



**Shepard Exposition Services**

1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: G114380213

**SHOW INFORMATION**

**Atlanta Shoe Market**

**February 23 - 25, 2013**

**Cobb Galleria Mall**

**Atlanta, Georgia**

**BOOTH PACKAGE**

**Items provided in your booth, per exhibitor:** 8'H Hardwall - White; 3'H Hard Sidewall - White  
Foamcore Identification Sign  
(2) 6'L x 30"H Skirted Tables - White, (1) 8' x 30"H Skirted Tables - White  
(4) Side Chairs  
(1) Spotlight  
(1) Wastebasket

**Aisle carpet color:** Tuxedo wall-to-wall

**EXHIBIT SHOW SCHEDULE**

<b>General Exhibitor Move-in:</b>	<b>Friday, February 22, 2013</b>	<b>8:00 AM - 7:00 AM</b>
<b>Exhibit Hours:</b>	<b>Saturday, February 23, 2013</b>	<b>9:00 AM - 6:00 PM</b>
	<b>Sunday, February 24, 2013</b>	<b>9:00 AM - 6:00 PM</b>
	<b>Monday, February 25, 2013</b>	<b>9:00 AM - 5:00 PM</b>
<b>Exhibitor Move-out:</b>	<b>Monday, February 25, 2013</b>	<b>5:00 PM - 9:00 PM</b>
<b>Freight Re-route Time:</b>	<b>Monday, February 25, 2013</b>	<b>9:00 PM</b>

**IMPORTANT DEADLINES**

**Exhibitor appointed contractor notification deadline:** Friday, January 25, 2013

**Discount price deadline for all Shepard orders:** Friday, February 1, 2013

**First day for warehouse deliveries without a surcharge:** Friday, January 25, 2013

**Last day for warehouse deliveries without a surcharge:** Friday, February 15, 2013

**First day freight can arrive at show facility:** Friday, February 22, 2013 at 8:00 AM

**SHIPPING ADDRESSES**

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

Atlanta Shoe Market  
c/o Shepard Exposition Services  
1531 Carroll Dr NW  
Atlanta, GA 30318

**Direct Shipments Address**

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]

Atlanta Shoe Market  
Cobb Galleria Mall  
2 Galleria Pkwy  
Atlanta, GA 30339

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



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## ONLINE ORDERING INSTRUCTIONS



Atlanta Shoe Market  
February 23 - 25, 2013  
Cobb Galleria Mall  
Atlanta, Georgia


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

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

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

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

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

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## PAYMENT AUTHORIZATION

**Atlanta Shoe Market**  
**February 23 - 25, 2013**  
**Cobb Galleria Mall**  
**Atlanta, Georgia**

**Discount Deadline: February 1, 2013**

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

### WIRE TRANSFER

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

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

Name of show that you are attending - **Atlanta Shoe Market**  
Exhibiting company name  
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA  
Routing Number: 41000124 Account Number: 42-6061-9772  
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

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

### CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:   
Month Year

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

Security Code:

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

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

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

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

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

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

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

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

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

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

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

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



### PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

### INDEMNIFICATION

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

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

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

### SHEPARD'S LIMITS OF LIABILITY

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

### INBOUND AND OUTBOUND SHIPMENTS

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

### PACKAGING, CRATES, AND EMPTY CONTAINERS

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



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## THIRD PARTY PAYMENT AUTHORIZATION

Atlanta Shoe Market  
February 23 - 25, 2013  
Cobb Galleria Mall  
Atlanta, Georgia

**Discount Deadline: February 1, 2013**

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

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

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

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

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

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

### SERVICES TO BE COVERED BY THIRD PARTY

- All services
- Rental Furniture       Exhibit Display Rentals       Overhead Rigging/Labor
- Carpet       Cleaning       Installation/Dismantling Labor
- Material Handling \*Please complete the Material Handling Authorization Form
- Logistics/Transportation      Notes: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

### THIRD PARTY INFORMATION

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

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

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

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

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

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

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

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

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

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:      
Month Year

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

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

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

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

Security Code:



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## EXHIBITOR APPOINTED CONTRACTOR

Atlanta Shoe Market  
 February 23 - 25, 2013  
 Cobb Galleria Mall  
 Atlanta, Georgia

**Deadline Date: January 25, 2013**

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

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

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

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

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

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

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

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

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

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

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

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

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

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

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

Name of Non-official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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





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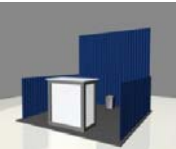
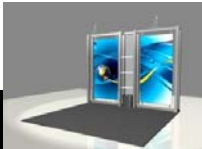
**Discount Deadline: February 1, 2013**

## SIGNATURE SERIES PACKAGES

**Atlanta Shoe Market**  
**February 23 - 25, 2013**  
**Cobb Galleria Mall**  
**Atlanta, Georgia**

### Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE					200 SERIES PACKAGE																				
~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy					~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy																				
~ 6'Lx42"H Skirted Counter (Select Color) 50047 <input type="checkbox"/> (01) Red <input type="checkbox"/> (04) Gold <input type="checkbox"/> (07) Burgundy <input type="checkbox"/> (02) Green <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (03) White <input type="checkbox"/> (06) Black <input type="checkbox"/> (13) Teal					~ 30" Star Base Pedestal Table 50032 ~ (2) Padded Arm Chairs 50021 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																				
~ (2) Padded Stools with Back 50024 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ 200 lbs. Material Handling* 35030/35010																									
<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66320</td> <td>461.25</td> <td>599.65</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66320	461.25	599.65		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66323</td> <td>467.45</td> <td>607.70</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66323	467.45	607.70	
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300 SERIES PACKAGE					400 SERIES PACKAGE																				
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~ 1 Meter Locking Cabinet (LC3) 66284 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010					~ 10'x10' New York Booth 66262 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																				
																									
<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66326</td> <td>595.50</td> <td>774.15</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66326	595.50	774.15		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66329</td> <td>2113.35</td> <td>2747.35</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66329	2113.35	2747.35	
Qty.	Discount	Regular	Amount																						
66326	595.50	774.15																							
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66329	2113.35	2747.35																							

\*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.



**GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).

**GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

Discount	Regular
113.30	147.30
283.25	368.25

Please complete the following:

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

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

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

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

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

\* All tax rates are subject to change.



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**Discount Deadline: February 1, 2013**

## SHELVING UNITS

Atlanta Shoe Market  
 February 23 - 25, 2013  
 Cobb Galleria Mall  
 Atlanta, Georgia

### SHELVING UNITS

**\*\* All shelves and feet will be delivered to your booth, but it is your responsibility to install them. \*\***



(2) Shelves: 4' (l) x 10" (w)  
 (4) Supports: 13" (h) x 8" (w)



(2) Shelves: 6' (l) x 10" (w)  
 (4) Supports: 13" (h) x 8" (w)



(4) Shelves: 6' (l) x 10" (w)  
 (8) Supports: 13" (h) x 8" (w)

Item #	Quantity	Description	Discount Price	Regular Price	Total
50210		4' 2 Shelf Unit	26.70	52.90	
50211		6' 2 Shelf Unit	31.05	62.15	
50212		4' 4 Shelf Unit	52.90	105.25	
50213		6' 4 Shelf Unit	62.15	124.05	

Subtotal	\$
6.00% Tax	\$
Total	\$

Please complete the following:

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

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

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Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

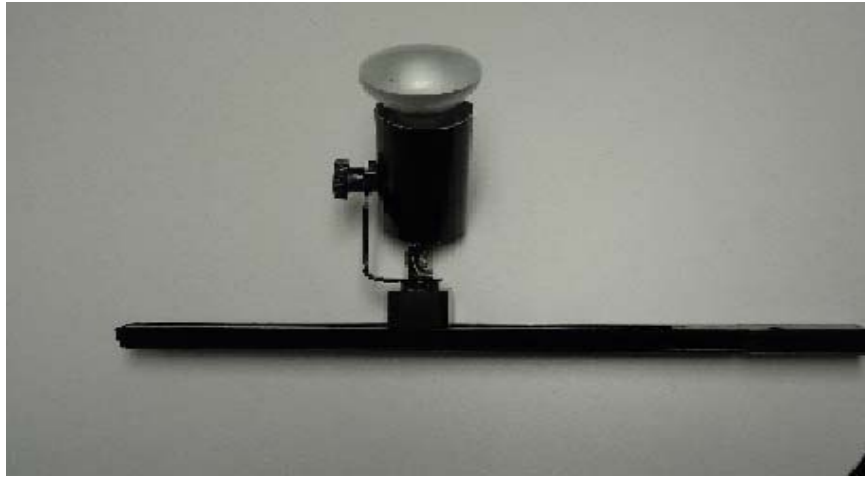
Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G114380213

**Discount Deadline: February 1, 2013**

## ADDITIONAL LIGHTING

Atlanta Shoe Market  
 February 23 - 25, 2013  
 Cobb Galleria Mall  
 Atlanta, Georgia

### ADDITIONAL LIGHTING



Code	Quantity	Description	Discount Price	Regular Price	Total
50300		Spotlight	68.95	79.55	

Subtotal:	\$	
6.000% Tax:	\$	
Total:	\$	

**NOTE: You must order electricity through the Cobb Galleria. Please follow the ordering instructions for the Galleria provided in this service manual.**

Please complete the following:

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

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**EXPO FURNISHINGS**

**Atlanta Shoe Market**

**February 23 - 25, 2013**

**Cobb Galleria Mall**

**Atlanta, Georgia**

**TABLES - ALL DISPLAY TABLES ARE 24" WIDE**



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

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

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	30.45	39.60	
50046			6'L X 30"H	25.90	33.65	
50050			8'L X 30"H	42.95	55.85	
50043			4'L X 42"H	41.15	53.50	
50047			6'L x 42"H	46.65	60.65	
50051			8'L x 42"H	53.30	69.30	
50052			4th Side 30"	19.70	25.60	
50171			4th Side 42"	19.70	25.60	

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

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	13.35	17.35	
50044		6'L X 30"H	15.90	20.65	
50048		8'L X 30"H	18.85	24.50	
50041		4'L X 42"H	26.95	35.05	
50045		6'L x 42"H	30.70	39.90	
50049		8'L x 42"H	46.35	60.25	

**RISERS - WOODEN PLANKING, 8" WIDE**

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	31.55	41.00	
50084		6'L X 6"H	40.25	52.35	
50086		8'L X 6"H	51.30	66.70	
50083		4'L X 12"H	63.75	82.90	
50085		6'L x 12"H	79.65	103.55	
50087		8'L x 12"H	96.50	125.45	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	15.10	19.65	
50078		6'L X 6"H	21.40	27.80	
50080		8'L X 6"H	27.55	35.80	
50077		4'L X 12"H	29.55	38.40	
50079		6'L x 12"H	42.00	54.60	
50081		8'L x 12"H	55.35	71.95	

**STANDARD SEATING**



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	49.30	64.10	
50021		Arm Chair	65.00	84.50	
50024		Stool w/back	51.60	67.10	

**STANDARD ACCESSORIES**



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	15.10	19.65	
50094		Floor Easel	27.55	35.80	
50245		Literature Rack	154.80	201.25	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	105.80	137.55	
50092		Coat Rack	37.70	49.00	
50093		Garment Rack	105.80	137.55	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	32.75	42.60	
50102		Velvet Rope, 7'	63.00	81.90	
50095		Sign Holder, 22x28	88.70	115.30	

**SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.**

50058		Sateen Skirting	10.45	13.60	
-------	--	-----------------	-------	-------	--

Please choose color from skirted table section.

