EXHIBITOR SERVICE MANUAL

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

Shepard 1531 Carroll Dr NW, Atlanta, GA 30318 | phone: 404-720-8600 | fax: 404-720-8755

SHOW INFORMATION

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table
- 2 Side Chairs
- 1 Wastebasket

Reminder: Carpet or Flooring is required for all booth spaces on the show floor. Carpeting can be purchased through the Shepard Exhibitor Services Kit, or personal flooring can be provided.

Booths that do not have carpet installed by 9:00 AM on April 3, 2022 will have carpeting installed by Shepard at the Exhibitor's expense.

Show Colors

Show Drape Color(s): Blue, White
Aisle Carpet Color: Eclipse

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN
Saturday, April 2, 2022 • 2:00PM to 8:00PM
Sunday, April 3, 2022 • 7:00AM to 11:00AM
All freight on the show floor and aisles will be cleared at 9:00AM on Sunday, April 3, 2022.

EXHIBIT HOURS
Sunday, April 3, 2022 • 11:00AM to 7:00PM
Monday, April 4, 2022 • 7:00AM to 7:00PM

EXHIBITOR MOVE OUT
Monday, April 4, 2022 • 7:00PM to 10:00PM
Tuesday, April 5, 2022 • 7:00AM to 12:00PM

FREIGHT REROUTE BEGINS*
*All outbound carriers must be checked in by this time

Tuesday, April 5, 2022 | 12:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals
Friday, March 4, 2022

Exhibitor Appointed Contractor Notification Deadline
Friday, March 4, 2022

First Day for Warehouse Deliveries Without a Surcharge
Friday, March 4, 2022

Discount Price Deadline for Standard Shepard Orders
Monday, March 14, 2022

Last Day for Warehouse Deliveries Without a Surcharge
Friday, March 25, 2022

Last Day for Warehouse Deliveries*
Thursday, March 31, 2022

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

First Day Freight Can Arrive at Show Site
Saturday, April 2, 2022| 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS
Exhibiting Co. Name & Booth Number
NAPA 401(k) Summit
c/o Tforce-Myers Freight c/o Shepard Exposition Services
4912 W Knox St STE 200
Tampa, FL 33634

DIRECT TO SHOW SITE SHIPMENT ADDRESS
c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
NAPA 401(k) Summit
Tampa Convention Center
211 S. Franklin St.
Tampa, FL 33602

ADVANCE DEADLINE DATE (STANDARD ORDERS): MONDAY, MARCH 14, 2022

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Saturday, April 2, 2022 • 2:00PM to 8:00PM
Sunday, April 3, 2022 • 7:00AM to 7:00PM
Monday, April 4, 2022 • 7:00AM to 10:00PM
Tuesday, April 5, 2022 • 8:00AM to 12:00PM

Exhibitor Move Out

Monday, April 4, 2022 • 7:00PM to 10:00PM
Tuesday, April 5, 2022 • 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Tuesday, April 5, 2022 | 12:00PM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Tuesday, April 5, 2022 | 12:00PM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Tampa Convention Center
211 S. Franklin St.
Tampa, FL 33602

NAPA 401(K) SUMMIT: EXHIBITOR RULES & REGULATIONS

This section includes guidelines for booth size and layout, use of space, height restrictions, and hanging signs. NAPA reserves the right to allow variances and exceptions to these guidelines on a chase-by-case basis. To inquire about a particular booth configuration or to request an exception to these guidelines, please fill out the Variance Request Form before February 25, 2022.

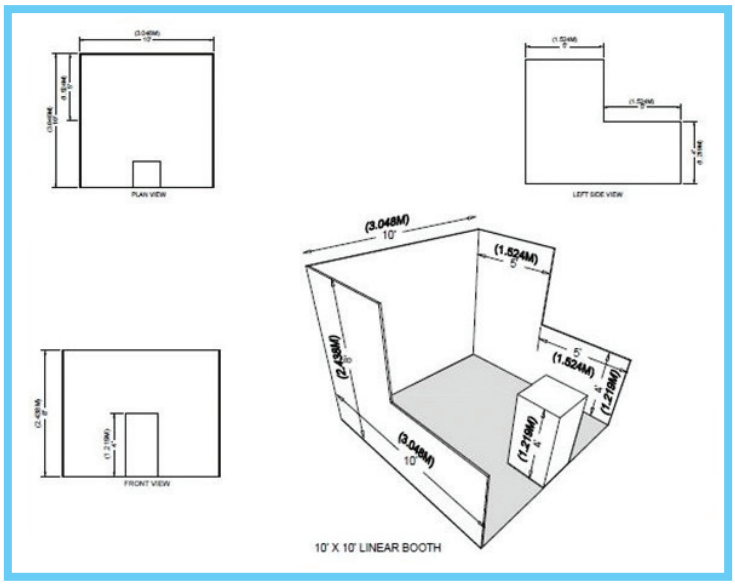
Approval for the use of Hanging Signs and Graphics, at any height, must be submitted to NAPA using the Hanging Sign and Graphics Form before January 28, 2022. Please see the section below for additional information about hanging signs and graphics.

Exhibit banners, materials, or any other items which reference your organization may not be placed outside of your assigned booth space without the written permission of NAPA.

In-Line Booth (Linear) or Corner Booth (Linear)

In-Booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

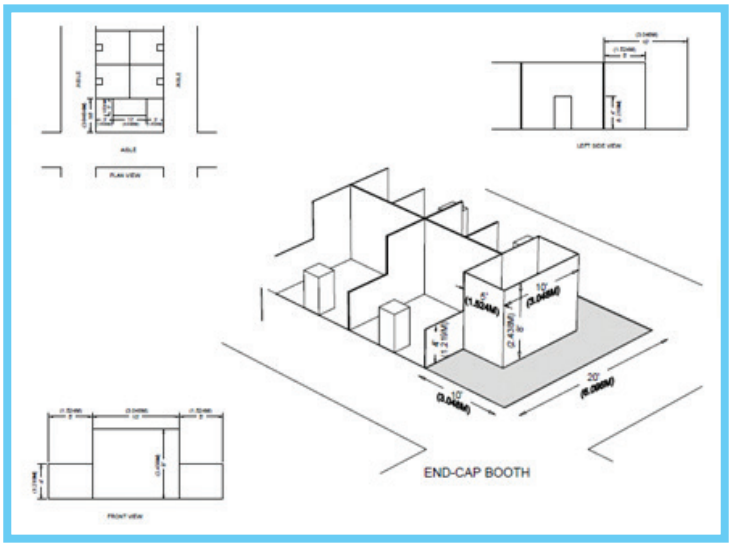
Use of Space: A maximum height of 8ft is allowed in the rear half of the booth space. Any materials or structures in the front half of the booth (towards the aisle), must not exceed a maximum height of 4ft. See image below.



End-Cap Booth

An End-cap Booth configuration is essentially an in-line booth placed in the position of a Peninsula.

Use of Space: End-cap Booths are generally 10ft deep by 20ft wide. The maximum back wall height allowed is 8ft and the maximum back wall width allowed is 10ft at the center of the back wall with a maximum 5ft height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft. See image below.

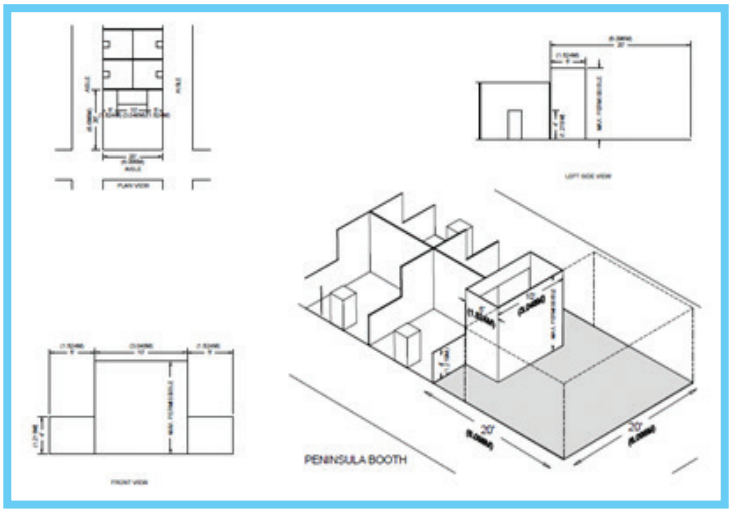


Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides.

Use of Space: A Peninsula Booth is usually 20ft by 20ft or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths. For the center portion of the back wall, the maximum height allowance is 20ft, including signage for the center portion of the back wall. See image below.

Double-sided signs, hanging signs, logos and graphics should be set back 10ft from adjacent booths. See section on next page about hanging signs.

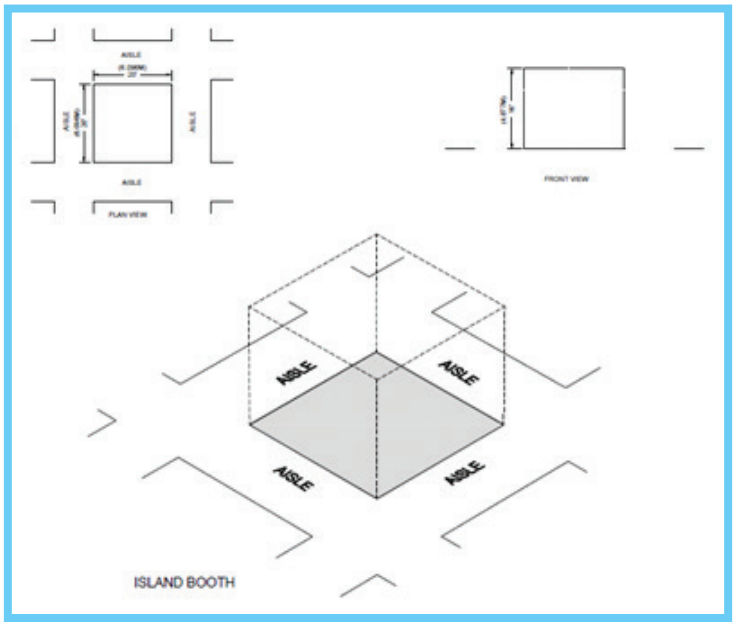


Island Booth

An Island Booth is any size booth, typically 20ft x 20ft or larger, exposed to aisles on all four sides.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is 20ft, including signage. See image below.

Double-sided signs, hanging signs, logos and graphics should be set back 10ft from adjacent booths. See section below about hanging signs.



Hanging Signs & Graphics

Hanging signs are permitted in Peninsula and Island Booths, with NAPA approval. For any hanging signs, there must be a 4ft gap between the top of a booth structure and bottom of the sign. The maximum height, including signage, is 20ft. Hanging Signs and graphics should be set back 10ft from any adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, must be submitted to NAPA using the Hanging Sign and Graphics Form before January 28, 2022.

Questions regarding booth sizes, layouts or hanging signs?

For general questions, please contact NAPA's Sponsor & Exhibitor Manager Caroline Mihm at cmihm@usaretirement.org.

NAPA reserves the right to allow variances and exceptions to these guidelines on a case-by-case basis. To inquire about a particular booth configuration or to request an exception to these guidelines, please fill out the Variance Request Form before February 25, 2022.

Exhibit Hall Hours of Operation and Move-in/Move-out Schedule

Saturday, April 2	2 – 8 PM	Exhibitor Move-in
Sunday, April 3	7 – 11 AM	Exhibitor Move-in, cont'd
Sunday, April 3	**11 AM – 7 PM**	**Exhibit Hall Open**
Monday, April 4	**7 AM – 7 PM**	**Exhibit Hall Open**
Monday, April 4	7 – 10 PM	Exhibitor Move-out
Tuesday, April 5	7 AM – 12 PM (Noon)	Exhibitor Move-out, cont'd

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Back Wall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table
- 2 Side Chairs
- 1 Wastebasket

Reminder: Carpet or Flooring is required for all booth spaces on the show floor. Carpeting can be purchased through the Shephard Exhibitor Services Kit, or personal flooring can be provided.

Booths that do not have carpet installed by 9:00 AM on April 3, 2022 will have carpeting installed by Shephard at the Exhibitor's expense.

Access to the Hall Outside of Operation Hours

Access to the Show Floor during times not posted above must be approved prior by NAPA Show Management. This includes booth setup or strike.

Access to Show Floor

Attendees or Exhibitors gaining access to the show floor must have a badge in order to gain access. Visitors or guests of an exhibiting company will not be permitted to gain access without proper show identification.

Exhibitor Appointed Contractors

Any exhibiting company who plans to use a vendor or contractor who are not registered conference attendees who need access to the exhibit hall for set-up and/or tear-down activities MUST notify NAPA prior to arrival on show-site.

The vendor/contractor will need to check in daily at the registration desk to gain access to the exhibit hall.

Please note, no EAC will be allowed to work in an exhibitor's booth if the Shepard EAC form, a valid form of insurance, a third-party Method of Payment form and an exhibitor Method of Payment is not completed by an authorized representative and received by Shepard by the due date indicated in the exhibitor service kit.

ONLINE ORDERING
IT'S EASY.

NAPA 401(k) Summit
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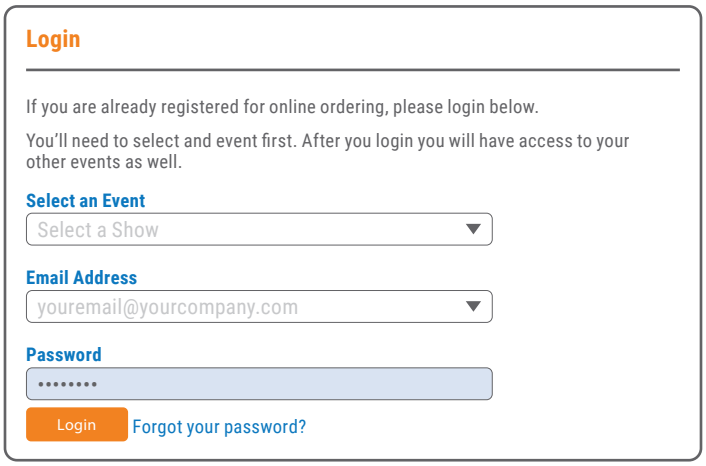
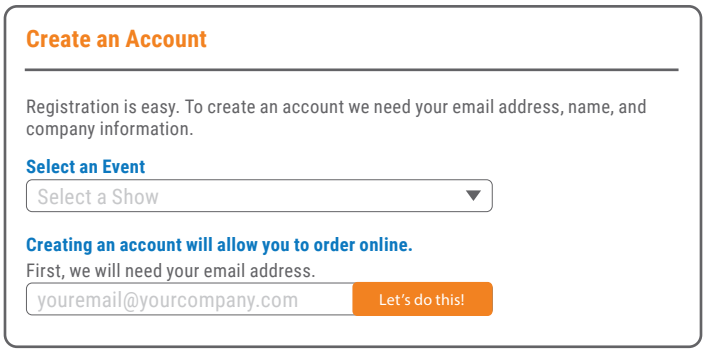
Order online through the Shepard Exhibitor Portal at **www.shepardes.com/intro.asp**. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: **www.shepardes.com/intro.asp**.
2. Select the Event.
3. Login from the Show Information page by clicking the Login for Online Ordering button.
4. Select your event, enter your email address and password then click Login.

   User Name = **Your Email Address**
   (provided by Event Management)

   Password = **NAPA22**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at **customerservice@shepardes.com**.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.





METHOD OF PAYMENT

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL April 3-5, 2022

Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Monday, March 14, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Monday, March 14, 2022 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

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

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

NAME OF SHOW BEING ATTENDED: **NAPA 401(k) Summit** EVENT CODE: **F183050422**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

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

TERMS & CONDITIONS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL

F183050422
April 3-5, 2022

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

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

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

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

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

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

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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

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

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

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

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

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

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

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

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

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

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

COVID-19 CANCELLATION POLICY

NAPA 401(k) Summit
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F183050422
April 3-5, 2022

Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19) The impact of COVID-19 has been unlike anything our live events industry and the global community have ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their businesses. Due to these unprecedented circumstances, we have temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to Shepard's commencement of moving in the event:

- We will offer 100% refunds on standard furnishings, accessories, executive furnishings and standard carpet/padding. Custom products such as premium, special cut carpets and graphics will be refunded at 70-100%, based on cancellation date.
- Custom rental exhibits will be refunded based on cancellation date and production status.
- We will charge for work performed on labor, material handling and transportation.
- Custom fabrication items are non-refundable.
- All products/services not listed above will be charged per contracted terms.
- The Shepard customer services team will reach out to exhibitors to assist with freight, as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

Frequently Asked Questions

How do I cancel my order?
As soon as we are informed of a cancelled event, we will begin working through canceling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

If I just sent in my order, will it be processed, and will my card be charged?
If we have been notified by the event organizer that the event has been cancelled, we will not process the order.

When will I get a refund?
If a refund is due, we will send a check for monies due to the address on file. Wire transfers will be refunded and issued by the Shepard Accounts Receivable department as soon as invoices are finalized.

Will I still be charged material handling for my shipment?
Yes, material handling charges will apply and will be based on where your freight was shipped and if it had been taken to show site by the time of cancellation.

I already shipped my freight to the Shepard advance warehouse or the event. Can you send it back to me?
Yes, with the shipment already in our possession, we can easily return your freight to the destination of your choice using Shepard Logistics. Please contact us at **logistics@shepardes.com**.

Shepard reserves the right to modify this and other policies at any time.

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events.

With Shepard, You Can.

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

Our Commitment!

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

Masks Required

Associates and union personnel are required to wear a mask while working at Shepard offices and event sites.

Health Screening

Associates and union personnel are required to complete a daily health screening before reporting in for work.

Temperature Check

Shepard is conducting a temperature check for all personnel entering Shepard offices and event sites.

Hand Hygiene

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

Safety Signage

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

Hand Sanitizing Stations

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

Exhibitor Service Center

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

Daily Safety Briefings

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

Social Distancing/No Contact Rule

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

COVID-19 Training

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

Team Meeting Areas

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

THIRD PARTY PAYMENT

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

DEADLINE: FRIDAY, MARCH 4, 2022

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

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

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ Carpet ☐ Furniture

☐ Exhibit Rentals ☐ Overhead Rigging/Labor ☐ Installation/Dismantling Labor ☐ Logistics/Transportation

Other (please specify):

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

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

Email completed form to: **customerservice@shepardes.com**

EXHIBITOR APPOINTED CONTRACTOR (EAC)

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

DEADLINE: FRIDAY, MARCH 4, 2022

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

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

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

_____

_____

_____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____

Email completed form to: **customerservice@shepardes.com**

WHERE DOES IT GO?

TELL US! SAVE TIME AND MONEY.

With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders.

Make as many copies as you need!

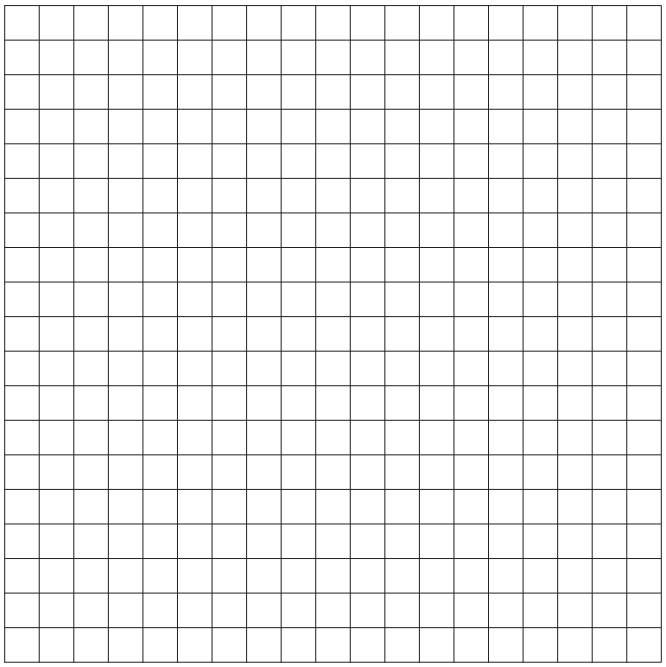
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

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

ABOVE BOOTH NUMBER: _____

LEFT BOOTH NUMBER: _____



RIGHT BOOTH NUMBER: _____

BELOW BOOTH NUMBER: _____

Email completed form to: **customerservice@shepardes.com**

MARSHALING YARD INFORMATION

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

Show Site Address

Tampa Convention Center
211 S. Franklin St.
Tampa, FL 33602

Marshaling Yard Address

Street Address
City, State Zip

Map

Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM

EXHIBITOR MOVE-OUT	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM

ALL DRIVERS MUST BE CHECKED IN BY: Day, Month XX, 2021 at 0:00PM

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.

With Shepard, You Can.

What is shipping?

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

What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.

With Shepard Logistics, You Can.

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

Inbound & Outbound Services

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

Material Handling

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

Value-Added Services

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

SHEPARD LOGISTICS SERVICES (SLS)

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

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

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Step 6. What type of service is need (how fast do you need it)?

☐ Standard Ground ☐ 2nd Day Air ☐ Next Day Air ☐ Other (Truckload, Specialized) _____

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

Step 7. After the event is over, are we shipping it back to you?

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

Email completed form to: **logistics@shepardes.com**

Agility

Fairs & Events

The experts in International Event Logistics

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

To request a free quote for international shipping CLICK HERE.

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

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285

Tel: 941-861-8930
Contact: Kelly O'Neill-Exley
koneill@agility.com

www.agility.com
expousa@agility.com

CLICK HERE to learn more about Agility Fairs & Events.

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

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

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ **Official Show Carrier: SHEPARD LOGISTICS** ☐ Other (Truckload, Specialized) _____

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

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

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

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

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

In order to process your order, we require payment on file. Please complete the Method of Payment and return to Shepard Exposition Services.
If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.

Email completed form to: **logistics@shepardes.com**

ADVANCED SHIPPING LABEL

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

c/o Tforce-Myers Freight c/o Shepard Exposition Services
4912 W Knox St STE 200
Tampa, FL 33634

FOR:
NAPA 401(k) Summit

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Friday, March 4, 2022

Last day freight can arrive without a surcharge:
Friday, March 25, 2022

DIRECT SHIPPING LABEL

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

RUSH

DIRECT TO SHOW SITE

Shepard

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

c/o Shepard Exposition Services
Tampa Convention Center
211 S. Franklin St.
Tampa, FL 33602

FOR:
NAPA 401(k) Summit

MUST NOT BE DELIVERED PRIOR TO:
Saturday, April 2, 2022| 8:00AM

MATERIAL HANDLING RATES

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Friday, March 4, 2022
LAST DAY FREIGHT CAN ARRIVE: Thursday, March 31, 2022

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	$148.50	
35036	Special Handling		X	$193.00	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Saturday, April 2, 2022

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	$141.00	
35043	Uncrated		X	$211.50	
35038	Special Handling		X	$183.25	

Other Material Handling Services

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

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	$74.25	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

MATERIAL HANDLING INFORMATION

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL

F183050422
April 3-5, 2022

Special Handling Definitions

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

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

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

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

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

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

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

No Documentation
Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

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

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

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

Overtime/Double-time
SURCHARGE: Overtime: 30% • Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Warehouse Overtime/Double-time
SURCHARGE: Overtime: 30% • Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

Early/Late Shipments to the Warehouse
SURCHARGE: 25% • 35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

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

Off-Target Deliveries
SURCHARGE: 15% • 35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

Marshaling Yard
FEE: $30 per Shipment • 35250
Where Shepard Exposition Services as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

Reweigh of Shipments
FEE: $25.00 per forklift load • 35282
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Empty Crate Storage
FEE: $25.00 per piece • 35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

Envelope Deliveries
FEE: $10.50 per envelope • 35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

Priority Empty Labels
FEE: $75.00 per label • 35064
Limited quantities available on a per event basis.

Mobile Spotting
FEE: $200 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.

MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CARTLOAD SERVICE

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

Cartload Service includes:

Includes:

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

Please remember:

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		$146.00	
35152	Booth to Dock ST		$146.00	
35153	Dock to Booth OT		$199.00	
35154	Booth to Dock OT		$199.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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

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

3 **ALLOWED POVs INCLUDE:**

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

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

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

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

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

3 **ALLOWED:**

- Hand Carried Boxes

NOT ALLOWED:

7 2-wheel or 4-wheel Hand Carts
7 Pallet Jacks

FORKLIFTS & GROUND RIGGING

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas.

Step 1: Describe the work.

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

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

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		$288.75	$332.05	$371.90	
35039	OT Hourly Rental		$361.65	$415.90	$465.80	
35067	DT Hourly Rental		$434.50	$499.65	$559.60	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		$577.50	$664.15	$743.85	
35049	OT Hourly Rental		$723.25	$831.75	$931.55	
35069	DT Hourly Rental		$869.00	$999.35	$1,119.25	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		$721.90	$830.20	$929.80	
35456	OT Hourly Rental		$904.05	$1,039.65	$1,164.40	
35457	DT Hourly Rental		$1,086.25	$1,249.20	$1,399.10	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		$866.25	$996.20	$1,115.75	
35066	OT Hourly Rental		$1,084.90	$1,247.65	$1,397.35	
35070	DT Hourly Rental		$1,303.50	$1,499.00	$1,678.90	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		$1,155.00	$1,328.25	$1,487.65	
35256	OT Hourly Rental		$1,446.50	$1,663.45	$1,863.05	
35257	DT Hourly Rental		$1,738.00	$1,998.70	$2,238.55	

FORKLIFT RENTAL - 4 STAGE

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		$433.15	$498.10	$557.85	
35594	OT Hourly Rental		$542.45	$623.80	$698.65	
35595	DT Hourly Rental		$651.75	$749.50	$839.45	

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

RIGGING SUPERVISOR RATES (PER MAN HOUR)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		$132.50	$152.40	$170.70	
35086	OT Hourly Rental		$198.75	$228.55	$256.00	
35099	DT Hourly Rental		$265.00	$304.75	$341.30	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		$106.00	$121.90	$136.55	
35100	OT Hourly Rental		$159.00	$182.85	$204.80	
35101	DT Hourly Rental		$212.00	$243.80	$273.05	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

ON-SITE STORAGE

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

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

Step 2. Choose the type of storage to fit your needs.

