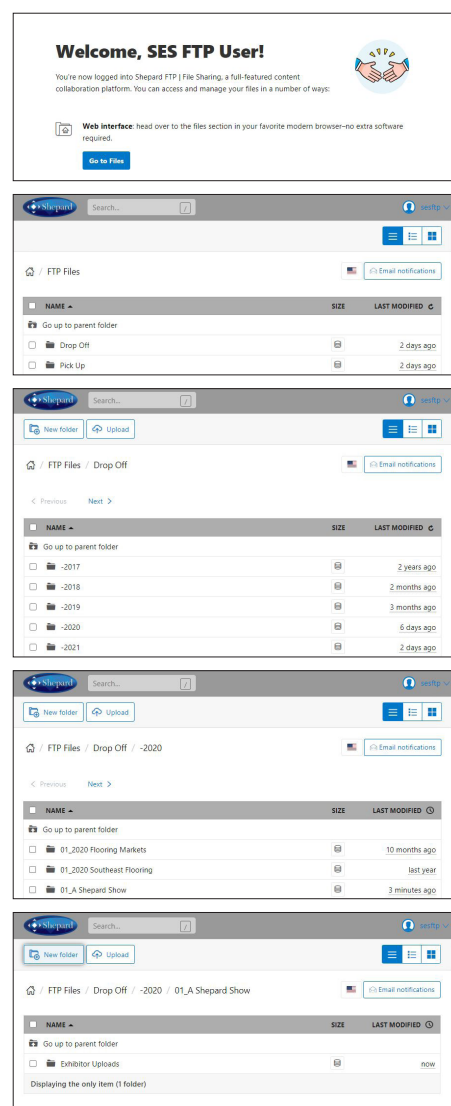
*example: Shepard\_Booth1905\_Panel A.pdf*

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### Submitting Your Files

1. Go to: [files.shepardes.com](https://files.shepardes.com).
2. Login to the FTP site.  
**User Name = sesftp**  
**Password = ftpftp**
3. Click the [Go to Files](#) button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:  
**Year → Month → Show Name → Exhibitor Uploads**  
*example: 2020 → 01\_Shepard Show → Exhibitor Uploads*
6. Upload files by drag and drop OR by selecting the [Upload](#) button and browse to the files you want to upload.  
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:  
[orders@shepardes.com](mailto:orders@shepardes.com) with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



# SHEPARD GRAPHIC GUIDELINES

## DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.  
**With Shepard, You Can.**





Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

### Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.  
*examples: 50% at 300 dpi OR 25% at 600 dpi*
- Please mark artwork size if scaled down.  
*example: DESIGNED AT 50%*
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

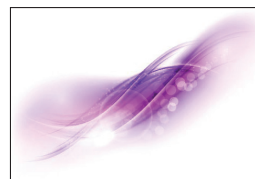
### Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

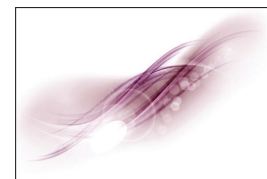
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Photoshop	.psd   .tiff .jpeg   .eps	Raster artwork. Must be built in CMYK color space.

### Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

### Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.

# SHEPARD GRAPHIC GUIDELINES

## CONTINUED

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

### Vector

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

### Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

### Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

*examples: 1:1 or 100% - resolution no less than 150 dpi  
2:1 or 50% - resolution no less than 300 dpi  
4:1 or 25% - resolution no less than 600 dpi*

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

### Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster\_22x28.pdf  
Panel A\_1920x898\_Qty3.pdf  
Shepard\_Booth1905\_Panel A.pdf*

- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

### Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

**Website:** [files.shepardes.com](http://files.shepardes.com)

**Login:** **sesftp**

**Password:** **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.



# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- ☐ Bring your brand to life
- ☐ Attract attention
- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy



### High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication** for a signature look & feel
- **Custom Rental** for ultimate flexibility
- **Fabric Panels** for maximum ease



### Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



### Why Shepard?

- **Complimentary consultation:**  
We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:**  
Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:**  
Shepard delivers exhibits that engage your audiences