Please complete the following:

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

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

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Event Code: G114380213

**Discount Deadline: February 1, 2013**

## CARPETING & CLEANING

**Atlanta Shoe Market**

**February 23 - 25, 2013**

**Cobb Galleria Mall  
Atlanta, Georgia**

### EXPO CARPET - 16 OZ.

**Choose Color:**

Red (01) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Blue (05) <input type="checkbox"/>	Teal (13) <input type="checkbox"/>
Tuxedo (50) <input type="checkbox"/>	Burgundy (07) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	137.10	178.25	
50256	10' x 20'	305.50	397.15	
50257	10' x 30'	338.80	440.45	
50258	10' x 40'	434.75	565.20	

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

#### SPECIAL CUT EXPO CARPET

50006	Per Square Foot	1.50	1.95	
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**Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in.** Please note all carpet is a maximum of ten feet wide and is installed accordingly.

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

### PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

**Choose Color:**

Red (01) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Deep Navy (22) <input type="checkbox"/>	Charcoal (17) <input type="checkbox"/>
Silver Cloud (18) <input type="checkbox"/>	Peacock (32) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	2.90	3.75	
46003	Rental 1000+/sq.ft	2.30	3.00	
46002	Purchase/sq.ft.	8.65	11.25	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Rental includes installation and removal.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.50	0.65	
50008	1" Padding	1.50	1.95	
50010	Visqueen	0.30	0.40	

### BOOTH DIMENSIONS

**What is your booth size (ft.)?**

X  =  sq. ft.

### BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.37	0.50	
47002	Daily Vacuum	1.11	1.45	

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

### PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.40	0.50	
47031	Daily Porter Svc	1.25	1.65	

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

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

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

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
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## SPECIALTY FURNISHINGS/ACCESSORIES

**Atlanta Shoe Market**  
**February 23 - 25, 2013**  
**Cobb Galleria Mall**  
**Atlanta, Georgia**

### SPECIALTY CHAIRS AND TABLES



**36" Diameter**  
**30" or 42" H**      **24" W x 18" H**

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	48.70	63.30	
51090	Director's Stool	86.95	113.05	
50032	Ped. Table, 30"	177.35	230.55	
51089	Ped. Table, 42"	206.35	268.25	
50030	Rnd Side Table	58.00	75.40	
50031	Sq. Side Table	58.00	75.40	

### SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	462.90	601.75	
50068	Full View 6'	442.55	575.30	
50069	Quarter View 4'	381.70	496.20	
50070	Quarter View 6'	442.55	575.30	

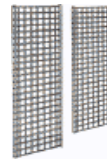
Colors and styles of showcases may vary depending on location and availability.

### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	17.95	23.35	
50098	Refrigerator	302.00	392.60	
50088	8' Upright	18.65	24.25	
50089	8' Crossbar	12.40	16.10	

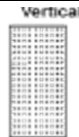
### GRID AND GRID ACCESSORIES



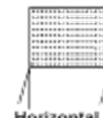
Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	113.90	148.05	
50237	2'X8' w/o legs, each	81.15	105.50	
50242	7-Ball Waterfall	7.50	9.75	

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

### 1/4" PERFBORAD & VELCRO TACK BOARD



50065



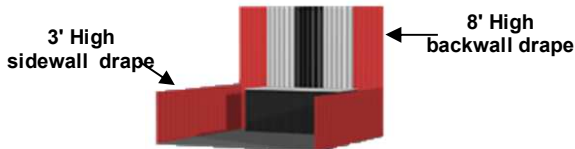
50064



50061

PERFBORAD - SINGLE SIDED

Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	146.65	190.65	
50064	4'X8' Horz., 1/4"holes	146.65	190.65	
50104	6" Hooks (12)	25.20	32.75	
50060	4' X 8' Horz.	146.95	191.05	
50061	4' x 8' Vert.	146.95	191.05	



### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	12.75	16.60	
50074	3' High	9.85	12.80	

Choose Color: Minimum 4' panel rental required.

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

Please complete the following:

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



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# EXECUTIVE FURNITURE

Atlanta Shoe Market

February 23 - 25, 2013

Cobb Galleria Mall

Atlanta, Georgia

## COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
<b>Key West - Black</b>				
	SOM	618.50	804.05	
	LSM	547.80	712.15	
	OCB	450.35	585.45	
<b>Lisbon - Charcoal Leather</b>				
	SOC	811.80	1055.35	
	LSC	732.65	952.45	
	CHC	529.45	688.30	
<b>Memphis</b>				
	MPS	534.05	694.25	
	MPC	378.95	492.65	
<b>Astro</b>				
	SOQ	695.00	903.50	
	CHQ	459.45	597.30	
<b>Newport</b>				
	SED	1794.55	2332.90	
	LSD	705.95	917.75	
	CHD	388.35	504.85	
<b>Miscellaneous Seating</b>				
	SO1	697.60	906.90	
	OCU	396.50	515.45	
	OCW	775.55	1008.20	
	OCY	211.85	275.40	
<b>Ottomans</b>				
	OSA	307.30	399.50	
	OTP	379.65	493.55	
	OTM	423.75	550.90	
	OTH	114.50	148.85	
	VIB02	95.45	124.10	



## COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
<b>Cocktail Tables</b>				
	C1E	300.55	390.70	
	C1F	273.90	356.05	
	C1C	282.25	366.95	
	COLI	175.75	228.50	
<b>End Tables</b>				
	E1E	282.25	366.95	
	E1F	255.60	332.30	
	E1C	255.60	332.30	
	EOLI	165.00	214.50	
<b>Lamps</b>				
	LA15	168.10	218.55	
	LA14	168.10	218.55	



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





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## EXECUTIVE FURNITURE

Atlanta Shoe Market  
February 23 - 25, 2013  
Cobb Galleria Mall  
Atlanta, Georgia

**Discount Deadline: February 1, 2013**

### CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
<b>Geo Tables - 29" High</b>				
	CE2 (60"L)	458.75	596.40	
	CF2 (60"L)	442.00	574.60	
	CE1 (42"L)	317.60	412.90	
	CF1 (42"L)	300.55	390.70	
<b>Graphite Nebula - 29" High</b>				
	CB2 (6'L)	494.10	642.35	
	CB3 (8'L)	600.25	780.35	
	CB1 (42"RND)	406.60	528.60	
<b>Mahogany - 29" High</b>				
	CC6 (6'L)	415.55	540.20	
	CC7 (8'L)	512.10	665.75	
	CC8 (10'L)	814.95	1059.45	
	CC5 (42"RND)	367.30	477.50	
<b>Miscellaneous Conf. Table - 29" High</b>				
	CG1 (42"RND)	335.90	436.65	



### CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Panton</b>				
	OTO	438.95	570.65	
	SC9	211.85	275.40	
<b>Luxor - Black Leather</b>				
	XC3	388.35	504.85	
	XC2	423.75	550.90	
	XC1	450.35	585.45	
<b>Altura - Black Crepe</b>				
	XC6	353.05	458.95	
	XC5	388.35	504.85	
	XC4	423.75	550.90	
<b>Brewer</b>				
	SC3	185.00	240.50	
	SC2	185.00	240.50	
<b>Miscellaneous Chairs</b>				
	SC8	176.50	229.45	
	SC1	203.15	264.10	
	SC4	203.15	264.10	
	SC6	247.25	321.45	



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

Please complete the following:

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

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

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# EXECUTIVE FURNITURE

Atlanta Shoe Market

February 23 - 25, 2013

Cobb Galleria Mall

Atlanta, Georgia

## BAR TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 42" High</b>				
	VTN	273.90	356.05	
	VTM	273.90	356.05	
<b>30" Round x 42" High</b>				
	VTK	265.50	345.15	
	VTJ	265.50	345.15	
	VTF	300.55	390.70	
	VTC	265.50	345.15	
	WTJ	335.90	436.65	
	WTF	371.25	482.65	



## BARS

Qty.	Item	Discount	Regular	Amount
<b>Martini Bars - 47" High</b>				
	BR1	1368.20	1778.65	
	BRC	3573.75	4645.90	



## BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Ohio - Chrome, 31" High</b>				
	BS3	203.15	264.10	
	BS2	203.15	264.10	
	BS1	203.15	264.10	
<b>Banana - Chrome, 30" High</b>				
	BST	265.50	345.15	
	BSS	265.50	345.15	
<b>Oslo - 30" High</b>				
	BSD	282.25	366.95	
	BSC	282.25	366.95	
<b>Miscellaneous</b>				
	BSL (29"H)	211.85	275.40	
	BSN (29"H)	300.55	390.70	
	BCE (32"H)	238.15	309.60	



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

Subtotal	\$
6.000% Tax*	\$
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# EXECUTIVE FURNITURE

Atlanta Shoe Market

February 23 - 25, 2013

Cobb Galleria Mall

Atlanta, Georgia

**Discount Deadline: February 1, 2013**

## CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 29" High</b>				
	ZTP	255.60	332.30	
	ZTN	255.60	332.30	
	ZTM	255.60	332.30	
	XTP	344.60	448.00	
	XTN	344.60	448.00	
	XTM	344.60	448.00	
<b>30" Round x 29" High</b>				
	ZTK	230.10	299.15	
	ZTJ	230.10	299.15	
	XTK	317.60	412.90	
	XTJ	317.60	412.90	
	XTF	344.60	448.00	



ZTP-36"  
ZTK-30"



ZTN-36"  
ZTJ-30"



ZTM-36"



XTP-36"  
XTK-30"



XTN-36"  
XTJ-30"



XTM-36"



XTF-30"

## STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
<b>Stacking Chair, 37" High</b>				
	CS8	111.20	144.55	
	CS9	111.20	144.55	
<b>Altura - Black Crepe</b>				
	SY1	220.25	286.35	
	DF1	326.35	424.25	

CS8



CS9



SY1



DF1



## PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
<b>Product Display</b>				
	PMB36	281.20	365.55	
	PMB42	331.40	430.80	
	PDK	494.10	642.35	
	PDL	494.10	642.35	
	BC6	342.35	445.05	
	BC7	335.10	435.65	
	ET1	379.65	493.55	
	ET2	379.65	493.55	
<b>Training Room</b>				
	CP5	442.00	574.60	
	PO3	529.45	688.30	
	PO1	304.30	395.60	
	WD2	388.35	504.85	
	CO4	335.90	436.65	
<b>Lateral Files</b>				
	L26	424.35	551.65	
	L27	400.95	521.25	
<b>Refrigerator</b>				
	R1Q	309.25	402.05	