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

Accessible Storage

Step 1:

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

Step 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	$106.00	x		=	
35100	Labor - Overtime	$159.00	x		=	
35101	Labor - Double Time	$212.00	x		=	

Step 3: Add your Est Total from Step 1 to the Est Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Secured Storage

Step 1:

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

Step 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	$106.00	x		=	
35100	Labor - Overtime	$159.00	x		=	
35101	Labor - Double Time	$212.00	x		=	

Step 3: Add your Est Total from Step 1 to the Est Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

WAREHOUSE STORAGE

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing

- Warehouse storage rates are billed $10.00 per cwt per month ($100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed $20.00 per cwt ($400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound. or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

Step 3. How long are we storing your items?

FROM DATE: _____ **TO DATE:** _____
Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **WILL NOT** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*
*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____

Email completed form to: **orders@shepardes.com**

BOOTH & CARPET CLEANING

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		$0.44	$0.50	$0.55	
47051	400-900 sq. ft.		$0.40	$0.45	$0.50	
47052	900+ sq. ft.		$0.35	$0.40	$0.45	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		$0.88	$1.00	$1.10	
47056	400-900 sq. ft.		$0.80	$0.90	$1.00	
47057	900+ sq. ft.		$0.75	$0.85	$0.95	

Porter Service

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		$0.50	$0.60	$0.65	
47031	Daily Porter		$0.95	$1.10	$1.25	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		$0.55	$0.65	$0.75	
47022	Mop Daily		$1.00	$1.15	$1.30	
47013	Shampoo One Time		$0.60	$0.70	$0.80	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		$126.25	$145.20	$162.60	
47044	Daily		$229.55	$264.00	$295.70	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

EXHIBIT DISINFECTING SERVICES

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

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

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

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

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		$131.09	$150.75	$168.85	

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

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		$238.34	$274.10	$307.00	

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

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		$119.17	$137.05	$153.50	

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

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		$0.88	$1.00	$1.10	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

BULK WASTE REMOVAL

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

Abandoned Carpet/Floor Coverings and Display Materials

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

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

Labor

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
68066	Labor - Straight Time		$126.25	$145.20	$162.60	
68067	Labor - Overtime		$189.35	$217.75	$243.90	
68068	Labor - Double Time		$252.45	$290.30	$325.15	

Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		$288.75	$332.05	$371.90	
35039	5k Forklift - Overtime		$361.65	$415.90	$465.80	
35067	5k Forklift - Double Time		$434.50	$499.65	$559.60	

Dumpster Fee

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35330	Per Full Dumpster		$500.00	$575.00	$644.00	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

SHEPARD FURNISHINGS & DECOR CATALOG

Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED

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

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

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

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

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

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

SKIRTED

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

Display Table
#50042
4' x 24" x30"
Skirted

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

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

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

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

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

PEDESTAL & SIDE

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

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

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

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

Round Side Table
#50030
18" x 24"

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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS

Director's Stool
#51090
Black Fabric,
Maple Wood

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

Padded Stool
#50024
Padded Stool with
Back, Grey Fabric

Director's Chair
#51086
Black Fabric,
Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

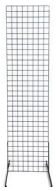
The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

FOR HANGING

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

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

Spiral Garment Rack
#50093
30" x 70"
Silver



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

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

8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White

6" Hooks for Peg Board
#50104
Silver

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

UPRIGHT, CROSSBARS & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

6' - 10' Crossbar
#50349
1 ¼" D

7' - 12' Crossbar
#50348
1 ¼" D

3' High Drape
#50074

8' High Drape
#50074

SHELVING

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

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

BARRIER

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

DISPLAYS & SHOWCASES

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FOR SIGNS & LITERATURE

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

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

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

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

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

OTHER

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#50185

Sand Bag
#51087

SHOW CASES

4' Full View Showcase
#50067

6' Full View Showcase
#50068

4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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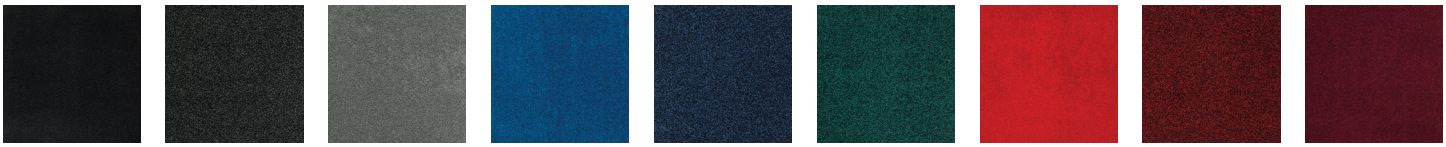
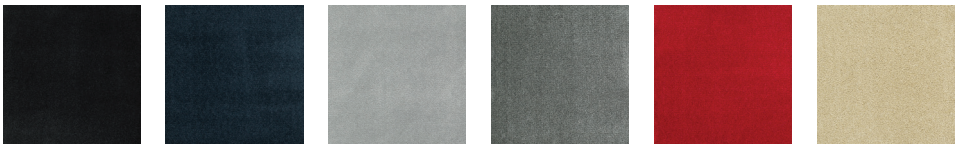
EXPO - 13 OZ



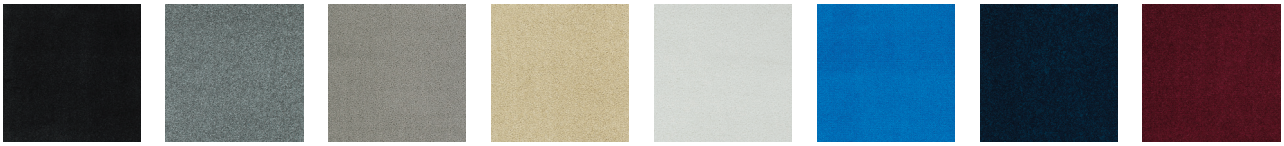
Black | Tuxedo | Grey | Blue | Eclipse | Peacock | Red | Cayenne | Burgundy

PREMIUM - 28 OZ



Black | Deep Navy | Silver Cloud | Charcoal | Red | Beige

PLUSH - 50 OZ



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

VINYL - CUSTOM ORDER ONLY

Laurel Brown | Vineyard Brown | Maple | Mountain Grey | Rosemary Stone | Whitewash | Snow

SKIRT & DRAPE

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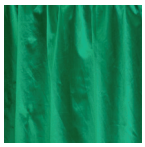
SKIRT

Red

Burgundy

Gold


Green

Blue

Teal

White

Grey

Black

SKIRT - SPANDEX

Red

Blue

White

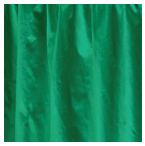
Black

DRAPE

Red

Burgundy

Gold


Green

Blue

Teal

White

Grey

Black

STANDARD FURNISHINGS

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.
COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05) ,Black (06), Burgundy (07), Grey (10), Teal (13) · **Spandex:** Red (01), White (03), Blue (05), Black (06)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			$151.40	$174.10	$195.00	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			$186.05	$213.95	$239.60	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			$235.95	$271.35	$303.90	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			$184.05	$211.65	$237.05	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			$235.70	$271.05	$303.60	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			$277.25	$318.85	$357.10	
50052	4th Side Skirt for 30" High Table			$92.05	$105.85	$118.55	
50171	4th Side Skirt for 42" High Table			$92.05	$105.85	$118.55	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$102.75	$118.15	$132.35	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$122.60	$141.00	$157.90	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	$144.55	$166.25	$186.20	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$115.70	$133.05	$149.00	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	$144.55	$166.25	$186.20	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	$161.30	$185.50	$207.75	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$258.95	$297.80	$333.55	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	$242.10	$278.40	$311.80	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	$121.90	$140.20	$157.00	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	$121.90	$140.20	$157.00	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$316.75	$364.25	$407.95	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	$330.20	$379.75	$425.30	
50700	White Fabric Table Cover w/ 6'x30" Table		03	$262.90	$302.35	$338.65	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	$262.90	$302.35	$338.65	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	$262.90	$302.35	$338.65	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	$262.90	$302.35	$338.65	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	$93.70	$107.75	$120.70	
50021	Arm Chair Grey Fabric		n/a	$127.75	$146.90	$164.55	
50024	Stool with Back Grey Fabric		n/a	$155.65	$179.00	$200.50	
51086	Director's Chair Black Fabric		n/a	$96.70	$111.20	$124.55	
51090	Director's Stool Black Fabric		n/a	$173.05	$199.00	$222.90	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	$188.70	$217.00	$243.05	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	$155.00	$178.25	$199.65	

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

SPECIALTY, DISPLAYS & DRAPERY

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	$19.00	$19.00	$19.00	
50094	Floor Easel, Chrome		n/a	$51.85	$59.65	$66.80	
50245	Literature Rack Silver, Glass		n/a	$191.40	$220.10	$246.50	
50175	Bag Rack, Chrome		n/a	$253.45	$291.45	$326.40	
50092	Coat Rack, Chrome		n/a	$90.00	$103.50	$115.90	
50093	Garment Rack, Chrome		n/a	$253.45	$291.45	$326.40	
50427	Tensabarrier, Per Stem, Black		n/a	$106.90	$122.95	$137.70	
50095	Sign Holder, 22" x 28" Chrome		n/a	$118.10	$135.80	$152.10	
50185	Drawing Bowl, Clear		n/a	$47.60	$54.75	$61.30	
50296	4' x 12" Display Riser White and Black		n/a	$107.10	$123.15	$137.95	
50297	6' x 12" Display Riser White and Black		n/a	$133.20	$153.20	$171.60	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	$404.25	$464.90	$520.70	
50067	4' Full View Showcase, White		n/a	$955.20	$1,098.50	$1,230.30	
50068	6' Full View Showcase, White		n/a	$1,053.45	$1,211.45	$1,356.80	
50069	4' Quarter View Showcase, White		n/a	$955.20	$1,098.50	$1,230.30	
50070	6' Quarter View Showcase, White		n/a	$1,053.45	$1,211.45	$1,356.80	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	$309.30	$355.70	$398.40	
50061	4' x 8' Vetical Posterboard Grey Fabric		n/a	$309.30	$355.70	$398.40	
50236	Grids 2' x 8' with Legs, Each		n/a	$228.45	$262.70	$294.20	
50237	Grid 2' x 8' without Legs, Each		n/a	$171.10	$196.75	$220.35	
50242	7-Ball Waterfall for Grids		n/a	$15.75	$18.10	$20.25	
50104	6" Hooks (12) for Peg Boards		n/a	$49.50	$56.90	$63.75	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$24.25	$27.90	$31.25	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			$18.00	$20.70	$23.20	
50088	8' Upright with Base		n/a	$33.50	$38.50	$43.10	
52065	3' Upright with Base		n/a	$33.50	$38.50	$43.10	
50349	6'-10' Crossbar		n/a	$22.30	$25.65	$28.75	
50348	7'-12' Crossbar		n/a	$22.30	$25.65	$28.75	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			$20.80	$23.90	$26.75	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

FLOORING

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022
PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** FRIDAY, MARCH 4, 2022

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	**Premium Plush Carpet** - 50 oz. (per sq. ft.)*** ** Rental includes installation and removal of carpet and visqueen.			$10.25	$11.80	$13.20	
AVAILABLE COLORS: White (03), Black (06), Navy (22), Sand (33), Silver Dollar (34), Dark Grey (35), Crimson(74), Electric Blue (91) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	**Premium Vinyl** (per sq. ft.)*** ** Rental includes installation and removal of carpet and visqueen.			$13.20	$15.20	$17.00	
46007	**1/2" Padding for Vinyl (per sq. ft.)*** **		n/a	$4.85	$5.60	$6.25	
AVAILABLE COLORS: Vineyard Brown (61), Laurel Brown (62), Mountain Grey (63), Rosemary Stone (64), White Wash (65), Maple (66), Snow (89) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	**Premium Carpet - 28 oz. Rental/Sq. Ft.*** ** Rental includes installation and removal of carpet and visqueen.			$7.35	$8.45	$9.45	
46003	**Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** ** Rental includes installation and removal of carpet and visqueen.			$6.45	$7.40	$8.30	
46002	**Premium Carpet - 28 oz. Purchase Sq. Ft.*** ** Rental includes installation and removal of carpet and visqueen.			$18.15	$20.85	$23.35	
100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING **AVAILABLE COLORS:** Red (01), Black (06), Beige (14), Silver Cloud (18), Charcoal (17), Deep Navy (22) *** Minimum 100 sq. ft. order required.							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	**Expo Carpet - 13 oz.** (Regular & Speical Cut) **10' x 10'**			$258.65	$297.45	$333.15	
50256	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 20'**			$482.70	$555.10	$621.70	
50257	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 30'**			$719.90	$827.90	$927.25	
50258	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 40'**			$957.15	$1,100.70	$1,232.80	
50400	**Expo Carpet - 13 oz.** (Regular & Special Cut) **10' x 15'**		Tuxedo ONLY	$452.65	$520.55	$583.00	
RECOMMENDED FOR: Standard Size and Inline Booths **AVAILABLE COLORS:** Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · *Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	**Special Cut 0-399 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$5.15	$5.90	$6.60	
50581	**Special Cut 400-900 Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$4.70	$5.40	$6.05	
50582	**Special Cut 900+ Sq. Ft.** Rental includes installation and removal of carpet and visqueen.			$4.30	$4.95	$5.55	
RECOMMENDED FOR: Island and Large Area Exhibits **AVAILABLE COLORS:** Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · *Order Special Cut when it is important that dye lots match.*							

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	**1/2" Padding**		n/a	$1.30	$1.50	$1.70	
50008	**1" Padding**		n/a	$2.60	$3.00	$3.35	
50010	**Visqueen**		n/a	$0.40	$0.45	$0.50	
ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.							

Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

Shepard

TRADESHOW

FURNISHINGS | 2021

Soft Seating
Collections

Valencia

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

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

Level The Field!:
Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas
with the Sofa/Table Divider
to create individual spaces.

Fairfax

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

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

Sterling

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

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

NOTE: Items may be discontinued without notice at any time.

Soft Seating
Collections

Allegro

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

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

Palm Beach

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

Key Largo

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

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

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

NOTE: Items may be discontinued without notice at any time.

Soft Seating
Collections

Baja

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

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

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

Powered Products

Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

NPLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLOV).

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

NOTE: Items may be discontinued without notice at any time.

Powered Seating

Naples Collection

A.

POWERED DETAIL

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

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

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

Charge It!

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

B.

C.

Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.

POWERED DETAIL

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

NOTE: Items may be discontinued without notice at any time.

Accent
Chairs

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

Spin Around

Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!

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

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

Make it swivel

10'x20' - Meeting Booth

Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31"L 24"D 31.5"H

NOTE: Items may be discontinued without notice at any time.

Accent
Chairs

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

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

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

Create Space

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

A.

B.

C.

D.

E.

F.

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

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

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

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

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

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

NOTE: Items may be discontinued without notice at any time.

MARINA

CHAIRS

17.5"L19.5"D35"H

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

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.

Individual
Seating

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

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

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

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

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

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

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

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

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

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

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

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

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

NOTE: Items may be discontinued without notice at any time.

SMALL BENCH

OTTOMANS

30"L20"D18"H

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

NOTE: Items may be discontinued without notice at any time.

BENCH

OTTOMANS

60"L20"D18"H

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

NOTE: Items may be discontinued without notice at any time.

Ottomans

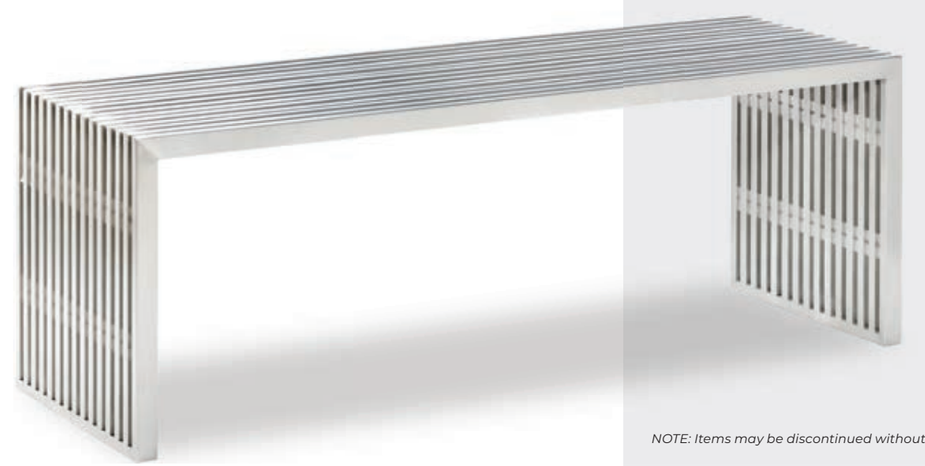
Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H

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

Demo Down

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

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



NOTE: Items may be discontinued without notice at any time.

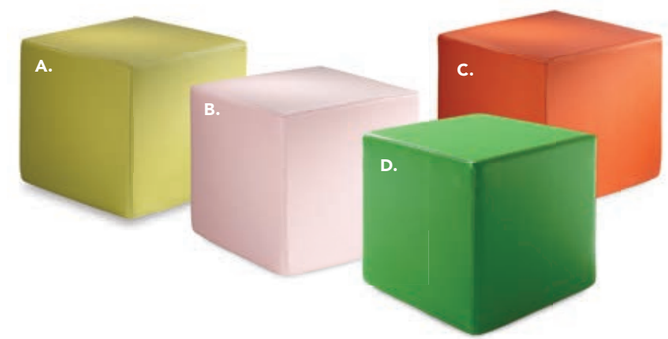
VIBE

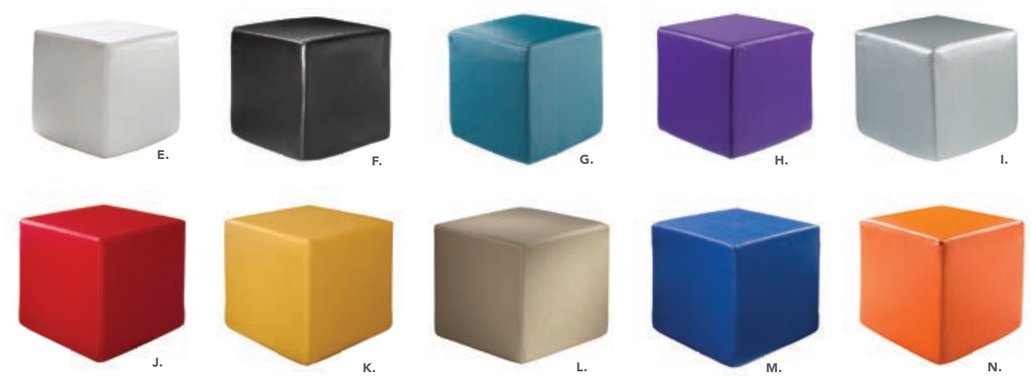
Provide a Pop!:
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18"L18"D18"H





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

NOTE: Items may be discontinued without notice at any time.

MARCHE

SWIVEL

OTTOMANS

17" RND 18"H

A) MAR011 (orange fabric) **B) MAR16** (Ivory Faux Sheep Fur) **C) MAR009** (pear yellow fabric)
D) MAR001 (white vinyl) **E) MAR006** (rose quartz fabric) **F) MAR007** (plum fabric)
G) MAR010 (blue fabric) **H) MAR002** (gray fabric) **I) MAR003** (linen fabric) **J) MAR004** (raspberry fabric)
K) MAR008 (meadow green fabric) **L) MAR015** (black vinyl) **M) MAR012** (forest green vinyl)
N) MAR013 (teal velvet) **O) MAR014** (distressed brown vinyl)

NOTE: Items may be discontinued without notice at any time.

MESA

ACCENT

COCKTAIL & END TABLES

32.25"RND 17.25"H | 20.5"RND 21.25"H

A) MESCTW Cocktail Table / **B) MESETW End Table** (barnwood top)
C) MESCTB Cocktail Table / **D) MESETB End Table** (black top)

E) MESCTG Cocktail Table / **F) MESETG End Table** (glass top)

All frames bronze finish.

NOTE: Items may be discontinued without notice at any time.

ALONDRA

ACCENT

COCKTAIL & END TABLES

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

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

All frames chrome finish.

NOTE: Items may be discontinued without notice at any time.

GEO

ACCENT

COCKTAIL & END TABLES

A.

B.

C.

D.

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

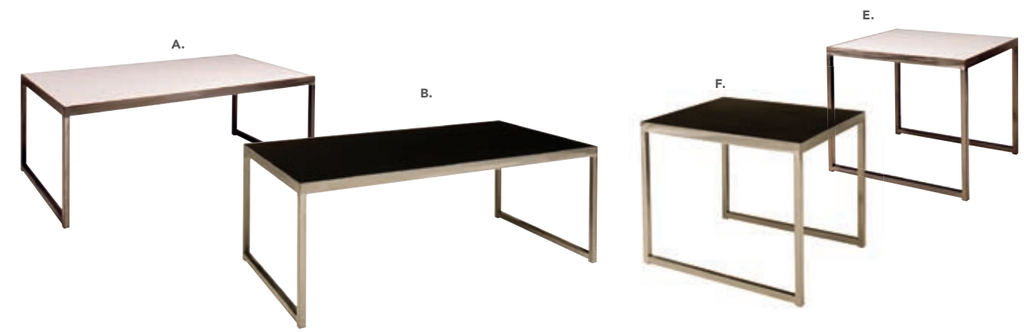
NOTE: Items may be discontinued without notice at any time.

SYDNEY

ACCENT

COCKTAIL & END TABLES

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



A/B Powered options available.

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

All frames brushed steel.

NOTE: Items may be discontinued without notice at any time.

TAOS | SEDONA

SIDE

TABLES

15.75"L15.75"D24"H

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

All frames bronze finish.

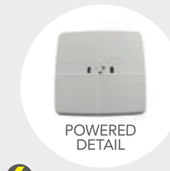
NOTE: Items may be discontinued without notice at any time.

Accent
Tables

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

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

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



Powered Products

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

Gather Round

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

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

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

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

NOTE: Items may be discontinued without notice at any time.

Bar & Cafe
Tables

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

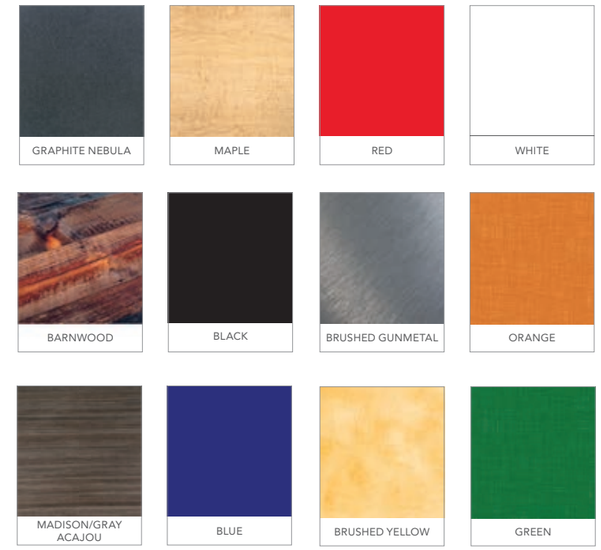
Bar Tables
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
30WDBB (barnwood top)
30BKSB (black top)
30AGBB
(brushed gunmetal top)
30OSBB (orange top)
VTA
(Madison/gray acajou top)
30BEBB (blue top)
30YBBB (brushed yellow top)
30GSBB (green top)

36" RND 42"H
VTN (graphite nebula top)
VTP (maple top)
VTW (white top)
36BKSB (black top)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
30GRHB
(graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30WDHB (barnwood top)
30BKHB (black top)
30AGHB
(brushed gunmetal top)
30OSHB (orange top)
30MAHB
(Madison/gray acajou top)
30BEHB (blue top)
30YSHB (brushed yellow top)
30GSHB (green top)

36" RND 45"H
36GRHB (graphite nebula)
36MTHB (maple top)
36WTHB (white)
36BKHB (black top)

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



Create Space

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

Cafe Tables
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30WHHC (white top)
30WDHC (barnwood top)
30BKHC (black top)
30AGHC (brushed gunmetal top)
30OSHC (orange top)
30MAHC (Madison/gray acajou top)
30BEHC (blue top)
30YSHC (brushed yellow top)
30GSHC (green top)

36" RND 29"H
36GRHC (graphite nebula top)
36MTHC (maple top)
36WTHC (white top)
36BKHC (black top)

Cafe Tables
Standard Black Base
30" RND 29"H
ZTJ (graphite nebula top)
ZTK (maple top)
ZTB (red top)
30WH29 (white top)
30WDBC (barnwood top)
30BKSC (black top)
30AGBC (brushed gunmetal top)
30OSBC (orange top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30YSBC (brushed yellow top)
30GSBC (green top)

36" RND 29"H
ZTN (graphite nebula top)
ZTP (maple top)
ZTQ (white top)
36BKSC (black top)

NOTE: Items may be discontinued without notice at any time.

Midtown
Counter & Bar

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

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

20'x20' - Midtown Greenery Booth

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

A.

(back)

B.