**Aluminum USA**  
Music City Center | Nashville, TN  
October 25 - 26, 2023

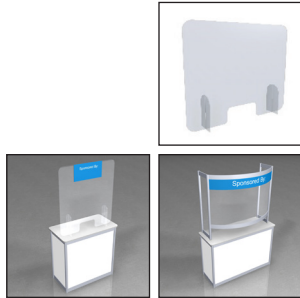
# SHIELDS & BARRIERS

**G160211023**

**ORDER ONLINE!**

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023

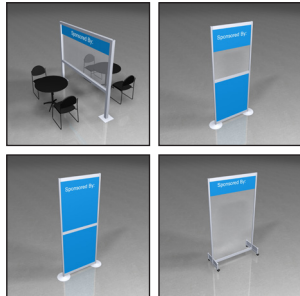
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

### Plexi Shields

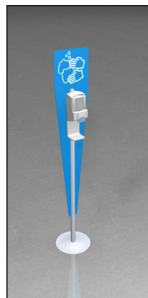
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (l) x 36" (h)		\$388.85	\$447.20	\$500.85	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (l) x 44" (h)		\$478.60	\$550.40	\$616.45	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$598.25	\$688.00	\$770.55	



### Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$598.25	\$688.00	\$770.55	
66655	<b>Plexi/Trovisel Panel Wall Divider</b> (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$418.80	\$481.60	\$539.40	
66656	<b>Trovisel/Trovisel Wall Divider</b> (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$358.95	\$412.80	\$462.35	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$747.80	\$859.95	\$963.15	

### Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) x 36" (h)		\$448.70	\$516.00	\$577.90	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.25%
<b>AMOUNT DUE</b>	\$ _____

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

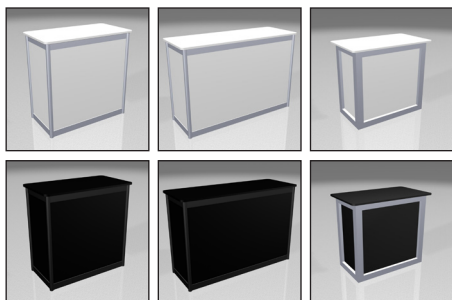
## EXHIBIT COUNTER RENTALS

G160211023

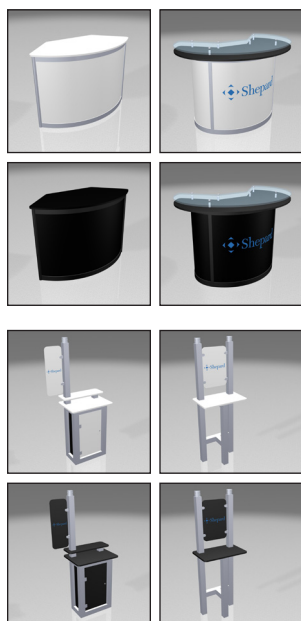
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter &amp; Customize to Fit Your Exhibit!

**AVAILABLE COLORS FOR ALL PRODUCTS:****Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)**Locking Cabinets**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	<b>1 Meter Locking Cabinet (LC1)</b> 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$983.95	\$1,131.55	\$1,267.35	
6628303 (w) 6628306 (b)	<b>1.5 Meter Locking Cabinet (LC2)</b> 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,194.00	\$1,373.10	\$1,537.85	
6628403 (w) 6628406 (b)	<b>Locking Cabinet (LC3)</b> 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$725.80	\$834.65	\$934.80	

**Reception Counters**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	<b>Reception Counter (RC2)</b> 4'10.75" (l) x 40" (h) x 2'4.75" (d) Graphic Size: 1530mm x 898mm		\$1,011.85	\$1,163.65	\$1,303.30	
6627603 (w) 6627606 (b)	<b>Reception Counter (RC3)</b> 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,194.95	\$2,524.20	\$2,827.10	

**Computer Stands - Silver Metal Only (graphic included!)**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	<b>Computer Stand 1 (CS1)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,276.50	\$1,467.95	\$1,644.10	
6628603 (w) 6628606 (b)	<b>Computer Stand 2 (CS2)</b> 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$744.05	\$855.65	\$958.35	