### PEDESTALS

PMB36  
PDH  
PDK  
PDL

### COLOR

Black  
Graphite  
Graphite  
Black

### SIZE

24"Lx24"Dx36"H  
24"LX24"DX42"H  
30"LX30"DX42"H  
24"LX24"DX42"H

### Graphite



### PDL



BC6



BC7



ET1



ET2



CP5



PO3



PO1



WD2



CO4



L26



L27



R1Q



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

Please complete the following:

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

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

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

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

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

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW  
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

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

Event Code: G114380213

**Discount Deadline: January 24, 2013**

# EXHIBIT SOLUTIONS BOOTH RENTALS

Atlanta Shoe Market

February 23 - 25, 2013

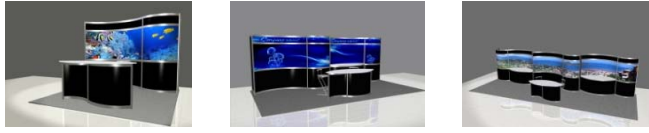
Cobb Galleria Mall

Atlanta, Georgia

## EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
------	------	-------------	----------	---------	--------

### The San Diego



66250		10' x 10'	2348.35	3052.85	
66251		10' x 20'	3853.75	5009.90	
66252		10' x 30'	7225.80	9393.55	

### The Chicago



66253		10' x 10'	2258.05	2935.45	
66254		10' x 20'	3161.30	4109.70	
66255		10' x 30'	4289.70	5576.60	

### The Salt Lake City

66256		10' x 10'	1445.15	1878.70	
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### The Saint Louis

66265		10' x 10'	1258.50	1636.05	
-------	--	-----------	---------	---------	--

### The Las Vegas

66268		20' x 20' Island	8424.05	10951.25	
-------	--	------------------	---------	----------	--

### The Phoenix

66269		10' x 10'	2651.65	3447.15	
-------	--	-----------	---------	---------	--

### The Detroit

66257		10' Truss Unit	6024.75	7832.20	
-------	--	----------------	---------	---------	--

Code	Qty.	Description	Discount	Regular	Amount
------	------	-------------	----------	---------	--------

### The Los Angeles



66259		10' x 10'	1558.85	2026.50	
66260		10' x 20'	2890.35	3757.45	
66261		10' x 30'	4365.55	5675.20	

### The New York



66262		10' x 10'	2047.35	2661.55	
66263		10' x 20'	4004.35	5205.65	
66264		10' x 30'	5901.00	7671.30	



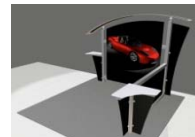
Salt Lake City



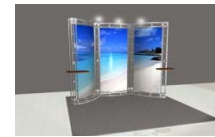
Saint Louis



Las Vegas



The Phoenix



The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

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

Please complete the following:

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

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

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Shepard Exposition Services

1531 Carroll Drive, NW  
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652  
Exhibit Solutions Sales Fax: 404-720-8757  
Customer Service Email: [rubin@shepardes.com](mailto:rubin@shepardes.com)  
Event Code: G114380213

**Discount Deadline: January 24, 2013**

## EXHIBIT SOLUTIONS ACCESSORIES

Atlanta Shoe Market

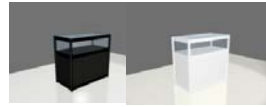
February 23 - 25, 2013

Cobb Galleria Mall  
Atlanta, Georgia

### ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Showcases</b>					
66270		Quarterview	837.00	1088.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	764.80	994.25	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	903.25	1174.25	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
<b>Reception Counters</b>					
66274		RC1	1795.20	2333.75	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	662.40	861.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1439.10	1870.85	
<b>Computer Stands</b>					
66285		CS1	837.00	1088.10	
66286		CS2	487.75	634.10	
<b>Literature and Product Display</b>					
66277		Gondola	443.15	576.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	782.80	1017.65	
66279		GL2	740.65	962.85	
66280		LS1	177.55	230.80	
66281		LS2	216.80	281.85	
<b>Locking Cabinets</b>					
66282		LC1	620.25	806.35	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	752.65	978.45	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	457.65	594.95	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

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



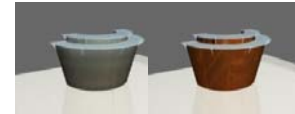
Quarterview Showcase  
4' 6" W x 1' 9" D x 3' 3" H



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



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



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



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



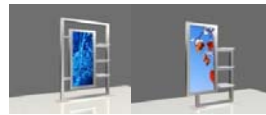
RC3  
5' 3" W x 3' 3" D x 3' 6" H



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



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



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



LS1 LS2



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



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



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

Please complete the following:

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

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

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

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

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

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

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

\* All tax rates are subject to change.



## **LABOR JURISDICTIONS GEORGIA**

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### **LABOR**

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

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

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

### **MATERIAL/FREIGHT HANDLING JURISDICTION**

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

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.





Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G114380213

Discount Deadline: February 1, 2013

# LABOR ORDER FORM

## Atlanta Shoe Market

### February 23 - 25, 2013

### Cobb Galleria Mall

### Atlanta, Georgia

#### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

Are you requesting this labor for assembling your hanging sign?  Yes  No

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_

Requested start time: \_\_\_\_\_

Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_

Requested start time: \_\_\_\_\_

Est. Hours \_\_\_\_\_

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

Installation  Dismantling  Both Install/Dismantle

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	67.75	88.10	30% **	
68067		OT	101.60	132.10	30% **	
68068		DT	135.50	176.15	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	67.75	88.10	
68061		OT	101.60	132.10	
68062		DT	135.50	176.15	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

#### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM

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

DT - Double time: All other hours and holidays

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

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	135.50	176.15	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_

Carpet install date/time: \_\_\_\_\_

**Please note:** - Hours are based on estimates, you will be invoiced for actual time incurred.

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

- Requested times are not guaranteed and are based on availability.