(lit-blue) (lit-red) (lit-green) (lit-white)

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTION

21"L17.5"D41.5"H

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

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTION

15"RND23-33.5"H

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

All bases crome finish.

NOTE: Items may be discontinued without notice at any time.

BARSTOOL

COLLECTIONS

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

All bases crome finish.

NOTE: Items may be discontinued without notice at any time.

42" ROUND

CONFERENCE

TABLES

42"RND29"H

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

All bases black finish.

NOTE: Items may be discontinued without notice at any time.

GEO

CONFERENCE

TABLES

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

NOTE: Items may be discontinued without notice at any time.

Conference
Tables

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

Rectangular
A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H
B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H
C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H

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

Work Table
WD3
(white top, white)
48"L 24"D 30"H

NOTE: Items may be discontinued without notice at any time.

MADISON

CONFERENCE

TABLES

Dividers | pg 16

A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H
B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H
C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.

NOTE: Items may be discontinued without notice at any time.

Ventura
Powered & Communal Tables

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

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

BLACK WHITE MAPLE

TABLE TOP OPTIONS
Colors not available in all table options.
Please check options listed.

Powered Products

POWERED DETAIL

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

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

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

NOTE: Items may be discontinued without notice at any time.

Powered
Communal Tables

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

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

Use Ventura 6' Bar or Cafe Tables
in your design to facilitate conversations while physical distancing.

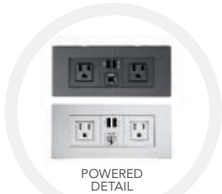
Ventura Cafe Tables, Powered
C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H

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

NOTE: Items may be discontinued without notice at any time.

Powered Tables

Sydney
Powered Cocktail Tables



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

10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

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

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

NOTE: Items may be discontinued without notice at any time.

MADISON

10'x20' Madison Presentation Booth

EXECUTIVE

DESK & STORAGE

A.

DESK FRONT

DESK BACK

B.

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

NOTE: Items may be discontinued without notice at any time.

Executive
Seating

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

B) PROEXB
(black vinyl, chrome)

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

A.

B.

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

D) PROMDB
(black vinyl, chrome)

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

C.

D.

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

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

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

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

NOTE: Items may be discontinued without notice at any time.

Dividers

Clear Dividers
A) DIVFRE Freestanding
(Silver, Clear) 39"L 1.5"D 72"H

B) DIVFWL Freestanding Wall Unit
(Silver, Clear) 40"L 1.5"D 72"H

C) DIVFCR Freestanding Corner
(Silver, Clear) 39"L 39"D 72"H

Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.

Clear Dividers
D) DIVBAR Bar/Counter
(Silver, Clear)
48-70"L 12"D 31.5"H

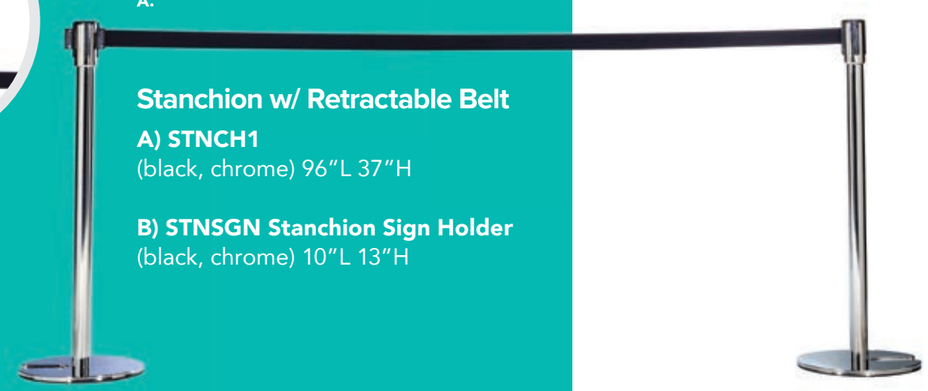
E) DIVFST Sofa/Table
(Silver, Clear)
34"L 11"D 47-74"H
Adjustable height.

NOTE: Items may be discontinued without notice at any time.

Dividers

B.

A.



Stanchion w/ Retractable Belt

A) STNCH1
(black, chrome) 96"L 37"H

B) STNSGN Stanchion Sign Holder
(black, chrome) 10"L 13"H

C.

C) DIVFWB Clear Divider, Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H

D.

D) MIRWHT Miramar Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

NOTE: Items may be discontinued without notice at any time.

Boxwood
Hedges

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

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

Keep it Green

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

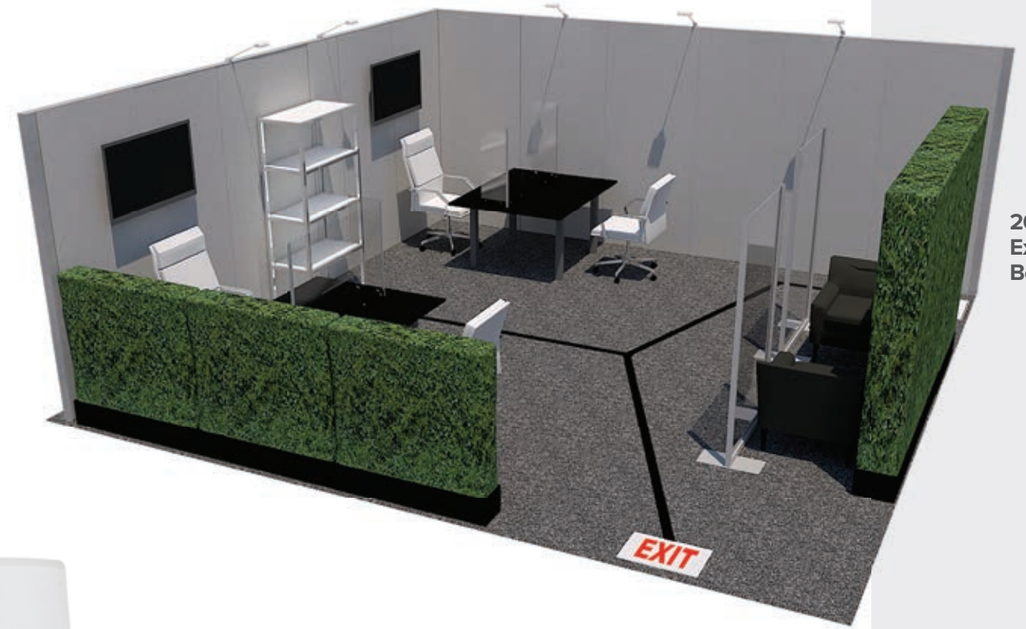
NOTE: Items may be discontinued without notice at any time.

Office
Accessories & Decor

Embrace The Organic

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

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

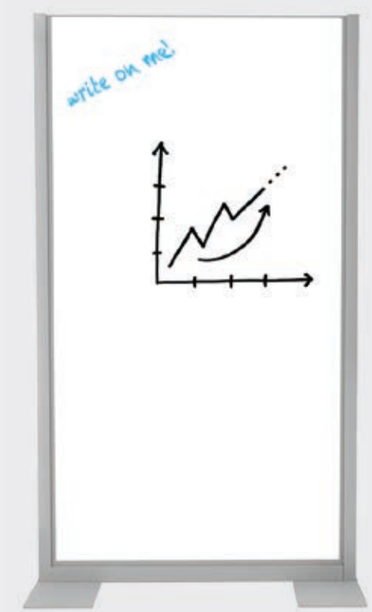


20'x20' - Executive Meeting Booth

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

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

Clear Divider, Freestanding Whiteboard
DIVFWB (silve, white)
39"L 9"D 72"H



NOTE: Items may be discontinued without notice at any time.

Powered Products

Village Charging Hub

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

POWERED DETAIL

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

Powered Pedestals

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

POWERED DETAIL

POWERED DETAIL

Powered Locking Pedestals

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

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

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

NOTE: Items may be discontinued without notice at any time.

SOFT SEATING COLLECTIONS

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		$1,096.60	$1,261.10	$1,412.45	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		$505.10	$580.85	$650.55	
NPLLOV	Naples Loveseat - Black Vinyl		$968.35	$1,113.60	$1,247.25	
NPLLOP	**POWERED** Naples Loveseat - Black Vinyl		$1,206.60	$1,387.60	$1,554.10	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		$963.15	$1,107.60	$1,240.50	
BSFWHT	Baja Sofa - White Vinyl		$1,165.85	$1,340.75	$1,501.65	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		$656.90	$755.45	$846.10	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		$651.70	$749.45	$839.40	
NPLSOF	Naples Sofa - Black Vinyl		$1,151.60	$1,324.35	$1,483.25	
NPLLOP	**POWERED** Naples Sofa - Black Vinyl		$1,402.90	$1,613.35	$1,806.95	
PALSOF	Palm Beach Sofa - White Vinyl		$914.75	$1,051.95	$1,178.20	
STESOF	Sterling Sofa - Grey Fabric		$1,086.00	$1,248.90	$1,398.75	
VALSOF	Valencia Sofa - Coffee Brown Velvet		$612.85	$704.80	$789.40	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

ACCENT CHAIRS

NAPA 401(k) Summit
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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		$675.30	$776.60	$869.80	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		$560.00	$644.00	$721.30	
BCHWHT	Baja Chair - White Vinyl		$748.55	$860.85	$964.15	
BOWCHA	Bowery Chair - Ochre Fabric		$526.00	$604.90	$677.50	
CNTCHR	Century Chair - Gray Velvet		$536.00	$616.40	$690.35	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		$473.70	$544.75	$610.10	
KEYCHR	Key Largo Chair - Black Fabric, Wood		$431.85	$496.65	$556.25	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		$565.30	$650.10	$728.10	
LENCHA	Lena Chair - Moss Green Leather, Bronze		$472.00	$542.80	$607.95	
BCW	Madrid Chair - White Vinyl, Chrome		$1,028.60	$1,182.90	$1,324.85	
MONCHA	Montreal Chair - Blue, Black Metal		$578.00	$664.70	$744.45	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		$777.30	$893.90	$1,001.15	
NPLCHP	**POWERED** Naples Chair - Black Vinyl		$871.60	$1,002.35	$1,122.65	
NPLCHR	Naples Chair - Black Vinyl		$803.50	$924.05	$1,034.95	
STECHA	Sterling Chair - Gray Fabric		$746.00	$857.90	$960.85	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		$492.05	$565.85	$633.75	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		$412.00	$473.80	$530.65	
TCHGRY	**POWERED** Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		$402.00	$462.30	$517.80	
VALCHA	Valencia Chair - Spice Orange Velvet		$412.35	$474.20	$531.10	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		$452.05	$519.85	$582.25	

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AMOUNT DUE	**$** _____

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INDIVIDUAL SEATING

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F183050422

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		$92.80	$106.70	$119.50	
BLDCSB	Blade Chair - Sky Blue		$92.80	$106.70	$119.50	
SC3	Brewer Chair - Onyx, Chrome		$240.75	$276.85	$310.05	
XCHR	Christopher Chair - White Vinyl, Chrome		$144.00	$165.60	$185.45	
DUET	Duet Stack Chair - Black, Chrome		$89.00	$102.35	$114.65	
LMCHR	Laguna Chair - Maple, Chrome		$204.15	$234.75	$262.90	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		$249.80	$287.25	$321.70	
MALGRN	Malba Chair - Green, Chrome		$157.05	$180.60	$202.25	
MALGRY	Malba Chair - Gray, Chrome		$157.05	$180.60	$202.25	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		$202.25	$232.60	$260.50	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		$202.25	$232.60	$260.50	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		$202.25	$232.60	$260.50	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		$202.25	$232.60	$260.50	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		$202.25	$232.60	$260.50	
OCMWHT	Meeting Chair - White		$345.45	$397.25	$444.90	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		$326.00	$374.90	$419.90	
SC10	Razor Armless Chair - White		$107.30	$123.40	$138.20	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		$180.55	$207.65	$232.55	
CS4	Syntax Chair - Black, Chrome		$285.30	$328.10	$367.45	
ZENCHR	Zenith Chair - White, Chrome		$230.30	$264.85	$296.65	

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BENCHES & OTTOMANS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
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F183050422

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		$290.00	$333.50	$373.50	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		$290.00	$333.50	$373.50	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		$290.00	$333.50	$373.50	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		$290.00	$333.50	$373.50	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		$290.00	$333.50	$373.50	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		$290.00	$333.50	$373.50	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		$290.00	$333.50	$373.50	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		$290.00	$333.50	$373.50	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		$290.00	$333.50	$373.50	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		$290.00	$333.50	$373.50	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		$290.00	$333.50	$373.50	
BVLYBK	Beverly Bench - Black Vinyl		$554.85	$638.10	$714.65	
BVLYBN	Beverly Bench - Brown Fabric		$554.85	$638.10	$714.65	
BVLYGR	Beverly Bench - Grey Fabric		$554.85	$638.10	$714.65	
BVLYLN	Beverly Bench - Linen Fabric		$554.85	$638.10	$714.65	
BVLYOB	Beverly Bench - Ocean Fabric		$554.85	$638.10	$714.65	
BVLYRD	Beverly Bench - Red Fabric		$554.85	$638.10	$714.65	
BVLYWH	Beverly Bench - White Vinyl		$554.85	$638.10	$714.65	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		$395.20	$454.50	$509.05	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		$575.80	$662.15	$741.60	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		$575.80	$662.15	$741.60	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		$361.20	$415.40	$465.25	
END02W	Endless Square Ottoman - White Vinyl, Chrome		$361.20	$415.40	$465.25	

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CUBE & SWIVEL OTTOMANS

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		$193.70	$222.75	$249.50	
VIB02	Vibe Cube - Blue		$193.70	$222.75	$249.50	
VIB04	Vibe Cube - Red		$193.70	$222.75	$249.50	
VIB05	Vibe Cube - Yellow		$193.70	$222.75	$249.50	
VIB08	Vibe Cube - Orange		$193.70	$222.75	$249.50	
VIB09	Vibe Cube - White Waterproof		$193.70	$222.75	$249.50	
VIB10	Vibe Cube - Black Waterproof		$193.70	$222.75	$249.50	
VIB11	Vibe Cube - Steel Blue Vinyl		$193.70	$222.75	$249.50	
VIB12	Vibe Cube - Silver Vinyl		$193.70	$222.75	$249.50	
VIB13	Vibe Cube - Purple Vinyl		$193.70	$222.75	$249.50	
VIB14	Vibe Cube - Cirtus Green		$193.70	$222.75	$249.50	
VIB15	Vibe Cube - Taupe Vinyl		$193.70	$222.75	$249.50	
VIB16	Vibe Cube - Spice Orange		$193.70	$222.75	$249.50	
VIB17	Vibe Cube - Desert Rose		$193.70	$222.75	$249.50	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		$256.45	$294.90	$330.30	
MAR002	Marche Swivel - Grey		$256.45	$294.90	$330.30	
MAR003	Marche Swivel - Linen		$256.45	$294.90	$330.30	
MAR004	Marche Swivel - Raspberry		$256.45	$294.90	$330.30	
MAR005	Marche Swivel - Red		$256.45	$294.90	$330.30	
MAR006	Marche Swivel - Rose Qtz		$256.45	$294.90	$330.30	
MAR007	Marche Swivel - Plum		$256.45	$294.90	$330.30	
MAR008	Marche Swivel - Meadow Green		$256.45	$294.90	$330.30	
MAR009	Marche Swivel - Pear		$256.45	$294.90	$330.30	
MAR010	Marche Swivel - Blue		$256.45	$294.90	$330.30	
MAR011	Marche Swivel - Orange		$256.45	$294.90	$330.30	
MAR012	Marche Swivel - Forest Green		$256.45	$294.90	$330.30	
MAR013	Marche Swivel - Teal Velvet		$256.45	$294.90	$330.30	
MAR014	Marche Swivel - Distressed Brown		$256.45	$294.90	$330.30	
MAR015	Marche Swivel - Black Vinyl		$256.45	$294.90	$330.30	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		$256.45	$294.90	$330.30	

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ACCENT TABLES: COCKTAIL & END

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		$460.65	$529.75	$593.30	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		$460.65	$529.75	$593.30	
C1C	Geo Cocktail Table - Glass Top, Chrome		$345.45	$397.25	$444.90	
C1FWB	Geo Cocktail Table - Brandy Maple Top, Black		$403.05	$463.50	$519.10	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		$266.80	$306.80	$343.60	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		$266.80	$306.80	$343.60	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		$266.80	$306.80	$343.60	
C1E	Silverado Cocktail Table - Glass Top, Chrome		$382.15	$439.45	$492.20	
C1W	Sydney Cocktail Table - White Top, Brushed Steel		$387.30	$445.40	$498.85	
C1Y	Sydney Cocktail Table - Black Top, Brushed Steel		$387.30	$445.40	$498.85	
C1WP	**POWERED** Sydney Cocktail Table - White Top, Brushed Steel		$492.05	$565.85	$633.75	
C1YP	**POWERED** Sydney Cocktail Table - Black Top, Brushed Steel		$492.05	$565.85	$633.75	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		$392.60	$451.50	$505.70	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		$356.90	$410.45	$459.70	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		$332.40	$382.25	$428.10	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		$332.40	$382.25	$428.10	
CUBPOW	**POWERED** Wireless Charging Table - White, AC Plug In		$592.45	$681.30	$763.05	
E1C	Geo End Table - Glass Top, Chrome		$340.30	$391.35	$438.30	
E1FWB	Geo End Table - Brandy Maple Top, Black		$350.75	$403.35	$451.75	
MESETB	Mesa End Table - Black Top, Bronze		$176.30	$202.75	$227.10	
MESETG	Mesa End Table - Glass Top, Bronze		$176.30	$202.75	$227.10	
MESETW	Mesa End Table - Barnwood Top, Bronze		$176.30	$202.75	$227.10	
REGOTT	Regis End Table - Brushed Metal		$290.55	$334.15	$374.25	
E1E	Silverado End Table - Glass, Chrome		$363.75	$418.30	$468.50	
E1W	Sydney End Table - White Top, Brushed Steel		$350.75	$403.35	$451.75	
E1Y	Sydney End Table - Black Top, Brushed Steel		$350.75	$403.35	$451.75	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		$345.00	$396.75	$444.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		$345.00	$396.75	$444.35	

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TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: SIDE

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		$198.90	$228.75	$256.20	
SEDBBK	Sedona Side Table - Black Top, Bronze		$177.85	$204.55	$229.10	
SEDBWD	Sedona Side Table - Wood Top, Bronze		$177.85	$204.55	$229.10	
SEDBWH	Sedona Side Table - White Top, Bronze		$177.85	$204.55	$229.10	
TAOBBK	Taos Side Table - Black Top, Bronze		$177.85	$204.55	$229.10	
TAOBWD	Taos Side Table - Wood Top, Bronze		$177.85	$204.55	$229.10	
TAOBWH	Taos Side Table - White Top, Bronze		$177.85	$204.55	$229.10	
TMBTBL	Timber Table - Wood		$235.55	$270.90	$303.40	

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BAR TABLES, BARS & COUNTERS

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		$345.00	$396.75	$444.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		$345.00	$396.75	$444.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		$345.00	$396.75	$444.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		$345.00	$396.75	$444.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		$345.00	$396.75	$444.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		$345.00	$396.75	$444.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		$358.55	$412.35	$461.85	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		$345.00	$396.75	$444.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		$340.30	$391.35	$438.30	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$340.30	$391.35	$438.30	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		$340.30	$391.35	$438.30	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		$340.30	$391.35	$438.30	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		$340.30	$391.35	$438.30	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		$363.75	$418.30	$468.50	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		$363.75	$418.30	$468.50	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		$363.75	$418.30	$468.50	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		$416.40	$478.85	$536.30	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		$416.40	$478.85	$536.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		$416.40	$478.85	$536.30	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		$413.55	$475.60	$532.65	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$413.55	$475.60	$532.65	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		$416.40	$478.85	$536.30	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		$450.20	$517.75	$579.90	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		$416.40	$478.85	$536.30	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		$416.40	$478.85	$536.30	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		$447.60	$514.75	$576.50	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		$416.40	$478.85	$536.30	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		$413.55	$475.60	$532.65	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		$416.40	$478.85	$536.30	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		$450.20	$517.75	$579.90	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		$450.20	$517.75	$579.90	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		$450.20	$517.75	$579.90	

BAR TABLES, BARS & COUNTERS CONTINUED

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		$376.85	$433.40	$485.40	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		$913.45	$1,050.45	$1,176.50	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		$913.45	$1,050.45	$1,176.50	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		$913.45	$1,050.45	$1,176.50	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		$913.45	$1,050.45	$1,176.50	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		$913.45	$1,050.45	$1,176.50	
VNTBLK	**POWERED** Ventura Communal Bar Table, Powered - Black Top, Silver		$1,078.35	$1,240.10	$1,388.90	
VNTWHT	**POWERED** Ventura Communal Bar Table, Powered - White Top, Silver		$1,078.35	$1,240.10	$1,388.90	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		$2,034.30	$2,339.45	$2,620.20	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		$1,903.45	$2,188.95	$2,451.60	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		$2,034.30	$2,339.45	$2,620.20	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		$1,915.30	$2,202.60	$2,466.90	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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CAFÉ TABLES

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		$309.30	$355.70	$398.40	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		$309.30	$355.70	$398.40	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		$309.30	$355.70	$398.40	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		$309.30	$355.70	$398.40	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		$309.30	$355.70	$398.40	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		$309.30	$355.70	$398.40	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		$327.15	$376.20	$421.35	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		$309.30	$355.70	$398.40	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		$319.30	$367.20	$411.25	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		$308.85	$355.20	$397.80	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$308.85	$355.20	$397.80	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		$308.85	$355.20	$397.80	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		$337.60	$388.25	$434.85	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		$337.60	$388.25	$434.85	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		$337.60	$388.25	$434.85	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		$337.60	$388.25	$434.85	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		$415.80	$478.15	$535.55	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		$416.40	$478.85	$536.30	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		$415.80	$478.15	$535.55	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		$413.55	$475.60	$532.65	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$450.20	$517.75	$579.90	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		$415.80	$478.15	$535.55	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		$413.55	$475.60	$532.65	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		$415.80	$478.15	$535.55	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		$416.40	$478.85	$536.30	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		$447.60	$514.75	$576.50	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		$415.80	$478.15	$535.55	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		$413.55	$475.60	$532.65	

CAFÉ TABLES CONTINUED

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		$450.20	$517.75	$579.90	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		$450.20	$517.75	$579.90	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		$450.20	$517.75	$579.90	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		$450.20	$517.75	$579.90	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		$701.90	$807.20	$904.05	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		$701.90	$807.20	$904.05	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		$701.90	$807.20	$904.05	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		$701.90	$807.20	$904.05	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		$701.90	$807.20	$904.05	
VNTCBK	**POWERED** Communal Ventura Cafe Table - Black Top, Silver		$797.05	$916.60	$1,026.60	
VNTCWH	**POWERED** Communal Ventura Cafe Table - White Top, Silver		$797.05	$916.60	$1,026.60	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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BAR STOOLS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		$342.85	$394.30	$441.60	
BST	Banana Barstool - White, Chrome		$342.85	$394.30	$441.60	
BLDBRD	Blade Barstool - Red		$178.40	$205.15	$229.75	
BLDBSB	Blade Barstool - Sky Blue		$178.40	$205.15	$229.75	
XBAR	Christopher Barstool - White Vinyl, Chrome		$248.60	$285.90	$320.20	
LMBAR	Laguna Barstool - Maple, Chrome		$256.45	$294.90	$330.30	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		$290.55	$334.15	$374.25	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		$290.55	$334.15	$374.25	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		$290.55	$334.15	$374.25	
ROLLWH	Lift Barstool - White Vinyl, Chrome		$290.55	$334.15	$374.25	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		$356.90	$410.45	$459.70	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		$290.00	$333.50	$373.50	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		$290.00	$333.50	$373.50	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		$290.00	$333.50	$373.50	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		$290.00	$333.50	$373.50	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		$290.00	$333.50	$373.50	
RSTSTL	Rustique Barstool - Gunmetal		$198.90	$228.75	$256.20	
BS001	Shark Barstool - White, Chrome		$437.05	$502.60	$562.90	
BSR	Syntax Barstool - Black, Chrome		$311.45	$358.15	$401.15	
ZENBAR	Zenith Barstool - White, Chrome		$230.30	$264.85	$296.65	
BS002	Zoey Barstool - White, Chrome		$400.45	$460.50	$515.75	

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CONFERENCE & WORK TABLES

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKC10N	10' Table - Black Top, Silver		$892.00	$1,025.80	$1,148.90	
BKC10P	**POWERED** 10' Table - Black Top, Silver		$1,114.00	$1,281.10	$1,434.85	
CB8	42" Round Madison Table - Gray Acajou, Black		$467.35	$537.45	$601.95	
42BKCT	42" Round Table - Black Top, Black		$480.50	$552.55	$618.85	
CB1	42" Round Table - Graphite Nebula Top		$528.70	$608.00	$680.95	
CONF42	42" Round Table - White Top		$528.70	$608.00	$680.95	
BKCT5N	5' Table - Black Top, Silver		$448.00	$515.20	$577.00	
BKCT5P	**POWERED** 5' Table - Black Top, Silver		$580.00	$667.00	$747.05	
BKCT8N	8' Table - Black Top, Silver		$892.00	$1,025.80	$1,148.90	
BKCT8P	**POWERED** 8' Table - Black Top, Silver		$1,114.00	$1,281.10	$1,434.85	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		$437.05	$502.60	$562.90	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		$437.05	$502.60	$562.90	
CE2	Geo Table, Rectangle - Glass Top, Chrome		$620.30	$713.35	$798.95	
CF2	Geo Table, Rectangle - Glass Top, Black		$620.30	$713.35	$798.95	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		$437.05	$502.60	$562.90	
CF1	Geo Table, Rounded Square - Glass Top, Black		$437.05	$502.60	$562.90	
MADC05	Madison 5' Table - Gray Acajou, Chrome		$662.15	$761.45	$852.80	
MADC08	Madison 8' Table - Gray Acajou, Chrome		$1,321.70	$1,519.95	$1,702.35	
MADC10	Madison 10' Table - Gray Acajou, Chrome		$1,321.70	$1,519.95	$1,702.35	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		$455.40	$523.70	$586.55	