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ \_\_\_\_\_

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# PRODUCT DISPLAYS & CHARGING STATION RENTALS

G160211023

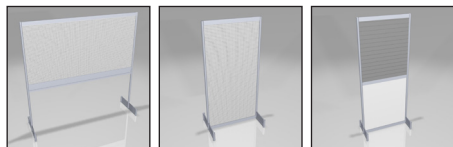
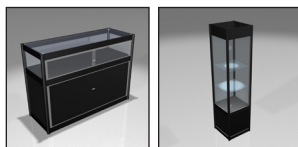
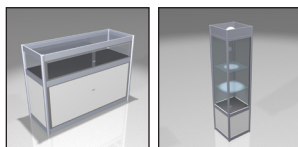
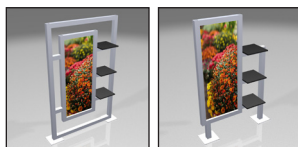
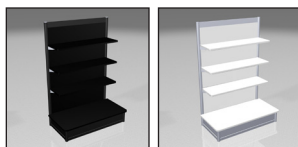
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Unit & Customize to Fit Your Products!

## AVAILABLE COLORS FOR ALL PRODUCTS:

**Metal Colors:** Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



## Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	<b>Gondola</b> 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$689.55	\$793.00	\$888.15	
6627803 (w) 6627806 (b)	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$681.60	\$783.85	\$877.90	
6627903 (w) 6627906 (b)	<b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,174.90	\$1,351.15	\$1,513.30	

## Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	<b>Quarterview Showcase</b> (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,327.50	\$1,526.60	\$1,709.80	
6627203 (w) 6627206 (b)	<b>Square Showcase</b> (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,432.80	\$1,647.70	\$1,845.40	

## Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	<b>Phone Charging Station</b> (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,255.40	\$2,593.70	\$2,904.95	Black ONLY

## Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	<b>8' x 4' Pegboard Panel</b> (PerfH)		\$335.20	\$385.50	\$431.75
66149	<b>4' x 8' Pegboard Panel</b> (PerfV)		\$335.20	\$385.50	\$431.75
50104	<b>6" Pegs - 1 dozen</b> (6"Pegs)		\$54.75	\$62.95	\$70.50
66147	<b>3.5' x 8' Slat Wall, Grey</b> (Slatwall)		\$335.20	\$385.50	\$431.75

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 9.25%

**AMOUNT DUE** \$ \_\_\_\_\_

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# INLINE BOOTH RENTALS

C160211023

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

### Turnkey Rental Designs Make Exhibiting Easier!

**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.

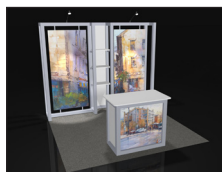
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



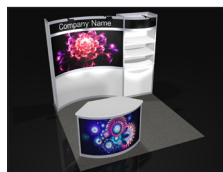
The Eddie



The Jonathon



The Pierce



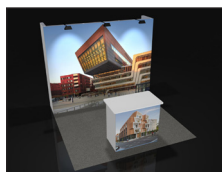
The Madison



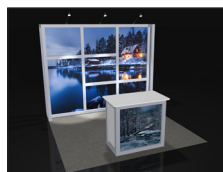
The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,002.25	\$4,602.60	\$5,154.90	
66471	The Eddie - 10' x 20'		\$6,517.30	\$7,494.90	\$8,394.30	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,792.05	\$3,210.85	\$3,596.15	
66475	The Jonathon - 10' x 20'		\$4,887.25	\$5,620.35	\$6,294.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,463.20	\$3,982.70	\$4,460.60	
66478	The Pierce - 10' x 20'		\$6,575.70	\$7,562.05	\$8,469.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,199.75	\$4,829.70	\$5,409.25	
66485	The Madison - 10' x 20'		\$4,977.40	\$5,724.00	\$6,410.90	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,432.95	\$5,097.90	\$5,709.65	
66487	The Grant - 10' x 20'		\$6,144.00	\$7,065.60	\$7,913.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,075.30	\$4,686.60	\$5,249.00	
66493	The Harrison - 10' x 20'		\$5,988.40	\$6,886.65	\$7,713.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,839.80	\$3,265.75	\$3,657.65	
66468	The Hamilton - 10' x 20'		\$4,975.00	\$5,721.25	\$6,407.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,566.50	\$2,951.45	\$3,305.60	