N/A Tax: \$ \_\_\_\_\_

- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

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

#### SHEPARD SUPERVISION INFORMATION

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

#### Inbound Freight Information

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

# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_

Is shipment?  Crated  Uncrated

Tracking/Pro #: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

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

Deliver Shipment To: \_\_\_\_\_

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

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

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

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

Force freight through preferred carrier:

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

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size:  x

Forklift required?  Yes  No

Carpet is?  owned  rented from Shepard

Carpet padding?  Yes  No

Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered (please check all that apply)

Electrical  Furniture  A/V Equipment

Booth Cleaning  Telephone/Internet

#### Electrical Information:

Electrical should go under the carpet (diagram is attached)

Electrical drawings are attached

Electrical drawings are with exhibit in crate number

Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

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

Hotel: \_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Departure date/time: \_\_\_\_\_

Please complete the following: **Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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

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

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

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

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

\* All tax rates are subject to change.





Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

Event Code: G114380213

**Discount Deadline: February 1, 2013**

# SIGN ORDER FORM

Atlanta Shoe Market

February 23 - 25, 2013

Cobb Galleria Mall

Atlanta, Georgia

## SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	133.10	173.05	
70010		Horz., 22" x 28"	133.10	173.05	
70011		Vertical, 28" x 44"	206.25	268.15	
70012		Horz., 28" x 44"	206.25	268.15	
70025		Meterboard, 39" x 90.75"	410.10	533.15	
<b>Accessories</b>					
70017		Blank Foamcore, 4'x 8'	36.10	46.95	
70021		Velcro, per ft. min. 5 ft.	2.35	3.05	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	16.85	21.90	
70071		grommets, per sq. ft. - Horizontal	16.85	21.90	
70066		Pockets, per sq. ft. - Vertical	18.10	23.55	
70072		Pockets, per sq. ft.- Horizontal	18.10	23.55	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	39.70	51.60	

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

Please complete the following:

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

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

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

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

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

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

\* All tax rates are subject to change.

## SIGN SUBMISSION INFORMATION

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

### File Submission Media

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

### Acceptable Software & Formats

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

### Artwork Dimensions & Color Specifications

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

### Other Graphic Services Available

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

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



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

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

Event Code: G114380213

# SHEPARD LOGISTICS SERVICES

## Atlanta Shoe Market

### February 23 - 25, 2013

Cobb Galleria Mall

Atlanta, Georgia

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

### EXHIBIT MATERIALS TRANSPORTATION

#### INBOUND PICK UP LOCATION INFORMATION

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

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

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

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip)

#### SHIPPING INFORMATION

Items to be shipped  
Number of Pieces Est. Weight

Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
Other		
<b>Total Pieces</b>	<b>Total Wt.</b>	

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

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_  
Loading Dock  Yes  No Lift Gate \_\_\_\_\_  
Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

#### SHIP TO

I will be shipping to the **WAREHOUSE**  
**(Company Name, Booth #)**  
**Atlanta Shoe Market**  
**c/o Shepard Exposition Services**  
**1531 Carroll Dr NW**  
**Atlanta, GA 30318**

Warehouse Deadline February 15, 2013  
Date

I will be shipping to **SHOW SITE**  
**c/o Shepard Exposition Services**  
**(Company Name, Booth#)**  
**Atlanta Shoe Market**  
**Cobb Galleria Mall**  
**2 Galleria Pkwy**  
**Atlanta, GA 30339**

Delivery date: February 22, 2013

#### OUTBOUND SHIPPING INFORMATION

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

**Ship to Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Deliver By Date: \_\_\_\_\_  
Number of labels: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

#### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

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

Standard Ground  Other (Truck Load, Specialized)

#### TRANSPORTATION CHARGES

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

Type Card      
Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

**FAX COMPLETED FORM TO 404-720-8733**

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

Please complete the following:

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

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

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

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

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

# SHIPPING LABELS


Atlanta Shoe Market

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 1531 Carroll Dr NW Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Atlanta Shoe Market</b>	
First day freight can arrive w/o a surcharge: January 25, 2013	
Last day freight can arrive w/o a surcharge: February 15, 2013	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 1531 Carroll Dr NW Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Atlanta Shoe Market</b>	
First day freight can arrive w/o a surcharge: January 25, 2013	
Last day freight can arrive w/o a surcharge: February 15, 2013	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Cobb Galleria Mall 2 Galleria Pkwy Atlanta, GA 30339</b>
	For: <b>Atlanta Shoe Market</b>
<b>MUST NOT BE DELIVERED PRIOR TO: February 22, 2013 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Cobb Galleria Mall 2 Galleria Pkwy Atlanta, GA 30339</b>
	For: <b>Atlanta Shoe Market</b>
<b>MUST NOT BE DELIVERED PRIOR TO: February 22, 2013 @ 8:00 AM</b>	


## HANGING SIGN SHIPPING LABELS

Atlanta Shoe Market

### HANGING SIGN SHIPPING ADDRESS LABELS

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

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 1531 Carroll Dr NW Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Atlanta Shoe Market</b>
	First day freight can arrive w/o a surcharge: <b>January 25, 2013</b>
	Last day freight can arrive w/o a surcharge: <b>February 15, 2013</b>