= Electrical Power (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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EXECUTIVE SEATING, DESKS & STORAGE

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		$381.15	$438.30	$490.90	
GENCHA	Genesis Chair - Black		$332.65	$382.55	$428.45	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		$358.55	$412.35	$461.85	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		$510.35	$586.90	$657.35	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		$510.35	$586.90	$657.35	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		$335.00	$385.25	$431.50	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		$324.55	$373.25	$418.05	
TASKST	Task Stool - Black Fabric, Black		$202.25	$232.60	$260.50	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	**POWERED** Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		$620.30	$713.35	$798.95	
TECH3B	**POWERED** Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		$766.85	$881.90	$987.75	
JD8	Madison Executive Desk - Gray Acajou, Chrome		$834.90	$960.15	$1,075.35	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		$604.55	$695.25	$778.70	
TECH3	Cabinet on Castors - Black Top, Black Metal		$204.15	$234.75	$262.90	

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AMOUNT DUE	**$** _____

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NAPA 401(k) SUMMIT
THE ADVISOR EXPERIENCE

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

DIVIDERS

F183050422

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		$606.70	$697.70	$781.40	
HDG7FT	7' Boxwood Hedge		$987.40	$1,135.50	$1,271.75	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		$54.00	$62.10	$69.55	
STNCH1	Stanchion w/ Retractable Belt - Black, Chrome		$62.00	$71.30	$79.85	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		$174.00	$200.10	$224.10	
DIVFRE	Freestanding Divider - Clear, Silver		$350.00	$402.50	$450.80	
DIVFCR	Freestanding Corner Divider - Clear, Silver		$700.00	$805.00	$901.60	
DIVFWL	Freestanding Wall Divider - Clear, Silver		$350.00	$402.50	$450.80	
DIVFST	Sofa/Table Divider - Clear, Silver		$314.00	$361.10	$404.45	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		$436.00	$501.40	$561.55	
MIRWHT	Miramar Divider - White Molded Plastic		$448.00	$515.20	$577.00	

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AMOUNT DUE	**$ _____**

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ACCESSORIES

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F183050422

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	**POWERED** Village Charging Hub - Cream		$262.00	$301.30	$337.45	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		$198.90	$228.75	$256.20	
LA15	Mason Silver Floor Lamp - Brushed Silver		$303.60	$349.15	$391.05	

Pedestals

PDL36B	**POWERED** 36" Locking Pedestal - Black		$693.55	$797.60	$893.30	
PDL36W	**POWERED** 36" Locking Pedestal - White		$693.55	$797.60	$893.30	
PDL42B	**POWERED** 42" Locking Pedestal - Black		$821.80	$945.05	$1,058.45	
PDL42W	**POWERED** 42" Locking Pedestal - White		$821.80	$945.05	$1,058.45	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		$709.30	$815.70	$913.60	

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GRAPHICS & SIGNS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

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

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

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		$193.50	$222.50	$249.20	
70010	22" x 28" Horizontal		$193.50	$222.50	$249.20	
70011	28" x 44" Vertical		$294.70	$338.90	$379.55	
70012	28" x 44" Horizontal		$294.70	$338.90	$338.90	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		$596.40	$685.85	$768.15	
70138	39" x 84" Meter Board, Ultraboard		$346.50	$398.45	$446.25	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		$24.55	$28.25	$31.65	
70071	Horizontal with Grommets		$24.55	$28.25	$31.65	
70066	Vertical with Pockets		$26.40	$30.35	$34.00	
70072	Horizontal with Pockets		$26.40	$30.35	$34.00	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling *Table clings are made to fit our standard pedestal table tops.*		$205.80	$236.65	$265.05	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		$52.55	$60.45	$67.70	
70021	Velcro/per ft. (Minimum of 5')		$3.40	$3.90	$4.35	
70004	7" x 44" ID Sign		$57.85	$66.55	$74.55	
50094	Floor Easel		$51.85	$59.65	$66.80	
50095	22" x 28" Chrome Sign Holder		$118.10	$135.80	$152.10	
50508	Cardboard Meter Board Base, Black		$23.10	$26.55	$29.75	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available once ordered.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

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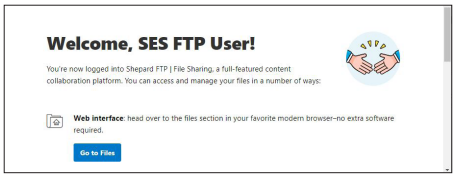
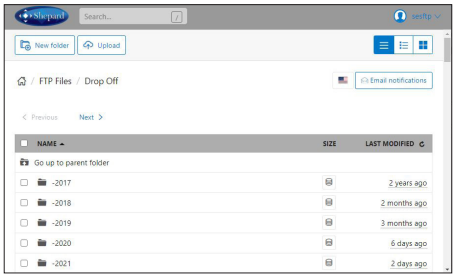
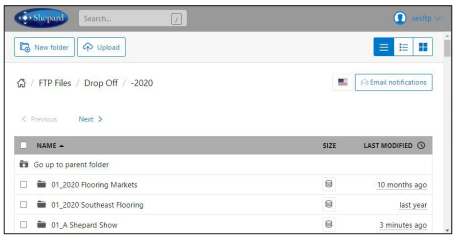
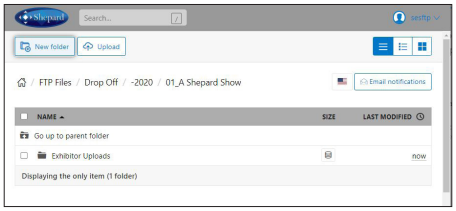
All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.









Before Sending Files

1. Please name your files for easy identification using the following format:

   Company Name_Booth#_Panel Letter
   example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: **files.shepardes.com**.
2. Login to the FTP site.
   User Name = sesftp
   Password = ftpftp
3. Click the Go to Files button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:
   Year → Month → Show Name → Exhibitor Uploads
   example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the Upload button and browse to the files you want to upload.

   NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.

7. When upload is complete, email the name of your files to: **orders@shepardes.com** with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.

SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.

With Shepard, You Can.

Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
  examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
  example: DESIGNED AT 50%
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

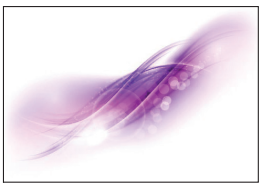
Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

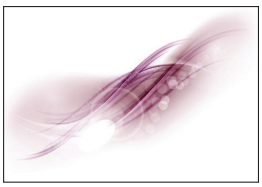
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Photoshop	.psd | .tiff .jpeg | .eps	Raster artwork. Must be built in CMYK color space.

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check "Copy Fonts" and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check "Copy Linked Graphics" and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES
CONTINUED

Artwork can be created in several ways. Here are some things to consider.

Vector

- Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality.
- This is the preferred file type and is most often created in Illustrator and used for creation of logos and icons.

Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible).
- Raster images are most often created in Photoshop and is most often used for photographic images.

Shepard

Vector Logo at 100% scale.

Vector Logo at 200% scale.

Shepard

Raster Logo at 100% scale.

Raster Logo at 200% scale.

Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

  examples: 1:1 or 100% - resolution no less than 150 dpi
  2:1 or 50% - resolution no less than 300 dpi
  4:1 or 25% - resolution no less than 600 dpi

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

- Please name your files appropriately for easy identification.

  examples: Poster_22x28.pdf
  Panel A_1920x898_Qty3.pdf
  Shepard_Booth1905_Panel A.pdf

- Clients should compress information that they transfer electronically (.zip).

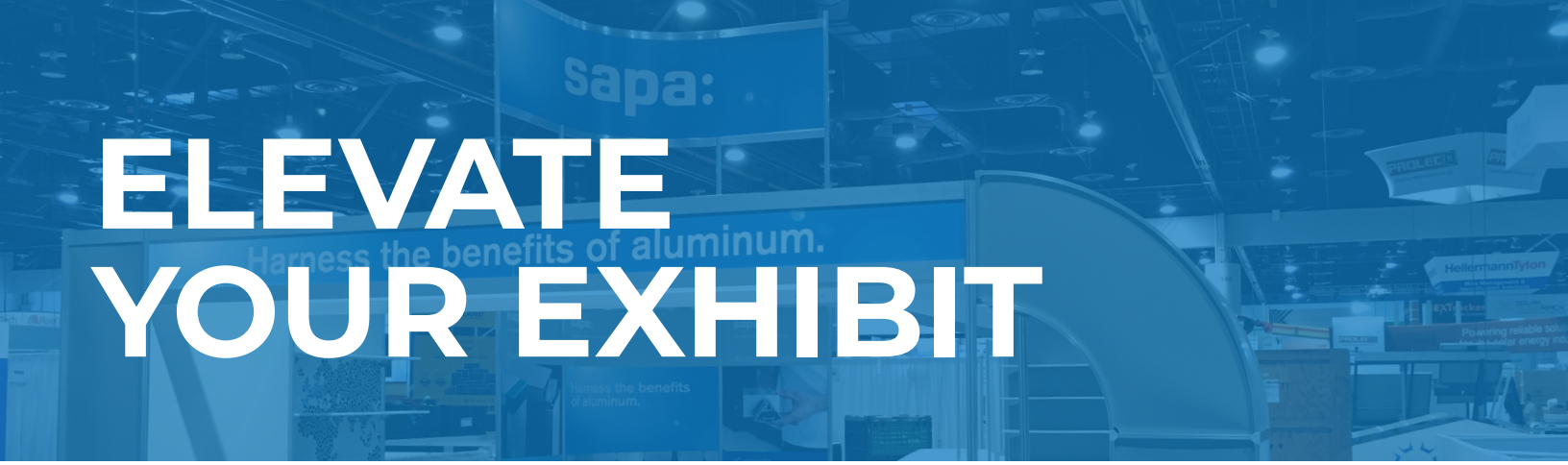
NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

  Website: **files.shepardes.com**
  Login: **sesftp**
  Password: **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- ☐ Bring your brand to life
- ☐ Attract attention
- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy

High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication** for a signature look & feel
- **Custom Rental** for ultimate flexibility
- **Fabric Panels** for maximum ease

Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics

Why Shepard?

- **Complimentary consultation:** We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:** Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:** Shepard delivers exhibits that engage your audiences

SHIELDS & BARRIERS

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F183050422

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

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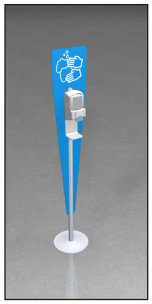
Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	**Standard Plexi Shield** (CVPS1) 40" (l) x 36" (h)		$357.50	$411.10	$460.45	
66652	**Tall Plexi Shield** (CVPS2) 40" (l) x 44" (h)		$440.00	$506.00	$566.70	
66653	**Curved Plexi Shield** (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		$550.00	$632.50	$708.40	

Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	**Large Wall Divider** (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		$550.00	$632.50	$708.40	
66655	**Plexi/Trovicel Panel Wall Divider** (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		$385.00	$442.75	$495.90	
66656	**Trovicel/Trovicel Wall Divider** (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		$330.00	$379.50	$425.05	
66657	**Plexi Rolling Baffle** (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		$687.50	$790.60	$885.45	



Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	**Sanitizer Kiosk A** (CVSK1) 40" (l) x 36" (h)		$412.50	$474.35	$531.25	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

EXHIBIT COUNTER RENTALS

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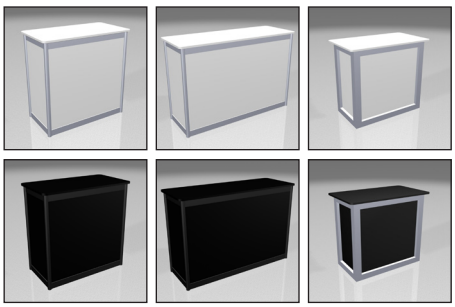
Choose Your Counter & Customize to Fit Your Exhibit!

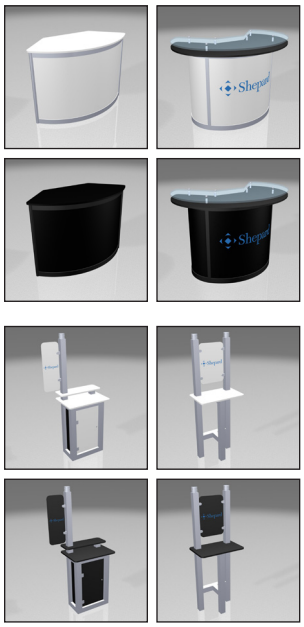
AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	**1 Meter Locking Cabinet** (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) *Graphic Sizes: 968mm x 898mm*		$904.60	$1,040.30	$1,165.15		
66283	**1.5 Meter Locking Cabinet** (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) *Graphic Size: 1463mm x 898mm*		$1,097.70	$1,262.35	$1,413.85		
66284	**Locking Cabinet** (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) *Graphic Size: 922mm x 872mm*		$667.25	$767.35	$859.45	Silver ONLY	



Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	**Reception Counter** (RC2) 4' 10.75" (l) x 40" (h) x 2' 4.75" (d) *Graphic Size: 1530mm x 898mm*		$930.20	$1,069.75	$1,198.10		
66276	**Reception Counter** (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) *Graphic Size: 1080mm x 898mm*		$2,017.90	$2,320.60	$2,599.05		

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66285	**Computer Stand 1** (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 250mm x 700mm*		$1,173.50	$1,349.50	$1,511.45	Silver ONLY	
66286	**Computer Stand 2** (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) *Graphic Size: 380mm x 580mm*		$684.00	$786.60	$881.00	Silver ONLY	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

PRODUCT DISPLAYS & CHARGING STATION RENTALS

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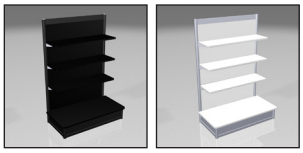
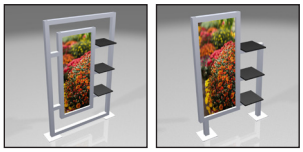
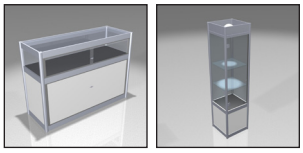
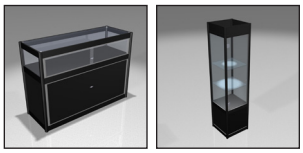
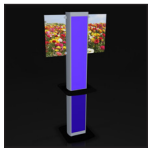
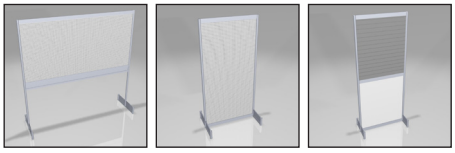
Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)

Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66277	**Gondola** 3' 6" (l) x 4' 6" (h) x 1'3 " (d)		$633.90	$729.00	$816.50		
66278	**GL1** 5' 4" (l) x 8' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$626.60	$720.60	$807.05	Silver ONLY	
66279	**GL2** 4' 3" (l) x 7' (h) x 1' 3" (d) *Graphic Sizes: 674mm x 1682mm*		$1,080.10	$1,242.10	$1,391.15	Silver ONLY	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	**Quarterview Showcase** (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		$1,220.45	$1,403.50	$1,571.90		
66272	**Square Showcase** (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		$1,317.20	$1,514.80	$1,696.60		

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	**Phone Charging Station** (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) *Graphic Size: 250mm x 700mm*		$2,073.45	$2,384.45	$2,670.60		Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	**8' x 4' Pegboard Panel** (PerfH)		$308.15	$354.35	$396.85	Silver ONLY	n/a
66149	**4' x 8' Pegboard Panel** (PerfV)		$308.15	$354.35	$396.85	Silver ONLY	n/a
50104	**6" Pegs - 1 dozen** (6"Pegs)		$50.35	$57.90	$64.85	n/a	n/a
66147	**3.5' x 8' Slat Wall, Grey** (Slatwall)		$308.15	$354.35	$396.85	Silver ONLY	n/a

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

INLINE BOOTH RENTALS

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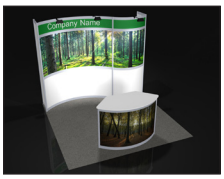
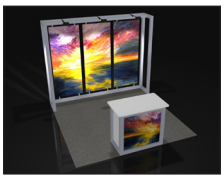
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.


The Eddie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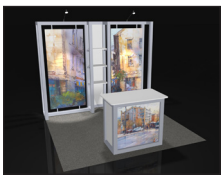
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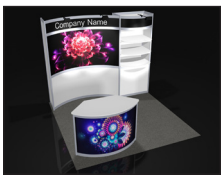
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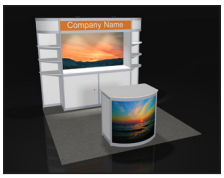
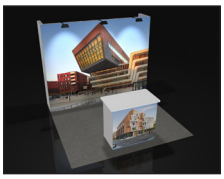
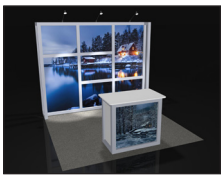

The Grant

The Harrison


The Hamilton


The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		$3,679.35	$4,231.25	$4,739.00	
66471	The Eddie - 10' x 20'		$5,991.50	$6,890.20	$7,717.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		$2,566.80	$2,951.80	$3,306.00	
66475	The Jonathon - 10' x 20'		$4,492.95	$5,166.90	$5,786.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		$3,183.85	$3,661.45	$4,100.80	
66478	The Pierce - 10' x 20'		$6,045.20	$6,952.00	$7,786.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		$3,860.95	$4,440.10	$4,972.90	
66485	The Madison - 10' x 20'		$4,575.90	$5,262.30	$5,893.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		$4,075.35	$4,686.65	$5,249.05	
66487	The Grant - 10' x 20'		$5,648.35	$6,495.60	$7,275.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		$3,746.55	$4,308.55	$4,825.60	
66493	The Harrison - 10' x 20'		$5,505.30	$6,331.10	$7,090.85	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		$2,610.70	$3,002.30	$3,362.60	
66468	The Hamilton - 10' x 20'		$4,573.65	$5,259.70	$5,890.85	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		$2,359.45	$2,713.35	$3,038.95	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABEX BOOTH RENTALS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

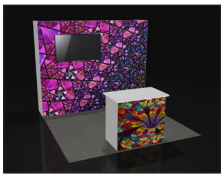
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.

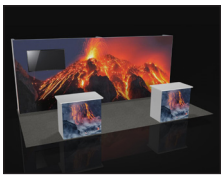
FX21

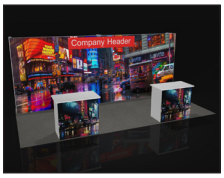

FX2M1

FX2H1

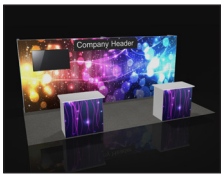
FX2M1H

FX22


FX2M2



FX2H2



FX2M2H

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	**10' x 10' Booth** (FX21)		$2,426.15	$2,790.05	$3,124.85	
66558	**10' x 10' Booth with Monitor** (FX2M1)		$4,389.05	$5,047.40	$5,653.10	
66561	**10' x 10' Booth with Header** (FX2H1)		$2,968.70	$3,414.00	$3,823.70	
66562	**10' x 10' Booth with Header and Monitor** (FX2M1H)		$4,931.65	$5,671.40	$6,351.95	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620	
Header Graphic Size	2440mm x 380mm		

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	**10' x 20' Booth** (FX22)		$4,205.35	$4,836.15	$5,416.50	
66560	**10' x 20' Booth with Monitor** (FX2M2)		$6,168.30	$7,093.55	$7,944.80	
66567	**10' x 20' Booth with Header** (FX2H2)		$4,690.60	$5,394.20	$6,041.50	
66563	**10' x 20' Booth with Header and Monitor** (FX2M2H)		$6,653.55	$7,651.60	$8,569.80	

GRAPHIC SIZE SPECIFICATIONS			
Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	☐ White ☐ Black
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620	
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABEX BACKLIT BOOTH RENTALS

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

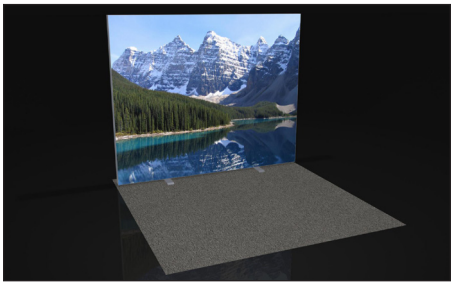
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

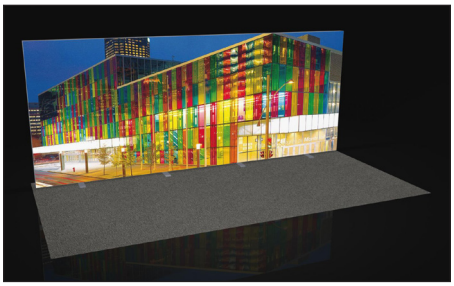
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX11



FX12

FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	**8' x 10' Backlit Backwall with Graphics** (FX11) *Graphic Size: 3042mm x 2436mm*		$2,446.40	$2,813.35	$3,150.95	
66565	**8' x 20' Backlit Backwall with Graphics** (FX12) *Graphic Size: 6088mm x 2436mm*		$3,780.75	$4,347.85	$4,869.60	
66566	**8' x 30' Backlit Backwall with Graphics** (FX13) *Graphic Size: 8992mm x 2436mm*		$5,115.15	$5,882.40	$6,588.30	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

ISLAND BOOTH RENTALS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

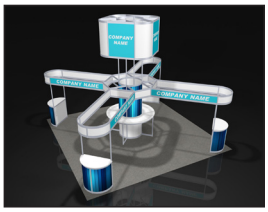
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

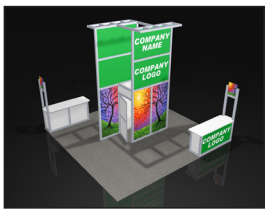
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

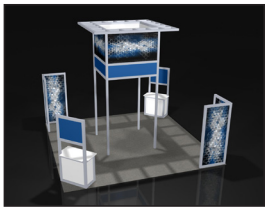
Please contact an Exhibit Team member with any questions.

The Monroe


The Washington



The Tyler


The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	**The Monroe**		$9,366.15	$10,771.05	$12,063.60	
66368	**The Washington**		$13,441.60	$15,457.85	$17,312.80	
66495	**The Tyler**		$10,002.60	$11,503.00	$12,883.35	
66496	**The Garfield**		$9,795.15	$11,264.40	$12,616.15	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

FABRIC HANGING SIGNS

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MARCH 4, 2022

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

** Rigging not included

DON'T FORGET!
To place an order for building and hanging your sign!!

Circle

Square

Triangle

Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	**10' x 48" Circle Hanging Sign** (HSC10)		$5,898.65	$6,783.45	$7,597.45	
69142	**16' x 48" Circle Hanging Sign** (HSC16)		$9,374.85	$10,781.10	$12,074.85	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	**10' x 48" Square Hanging Sign** (HSS10)		$7,172.70	$8,248.60	$9,238.45	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	**10' x 48" Triangle Hanging Sign** (HST10)		$5,804.15	$6,674.75	$7,475.70	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	**10' x 48" Single Sided Wave Hanging Sign** (HSWS)		$2,556.15	$2,939.55	$3,292.30	
69146	**10' x 48" Double Sided Wave Hanging Sign** (HSWD)		$3,401.35	$3,911.55	$4,380.95	

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$** _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **exhibits@shepardes.com**

ADVANCED SHIPPING HANGING SIGN LABEL

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

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

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.