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ \_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)



**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

# FABEX BOOTH RENTALS

**G160211023**

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

**Carpet is not included.** Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

**Please contact an Exhibit Team member with any questions.**



FX21



FX2H1



FX22



FX2H2

### 10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,639.05	\$3,034.90	\$3,399.10	
66561	10' x 10' Booth with Header (FX2H1)		\$3,229.15	\$3,713.50	\$4,159.10	

#### GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size 3042mm x 2432mm Side Panel Colors ☐ White ☐ Black

Counter Graphic Size 1079mm x 1020mm

Header Graphic Size 2440mm x 380mm

### 10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,574.40	\$5,260.55	\$5,891.80	
66567	10' x 20' Booth with Header (FX2H2)		\$5,102.25	\$5,867.60	\$6,571.70	

#### GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size 6012mm x 2432mm Side Panel Colors ☐ White ☐ Black

Counter Graphic Size 1079mm x 1020mm

Header Graphic Size 2440mm x 380mm

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 9.25%

**AMOUNT DUE** \$ \_\_\_\_\_

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Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

# FABEX BACKLIT BOOTH RENTALS

C160211023

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023

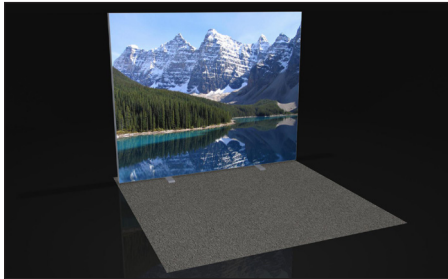
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

### Freestanding 8' High Backlit Backwalls with Full Color Graphics

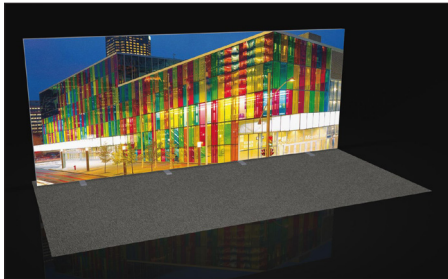
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

**Please contact an Exhibit Team member with any questions.**



FX11



FX12



FX13

### Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$2,661.10	\$3,060.25	\$3,427.50	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,112.55	\$4,729.45	\$5,297.00	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$5,564.00	\$6,398.60	\$7,166.45	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

# ISLAND BOOTH RENTALS

**G160211023**

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023**

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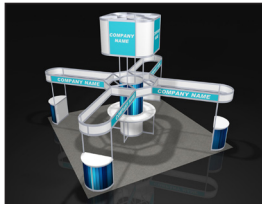
Turnkey Rental Designs Make Exhibiting Easier!

**Carpet and electricity not included.** Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

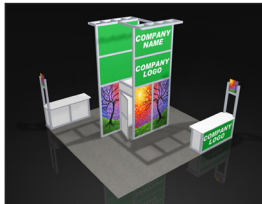
**Please contact an Exhibit Team member with any questions.**



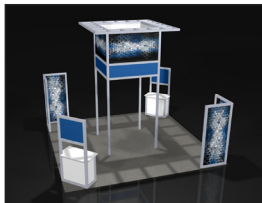
The Monroe



The Washington



The Tyler



The Garfield

## Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	<b>The Monroe</b>		\$10,188.10	\$11,716.30	\$13,122.25	
66368	<b>The Washington</b>		\$14,621.20	\$16,814.40	\$18,832.15	
66495	<b>The Tyler</b>		\$10,880.35	\$12,512.40	\$14,013.90	
66496	<b>The Garfield</b>		\$10,654.70	\$12,252.90	\$13,723.25	

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 9.25%

**AMOUNT DUE** \$ \_\_\_\_\_

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Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

ORDER ONLINE!