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 1531 Carroll Dr NW Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Atlanta Shoe Market</b>
	First day freight can arrive w/o a surcharge: <b>January 25, 2013</b>
	Last day freight can arrive w/o a surcharge: <b>February 15, 2013</b>



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G114380213

# MATERIAL HANDLING AUTHORIZATION

**Atlanta Shoe Market**  
**February 23 - 25, 2013**  
**Cobb Galleria Mall**  
**Atlanta, Georgia**

## SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to:  Advance Warehouse  Direct to Show Site  
 We plan to ship on (date): \_\_\_\_\_  
 Our materials should arrive on (date): \_\_\_\_\_  
 Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_  
 Origin of Shipment (city, state): \_\_\_\_\_  
 Please provide a contact name and number for any questions Shepard may have in regards to this shipment:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

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

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

### COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$44.70	\$67.00	\$58.00		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
<b>Advance Shipments to Warehouse</b>					
	\$46.45	\$60.50			
	Crated	Special Handling			
	35010 / 35013	35036			
<b>Pieces</b>	<b>Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>				
	\$23.23	\$46.45			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$40.25	\$60.50	\$52.25		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391 / 35399	35394 / 35402		
<b>Advance Shipments to Warehouse</b>					
	\$41.75	\$54.25			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
<b>Overtime</b>					
	Overtime: 30% fee for every overtime application			30%	

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

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

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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

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

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

Please complete the following:

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

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

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

\* All tax rates are subject to change.



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

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

# MATERIAL HANDLING INFORMATION

## Atlanta Shoe Market

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### **SPECIAL HANDLING**

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

#### **OVERTIME**

Surcharge: 30%

35990

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

#### **LATE SHIPMENTS**

Surcharge: 25%

35003

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

#### **UNCRATED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

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

#### **OFF-TARGET DELIVERIES**

Surcharge: 15%

35004

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

#### **PADDED VAN DELIVERIES**

Surcharge: \$8.00/CWT

35041

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

#### **MARSHALING YARD**

Surcharge: Maximum \$25.00

35250

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

#### **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load

35282

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

#### **EMPTY CRATE STORAGE**

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

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

#### **Small Package Consolidation**

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

#### **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope

35007

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

#### **SECURED STORAGE**

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

#### **ACCESSIBLE STORAGE**

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

#### **WAREHOUSE STORAGE**

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### **Return to Warehouse Service Fee**

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

#### **Storage per month**

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

#### **MOBILE SPOTTING FEE**

Surcharge: \$150.00 round trip

35106

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

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





**MATERIAL HANDLING Q&A**

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

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

**What is the definition of "freight"?**

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

**What is a "certified weight ticket"?**

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

**IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS**

**What are advance shipments?**

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

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

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

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

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

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

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

**MATERIAL HANDLING CHARGES**

**What determines how much I'm charged?**

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

**How do I calculate material handling charges?**

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

**Will there be any additional charges?**

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

**SMALL PACKAGES**

**What are small package carrier shipments?**

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

**How do I calculate my small package carrier shipment?**

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

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

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

**CRATED~UNCRATED~SPECIAL HANDLING**

**What are CRATED materials?**

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

**What are UNCRATED materials?**

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

**What is SPECIAL HANDLING?**

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

**What is the difference between material handling and shipping?**

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

**Do I need to order a fork lift to unload or reload my freight?**

No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?**

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

**IMPORTANT FACTS ABOUT DIRECT SHIPMENTS**

**What are direct shipments?**

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

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

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

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

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

**SIGNATURE SERIES SHIPPING**

**How can I make shipping my show materials easier?**

Signature Series Shipping will make it easier, and here's why:

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

**LIABILITY INSURANCE**

**What is and why would I need liability insurance?**

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

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

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

**OUTBOUND SHIPMENTS**

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

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

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



# COBB GALLERIA CENTRE

## Atlanta Shoe Market

### Electrical Services Order Form

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

See Terms and Conditions on the Second Page

Company Name		Phone #		Fax #	
Address		City		State	Zip Code
		Email Address (required for receipt)			Booth #
Payment Method AmEx Visa MasterCard Check	Acct. #			Exp Date	CC V-Code
Name on Card		Authorized Signature			Date

### SERVICES REQUESTED

#### ELECTRICAL

QTY	Description	14 Day Advance	Floor Rates	Total
	10 Amps	1200 Watts	120 Volts	\$80
	20 Amps	2400 Watts	120 Volts	\$110
			<b>Sub Total</b>	<b>\$</b>

#### UTILITY SERVICES

QTY	Description	14 Day Advance	Floor Rates	Total
	Crossbar Stanchion (light not included)	\$20	\$30	
	Upright Stanchion (light not included)	\$20	\$30	
	Clip-on Lamp	\$55	\$66	
	100 Watt Track Lamp (track included)	\$65	\$78	
	PAR-64 Stage Light	\$225	\$270	
	Extension Cord	\$12	\$12	
	Outlets: Power strip (6)	\$18	\$18	
	Outlets: Quad Box (4)	\$18	\$18	
	Outlets: Cube Tab (3)	\$18	\$18	
	Labor-additional electrical work other than installation of above	\$50	\$50	
	Phone Line	\$225	\$270	
	Banner Hanging	\$35	\$35	
			<b>Sub Total</b>	<b>\$</b>
			<b>Total</b>	<b>\$</b>
			<b>Tax (6%)</b>	<b>\$</b>
			<b>TOTAL</b>	<b>\$</b>

### INSTRUCTIONS

- Fax form to (770) 989-5222 OR e-mail to [services@cobbgalleria.com](mailto:services@cobbgalleria.com).
- For questions or for additional power requirements, please call (770) 989-5051 or email [services@cobbgalleria.com](mailto:services@cobbgalleria.com).
- In order to receive the ADVANCE rate, the order form and PAYMENT (U.S. Dollars) must be received at least **14 DAYS** prior to scheduled show opening day.
- Full payment must be rendered prior to delivery of service.
- Prices do not include sales tax.
- Wireless Internet is complimentary.
- Exhibit Booths in Fashion Collection include crossbars, uprights and track light.
- If paying by check, make checks payable to: Cobb Galleria Centre & mail to: Two Galleria Parkway, Atlanta, GA 30339.