RUSH ADVANCED WAREHOUSE

Shepard

ADVANCED WAREHOUSE HANGING SIGN

TO:

_____
(Exhibiting Company Name)

_____
(Exhibiting Company Booth Number)

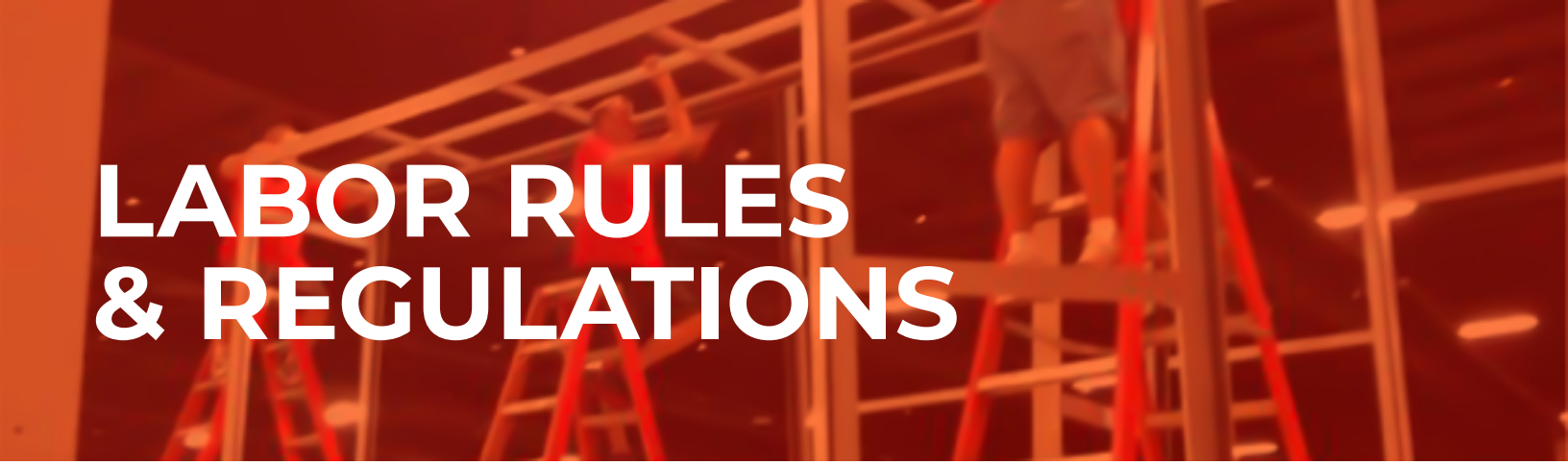
c/o Tforce-Myers Freight c/o Shepard Exposition Services
4912 W Knox St STE 200
Tampa, FL 33634

FOR:
NAPA 401(k) Summit

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:
Friday, March 4, 2022

Last day freight can arrive without a surcharge:
Friday, March 25, 2022



LABOR RULES & REGULATIONS

Tampa, Florida

LABOR

Florida 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

Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

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

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

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 BLUE LABOR

NAPA 401(k) Summit
Tampa Convention Center | Tampa, FL
April 3-5, 2022

F183050422

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	$126.25	$145.20	$162.60	
68067	OT	$189.35	$217.75	$243.90	
68068	DT	$252.45	$290.30	$325.15	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	$126.25	$145.20	$162.60	
68071	OT	$189.35	$217.75	$243.90	
68072	DT	$252.45	$290.30	$325.15	

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

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS
☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS
☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)
☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET
☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED
☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?
☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup ($400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

EXHIBITOR SUPERVISED LABOR

NAPA 401(k) Summit **F183050422**

Tampa Convention Center | Tampa, FL

April 3-5, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, MARCH 14, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	$97.10	$111.65	$125.05	
68061	OT	$145.65	$167.50	$187.60	
68062	DT	$194.20	$223.35	$250.15	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	$97.10	$111.65	$125.05	
68064	OT	$145.65	$167.50	$187.60	
68065	DT	$194.20	$223.35	$250.15	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	$ _____
TAX *(All tax rates are subject to change)*	7.50%
AMOUNT DUE	**$ _____**

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Email completed form to: **orders@shepardes.com**

NAPA 2022 401k Summit
Event# 23263
April 3-5, 2022

Tampa Convention Center (TCC) is pleased to host your event. Our staff and partners will do everything possible to make your exhibit profitable and your time with us rewarding. Our partners offer the following services which can be ordered from our website: www.TheTampaCC.com

Audio Visual & Signage and Production Rigging

Catering

Electric, Plumbing & Air

Internet & Telephone

Booth Security

Business Services

INCENTIVE RATES apply to orders with any required floor plans & full payment received by midnight ***March 14, 2022***

*Standard and On-Site rates in effect after this date

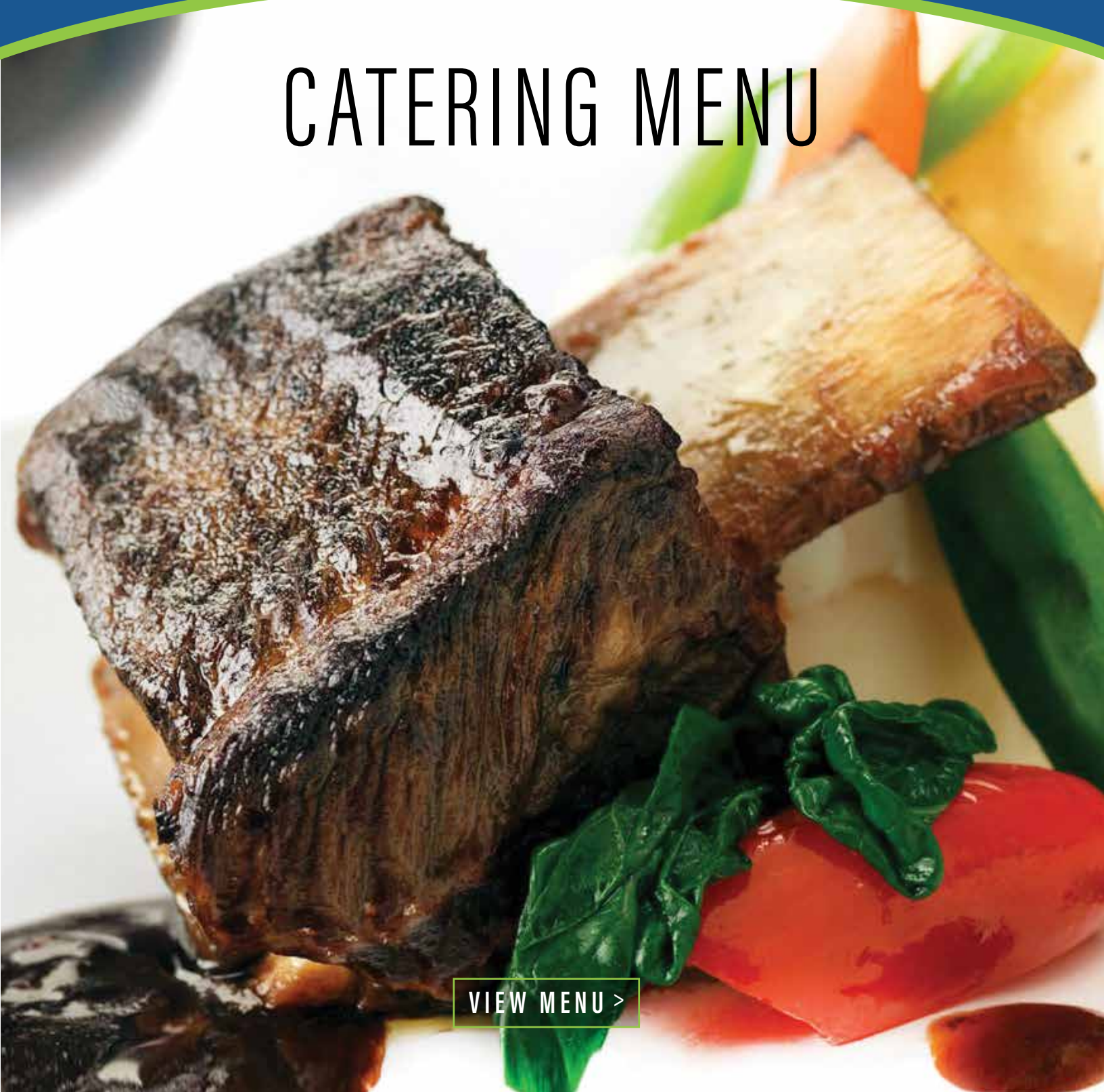
The TCC Service Desk will be available during your event for orders and assistance.

Contact the Exhibit Services Office for assistance

P 813-274-8447 | F 407-854-9992

TAMPA CONVENTION CENTER

CATERING MENU



VIEW MENU >

Meet Executive Chef Matt Eaton

Chef Matt leads the Aramark culinary team at the Tampa Convention Center. Aramark is the exclusive provider for all food, beverage and catering services both inside and outside the facility.

Matt graduated from The Culinary Institute of America in Hyde Park, NY, and has a history of success as a culinary professional both locally, nationally and internationally, working at prestigious places such as the Bellagio Resort Casino and Harrah's Hotel Casino in Las Vegas; the Westin-Dubai Mina Seyahi; River City Casino & Hotel and Adam's Mark Hotel in St. Louis; and most recently at the busy Raymond James Stadium in Tampa.

Chef Matt specializes in Asian, Sushi, Continental, and Modern American cuisine and has a unique blend of creativity, passion for food, team leadership, and business acumen. His goal is to create memorable dining experiences for guests with exquisite dishes delivered by his team with precision and care, making his mark on Tampa Convention Center and booming Downtown Tampa.

BREAKFAST

Continental

Minimum 10 guests

Express Breakfast

Ice Water, Cranberry Juice, Orange Juice, Fruit-Filled Danishes, Muffins and Croissants, Butter and Fruit Preserves, Freshly Brewed Regular and Decaffeinated Coffee, Herbal Teas

$18 per guest

$20 per guest when adding Fresh Seasonal Fruit

Powerfoods Breakfast

Ice Water, Cranberry Juice, Orange Juice, Sliced Fresh Fruit, Steel Cut Oatmeal, Yogurt with Fresh Berries and Nuts, Freshly Brewed Starbuck's Regular and Decaffeinated Coffee, Herbal Teas

$22 per guest

ENHANCEMENTS

Sliced Ham	$6 per guest
Hickory-Smoked Bacon	$6 per guest
Sausage Patty	$6 per guest
Turkey Sausage Links	$6 per guest
Farm Fresh Scrambled Eggs	$6 per guest
Breakfast Potatoes	$6 per guest
Yogurt, Berry, and Granola Parfait	$7 per guest
Assorted Individual Quiche	$8 per guest
Individual Fruit-Flavored Yogurts	$6 per guest
Cereals and Granola served with Skim and Low Fat Milk	$6 per guest
Bagels with Cream Cheese	$6 per guest

Prices subject to service charge and applicable state tax

Breakfast Sandwiches

Minimum 10 guests

Croissant with Scrambled Egg
Choice of Country Ham, Bacon, or Sausage Patty with Cheddar Cheese
$6 each

English Muffin Sandwich
Egg with Choice of Canadian Bacon, Sausage, or Bacon and Cheddar Cheese
$6 each

English Muffin Sandwich
Egg White, Turkey Sausage, and Swiss
$6 each

Biscuit Sandwich
Scambled Egg with Choice of Bacon, Sausage, or Ham and Cheddar Cheese
$6 each

Breakfast Cuban
Mojo Pork, Ham, Egg, and Swiss on Cuban Bread
$6 each

English Muffin Sandwich
Egg White, Roasted Mushroom, Spinach, and Swiss
$6 each

Plated Breakfast

Minimum 10 guests

All Breakfast Selections are served with the following:

Ice Water, Orange Juice, Fruit Salad, Breakfast Pastries including Fruit-Filled Danishes, Muffins and Croissants, Butter and Fruit Preserves, Freshly Brewed Regular and Decaffeinated Coffee, Herbal Teas

$32 per guest

BUILD YOUR OWN

CHOICE OF ONE

Scrambled Eggs
Ham and Cheddar Scramble
Roasted Mushroom and Spinach Quiche
French Toast
Eggs Benedict
Caramelized Onion and Bacon Quiche

CHOICE OF ONE

Country Ham
Hickory-Smoked Bacon
Breakfast Sausage
Turkey Sausage
Canadian Bacon
Petite Sirloin (add $6)

CHOICE OF ONE

Breakfast Potatoes
Cheddar Grits
Hash Browns

Prices subject to service charge and applicable state tax

Buffets

BREAKFAST BUFFET

Minimum 10 guests

Standard

Ice Water
Chilled Fruit Juices (Orange and Cranberry)
Sliced Fresh Fruit
Scrambled Eggs
Hickory-Smoked Bacon
Sausage Patty
Breakfast Potatoes
Cereals and Granola with Low Fat and Skim Milk
Fruit-Filled Danishes, Muffins and Croissants
Butter and Fruit Preserves
Freshly Brewed Regular and Decaffeinated Coffee,
Herbal Teas, Milk

$30 per guest

Add Country Ham, and Cheese Blintz with Assorted Toppings
$34 per guest

Add Country Ham, and Eggs Benedict
$36 per guest

Add Biscuits and Sausage Gravy, Country Fried Steak, and Cheddar Grits
$38 per guest

BRUNCH BUFFET

Minimum 25 guests

$150 Chef fee for 2 hours per 50 guests

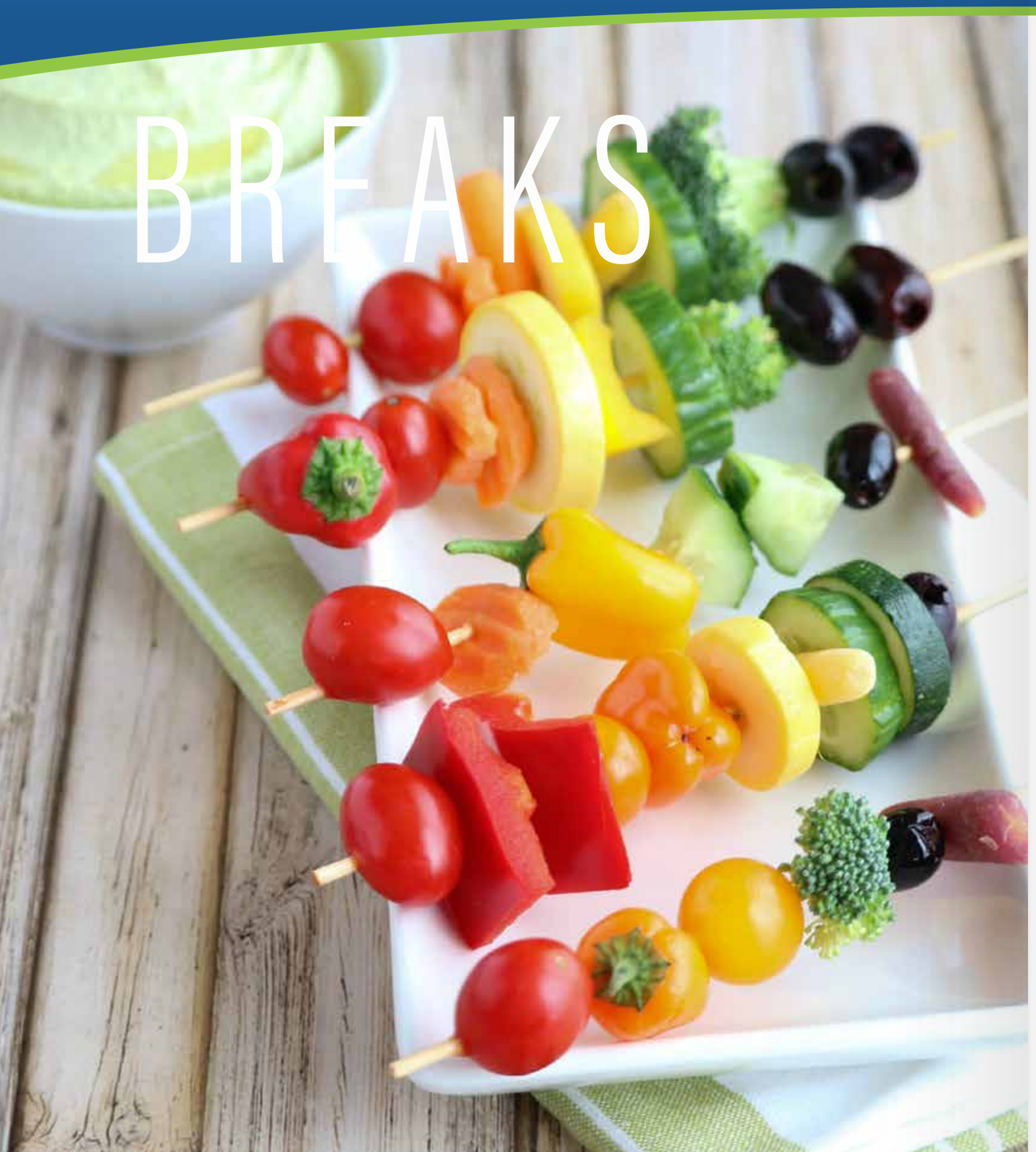
$50 per guest

Ice Water
Chilled Fruit Juices (Orange, Apple, and Cranberry)
Eggs and Omelets Cooked to Order (Country Ham, Hickory-Smoked Bacon, Cheddar Cheese, Peppers, Spinach, Mushrooms, Onions and Tomatoes)
Scrambled Eggs and Cheddar Cheese
Brioche French Toast
Hickory-Smoked Bacon
Sausage Links
Breakfast Potatoes
Smoked Salmon Platter with Traditional Accompaniments
Carved Prime Rib with Au Jus and Creamy Horseradish
Herb Roasted Chicken
Roasted Red Potatoes
Roasted Seasonal Baby Vegetables
Sliced Fresh Seasonal Fruit Display
Cereals with Low Fat and Skim Milk
Fruit-Filled Danishes, Muffins and Croissants
Butter and Fruit Preserves
Freshly Brewed Starbucks Coffee and Decaffeinated Coffee, Herbal Tea, Milk

BREAKFAST & BRUNCH BUFFET ENHANCEMENTS

Individual Fruit-Flavored Yogurts	$5 per guest
French Toast	$5 per guest
Biscuits with Country Gravy	$6 per guest
Cholesterol-Free Eggs	$5 per guest
Smoked Salmon with Traditional Accompaniments	$8 per guest
Cheese Blintzes	$6 per guest
Turkey Sausage Links	$5 per guest
Pancakes	$5 per guest
Belgian Waffles	$6 per guest
Made to Order Omelets *(One Hour Chef's Fee $150)*	$8 per guest
Oatmeal or Grits	$6 per guest

BREAKS



One-Hour Specialty Theme Breaks

Minimum 20 guests

The Candy Store
Candy Bars, Cookies
Chocolate Brownies, Rice Krispy Treats®
Freshly Brewed Regular and Decaffeinated Coffee
Herbal Teas, Soft Drinks and Bottled Water
$18 per guest

Ice-Cream Bars
Vanilla and Chocolate Ice Cream Drumsticks
Ice Cream Sandwiches
Freshly Brewed Regular and Decaffeinated Coffee
Herbal Teas, Soft Drinks and Bottled Water
$18 per guest

Sweet & Salty
Brownies
Warm Soft Pretzels
Warm Chocolate Sauce, Beer Cheese Sauce and Spicy Mustard
Soft Drinks and Bottled Water
$20 per guest

Taste of The Gulf
Smoked Fish Spread, Pimento Cheese
Assorted Crackers and Vegetables
Mini Key Lime Tarts and Chocolate Chunk Cookies
Sweet Tea, Lemonade, Soft Drinks, and Bottled Water
$26 per guest

Health & Happiness
Whole Fruit, Hummus and Pita Bread, Vegetable Crudité, Fruit Skewers, Flavored Yogurts, Granola Bars
Lemonade, Fruit Juice and Bottled Water
$26 per guest

Chocolate & Caffeine
Mini Cupcakes with Chocolate Ganache Icing
Individual White Chocolate Mousse Shots
Chocolate Chip Cookies
Freshly Brewed Regular and Decaffeinated Coffee
Herbal Teas, Soft Drinks and Bottled Water
Red Bull, Sugar Free Red Bull
$24 per guest

Stadium Break
Hot Pretzels with Mustard and Beer Cheese Sauce
Roasted Peanuts, Popcorn, Crackerjacks
Soft Drinks and Bottled Water
$22 per guest

Beverage Breaks

Minimum 20 guests

Half-Day Beverage Break
Refreshed for 4 hours
Freshly Brewed Regular and Decaffeinated Coffee
Herbal Teas
Soft Drinks, Bottled Water
$18 per guest

All-Day Beverage Break
Refreshed for 8 hours
Freshly Brewed Regular and Decaffeinated Coffee
Herbal Teas
Soft Drinks, Bottled Water
$22 per guest

Prices subject to service charge and applicable state tax

A La Carte

Beverages

Freshly Brewed Regular and Decaffeinated Coffee	$75 per gal
Iced Coffee	$80 per gal
Hot Herbal Teas	$75 per gal
Iced Tea	$45 per gal
Tropical Fruit Punch	$70 per gal
Fresh Lemonade	$70 per gal
Fruit Juices Orange, Grapefruit, Apple, Tomato, Cranberry, Pineapple	$70 per gal
Lemon and Basil Infused Water	$45 per gal
Cucumber and Mint Infused Water	$45 per gal
Soft Drinks	$5 ea
Bottled Water	$4 ea
Bottled Herbal Teas	$5 ea
Bottled Fiji Water	$6 ea
Sparkling Water	$6 ea
Individual Bottled Fruit Juices	$5 ea
Red Bull – Regular and Sugar Free	$8 ea

Water Towers/Bubblers

Spring Water Tower Comes with two 5 gallon jugs	first day $100 each additional day $40
Spring Water Jugs Additional 5 gallon	$30 ea

Snacks

Dry Cereals and Granola Served with Low Fat and Skim Milk	$6 ea
Individual Fruit-Flavored Yogurt	$6 ea
Whole Fresh Fruit Bananas, Apples, Oranges and Seasonal Varieties	$4 ea
Fruit-Filled Danishes, Muffins and Croissants	$60 per doz
Sliced Bagels with Cream Cheese	$72 per doz
DATZ Specialty Donuts	$84 per doz
DATZ Specialty Brownies	$84 per doz
Specialty Breads Zucchini Bread, Banana Nut, Coffee Cake	$60 per doz
Jumbo Cookies Chocolate Chip, Oatmeal Raisin, Sugar	$54 per doz
Granola Bars	$3 ea
Power Bars	$5 ea
Candy Bars and M&M's®	$4 ea
Lifesavers® and Lifesavers® Mint Rolls	$3 ea
Hot Soft Pretzels with Mustard	$5 ea
Novelty Ice Cream Bars	$6 ea
Frozen Fruit Bars	$6 ea

Prices subject to service charge and applicable state tax

Dry Snacks

Candy

One Pound Bowl
Serves approximately 10 guests

Pecan Turtles	$36
Yogurt-Covered Raisins	$22
Chocolate-Covered Almonds, Blueberries or Cherries	$24
Gummy Bears	$16
M&M's®	$20
Saltwater Taffy	$24
Sugar Free Caramels	$24
Skittles	$20
Licorice bites	$20

Dry Snacks

Mixed Nuts	$5 ea
Cashews	$5 ea
Roasted Peanuts	$5 ea
Pistachios	$5 ea
Popcorn (Butter Flavor)	$5 ea
Popcorn (Caramel Flavor)	$5 ea
Popcorn (Cheese Flavor)	$5 ea
Vegetable Chips – Individual Bag	$5 ea
100 Calorie Snack Packs	$5 ea
Pretzels	$5 ea
Goldfish Cheese Flavored Crackers	$5 ea
Trail Mix	$5 ea
Pita and Bagel Chips	$5 ea
Beer Nuts	$5 ea
Banana Chips	$5 ea

Dips

One Quart
Serves approximately 10 guests

Served with Corn Tortilla and Toasted Pita Chips

HOT

Crab and Spinach	$50
Spinach and Artichoke	$40
Queso Cheese & Chili	$40

COLD

Dill and Sour Cream	$36
French Onion Sour Cream	$36
Chickpea Hummus	$36
Ranch	$36
Guacamole	$40
Salsa	$36

Prices subject to service charge and applicable state tax

Plated Lunch

Include choice of Soup or Salad, Entrée and Dessert, Freshly Brewed Regular and Decaffeinated Coffee, Herbal Teas, Iced Tea and Ice Water

Salad or Soup

CHOICE OF ONE

Field Greens and Garden Vegetables
with Choice of Dressing

Traditional Wedge Salad
Bacon, Pickled Onions, Tomatoes, Bleu Cheese with Ranch Dressing

Caesar Salad
with Herbed Croutons, Traditional Dressing

Romaine and Iceberg Lettuce
Cucumber and Tomato with Italian Vinaigrette

Baby Kale, Radish and Carrot
with Citrus Vinaigrette

Baby Spinach
Cheddar, Spiced Pecans, Tomatoes, Red Onions with Dijon Dressing

Corn Chowder
Chicken and Wild Rice
Beer Cheese
Beef Barley
Chicken Noodle
Tomato Bisque
Vegetable
Minestrone

Dessert

CHOICE OF ONE

NY Cheesecake
Carrot Cake
Chocolate Cake
Cannoli
Key Lime Tart
Flourless Chocolate Cake
Red Velvet Cake
Apple Pie
Crème Brulee
Cake Pops
Mango Guava Cheesecake
Dessert Verrines

Prices subject to service charge and applicable state tax

Plated Lunch

Include choice of Soup or Salad, Entrée and Dessert, Freshly Brewed Regular and Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

Cold or Hot Entrées

CHOICE OF ONE

Turkey Club on Wheat
House-made Chips
$30 per guest

Grilled Chicken Caesar Salad
Croutons, Traditional Dressing
$30 per guest

GF Grilled Chicken Cobb Salad
Tomatoes, Egg, Bacon, Bleu Cheese, Choice of Dressing
$30 per guest

Roast Beef and Boursin
on House-made Baguette, Arugula, Roasted Tomatoes, Lemon Pepper Chips
$34 per guest

Cheese Tortellini
with Marinara Sauce, Garden Vegetables, Parmesan
$36 per guest

Roasted Chicken
with Natural Jus, Gnocchi , Spinach, Roasted Mushrooms, Confit Tomatoes, Fine Herbs
$42 per guest

GF Chicken Marsala
with Wild Mushroom Sauce, Creamy Polenta, French Beans
$38 per guest

GF Seared Filet of Salmon
Preserved Lemon, Fingerling Potatoes, French Beans
$40 per guest

GF Roasted Pork Loin
Blistered Grapes, Whipped Potatoes, Baby Carrots
$40 per guest

GF Roasted Pork Tenderloin
Sweet Potato Mash, French Beans
$42 per guest

GF Petite Filet Mignon
Whipped Potatoes, Asparagus, Baby Carrots
$44 per guest

GF Gulf Shrimp
Cheddar Grits, Roasted Okra, Tomatoes
$44 per guest

GF Herb Roasted Chicken Breast
Maître D Butter, Whipped Potatoes, Baby Carrot, Asparagus
$40 per guest

GF Seared Gulf Grouper
with Fingerling Potato Hash, Baby Vegetables
$46 per guest