# FABRIC HANGING SIGNS

C160211023

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, SEPTEMBER 25, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:\*\*

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

\*\* Rigging not included

**DON'T FORGET!**

To place an order for building and hanging your sign!!



Circle

### Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,416.25	\$7,378.70	\$8,264.15	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,197.55	\$11,727.20	\$13,134.45	



Square

### Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$7,802.15	\$8,972.45	\$10,049.15	



Triangle

### Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,313.50	\$7,260.50	\$8,131.75	



Wave

### Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,780.40	\$3,197.45	\$3,581.15	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,699.85	\$4,254.85	\$4,765.45	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

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



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# STRUCTURAL INTEGRITY STATEMENT

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

**G160211023**

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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

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

**Music City Center**  
**700 Korean Veterans Boulevard**  
**Nashville, TN 37203**  
**SHEPARD EXPOSITION SERVICES**

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

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

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

AUTHORIZED NAME (printed): \_\_\_\_\_

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

DISPLAY HOUSE/BUILDER (if applicable): \_\_\_\_\_

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

AUTHORIZED NAME (printed): \_\_\_\_\_

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



Email completed form to: [clientservices@shepardes.com](mailto:clientservices@shepardes.com)



# LABOR RULES & REGULATIONS

## Nashville, Tennessee

### LABOR

Tennessee is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

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

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

### MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

### GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

SHEPARD BLUE LABOR

G160211023

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.

**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.

**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

### Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$141.85	\$163.15	\$182.75	
68067	OT	\$212.75	\$244.65	\$274.00	
68068	DT	\$283.65	\$326.20	\$365.35	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$141.85	\$163.15	\$182.75	
68071	OT	\$212.75	\$244.65	\$274.00	
68072	DT	\$283.65	\$326.20	\$365.35	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$656.25	\$754.70	\$845.25	
68121	Scissor Lift Removal		\$656.25	\$754.70	\$8475.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

### Step 1. Choose your service.

- ☐ Installation
 ☐ Dismantling
 ☐ Both Installation & Dismantling  
☐ Scissor Lift Install
 ☐ Scissor Lift Removal
 ☐ Scissor Lift Install & Removal

### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

### Step 3. How many hours?\*\*\*

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

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](http://shepardes.com) | 121

### Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_

DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

### Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: \_\_\_\_\_

TRACKING OR PRO NUMBER: \_\_\_\_\_

ESTIMATED ARRIVAL DATE: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

#### SET UP INFORMATION

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

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

CELL PHONE NUMBER: \_\_\_\_\_

#### DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached
 ☐ Emailed to Shepard
 ☐ With the Exhibit
 ☐ In Crate #: \_\_\_\_\_

#### GRAPHICS

☐ With Exhibit
 ☐ Shipped Separately

#### ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard
 ☐ Drawing Attached
 ☐ Drawing with Exhibit  
☐ Run Under Carpet

#### CARPET

☐ Ordered from Shepard
 ☐ Exhibitor Owned
 ☐ Carpet Padding

#### OTHER SERVICES ORDERED

☐ Overhead Rigging
 ☐ Cleaning
 ☐ Audio Visual (AV)

### Step 6. Tell us about outbound shipping.\*\*\*

\*\*\*\* Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_

NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_

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

NAME OF CARRIER: \_\_\_\_\_

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

DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_

MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

#### IF YOUR CARRIER DOESN'T SHOW UP?

☐ Re-route with Shepard Logistics Service  
☐ Send to advanced warehouse for pickup (\$400 minimum charge)



Aluminum USA

Music City Center | Nashville, TN

October 25 - 26, 2023

## EXHIBITOR SUPERVISED LABOR

G160211023

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 4, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

**Labor Hours****Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.**Double Time (DT):** Saturday and Sunday 5PM - 6AM. Holidays.**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.**Exhibitor Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$109.10	\$125.45	\$140.50	
68061	OT	\$163.65	\$188.20	\$210.80	
68062	DT	\$218.20	\$250.95	\$281.05	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$109.10	\$125.45	\$140.50	
68064	OT	\$163.65	\$188.20	\$210.80	
68065	DT	\$218.20	\$250.95	\$281.05	