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

1. Credit will not be given for electrical service installed and not used.
2. **All material and equipment furnished by the Cobb Galleria Centre for the service order shall remain the property of the Centre and shall be removed only by the Centre staff at the close of the show.**
3. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
4. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
5. All equipment, regardless of power, must comply with all federal, state and local codes.
6. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed by the exhibitor prior to close of show.
8. Prices for service are based upon current wage rates and are subject to change without notice.
9. Under no circumstance should anyone other than a "house electrician" make electrical connections.
10. Special equipment requiring the facility engineers or technicians for assembly, servicing, preparatory work and operations may be executed without a "house electrician". However, a "house electrician" must make all service connections and overload protection to such equipment only.
11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
12. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
13. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. Work required to tie-in and connect to customer's equipment will be charged in a time and material basis. Call for a quote.

Show Name: \_\_\_\_\_

Show Location: \_\_\_\_\_

Show Dates: \_\_\_\_\_



(770) 507-6777  
FAX (770) 474-4676  
plant@tlc-florist.com  
www.tlc-florist.com

N•A•T•I•O•N•A•L  
convention • plant • services

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
Show Decorator: Shepard Exposition Services \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX  
Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!  
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$60.00.**

Qty \_\_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_

Don't know what you want? Just want a splash of color?  
Let TLC designers choose your fresh seasonal flowers!

Qty \_\_\_\_\_ TLC pick my colors, size, type flowers \$50.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.  
For free design assistance, please call 770-507-6777 or email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.



TLC Designers can provide the following:

- Water Features  
Fountains  
Ponds  
Water falls  
Swamps
- Garden Areas  
Tropical (beach scenes; rain forests)  
Seasonal (Spring, Fall, Holiday)  
Formal (serenity garden, English garden)
- Border Areas  
Hedges (control flow)  
Lawn or Golf (promotional)  
Trees (privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

**COLORFUL POTS OF VIBRANT FLOWERS!**



Mums—12”-18”H

\$20.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Bronze \_\_\_\_\_

Lavender \_\_\_\_\_

Azaleas—12”H

\$35.00 each

Qty \_\_\_\_\_

White \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_

Bromeliads—12”-18”H

\$35.00 each

Qty \_\_\_\_\_

Purple \_\_\_\_\_ Red \_\_\_\_\_

Yellow \_\_\_\_\_ Orange \_\_\_\_\_

Tri-Color \_\_\_\_\_

*See next page for green plants.*

**F  
L  
O  
R  
A  
L  
O  
R  
D  
E  
R  
F  
O  
R  
M**





770) 507-6777  
 plant@tlic-florist.com  
 www.tlic-florist.com

FLORAL ORDER FORM

**Small Fern**



Small Fern—12”H x 12”W  
 \$25.00 each

Qty \_\_\_\_

**Large Fern**



Large Fern—24”H x 24”W  
 \$35.00 each

Qty \_\_\_\_

**Ivy**



Ivy—10”H x 10”W  
 \$35.00 each

Qty \_\_\_\_

**Pothos**



Pothos—12”H x 12”W  
 \$35.00 each

Qty \_\_\_\_

**2' Green Plants**



\$29.95 each

Qty \_\_\_\_

**3' Green Plants**



\$39.95 each

Qty \_\_\_\_

**Standard 4' to 6' Green Plants**



4' @ \$49.95 each Qty \_\_\_\_

5' @ \$59.95 each Qty \_\_\_\_

6' @ \$69.95 each Qty \_\_\_\_

**7' H & Taller plants & Planters are available**  
 Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

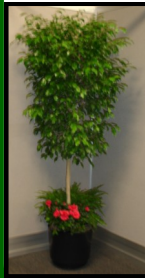
**Top-dressed with azalea (pictured)**  
**Also available with mum**  
**Choose flower color for flower choice.**

For Top-dressing with fern & azalea

\_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum

\_\_ white, \_\_ yellow, \_\_ bronze, \_\_ lavender

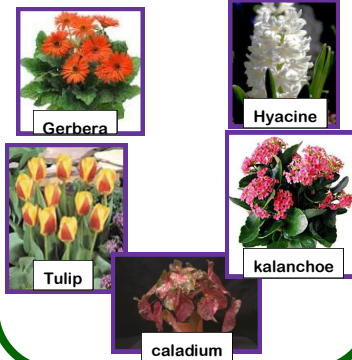


4' @ \$125.00 each, Qty \_\_\_\_

5' @ \$135.00 each, Qty \_\_\_\_

6' @ \$145.00 each, Qty \_\_\_\_

**Seasonal Flowering Plants**  
 Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.**

**Order Cost Summary**

Select Container (Included in rental cost)

\_\_ Black \_\_ White \_\_ Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal \_\_\_\_\_

\_\_\_\_ % Sales Tax \_\_\_\_\_

Total \_\_\_\_\_