GF GLUTEN FREE

Prices subject to service charge and applicable state tax

Build-Your-Own Buffet Lunch

Minimum 10 guests

Includes Freshly Baked Rolls with Butter, Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

$40 per guest

Cold

CHOICE OF TWO

Potato Salad

Cole Slaw

Fresh Fruit Salad

Traditional Caesar Salad
Tossed Salad with Dressings

Marinated Tomato and Mozzarella Salad

Baby Kale, Root Vegetables, Citrus Vinaigrette

Garden Salad with Dressings

Hot

CHOICE OF TWO

Fried Chicken

Chicken Cacciatore

Seared Salmon
with Charred Lemon and Artichokes

Roast Beef, Cippolini Onions, Natural Jus

Roasted Cod
with Fennel and Orange

Herb Roasted Chicken

Italian Sausage
with Peppers and Onions

Meatballs
with Marinara and Parmesan

Chicken Marsala

Baked Ziti

Tomato Glazed Meatloaf

Pot Roast
with Root Vegetables

Grilled Salmon
with Lemon and Capers

Chicken Pot Pie with Pastry Crust

Andouille Stuffed Pork Loin

Manicotti

Roasted Pork Loin
with Honey and Thyme

Tortellini and Pesto Cream

Desserts

CHOICE OF TWO

Cheesecake
Blondies
Carrot Cake
Chocolate Cake
Cannoli
Lemon Meringue Pie
Brownies
Cookies
Apple Pie
Crème Brulee
Cake Pops
Dessert Verrines

Accompaniments

CHOICE OF TWO

Macaroni and Cheese
Brown Butter Green Beans
Quinoa
Oven-Roasted Red Skin Potatoes
Rice Pilaf
Corn Souffle
Whipped Sweet Potatoes
Fresh Seasonal Vegetables
Couscous with Fruit and Nuts
Au Gratin Potatoes
Garlic Whipped Potatoes
Steamed Broccoli
Steamed Rice
Blended Wild Rice
Roasted Mushrooms

Prices subject to service charge and applicable state tax

Cold Deli Buffet

Minimum 10 guests

Includes Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

$36 per guest

Side Items

CHOICE OF THREE

Potato Salad
Coleslaw
Fruit Salad
Marinated Tomato and Mozzarella Salad
Caesar Salad
House-Made Potato Chips
Mixed Garden Salad

MEATS, CHEESES & CONDIMENTS

Ham, Roast Beef, Smoked Turkey Breast, Salami, Swiss, Cheddar, and American Cheese, Lettuce, Tomato, Sliced Red Onions, Kosher Pickle Spears, Mustard, Mayonnaise and Creamy Horseradish

BREADS

Fresh Sliced Breads and Rolls including White, Wheat, Rye, Sourdough, Hoagies and Challah Rolls

Desserts

CHOICE OF TWO

Cheesecake
Red Velvet Cake
Carrot Cake
Chocolate Cake
Cannoli
Lemon Meringue Pie
Blondies
Brownies
Cookies
Apple Pie
Crème Brulee
Cake Pops
Key Lime Tart

Enhancements

Tortellini Salad	$4 per guest
Chicken Salad	$4 per guest
Tuna Salad	$4 per guest
Cobb Salad	$4 per guest

Prices subject to service charge and applicable state tax

Boxed Lunches

Served with a piece of Whole Fresh Fruit, Chef's Choice of Salad, Potato Chips, Cookie and Bottled Water

BOXED LUNCHES

Smoked Turkey
Provolone, Lettuce, Tomato on Croissant

Grilled Chicken Breast
Lettuce, Tomato, on Hoagie

Ham and Cheddar
Lettuce, Tomato on Wheat

Grilled Chicken Caesar Wrap

Roast Beef
Swiss, Lettuce, Tomato, on Kaiser Roll

Portobello Mushroom
Peppadews, Roasted Tomatoes, Avocado, and Red Onion on Baguette

$30 per guest

PREMIUM BOXED LUNCHES

Beef Tenderloin
Boursin, Pickled Red Onions, Arugula on Baguette

Cuban
House Made Pulled Pork, Black Forest Ham, Swiss, Pickles, Mustard Sauce on Cuban Bread

Turkey and Smoked Gouda
Lettuce, Tomato on Pretzel Bun

Italian
Prosciutto, Capicola, Salami, Provolone, Lettuce, Tomato, Pepperoncini, on Hoagie

Bacon, Lettuce, Tomato, Avocado
on Sourdough

Creole Shrimp Salad Wrap

$34 per guest

Prices subject to service charge and applicable state tax

Plated Dinner

Include choice of Salad or Soup, Entrée and Dessert, Fresh Baked Rolls and Butter
Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

SALADS

Field Greens and Garden Vegetables
Choice of Dressing

Traditional Wedge Salad
with Bacon, Pickled Onions, Tomatoes, Bleu Cheese, Choice of Dressing

Caesar Salad
with Herbed Croutons, Traditional Dressing

Romaine and Iceberg Lettuce
with Cucumber, Tomatoes, Red Onions, Italian Vinaigrette

Baby Kale
with Radish Carrot, Citrus Vinaigrette

Baby Spinach
with Bacon, Candied Walnuts, Aged Cheddar, Warm Bacon Vinaigrette

Ybor Salad
Romaine, Iceberg, Ham, Swiss, Heirloom Tomatoes, Olives, with Garlic Vinaigrette

SOUPS

Corn Chowder
Shrimp Bisque
Tomato and Bread Soup
Italian Wedding Soup
Beer Cheese
Gazpacho
Roasted Butternut Squash Bisque
Chilled Pea and Mint
Local Fish Chowder

Prices subject to service charge and applicable state tax

Plated Entrées

Include choice of Salad or Soup, Entrée and Dessert, Fresh Baked Rolls and Butter, Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

CHOICE OF ONE

Roasted Airline Chicken Breast
Natural Jus, Fingerling Potatoes, Baby Vegetables
$42 per guest

Chicken Parmesan
Roasted Baby Potatoes, Broccoli
$40 per guest

GF
Seared Chicken Breast
Braised Chicken Thigh, Cannelini Beans, Tuscan Kale
$46 per guest

Coffee Scented Duck Breast
Sour Cherry Demi, Herb Gnocchi, Swiss Chard
$58 per guest

GF
Lamb Chops
White Bean Puree and Tzatziki, Braised Romaine, Roasted Tomatoes
$55 per guest

Pork Scaloppini
Prosciutto, Sage, Crushed Potatoes, Seasonal Mushrooms
$44 per guest

GF
Herb Crusted Lamb Rack
Fondant Potatoes, Baby Vegetables, Mint Jus
$56 per guest

Mustard Crusted Pork Tenderloin
Spaetzle and Broccolini
$44 per guest

Pan-Seared Salmon
Charred Lemon, Orzo, Spring Onions, Asparagus
$44 per guest

GF
Bronzed Grouper
Sweet Corn, Onions, Tomatoes, Stone Ground Grits
$48 per guest

GF
Braised Beef Short Rib
Natural Reduction, Mascarpone Polenta, Baby Root Vegetables
$52 per guest

GF
Roasted Filet of Beef
Natural Jus, Herb Whipped Potatoes, Baby Vegetables
$56 per guest

GF
Roasted Prime Rib of Beef
Au Jus, Horseradish Cream, Garlic Mashed Potatoes, Creamed Spinach
$54 per guest

VEG
Falafel
Saffron Rice, Roasted Baby Peppers and Tomatoes, Vegan Garlic Aioli
$44 per guest

GF GLUTEN FREE VEG VEGETARIAN

Prices subject to service charge and applicable state tax

Plated Duo Entrée

GF
Filet of Beef and Cold Water Lobster Tail
Natural Jus, Buerre Fondue, Potato Gratin, Baby Vegetables
$72 per guest

GF
Filet of Beef and Chicken Breast
Natural Jus, Maître D Butter, Fingerling Potatoes, Asparagus, Baby Carrots
$$57 per guest

GF
Beef Flat Iron and Grilled Shrimp
Herb Butter, Wild Rice Pilaf, Baby Vegetables
$59 per guest

GF
Braised Short Rib and Pan Seared Sea Bass
Natural Reduction, Citrus Buerre Blanc
Creamy Polenta, Tuscan Kale
$72 per guest

Braised Short Rib and Lobster Tortelli
Braising Jus, Buerre Fondue, Baby Vegetables, Peas
$78 per guest

Plated Dinner Enhancements

Lump Crab Cakes
Apple and Fennel Slaw, Grain Mustard
$15 per guest

GF
Chilled Shrimp Cocktail
Lemon, Atomic Horseradish, Chili Sauce
$15 per guest

GF
Mushroom Risotto
Spring Peas, Grana Padano
$13 per guest

Charcuterie
Cured Meats, Cheeses, Pickles, Accompaniments
$14 per guest

Veal Cheek Pierogi
Caramelized Onions, Wild Mushrooms, Atomic Horseradish
$14 per guest

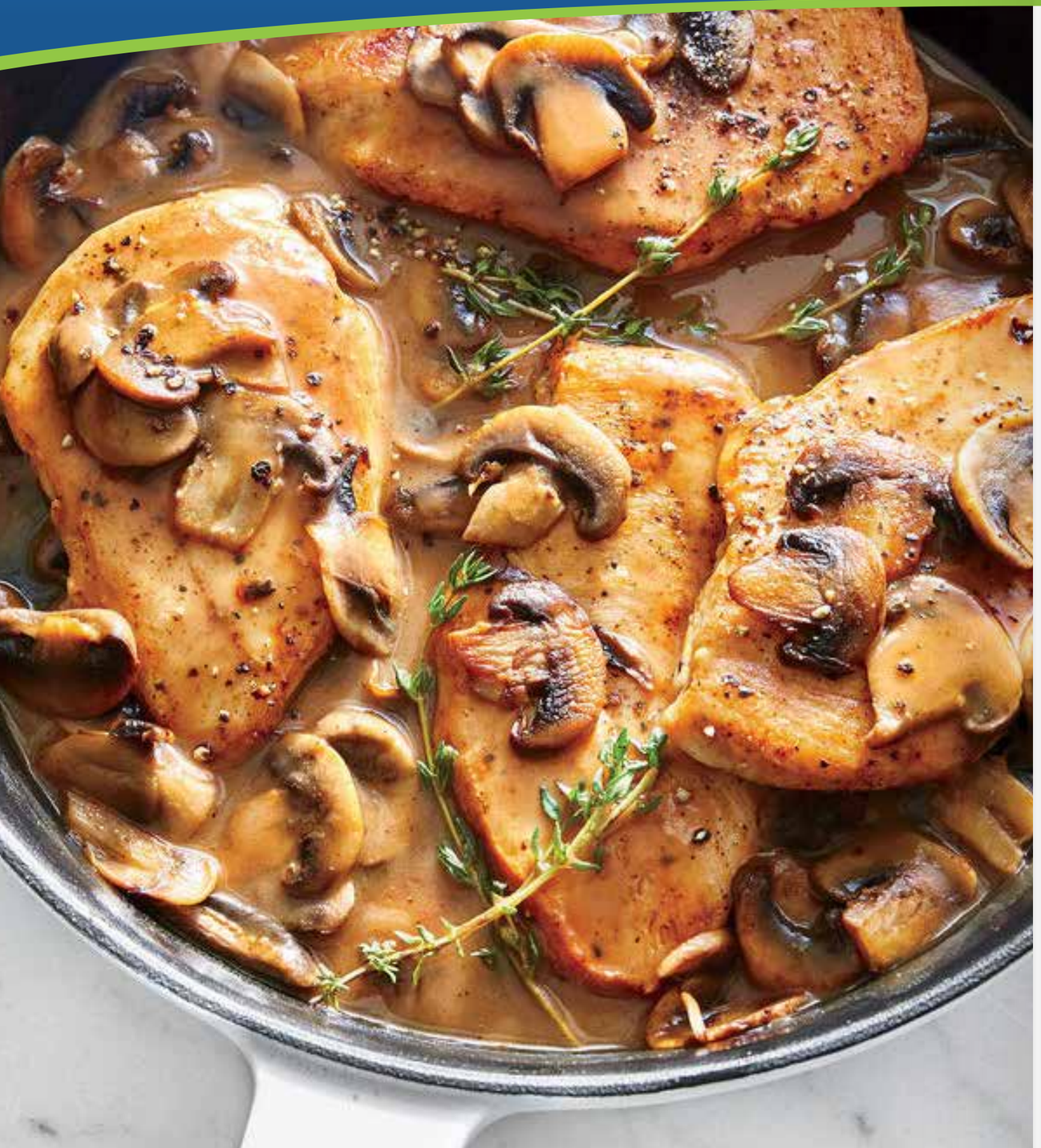
Plated Desserts

CHOICE OF ONE

- Crème Brulee
- Flourless Chocolate Cake
- NY Cheesecake
- Mango Guava Cheesecake
- Chocolate Mousse Bombe
- Red Velvet Cake
- Chocolate Trio
- Key Lime Tart
- Assorted Dessert Verrines

GF GLUTEN FREE

Prices subject to service charge and applicable state tax



Dinner Buffets

Minimum 25 guests

Includes Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

AMERICAN

Soup and Salad

Chili

Mixed Greens, Garden Vegetables with Choice of Dressing

Haricot Vert Salad and Crispy Shallots with Sherry Vinaigrette

Hot

Whole Roasted Beef Tenderloin, Wild Mushrooms, Pearl Onions, English Peas

Roasted Chicken with Herbed Chicken Jus

Pan Seared Salmon with Fennel and Tomato Confit

Roasted Fingerling Potatoes

Garlic Broccolini

Desserts

Cheesecake

Flourless Chocolate Cake

Freshly Baked Rolls with Butter

$54 per guest

ITALIAN

Soup and Salad

Wedding Soup

Caesar Salad

Fresh Mozzarella and Tomato Salad

Hot

Seared Chicken Marsala with Wild Mushrooms

Slow Roasted Strip Loin, Fire Roasted Tomatoes, Peppadews and Cippolini Onions

Seared Grouper with Roasted Fennel and Orange

Roasted Zucchini

Baked Ziti

Garlic Mashed Potatoes

Desserts

Italian Pastry Station

Freshly Baked Rolls with Butter

$56 per guest

SOUTHERN

Soup and Salad

Seafood Gumbo

Mustard Potato Salad

Cole Slaw

Hot

Cajun Shrimp Boil, New Potatoes and Corn

Buttermilk Fried Chicken

Carolina BBQ Pork

Braised Greens

Whipped Potatoes

Desserts

Beignets

Key Lime Tarts

Pecan Pie

Freshly Baked Rolls and Corn Bread with Sweet Butter

$56 per guest

Prices subject to service charge and applicable state tax

Build-Your-Own Dinner Buffet

Minimum 25 guests

Includes Freshly Baked Rolls with Butter, Freshly Brewed Regular or Decaffeinated Coffee, Herbal Teas, Ice Water and Iced Tea

$50 per guest

Soup and Salad

CHOICE OF TWO

Italian Wedding Soup

Corn Chowder

Minestrone

Chili

Tomato and Mozzarella Salad,
Balsamic Vinegar

Fresh Fruit Salad

Traditional Caesar Salad

Tossed Salad
with Choice of Dressing

Farm Greens, Pears, Walnuts, Crispy Fried Corn
with Choice of Dressing

Roasted Beets and Goat Cheese

Haricot Vert Salad, Crispy Shallots
with Sherry Vinaigrette

Baby Kale, Root Vegetables
with Citrus Vinaigrette

Baby Spinach, Spiced Pecans, Aged Cheddar,
and Tomatoes with Honey Dijon

Hot

CHOICE OF TWO

Whole Roasted Beef Tenderloin,
Wild Mushrooms, Pearl Onions, Peas

Braised Chicken Thighs
with Grilled Lemon, Marinated Artichokes

Pan Seared Grouper
with Fennel and Tomato Confit

Roasted Chicken Breast
with Herbed Jus

Roasted Beef Strip Loin
with Fire Roasted Tomatoes, Peppadews,
Cippolini Onions

Seared Grouper
with Roasted Fennel and Orange
Pork Tenderloin with Sour Cherry Demi

Grilled Salmon
with Lemon Buerre Blanc and Fried Capers

Roasted Pork Loin
with Blistered Grapes and Melted Leeks

Chicken Marsala with Wild Mushroom Demi

Chicken Parmesan

Chicken Picatta

Mojo Marinated Pork Loin

Accompaniments

CHOICE OF THREE

Barbecued Baked Beans

Roasted Red Potatoes

Herb-Roasted Potatoes

Garlic-Whipped Potatoes

Au Gratin Potatoes

Blended Wild Rice

Steamed Rice

Saffron Rice

Rice Pilaf

Macaroni and Cheese

Brown Butter Green Beans

Green Peas and Pearl Onions

Sweet Creamed Corn

Whipped Sweet Potatoes

Steamed Broccoli

Roasted Cauliflower

Roasted Asparagus

Glazed Baby Carrots

Couscous with Nuts and Dried Fruit

Roasted Root Vegetables

Quinoa Pilaf

Roasted Brussels Sprouts

Desserts

CHOICE OF TWO

Flourless Chocolate Cake

Assorted Miniature Desserts

Red Velvet Cake

Raspberry and Lemon Verrines

Lemon Meringue Pie

Pecan Pie

Black Forest Cup

Tiramisu

Key Lime Tarts

Cheesecake

Crème Brulee

Chocolate and Speculoos Verrines

Cannoli

Apple Dumplings

Prices subject to service charge and applicable state tax

Prices subject to service charge and applicable state tax

RECEPTION

Light Selections

International & Domestic Cheese Display
Assorted Imported and Domestic Cheeses with traditional accompaniments
Served with Assorted Crackers

Small	$225	serves 25 guests
Medium	$375	serves 50 guests
Large	$500	serves 100 guests

Crudités Display
Assortment of Fresh Cut Seasonal and Marinated Vegetables
Served with Ranch or Bleu Cheese

Small	$225	serves 25 guests
Medium	$375	serves 50 guests
Large	$500	serves 100 guests

Fresh Seasonal Fruit Display
Sliced Seasonal Fresh Fruit

Small	$175	serves 25 guests
Medium	$275	serves 50 guests
Large	$400	serves 100 guests

Antipasto Display
Imported and Local Cured Meats, Domestic and Imported Cheeses, Assorted Olives, Pickled Vegetables, Mustards and Accompaniments served with Toasted Sliced Baguettes and Crackers

Small	$325	serves 25 guests
Medium	$475	serves 50 guests
Large	$600	serves 100 guests

Prices subject to service charge and applicable state tax

Hors D'oeuvres

Minimum order is three dozen pieces per item

COLD

Hors D'oeuvres

Deviled Eggs
Heirloom Tomato Caprese Skewer
Antipasto Stack
Watermelon Caprese Skewer
Prosciutto and Mascarpone Crostini
Gazpacho Shooters
Tomato Bruschetta
Stuffed Tomatoes
Caramelized Onion Tart
Fruit Skewers

$72 per dozen

Premium Hors D'oeuvres

Beef Tenderloin Crostini
Ahi Tuna Poke on Rice Cracker
Jumbo Shrimp
Mini Lobster Rolls
Scallop Ceviche Shooter
Oyster on the Half Shell
Seared Tuna on Wonton Crisp
Crab Salad Verrine
Roasted Carrot Salad Shooter
Beef Tartar on Potato Gaufrette
Goat Cheese in Peppadew

$84 per dozen

HOT

Hors D'oeuvres

Assorted Miniature Quiche
Beef Empanadas
Chicken Empanadas
Chicken and Waffle Stack
Spinach and Feta Cheese wrapped in Phyllo Dough
Meatballs
Vegetable Spring Rolls
Pork Potstickers
Wild Mushroom Arancini
Cheese Arancini
Beef Brochettes
Chicken Tikka Skewer with Cucumber Raita

$72 per dozen

Premium Hors D'oeuvres

Sesame Chicken Brochette
Miniature Beef Wellington
Sea Scallops wrapped in Bacon
Mini Cuban Sliders
Grilled Shrimp wrapped in Pancetta
Short Rib Slider
Mini Crab Cakes
Crab Beignets
Chicken Sliders
Seared Scallop with Conch Bolognese
Cuban Cigar Rolls
Lamb Merguez
Artichoke and Sundried Tomato Croquettes
Vegetable Samosa
Peking Duck Rolls

$84 per dozen

Prices subject to service charge and applicable state tax

Carving Stations

Minimum 25 guests

$150 Chef fee for 2 hours and $50 per additional hour

Beef Strip Loin

Approximately 50 servings
Served with Creamy Horseradish, Mustard and Freshly Baked Rolls
$400 each

Carved Prime Rib

Approximately 50 servings
Served with Creamy Horseradish, Au Jus and Freshly Baked Rolls
$425 each

Bourbon Glazed Ham

Approximately 50 servings
Served with Assorted Mustards, Mayonnaise and Freshly Baked Rolls
$325 each

Roasted Turkey Breast

Approximately 50 servings
Served with Herb Gravy, Cranberry Sauce and Freshly Baked Rolls
$250 each

Beef Tenderloin

Approximately 25 servings
Served with Creamy Horseradish, Mustard, Merlot Demi and Freshly Baked Rolls
$400 each

Leg of Lamb

Approximately 50 servings
Served with Mint Jus
$325 each

Prices subject to service charge and applicable state tax

Specialty Stations

Minimum 25 guests – Minimum order is two specialty stations

Add $2 per guest if under 25 guests

Build Your Own Salad Station

Spinach, Field Greens, Iceberg Lettuce, Tomatoes, Artichokes, Black Olives, Grilled Chicken, Bacon Bits, Candied Walnuts, Cheddar and Monterey Jack Cheese, Red Onions, Cucumbers, Croutons, Hard Boiled Eggs, Choice of Dressings

$18 per guest

Pasta Bar

Choice of Action Station or Pre-made Pasta Entrees

$150 Attendant fee for Action Station per 50 guests

PASTA
CHOICE OF THREE
Rigatoni, Orecchiette, Cheese Tortellini, Fusilli, Penne, Cavatappi, Gnocchi

Gluten Free Pasta add $2

SAUCE
CHOICE OF THREE
Classic Marinara, Pesto Cream, Alfredo, Bolognese, Vodka Pomodoro

Served with Garlic Bread, Pepper Flakes and Parmesan Cheese

$20 per guest

Taco Station

$150 Attendant Fee up to 50 guests for 2 hour reception

PROTEIN
CHOICE OF THREE
Ground Beef, Steak, Pulled Chicken, Shrimp, Pork, Grilled Chicken, Grilled Fish

Beyond Meat for $2 more per guest

SALSA
CHOICE OF THREE
Fire Roasted, Corn and Black Bean, Fresh Tomato, Green Chile, Guacamole

Served with Tortilla Chips

Made to order on Corn Tortillas or Flour Tortillas with your selection of: Pico de Gallo, Queso Fresco, Grated Cheddar, Diced Tomatoes, Black Olives, Green Onions, Shredded Lettuce, Diced Onions and Cilantro, Limes, Sauces, and Crema

$20 per guest

Dim Sum Station

Assorted Dim Sum and Dumplings served with Dipping Sauces and Accompaniments

$26 per guest

Prices subject to service charge and applicable state tax

Mac and Cheese Station

CHOICE OF THREE
Mascarpone and Parma Ham
Gruyere and Wild Mushrooms
Aged Cheddar
Classic
Fontina and Pancetta
Raclette, Peas and Pearl Onions
Reblochon, Bacon, and Onion

Lobster Mac and Cheese for $4 more per guest

$20 per guest

Slider Station

SLIDER
CHOICE OF THREE
Chicken, Hamburger, Cheese Steak, Buffalo Chicken, Pulled Pork

Grouper for $3 more per guest

SIDE
CHOICE OF THREE
Potato Salad, Cole Slaw, House-Made Chips, Tater Tots, French Fries, Onion Rings

$22 per guest

Chilled Seafood Station

CHOICE OF THREE
Shrimp Cocktail
Stone Crab Claws (Seasonal)
Snow Crab Legs
Diver Scallop Ceviche
Oysters on the Half Shell
Clams on the Half Shell
Marinated Mussels

Served with Appropriate Accompaniments and Sauces

$MP per guest

Stir Fry Station

$150 Attendant fee up to 50 guests for 2 hour reception to Chef Attendant Required

PROTEIN
CHOICE OF THREE
Beef, Chicken, Shrimp, Pork, Tofu

Beyond Meat for $2 more per guest

STARCH
CHOICE OF THREE
Jasmine Rice, Lo Mein Noodles, Brown Rice, Sticky Rice, Soba Noodles

Made to order with your selection of:
Green Peppers, Red Peppers, Onions, Carrots, Snap Peas, Bamboo Shoots, Straw- Mushrooms, Baby Corn, Broccoli, Celery

$26 per guest

Chicken Wing Station

WINGS
CHOICE OF TWO
Hot, Mild, BBQ, Garlic Parmesan, Dry Rub

SIDE
CHOICE OF THREE
Ranch, Bleu Cheese, Carrots, Celery, House-Made Chips

$21 per guest

Prices subject to service charge and applicable state tax

BAR DETAIL

Hosted Bar and Cash Bar

Bartender Required (1) Per 100 Guests | $150 for Two Hours and $50 per additional Hour

BEER & WINE BAR

House Wine $9
Chardonnay
Cabernet Sauvignon
Pinot Noir

Domestic Beer $7
Yuengling
Bud Light

Imported Beer $8
Stella
Corona

Non-Alocoholic $4
Sprite
Diet Coke
Coca Cola
Standard Mixers

FULL BAR

House Wine $9
Canyon Road
Chardonnay
Cabernet Sauvignon
Pinot Noir

Premium Wine $12
J.Lohr
Chardonnay
Cabernet Sauvignon
Pinot Noir

Domestic Beer $7
Yuengling
Bud Light

Imported Beer $8
Stella
Corona

Craft Beer $8
Rotating Florida Brews

House Liquor $10
Absolut Vodka
Tanqueray Gin
Bacardi Rum
Jose Cuervo Tequila
Seagrams 7 Whiskey
Jim Beam Bourbon
Dewar's Scotch

Premium Liquor $12
Tito's Vodka
Hendrick's Gin
Captain Morgan Spiced Rum
1800 Tequila
Bulleit Bourbon
Jack Daniels Whiskey
Johnnie Walker Black

Non-Alcoholic $4
Sprite
Diet Coke
Coca Cola
Bottled Water
Standard Mixers

KEG BEER Includes Jockey Box Rental, Serves 165 12oz Pours

Domestic $990
Bud Light
Yuengling

Imported $1,155
Blue Moon
Goose Island Ipa

Craft $1,155 &Up
Rotating Florida Brews

SPARKLING WINE

Lamarca Prosecco Splits $12
Lamarca Prosecco, Italy $45
Veuve Cliquot Brut, France $125

ENHANCEMENTS Consult with your catering sales professional for details and pricing

Batched Cocktails by the Gallon
Mocktails – 0% Abv

Florida Craft Beer Selections
Custom Specialty Cocktails

Packaged Sparkling Seltzers
Cellared Wine Varietals

Prices subject to service charge and applicable state tax

Food and Beverage Sampling Request Form

Exhibitor/Company Contact Information		
Event Name:	In Date:	Out Date:
Company Name:	Booth/Room #:	
Contact Name:	Telephone #:	
Email:	Fax #:	
Address:	Suite #:	
City:	State:	Zip:

Sampling Information

Sampling Requests are reviewed by TCC management based on the following criteria:

1. Sample product must be related to the show.
2. Sample is limited to products manufactured, processed or distributed by exhibiting firm.
3. Each sample product must be individually pre-packaged and sealed.