\*\* When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

**Step 1. Choose your service.**
☐ Installation
 ☐ Dismantling
 ☐ Both Installation & Dismantling
**Step 2. How many people are needed?**

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION &amp; DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

**Step 3. How many hours?\*\*\***

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

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION &amp; DISMANTLING HOURS: \_\_\_\_\_

**Step 4. Where is the carpet coming from?**
☐ Ordered from Shepard
 ☐ Exhibitor Owned
 ☐ Carpet Padding
**Step 5. Provide a list of any tools or additional details that would be needed.**
☐ Ladders
 ☐ Lifts
 ☐ Special Tools: \_\_\_\_\_

 ADDITIONAL DETAILS: \_\_\_\_\_  
 \_\_\_\_\_
**Step 6. Tell us about the schedule?**

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**Step 7. Provide on-site contact information.**

ON-SITE CONTACT NAME: \_\_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

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

Signature and submission of this form indicates you read and accept the Payment Policy and Terms &amp; Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# Electrical Order Form

Order online at

<https://www.nashvillemcc.com/exhibitors>

or complete this form and submit with payment via mail.

**\*Payment must be received 14 days prior to 1st move in date to receive Advance Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	Email: _____	
City, State, Zip: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	*Advance Rate	Floor Order	Amount
0-500 Watts (5 amps, single outlet)		\$87	\$120	\$
501-1000 Watts (10 amps, single outlet)		\$100	\$145	\$
1001-1500 Watts (15 amps, single outlet)		\$110	\$160	\$
1501-2000 Watts (20 amps, single outlet)		\$120	\$175	\$
Connections Subtotal		Subtotal \$		
For 24 Hour Power, Add 50% to Connections		Add 50% \$		
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY		9.75% \$		
Special Placement Labor (1 hr)		See Labor Rate Schedule below \$		
120V Standard Total		Total \$		

Miscellaneous Electrical Supplies	QTY	*Advance Rate	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$9	\$10	\$
Power Strip (6 outlets)		\$23	\$33	\$
				\$
Sub-Total Miscellaneous		Sub-Total: \$		
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY		9.75% \$		
Miscellaneous Total		Total \$		

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
Labor minimum: 2 hours per drop (1 hour in / 1 hour out)				
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$430	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral req'd?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
Connections Subtotal		Subtotal \$		
For 24 Hour Power, Add 50% to Connections		Add 50% \$		
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY		9.75% \$		
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule below \$		
208V Single Phase Total		Total \$		

208V Three Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
Labor minimum: 2 hours per drop (1 hour in / 1 hour out)				
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral req'd?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
Connections Subtotal		Subtotal \$		
For 24 Hour Power, Add 50% to Connections		Add 50% \$		
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY		9.75% \$		
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule below \$		
208V Three Phase Total		Total \$		

480V Please call Service Representative for quote 615-401-1440 Labor minimum: 2 hours per drop (1 hr in / 1 hr out)				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
For 24 Hour Power, Add 50% to Connections		Add 50% \$		
Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Connections ONLY		9.75% \$		
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule below \$		
480V Total		Total \$		
HOURLY LABOR RATE SCHEDULE:			*Advance Rate	Floor Order
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.				
Monday - Friday, 8 a.m. - 5 p.m.			\$60	\$75
Saturday, Sunday, and after 5 p.m. Monday-Friday			\$90	\$120
Holidays			\$120	\$150

Section Totals - Labor included	Amount
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total	\$
TOTAL DUE:	\$

**Service Placement**  
For special placement, please fax a drawing and add 1 hr labor  
**Island Booth**  
(standard placement is middle of booth)  
**Standard Booth**  
(standard placement is back of booth)

Make check payable to:  
Music City Center  
Mail to: Exhibitor Services  
201 5th Avenue South  
Nashville, TN 37203

Your signature on this form serves as acceptance of the Terms and Conditions found on page 2.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

2021

**Music City Center**  
**Terms and Conditions of Electrical Services**

*\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.*

*BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.*

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized, fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and does not include connecting equipment or wiring.
15. 24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will incur additional labor charges.
18. Obstructions blocking utility floor pockets, distribution panels, quad boxes or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's Office.
19. Any requirements over and above those listed on this form should be attached and returned to MCC.
20. Payment in full must be rendered prior to service installation.
21. Credit will not be issued for service installed and not used.
22. Claims will not be considered unless filed by the exhibitor prior to close of show.
23. Prices are subject to change without notice.

2021





## Technology Services

Order online at

<https://www.nashvillemcc.com/exhibitors>

**\*Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____ Booth/Room: _____
Company Name: _____	Ordered By: _____
Address: _____	Phone: _____ Fax: _____
City, State, Zip: _____	E-mail: _____

### WIFI ACCESS

The Music City Center now offers free WIFI in all spaces. Connect your device to "MCC WIFI" and follow the on screen instructions.

INTERNET PACKAGES		QTY	*Advance Rate	Floor Order	Amount
<b>WIRED PLATINUM INTERNET PACKAGE</b> Connection speeds from 3-10 Mbps or more. Required for Audio/Visual HD Streaming/Interactive Presentation/Demonstration/ Accessing Remote Resources/Web Casting <b>WIRELESS ROUTERS/SWITCHES ALLOWED</b>	Dedicated Internet Service (3Mbps)		\$ 3,025.00	\$ 4,235.00	
	Dedicated Internet Service (6Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
<b>Please call for Dedicated Internet Service above 10 Mbps</b>					

<b>WIRED BRONZE INTERNET PACKAGE</b> <b>NO WIRED OR WIRELESS ROUTERS ALLOWED</b>	Shared bandwidth up to 1.5 Mbps Recommended usage: Light Web Surfing/Email		\$ 675.00	\$ 900.00	
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<b>WIRED GOLD INTERNET PACKAGE</b> <b>NO WIRED OR WIRELESS ROUTERS ALLOWED</b>	Shared bandwidth up to 10 Mbps Required for Cyber Café (wired) /Social Media Feeds/Multimedia Downloads/Uploads)		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	

ADDITIONAL SERVICES					
Fiber Optic Cable Dry Pair			\$ 800.00	\$ 800.00	
VLAN Setup and Configuration			\$ 2,500.00	\$ 2,500.00	
Tech Support/Labor (per hour)			\$ 70.00	\$ 75.00	
Misc. Services			\$	\$	

**Internet Services & Labor Total:**

TELEPHONE SERVICES		QTY	*Advance Rate	Floor Order	Amount
VOIP Telephone Service			\$ 285.00	\$ 375.00	
Polycom Conference Speakerphone			\$ 335.00	\$ 450.00	
Misc. Services			\$	\$	

**Telephone & Equipment Sub-Total:**

Misc. Equipment Rental	(DOES NOT INCLUDE POWER)	QTY	*Advance Rate	Floor Order	Amount
Personal Printer B&W			\$ 125.00	\$ 150.00	
Cable TV Box			\$ 250.00	\$ 350.00	

COMMENTS:	Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Equipment & Services ONLY	9.75%			
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**Telephone & Equipment Total:**

Installed by: _____ Date: _____	<b>Total Due</b>
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Your signature on this form serves as acceptance of the Terms and Conditions listed on page 2.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

2021

**Service Placement**  
 For special placement, please fax a drawing and add 1 hr labor.  
**Island Booth**  
 (standard placement is middle of booth)  
**Standard Booth**  
 (standard placement is back of booth)

**Make check payable to:**  
 Music City Center  
**Mail to:**  
 Exhibitor Services  
 201 Rep. John Lewis Way, South  
 Nashville, TN 37203

## Terms and Conditions

Phone 615-401-1440

Fax 615-401-1439

email: [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com)