Sampling portions must not exceed the following:

Food: 2 ounces Wine: 2 ounces

Beverages: 2 ounces Beer: 2 ounces

Liquor: ½ ounce

***Sampled alcohol is served under the Convention Center's liquor license and therefore an alcohol compliance person or bartender must oversee all alcohol sampling. Please contact the catering department for specific pricing at 813-274-7779.*

Items to be Sampled

Item Description	Serving Method (i.e. beverage, sterno, fryer, oven, etc.)

The use of cooking and / or food warming devices require an appropriate fire extinguisher and may also require an on-site Fire Watch, if the device uses an open flame.

Please explain how these products are indigenous to the event and to your company

CATERING APPROVAL_____	Approved Yes_____ No_____	Approved with modification Yes_____No_____	Declined Yes_____ No_____
EXECUTIVE APPROVAL_____	Approved Yes_____ No_____	Approved with modification Yes_____No_____	Declined Yes_____ No_____

This form must be completed and submitted a minimum of 45 days prior to the first day of the event. For more information please contact TCC Catering at 813-274-7779 or mailto:tcc-catering@aramark.com.

Exhibitor Kit

Welcome to the Tampa Convention Center! Our team looks forward to partnering with you for a great event.

Encore is the exclusive provider of all Rigging Services at the facility, and the preferred provider of Audiovisual Services. As the exclusive rigging contractor for Tampa Convention Center, Encore is responsible to ensure overhead safety for all public function space within the facility. Rigging encompasses attaching motors, trussing, lighting, and audio equipment to the ceiling or via ground supported truss. **Encore will provide all necessary motor packages, truss, and rigging labor at Tampa Convention Center**.

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

Important Information:

- All orders are subject to a taxable 24% Service Charge.
- Tax Exempt Status - If you are exempt from sales tax, you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- Orders must be received a minimum of 15 days prior to show opening to qualify for Advance Rates. Show Rates will be billed for any orders received less than 15 days prior to show opening.
- Orders received less than 7 days prior to show opening, or orders received onsite, may incur additional labor charges. Encore will present a proposal with these charges prior to services being rendered or payment being collected.
- Upon receipt of the completed forms, Encore will generate an order and send to you for final confirmation **BEFORE** your payment is processed.

This packet contains the tools necessary to assist you in implementing a flawless event.

- Page 2 – Encore Terms & Conditions
- Page 3 – Credit Card Consent Form, which must be submitted with all orders.
- Page 4 – Audiovisual Order Form
- Page 5 – Rigging Service Request
- Page 6 – Booth Diagram (to be completed when any specific delivery locations are requested)

Our knowledgeable staff is available to assist you and your exhibitors with any other requests. If you have additional questions, please email or call our team!

Exhibit Services Team:
813.898.1372
exhibitors.tcc@encoreglobal.com

Exhibitor Kit

Encore Terms & Conditions

1. Orders must be received a minimum of 15 days prior to show opening to qualify for Advance Rates. Show Rates will be billed for any orders received less than 15 days prior to show opening.
2. Orders received less than 7 days prior to show opening, or orders received onsite, may incur additional labor charges. Encore will present a proposal with these charges prior to services being rendered or payment being collected.
3. Labor rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. For orders that require dedicated labor, a minimum charge of 2 hours will be billed – (1) hour to install and one (1) hour to dismantle. Time will commence upon exhibitor's request. Failure to start labor at requested time will result in additional charges for wait time.
4. Payment must be rendered in FULL when billed during the event. Services will not be provided if payment is not received.
5. All equipment regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
6. A $25.00 service charge will be assessed for all returned checks and credit cards.
7. Material and equipment furnished by Encore for this service order is furnished on a rental basis and remains the property of Encore and shall be removed ONLY by Encore Employees. Price also includes all necessary disposable supplies
8. Claims will not be considered, or adjustments made, unless filed in writing by the exhibitor prior to close of event. This claim must be verified by an Encore team member prior to close of event.
9. Credit will not be given for services installed and not used.
10. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Encore its attorney fees or applicable agency fees.
11. For any unpaid balances, a service charge of 1.5% per month will be made starting 10 days after the date of invoice.
12. Exhibitor holds Encore harmless for any and all losses of power beyond Encore's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
13. Event Cancellation. If Customer Cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore, which will be payable by the Customer. Cancellations received 29 to 15 days before the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the event will be subject to cancellation charge of 75% of the charges contained in the Event Quote. Cancellations received less than three days (72) hours before the first day of the Event of after equipment has departed from its storage facility, will be subject to a cancellation charge of equal to 100% of the total charges set out in the Event Quote. Customer agrees that and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer.

Exhibitor Kit

Credit Card Consent Form

This form must be submitted with your order. Encore will provide you with a detailed proposal for final approval BEFORE your payment is processed.

Event Name:		Event Start:	Event End:
Company Name/Booth Name:			Booth #
Credit Card #			Exp. Date
Billing Address		City, State, Zip Code:	
Cardholder's Name		Phone Number:	
Email Address			

I, (please print) _____,certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per Encore Terms and Conditions/Exhibit Regulations and General Information.

Signature: _____Date:_____

■ 333 South Franklin Street, Tampa, FL 33602 ■ Phone: 813.898.1372
■ Inquiries and form submission: exhibitors.tcc@encoreglobal.com

Exhibitor Kit

Audiovisual Order Form

Event Name:	Installation Date & Time:	Dismantle Date & Time:
Company Name/Booth Name:		Booth #
On-Site Contact Name:	On-Site Contact Phone #:	

Important Information:

- * Floor stands and Wall Mounts are available as an add-on rental item for Encore equipment only. We are unable to rent these items without also renting a monitor from Encore.
- ** Individual microphones and DI boxes are available as an add-on rental item for the Encore Exhibitor Audio Package. We are unable to rent these items without also renting the Audio Package from Encore.
- Larger and/or touch screen monitors are available upon request. A quote will be provided per exhibitor's request. An additional labor charge may be required for larger and/or touch screen monitor installation.
- The maximum / weekly rental rate is 3 show days. Additional event days up to 7 total days will not incur charges.

Video

Monitor rental cost includes a table stand and HDMI cable. Floor stands, wall mounts, and adapters to be ordered separately if needed.

	Advance Rate	Show Rate	Qty.	# of Days	Total
24" LCD Monitor *(Table Stand Only)*	$180	$225			
32" LCD Monitor *(Table Stand recommended)*	$225	$281			
46" LCD Monitor	$445	$556			
55" LCD Monitor	$610	$763			
65" LCD Monitor	$730	$913			
70" LCD Monitor	$985	$1,231			
*Monitor Floor Stand, Height 72"	$60	$75			
*Monitor Wall Mount	$60	$75			
Windows 10 Laptop	$225	$281			
Intel Computer Stick	$225	$281			
Wireless Keyboard & Mouse	$55	$69			
(1x4) HDMI Dist. Amplifier	$265	$331			
Adapters *(Mini Display Port, USB-C, Etc.)*	$32	$40			

Lighting

	Advance Rate	Show Rate	Qty.	# of Days	Total
(5) LED up-lights	$225	$281			

Spot Lighting – Encore can provide custom lighting enhancements for your booth. We have options for hanging lighting fixtures in the catwalk, and from traditional rigging points. Please reach out to discuss your needs.

Audio

	Advance Rate	Show Rate	Qty.	# of Days	Total
Exhibitor Audio Package (Includes powered speaker, speaker stand, mixer, laptop/device audio connection, and wireless handheld microphone)	$473	$591			
**Wireless Microphone	$220	$275			
** Wired Microphone	$65	$82			
** DI Box	$65	$82			

Truss

	Advance Rate	Show Rate	Qty.	# of Days	Total
5 ft. 12" x 12"	$35	$44			
8 ft. 12" x 12"	$50	$63			
10 ft. 12" x 12"	$65	$81			
6-way Corner Block	$45	$56			
24" x 24" Truss Base	$50	$63			
36" x 36" Truss Base	$65	$81			

Additional AV & Truss options are available.
Please reach out to our team for a detailed proposal.

TAMPA CONVENTION CENTER

encore

Exhibitor Kit

Rigging Service Request

Company Name:		Booth #:
Exhibitor Move In Date & Time:	* Preferred Install Date & Time:	
Exhibitor Move Out Date & Time:	* Preferred Removal Date & Time:	
* Encore will make every effort to accommodate your preferred times and will communicate any potential scheduling variances should they arise.		

Signage Information

Signs must be fully assembled prior to start of rigging call

Sign Type:	Sign Weight:	Sign Dimensions:

Equipment Guidelines

- All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested. Additional labor charges may be billed for wait time incurred by rigging team.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code.
- Electricity must be ordered in advance through Edlen.
- All signs and banners in public areas must be approved by Facility Management.
- Encore will not "dead hang" items over 100 lbs. or 10' in length. For items exceeding those specifications, chain motors will be used and quoted at prevailing rates.
- All exhibitor rigging must conform to Show Management regulations.

Labor & Pricing

- Rigging crews consist of a minimum of 2 riggers. Additional riggers will be quoted based on scope of installation.
- Rigging crews will be scheduled based on the scope of the client provided materials and placement in the room.
- If rigging must be installed prior to posted exhibitor move-in date, please notify Encore and Show Management for special authorization.
- A taxable 24% Service Charge will be added to the equipment subtotal for all rigging services.
- Tax Exempt Status – if you are exempt from sales tax, you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- Upon submission through the link below, Encore will generate an order and send to you for final confirmation BEFORE your payment is processed.
- Rigging orders cancelled during install or after services have been rendered will be billed in full.

ALL rigging requests must be submitted via: www.encoreglobal.com/rigging-portal

For backup purposes, please also send this form to exhibitors.tcc@encoreglobal.com

encore

■ 333 South Franklin Street, Tampa, FL 33602 ■ Phone: 813.898.1372

■ Inquiries and form submission: exhibitors.tcc@encoreglobal.com

Exhibitor Kit

Booth Diagram

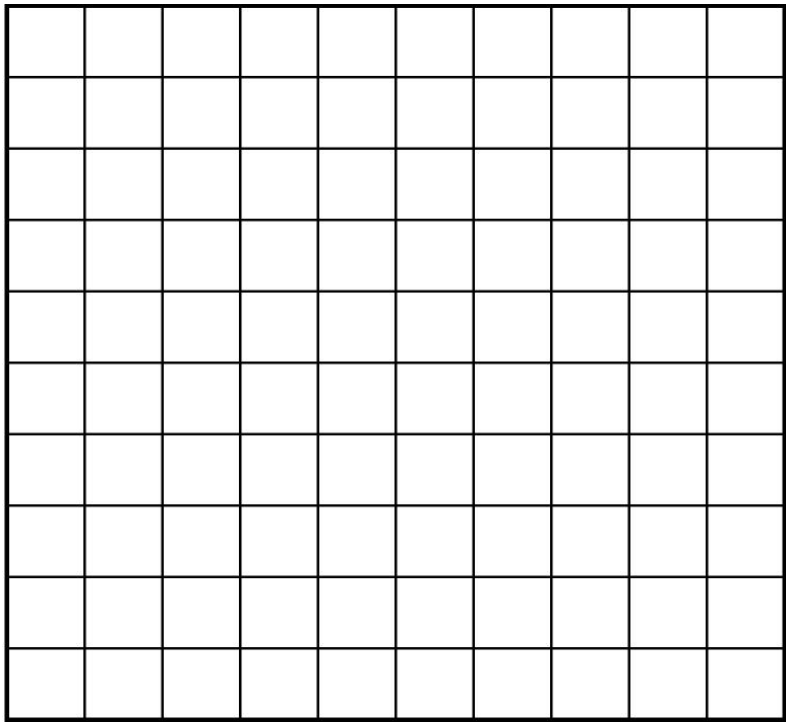
Company Name:		Booth #

Important Information:

- This form should be completed if there are any specific delivery & setup locations required.
- Please indicate the size your booth and the surrounding booths in the appropriate locations.
- Island booths/non-standard installations – Ascaled floorplan must accompany orders showing desired locations of audiovisual equipment.
- Will you have carpet in the booth? YES ☐ NO ☐

Behind Aisle or Booth # _____

Left Side Aisle or Booth # _____



Right Side Aisle or Booth # _____

Front/Across Aisle or Booth # _____

Each square is _____feet, since my booth is _____feet wide by _____feet long.

■ 333 South Franklin Street, Tampa, FL 33602 ■ Phone: 813.898.1372
■ Inquiries and form submission: exhibitors.tcc@encoreglobal.com

ELECTRICAL ORDER FORM

EDLEN
The Power People

Advance Payment Deadline: 03/11/22

TAMPA CONVENTION CENTER

TAMPA CONVENTION CENTER
333 S. Franklin Street
Tampa, FL 33602
Phone: (407) 854-9991
Fax: (407) 854-9992

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO
Orlando@edlen.com

COMPANY:		BTH #	
EVENT:	**NAPA 2022 401K Summit**		
FACILITY:	**TAMPA CONVENTION CENTER**		
DATES:	**April 3-5, 2022**		

ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM
POWER USAGE GUIDE—http://www.edlen.com/exhibitor-resources/

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, there is a minimum charge of 1 hour for installation & removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V CONNECTIONS & POWER DELIVERY

All 208/408V Single Phase must accompany a NEMA plug variable. All 208/408V Three Phase need to inquire if Edison or large cam hookup. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & removal.
A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-6 outlets = 1hr ($82.00)
7-13 outlets = 2hrs ($164.00)
14+ outlets = 3hrs ($246.00)

CEILING DROPS

Ceiling drops utilize electrical access from the ceiling as required for lighting, rigging, etc. There is a fee for each drop installed from the ceiling in addition to the electrical power charge. Please contact our office for more information.

24 HOUR SERVICES

All prices include 24 hour power. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing.

DEDICATED OUTLETS

For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit the Edlen Service

ORDER CONFIRMATION

Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of this contract.

ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)		101.00	151.00	176.00	
1000 WATTS (10 AMPS)		127.00	191.00	223.00	
2000 WATTS (20 AMPS)		153.00	230.00	269.00	
3000 WATTS (30 AMPS)		234.00	352.00	410.00	
5000 WATTS (50 AMPS)		288.00	432.00	504.00	
208 VOLT SINGLE PHASE; 1-HR LABOR INCLUDED IN PRICE					
20 AMPS		342.00	473.00	593.00	
30 AMPS		410.00	573.00	655.00	
60 AMPS		517.00	734.00	842.00	
100 AMPS		690.00	993.00	1146.00	
208 VOLT THREE PHASE; 1-HR LABOR INCLUDED IN PRICE					
20 AMPS		489.00	693.00	795.00	
30 AMPS		517.00	734.00	842.00	
60 AMPS		690.00	994.00	1147.00	
100 AMPS		838.00	1215.00	1404.00	

ADDITIONAL EQUIPMENT & SERVICES

15' EXTENSION CORD			34.00	
POWER STRIP			34.00	
CEILING DROPS (PER DROP)	201.00	301.00	351.00	

120 VOLT ELECTRICAL LABOR

1-hr min labor for island booth	82.00	
1-hr min labor for power other than back of booth	82.00	

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED) **7.5% SALES TAX**	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

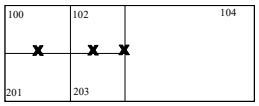
The "Method of Payment Form" must be completed and returned with this order form.

ELECTRIC TERMS & CONDITIONS

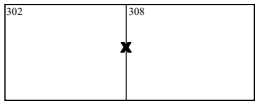
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or phone of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and floor plan with booth orientation. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after the show closes.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Material requested on this order form will be dropped in the booth by an electrician. If not there, please visit the Edlen Service Desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. Surge protectors are recommended for computers and other sensitive equipment.
13. All equipment, regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Exhibitors ARE NOT billed post-show for services provided. Payment in full **must be rendered during the event**. Services may be interrupted if payment is not received onsite.
17. The sharing of electrical power with other exhibitors is not allowed.
18. Credit will not be given for services installed and not used. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a $75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than $15.00, unless specifically requested in writing.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

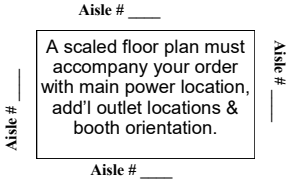
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



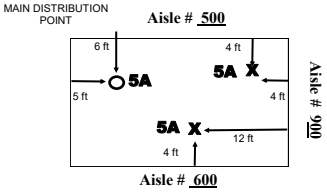
(INLINE BOOTHS) (PENINSULA)



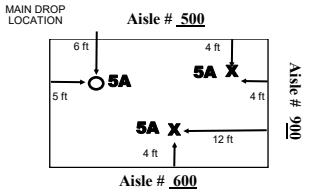
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

For further information please call our office at (407) 854-9991, or email at support@edlenelectrical.com

METHOD OF PAYMENT FORM

EDLEN
The Power People

Advance Payment Deadline: 03/11/22

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO
Orlando@edlen.com

TAMPA CONVENTION CENTER

TAMPA CONVENTION CENTER
333 S. Franklin Street
Tampa, FL 33602
Phone: (407) 854-9991
Fax: (407) 854-9992

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ONLINE ORDERING AVAILABLE AT WWW.EDLEN.COM

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

Checks can be mailed to:
5858 Lakehurst Drive, Orlando, FL 32819

☐ **VISA** ☐ **MASTER CARD** ☐ **AMEX**

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
SUB TOTAL	
7.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

EDLEN
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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an inline booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ (Provide aisle or adjacent booth #'s for orientation)

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★= 20amp/2000 watt ●= 30amp/3000 watt

P = Plumbing **A** = Air

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING ORDER FORM

EDLEN
The Power People

Advance Payment Deadline: 03/11/22

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ORDER INSTRUCTIONS

LABOR REQUIREMENTS
The cost of all air, water and drain outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1-hr for installation & removal included in rate.

ADDITIONAL CONNECTIONS
If you have more than one machine, or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you *must order another outlet.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

ORDER CONFIRMATION
Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of this contract.

UTILITY SERVICES

		Advance	Regular	Onsite	Total
COMPRESSED AIR: 90-100 LBS. Psi					
_____	Air Outlet	348.00	480.00	546.00	_____
_____	CFM requirements (There is a 5 CFM min. charge per outlet)	6.00/ CFM	9.00/ CFM	11.00/ CFM	_____

If 12+ CFM are needed, call our office at (407) 854-9991 to order.

Remember to order CFM with air services. **Connection size see # 8 on back of form.**

WATER, FILL & DRAIN (Edlen is not responsible for sediment or the color or taste of the water.)

Please note that all prices include 1 hour of labor.

_____	Water Outlet	285.00	386.00	437.00	_____
_____	Drain Outlet	256.00	343.00	570.00	_____
_____	0 - 49 Gallons	117.00	134.00	143.00	_____
_____	50 - 99 Gallons	146.00	179.00	194.00	_____
_____	100 - 199 Gallons	175.00	222.00	295.00	_____
_____	200 - 499 Gallons	204.00	265.00	322.00	_____
_____	Each additional 1,000 Gallons	116.00	132.00	141.00	_____

Connections more than 20 ft. require additional air & water lines. Please call for quote.

Please Specify:

Connection Size Requirement: _____ Total # of Connections: _____ PSI Required: _____

GPM Required: _____ Continuous: _____ Intermittent: _____

GAS & MISC. REQUIREMENTS (Call for an estimate)

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED) **7.5% SALES TAX**	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

The "Method of Payment" form must be completed and returned with this order form.

UTILITIES TERMS, CONDITIONS & REGULATIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to the 1st contracted date for advance payment rates to apply. Regular rates apply after the advance deadline and onsite rates apply during exhibitor move in and duration of show. Rates are for the entire show. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or phone of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All booths will require 1 hour of labor and a scaled floor plan.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitor equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
6. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
7. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
8. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
9. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
10. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
12. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed..
13. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
14. All equipment using water must have inlet and outlet properly tagged.
15. All equipment must comply with state and local codes.
16. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
18. Edlen must have 14 days notice in order to supply special regulators, strainers, traps, etc..
19. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
20. Credit will not be given for outlets installed or connections made and not used. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a $75 administrative fee. If notification of cancellation is received less than 14 days prior to the first scheduled show date, no refund will be issued. Edlen will not refund overpayments, except sales tax, in amounts less than $15.00, unless specifically requested in writing.
21. Payment in full for all plumbing services provided must be made prior to close of the event.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.
24. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For further information please call our office at (407) 854-9991, or email at support@edlenelectrical.com

METHOD OF PAYMENT FORM

EDLEN
The Power People

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☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

Checks can be mailed to:
5858 Lakehurst Drive, Orlando, FL 32819

☐ **VISA** ☐ **MASTER CARD** ☐ **AMEX**

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

PLUMBING	
SUB TOTAL	
7.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

PLUMBING LAYOUT FORM

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Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an inline booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ (Provide aisle or adjacent booth #'s for orientation)

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★= 20amp/2000 watt ●= 30amp/3000 watt

P = Plumbing **A** = Air

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

TAMPA
CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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EXPERTISE

WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need.** During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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Is the exclusive provider of the following services:

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Need just a BASIC CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	**$895**	$1,140	$1,368
Additional Device	**$185**	$220	$255
EQUIPMENT & LABOR	**INCENTIVE****	**BASE**	**ON-SITE**
Switch Rental	**$185**	$225	$270
Patch Cables	**$50**	$62	$74
Labor (Floor Work)	**$125**	$125	$125

*** NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- **Routers are not permitted on this service and will not work**
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW

SmartCity NETWORKS

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or call 888.446.6911

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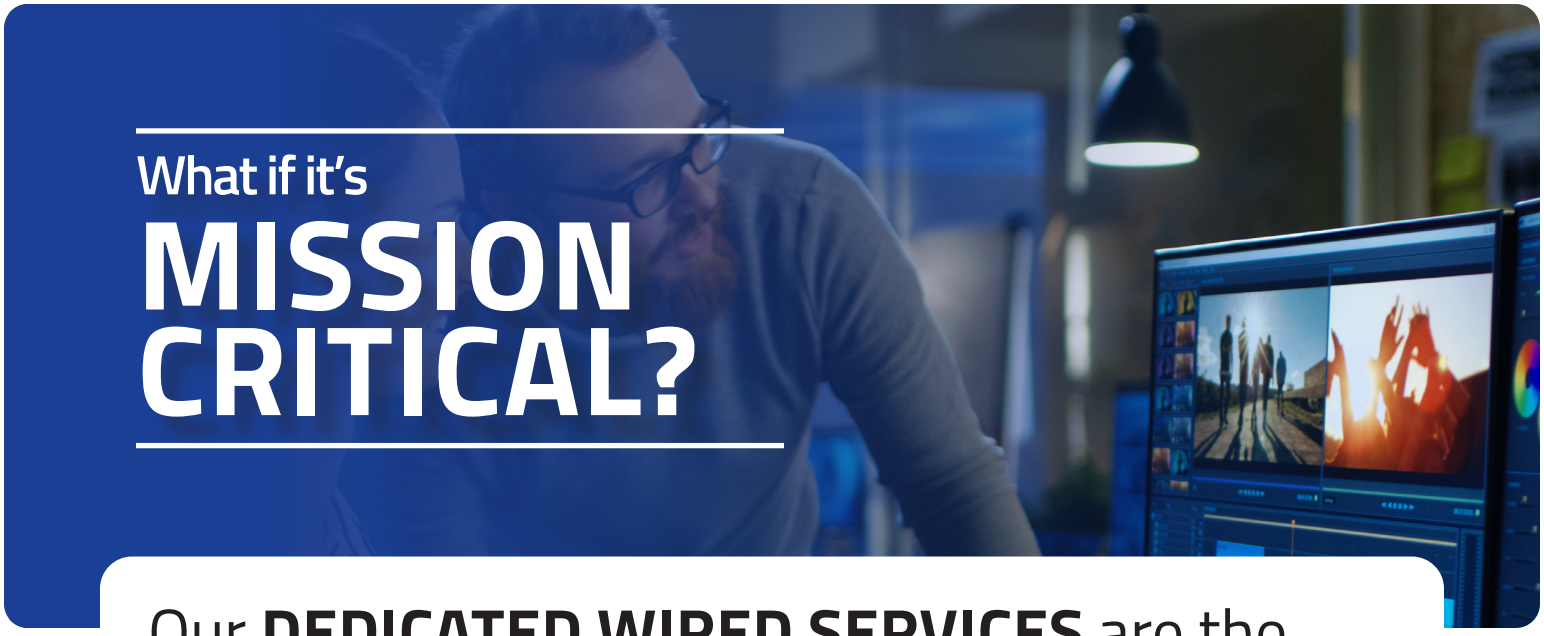

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	**$3,495**	$4,370	$5,244
6 Mbps Dedicated	2	1	N/A	**$5,900**	$7,375	$8,850
10 Mbps Dedicated	3	2	N/A	**$7,850**	$9,810	$11,772
15 Mbps Dedicated	5	3	N/A	**$11,700**	$14,630	$17,556
25 Mbps Dedicated	6	4	1	**$19,250**	$24,060	$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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NEED WIRELESS CONNECTIVITY?

Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	**$2,339**	$2,807	$3,368
15 Device Limit	**$4,133**	$4,960	$5,952
30 Device Limit	**$6,762**	$8,114	$9,737
Additional Access Point Rental	**$750**	$750	$750

***NOT FOR STREAMING.**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design

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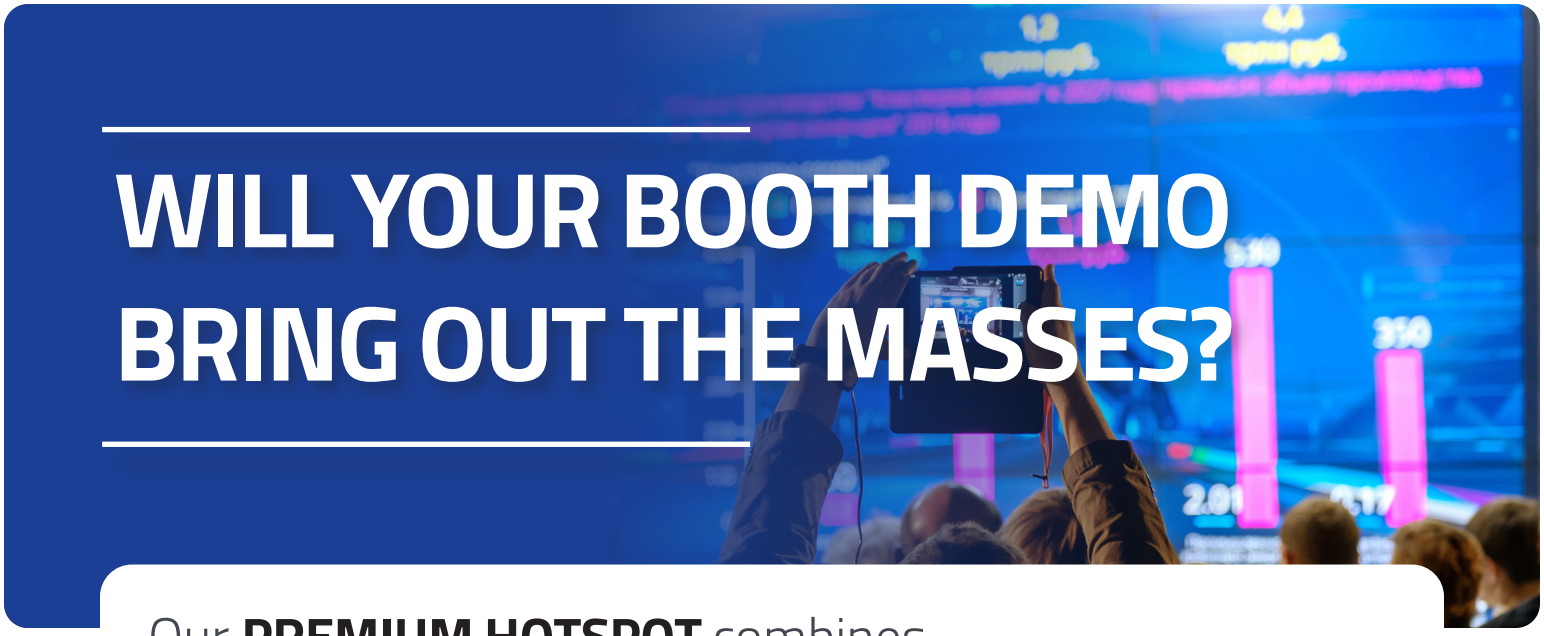

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING SD	or HD	or UHD	**INCENTIVE***	BASE	ON-SITE
10 Mbps	3	N/A	N/A	**$8,800**	$10,560	$12,672
20 Mbps	6	4	N/A	**$16,600**	$19,920	$23,904
30 Mbps	10	6	1	**$24,200**	$29,040	$34,848
40 Mbps	13	8	1	**$31,550**	$37,860	$45,434
50 Mbps	16	10	2	**$39,050**	$46,860	$56,232
Additional Access Point Rental	N/A	N/A	N/A	**$750**	$750	$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design

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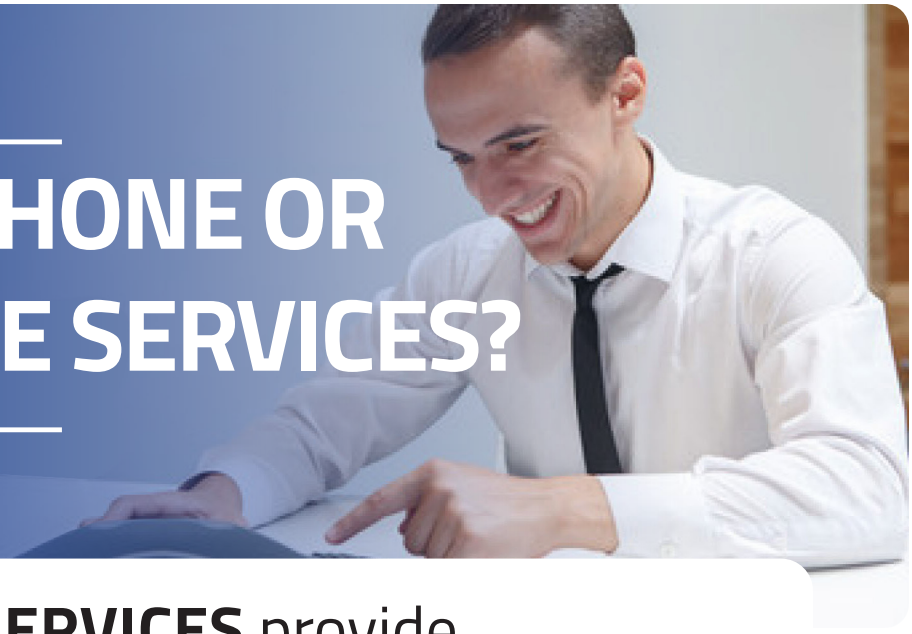
NEED TELEPHONE OR CONFERENCE SERVICES?



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	**$275**	$345	$414
Multi Line Telephone	**$415**	$520	$624
Polycom Speaker Phone	**$465**	$575	$690

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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FAQ Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition **(SD)**	720x480	3.0-5.0 Mbps
High Definition **(HD)**	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition **(UHD)**	3840x2160	25 Mbps

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Where TECHNOLOGY Meets HOSPITALITY

Our Promise ★★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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Hotspot Options

STANDARD (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	$2,339	$2,807	$3,368
15	$4,133	$4,960	$5,952
30	$6,762	$8,114	$9,737

Premium Hotspots available for High Bandwidth Users- Please call 888-446-6911

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at $250 per hour with a one hour minimum. Additional information on WiFi Splash Page Design can be found at:
https://orders.smartcitynetworks.com/SplashPageDesign.aspx

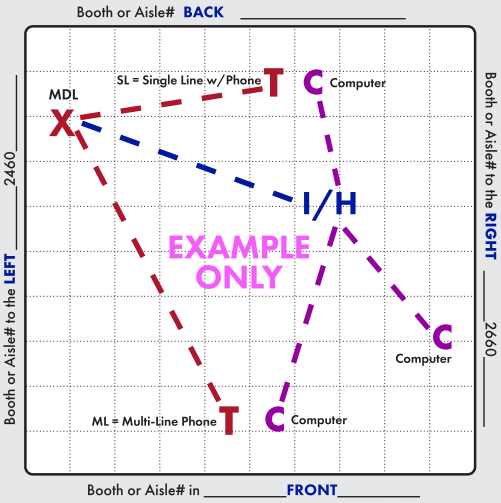
All Hotspot products required a completed Network Security Declaration and Floor Plan when submitting your order.

SSID (name of network):_____

Password (must be 8 characters):_____

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: **Tampa Convention Center**	Customer / Ref #:	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a **"MDL"** before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary **Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C".** For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

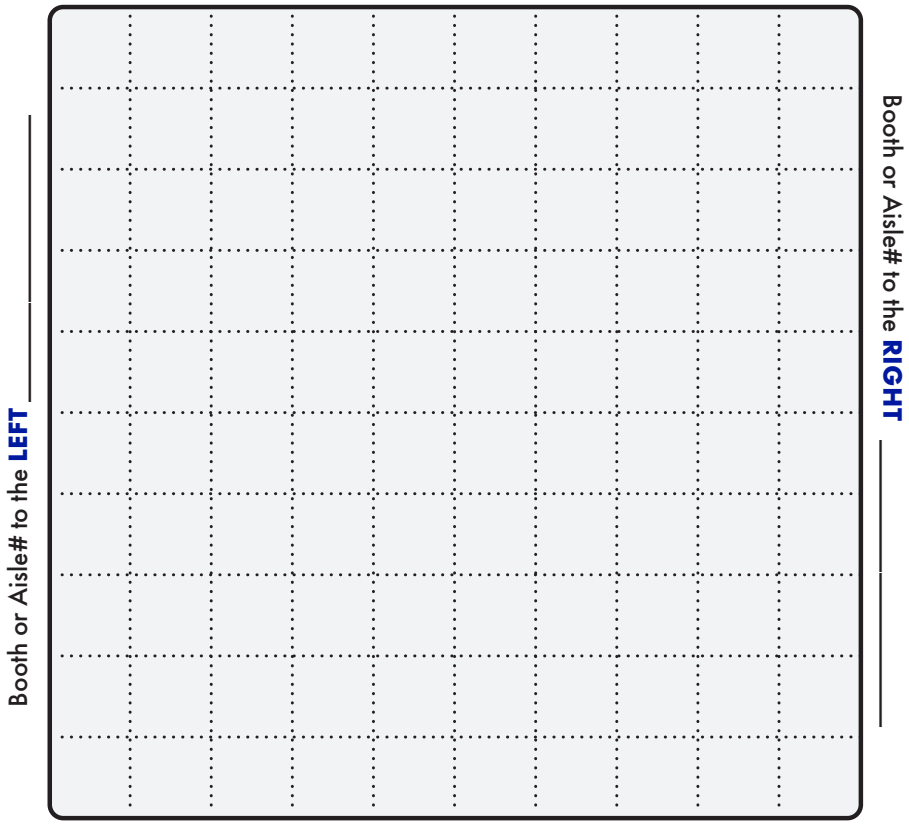
IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ft x _____ft **SCALE:** 1 BOX IS = TO _____ft

BOOTH TYPE ❑ Island ❑ Inline

Booth or Aisle# **BACK**_____



Booth or Aisle# in **FRONT**_____

You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: https://orders.smartcitynetworks.com
Or fax order to (702) 943-6001

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Effective August 09, 2021– December 31, 2022- V080921A

Smart City Wireless Services

Tampa Convention Center

1 CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2 OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3 BUY NOW

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

4 LOGIN

If you have already created an account and are returning for additional sessions, click LOGIN.

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet	Instant Internet
Available facility wide	Available throughout the lobby and meeting room spaces
*Connectivity speeds up to 1.54Mbps up/down	*Connectivity speeds up to 768k up/down
5 GHz wireless frequency only	***1 day for $12.95***
1 day for $79.99	
3 day for $227.97 *5% discount*	
5 day for $359.95 *10% discount*	

Complimentary Internet
Available at the Sail Pavilion and the Bay Bistro area
*Connectivity speeds up to 256k up/down

** Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

TAMPA CONVENTION CENTER
SECURITY GUARD SERVICE ORDER

TAMPA CONVENTION CENTER
333 S. Franklin St.
Tampa, Florida 33602

Services Provided by:
Allied Universal Security
Tampa Convention Center
Phone: 813-274-7843

Event Name		**Booth #**	**Booth Size: Standard ___ Island___**
Exhibitor Name			**Dates From: To:**
Address		**Contact Person**	
	City State Zip	**E-mail**	
Phone	**( ) -**	**Fax**	**( ) -**

To receive incentive rates, full payment must be received 21 days prior to the first show day.

☐ NEW ☐ ADD ON ☐ CHANGE ORDER ☐ CANCEL

Incentive Rate: $22.00 **Standard Rate $33.00**

Orders received less than 21 days prior to the first day of coverage are subject to personnel availability.

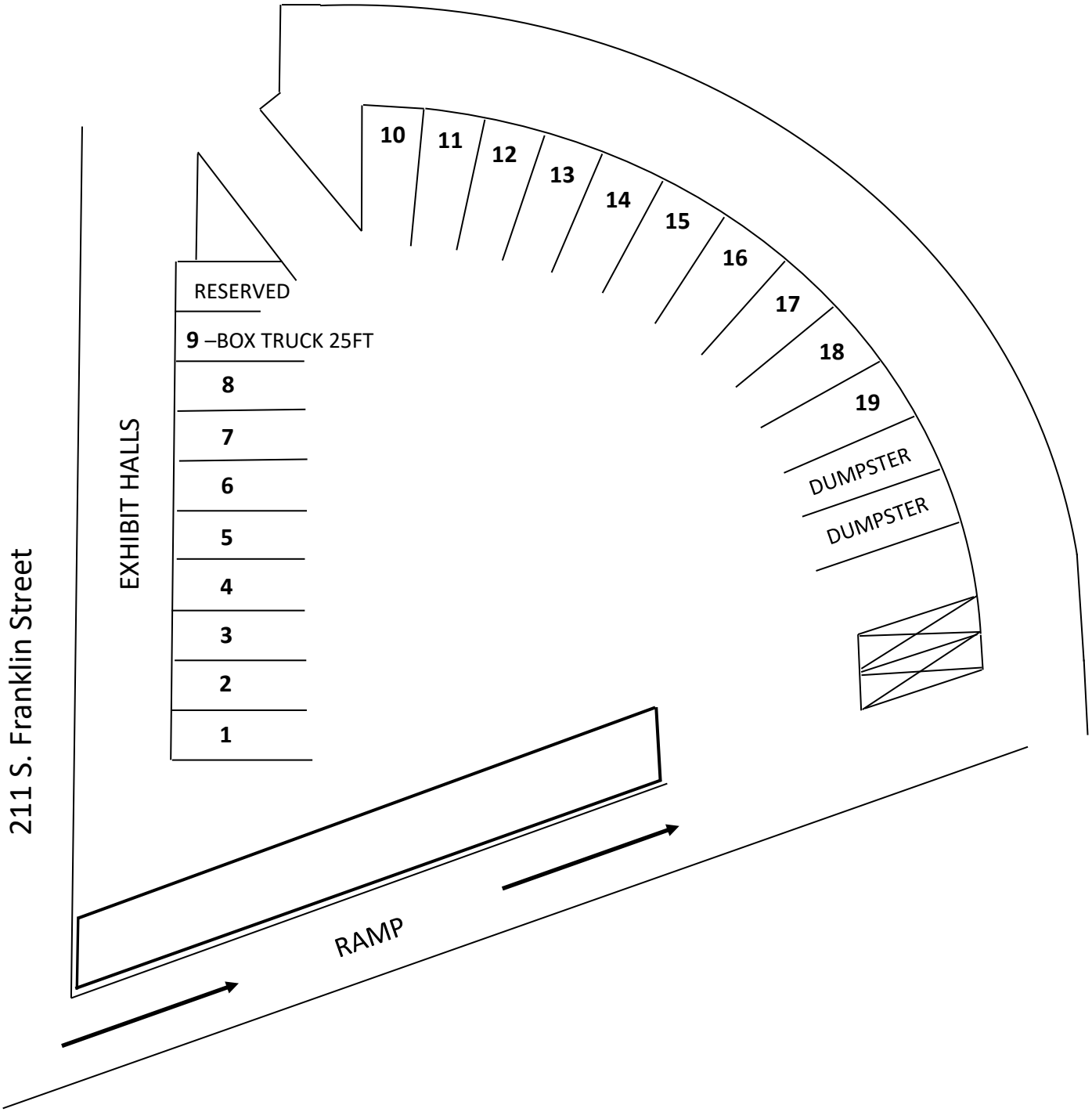
Date Needed	Quantity	Start Time	Stop Time	Total Hours	Rate	Amount

Instructions:

SUB-TOTAL	
SALES TAX (7.5%)	
TOTAL	**$**

TAMPA CONVENTION CENTER
LOADING DOCKS & FRONT DRIVE
(813) 274-7791

TAMPA CONVENTION CENTER
FRANKLIN STREET (UPPER) LOADING DOCK
(813) 274-7791



DIRECTIONS TO FRANKLIN ST. (UPPER) LOADING DOCK & FRONT DRIVE
(813) 274-7791

From St. Petersburg, Clearwater (West)
From I-275 N take exit 44 toward Downtown-East West.
Merge onto N. Ashley Drive toward Downtown-West. Turn slight left onto ramp.
Merge onto N. Tampa Street. Go past Brorein Street and travel under highway.
Follow roadway curve to stop sign (Franklin Street).
Continue onto S. Franklin Street and take immediate right into the **Franklin St. Loading Dock** entrance ramp.
Continue down Franklin Street thru Channelside Drive and the **Front Drive** entrance is on the right.

From Orlando, Lakeland, Plant City, Daytona
Take I-4 West toward Tampa. From I-4 take I-275 South.
Take exit 45A toward Downtown. Keep right to take the Ashley Dr. ramp toward Downtown West.
Merge onto N. Ashley Drive via the ramp on the left toward Tampa Street. Turn slight left onto ramp.
Merge onto N. Tampa Street. Continue south on Tampa Street. Cross Brorein Street and travel under highway.
Follow roadway curve to stop sign (Franklin Street).
Turn right onto S. Franklin Street and take immediate right into the **Franklin St. Loading Dock** entrance ramp.
Continue down Franklin Street thru Channelside Drive and the **Front Drive** entrance is on the right.

From Brandon & Riverview
Take Hwy 618 West (Toll Road) to Exit 7 Downtown West. Go west on Brorein Street to Franklin Street.
Turn left on Franklin Street. **Franklin St. Loading Dock** entrance is 1/2 block south of Brorein Street on right.
Continue down Franklin Street thru Channelside Drive and the **Front Drive** entrance is on the right.

From Ocala & Gainesville
Take I-75 South to Tampa. Merge onto I-275 South via exit 274 toward Tampa/St. Petersburg.
Take exit 45A toward Downtown. Keep right to take the Ashley Drive ramp toward Downtown West.
Merge onto N. Ashley Drive via the ramp on the left toward Tampa Street. Turn slight left onto ramp.
Merge onto N. Tampa Street. Continue south on Tampa Street. Cross Brorein Street and travel under highway.
Follow roadway curve to stop sign (Franklin Street). Turn right onto S. Franklin Street.
Take immediate right into the **Franklin St. Loading Dock** entrance ramp.
Continue down Franklin Street thru Channelside Drive and the **Front Drive** entrance is on the right.

From Ruskin, Sarasota, Sun City Center, Apollo Beach, Bradenton (South)
Take I-75 to Exit 256, Highway 618 West (Toll Road). Exit 7 Downtown West.
Go west on Brorein Street to Franklin Street. Turn left on Franklin Street.
Franklin St. Loading Dock entrance is 1/2 block south of Brorein Street on right.
Continue down Franklin Street thru Channelside Drive and the **Front Drive** entrance is on the right.

DIRECTIONS TO PLATT ST. (LOWER) LOADING DOCK
(813) 274-7791

From St. Petersburg, Clearwater (West)

From I-275 N take exit 44. Follow signs for Tampa Street.
From Tampa Street turn right onto Brorein Street.
Go west on Brorein Street to Platt Street & Bayshore Blvd. At the light turn left onto Platt Street.
Go over the bridge and stay in the right lane.
The **Platt St.Loading Dock** will be on your right as you enter the tunnel.

From Orlando, Lakeland, Plant City, Daytona

Take I-4 West toward Tampa. From I-4 take I-275 South.
Take exit 45A toward Downtown. Follow signs for Tampa Street.
From Tampa Street turn right on Brorein Street to Platt Street & Bayshore Blvd.
At the light turn left onto Platt Street.
Go over the bridge and stay in the right lane.
The **Platt St.Loading Dock** will be on your right as you enter the tunnel.

From Brandon & Riverview

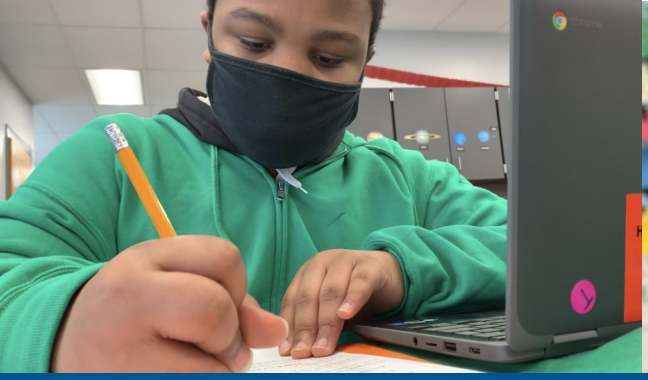
Take Hwy 618 West (Toll Road) to Exit 7 Downtown West.
Keep left to take the Brorein Street ramp. Merge onto Brorein Street.
Go west on Brorein Street to Platt Street and Bayshore Blvd.
At the light turn left onto Platt Street. Go over the bridge and stay in the right lane.
The **Platt St.Loading Dock** will be on your right as you enter the tunnel.

From Ocala & Gainesville

Take I-75 South to Tampa. Merge onto I-275 South via exit 274 toward Tampa/St. Petersburg.
Take exit 45A toward Downtown.
Keep right to take the Ashley Drive ramp toward Downtown West.
Merge onto N. Ashley Drive via the ramp on the left toward Tampa Street.
Turn slight left onto ramp. Merge onto N. Tampa Street.
Continue south on Tampa Street. Turn right on Brorein Street to Platt Street and Bayshore Blvd.
At the light turn left onto Platt Street. Go over the bridge and stay in the right lane.
The **Platt St.Loading Dock** will be on your right as you enter the tunnel.

From Ruskin, Sarasota, Sun City Center, Apollo Beach, Bradenton (South)

Take I-75 to Exit 256, Highway 618 West (Toll Road).
Take exit 7 Downtown West.
Keep left to take the Brorein Street ramp. Merge onto Brorein Street.
Take Brorein Street to Platt Street & Bayshore Blvd.
At the light turn left onto Platt Street. Go over the bridge and stay in the right lane.
The **Platt St.Loading Dock** will be on your right as you enter the tunnel.



Don’t Pay Shipping Costs - Donate to Help Students!

When you donate your products at the conclusion of the event to **Hillsborough Education Foundation**, the items will **directly benefit teachers and students in need** in Hillsborough County Public Schools.

Instead of paying shipping or transportation costs, you will be investing in students today to help ensure a bright future for tomorrow’s workforce. With your support, our nonprofit can provide the critical resources needed to empower all students to achieve academic and personal success.

Here are some of the programs we fund:

- School Supplies
- Mentoring
- Digital Equity
- Scholarships
- School & Classroom Enrichment
- Teacher Support & Recognition
- College & Career Readiness

Arranging a donation pickup is easy, your donation is tax deductible and you can feel good about making a difference in the lives of students and teachers!

Great Donation Items Include:

- Show bags, paper and misc. office supplies
- Promotional items (fun stuff)
- Pens, pencils, markers, dry erase markers, etc.
- Notepads, tablets and folders
- Anything else a student or teacher could use

To donate, fill out the information on the back of this sheet, tape it to box/item(s) and inform staff at the Tampa Convention Center service desk.

HILLSBOROUGH EDUCATION FOUNDATION

Teaching Tools Resource Center

SPONSORED BY Suncoast Credit Union

2306 North Howard Avenue, Tampa, FL 33607 (813) 574-0260

A COPY OF THE REGISTRATION #CH3514 AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. NO PORTION OF ANY CONTRIBUTION IS RETAINED BY PROFESSIONAL SOLICITORS, SO 100% OF EACH CONTRIBUTION IS RECEIVED BY THIS ORGANIZATION. YOUR CONTRIBUTION IS TAX-DEDUCTIBLE AS ALLOWED BY LAW.

Donation to

Teaching Tools Resource Center

SPONSORED BY

Donated by:

Company: _____

Contact: _____

Address: _____

City, State, and Zip: _____

Email: _____

Phone: _____

Thank you for your contribution to
Hillsborough Education Foundation's Teaching Tools Resource Center.

A COPY OF THE REGISTRATION #CH3514 AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. NO PORTION OF ANY CONTRIBUTION IS RETAINED BY PROFESSIONAL SOLICITORS, SO 100% OF EACH CONTRIBUTION IS RECEIVED BY THIS ORGANIZATION. YOUR CONTRIBUTION IS TAX-DEDUCTIBLE AS ALLOWED BY LAW.