**\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .**

- 1. PROCESSING THE SERVICE ORDER FORM** requires: A. Payment in US dollars for ALL services ordered. B. All information completed on the Service Order form (missing information will delay processing). C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room, fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. Customer is responsible for all lost, stolen or damaged equipment.
- 3. UNLESS OTHERWISE DIRECTED,** Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** A. Payment in full is required before service can be connected. B. Credit card payments should be made through <https://www.nashvillemcc.com/exhibitors> prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet cancelled will apply when request for cancellation is made less than ten (10) days prior to the event start date. (**\*Specially ordered services must be paid for in full, including all installation fees. Once the order is placed by MCC, no refunds will be given.**) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. VOIP TELEPHONE:** A. Service will be delivered over a standard ethernet cable (RJ45). B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. Power must be ordered separately if needed. Price does NOT include power.
- 7. MCC INTERNET/DATA SERVICES:** A. Service will be delivered over a standard RJ45 jack. B. Wired service is 10/100/1000Mbps over a 20Gb fiber-optic backbone. C. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. D. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. E. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E. Any customer device that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. F. Customer must provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100/1000 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 12. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed.
- 13. COMMUNICATION SERVICES** are to be ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 14. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 15. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication.
- 16. PRICES** are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

***The Music City Center serves as its own, exclusive Telecommunications and Internet Service Provider.***

# Rigging Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Questions? Email: [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com)

**\*Payment must be received 21 days prior to 1st move in date to receive Advanced Rate**

Name of Event: _____ Event Date: _____ Booth/Room#: _____											
Company Name: _____ Ordered by: _____											
Address: _____ City, State, Zip: _____											
Email: _____ Phone: _____ Fax: _____											
<b>Rigging Service Information</b>											
<small>Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized estimate for services. After receiving your estimate, please remit signed form and payment to complete your order.</small>											
<b>DESCRIBE SERVICES NEEDED</b>											
Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
<input type="checkbox"/> Check here to request an exclusive crew. (4 hour minimum charge will apply) <input type="checkbox"/> Check here to have your order completed first come, first served.											
Requested Install Date/Time: _____ / _____ / _____						Requested Removal Date/Time: _____ / _____ / _____					
<b>ATTACH PDF, DRAWING, PICTURE OR RENDERING</b>											
<small><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. Sales tax of 9.75% will be added to all applicable fees. <b>TERMS AND CONDITIONS</b> on page 2. Should <b>TERMS AND CONDITIONS</b> not be attached please contact <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> for current order terms.</small>											
Company check or U.S. bank money order in the amount of \$ _____ (make checks payable to Music City Center)										<b>Please fax or mail order form. Please do not email form with credit card information.</b>	
Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____											
Credit Card Number: _____ Expiration Date: _____											
Cardholder Name: _____ Signature: _____ Date: _____											
<b>***** FOR RIGGING/EXHIBITOR SERVICES USE ONLY *****</b>											
<b>Location of Requested Rigging:</b>						<b>General Pricing Information</b>					
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D)						<b>*Advanced Rate      Floor Order</b>					
<input type="checkbox"/> Grand Ballroom						8 AM-5 PM Rigging Labor*		\$ 84/hr		\$126/hr	
<input type="checkbox"/> Davidson Ballroom						5 PM-12 AM Rigging Labor*		\$126/hr		\$189/hr	
<input type="checkbox"/> Public Spaces						12 AM-8 AM Rigging Labor*		\$168/hr		\$252/hr	
<input type="checkbox"/> Exterior Banners						Daily Lift Rental		32' - \$400/day			
<input type="checkbox"/> Other <small>*if requesting service in more than one location, please submit a separate form for each.</small>								40' - \$600/day			
								50'-64' - \$800/day			
<small>All rates include shackles, carabiners, rope, etc. *Minimum crew based on scope of work.</small>											
Client Signature _____						Date _____					
<b>A firm quote will be provided within five (5) business days. See page 2 of order form for terms and conditions .</b>											
2022 -3      Fax To: 615-401-1439      Mail To: Music City Center, Service Representative, 201 Rep John Lewis Way, South, Nashville, TN 37203											

## MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the [MCCRigging.com](http://MCCRigging.com), Resources page for additional details and information.