ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Show Information

BOOTH PACKAGE

Manufacturer & Distributor Day - Halls D&E

Items provided in your booth, per 10' x 10':
8' High backwall drape, 3' High sidewall drape,
7" x 44" Cardstock Identification Sign
(1) 6' Skirted Table - Black
(4) Side Chairs
(1) Wastebasket
(1) 10'x10' Carpet - Grey

Items provided in your booth, per 20' x 20':
8' High backwall drape, 3' High sidewall drape,
7" x 44" Cardstock Identification Sign
(1) 6' Skirted Table - Black
(4) Side Chairs
(1) Wastebasket
(1) 20'x20' Carpet - Grey

Show drape color(s):
Blue

Aisle carpet color:
Eclipse

Items provided in your booth, per 10' x 20':
8' High backwall drape, 3' High sidewall drape,
7" x 44" Cardstock Identification Sign
(1) 6' Skirted Table - Black
(4) Side Chairs
(1) Wastebasket
(1) 10'x20' Carpet - Grey

Items provided in your booth, per 20' x 40':
8' High backwall drape, 3' High sidewall drape,
7" x 44" Cardstock Identification Sign
(1) 6' Skirted Table - Black
(4) Side Chairs
(1) Wastebasket
(1) 20'x40' Carpet - Grey

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Distributors (Hall D)	Saturday, April 6, 2019	9:00 AM	to	4:30 PM
	Sunday, April 7, 2019	8:00 AM	to	12:30 PM
Exhibit Hours: Distributors (Hall D)	Sunday, April 7, 2019	1:00 PM	to	5:30 PM
Exhibitor Move-out: (Hall D)	Sunday, April 7, 2019	5:30 PM	to	6:30 PM
Freight Reroute Begins (Hall D)	Sunday, April 7, 2019	6:30 PM		
General Exhibitor Move-in: Manufacturers & Service Providers (Hall E)	Saturday, April 6, 2019	9:00 AM	to	4:30 PM
	Sunday, April 7, 2019	8:00 AM	to	12:30 PM
Exhibit Hours: Manufacturers & Service Providers (Hall E)	Sunday, April 7, 2019	8:00 AM	to	3:00 PM
Exhibitor Move-out: (Hall E)	Monday, April 8, 2019	3:00 PM	to	10:00 PM
Freight Reroute Begins (Hall E)	Monday, April 8, 2019	9:00 PM		

All outbound carriers must be checked in by this time

See Material Handling Rate sheet for all MH related fees!

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
ISA Convention 2019
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
ISA Convention 2019
George R. Brown Convention Center, Halls D-E
1001 Avenida de las Americas
Houston, TX 77010

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Friday, March 8, 2019
Exhibitor appointed contractor notification deadline:	Friday, March 8, 2019
First day for warehouse deliveries without a surcharge:	Friday, March 8, 2019
Discount price deadline for standard Shepard orders:	Monday, March 18, 2019
Last day for warehouse deliveries without a surcharge:	Friday, March 29, 2019
Last day for warehouse deliveries*:	Wednesday, April 3, 2019

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

First day freight can arrive at show facility: Saturday, April 6, 2019 **at** 8:00 AM

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Discount Deadline Monday, March 18, 2019

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Quick Facts

Exhibitor Move Out

Monday, April 8, 2019 3:00 PM to 10:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by Monday, April 8, 2019 9:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Monday, April 8, 2019 9:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

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

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

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

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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON ISA Convention 2019

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

ENTER your email address and password then click Login

NEW users: User name = Your Email Address (provided by Event Management)
Password = ISA19

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

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

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

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

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

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

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

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

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

Need Tips and Tricks for exhibiting? Click the

icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(832) 799-5700

houston@shepardes.com

Payment Authorization

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth # _____

Street Address: _____ Phone: _____

City, St, Zip: _____ Fax: _____

Contact Name: _____

Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐

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

Credit Card #: _____

Expiration Date: _____ (Month / Year / Security Code)

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign ✖ Card Holder Signature _____

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

WIRE TRANSFER

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

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

Name of show that you are attending ISA Convention 2019

Exhibiting Company Name

Booth Number

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

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

TAX EXEMPT? Please submit tax exemption certificate to: houston@shepardes.com

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

ISA Convention 2019

Terms & Conditions

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 accepted these terms and conditions when any of the following conditions are met:
Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or 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.

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.

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

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

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

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

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

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

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

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or 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 or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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

Shepard

the YOU! experience

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Third Party Payment Authorization

Discount Deadline Friday, March 8, 2019

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign ✖ _____

Exhibiting Company Authorized Signature

_____

Exhibiting Company Authorized Name - Please Print

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

☐ All Services

☐ Booth Cleaning ☐ Carpet ☐ Exhibit Display Rentals ☐ Installation/Dismantling Labor ☐ Logistics/Transportation

☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor ☐ Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____ 3rd Contact Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

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

CREDIT CARD INFORMATION (Required for all forms of payment)

MasterCard VISA AMERICAN EXPRESS

Credit Card #: _____

Expiration Date: _____ (Month / Year / Security Code)

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign ✖ _____

Card Holder Signature

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

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

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

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

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

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Exhibitor Appointed Contractor

Discount Deadline Friday, March 8, 2019

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

Exhibiting Company Name | Booth # | Contact Email Address

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 payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor _____

Contact Name _____

Street Address _____

City _____

Phone # _____

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.

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

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

Exhibitor Please Sign

✖ Exhibitor Signature _____

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Grids

Discount Deadline Monday, March 18, 2019

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

Save Time and Money!

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

Company Name: _____ Booth # _____

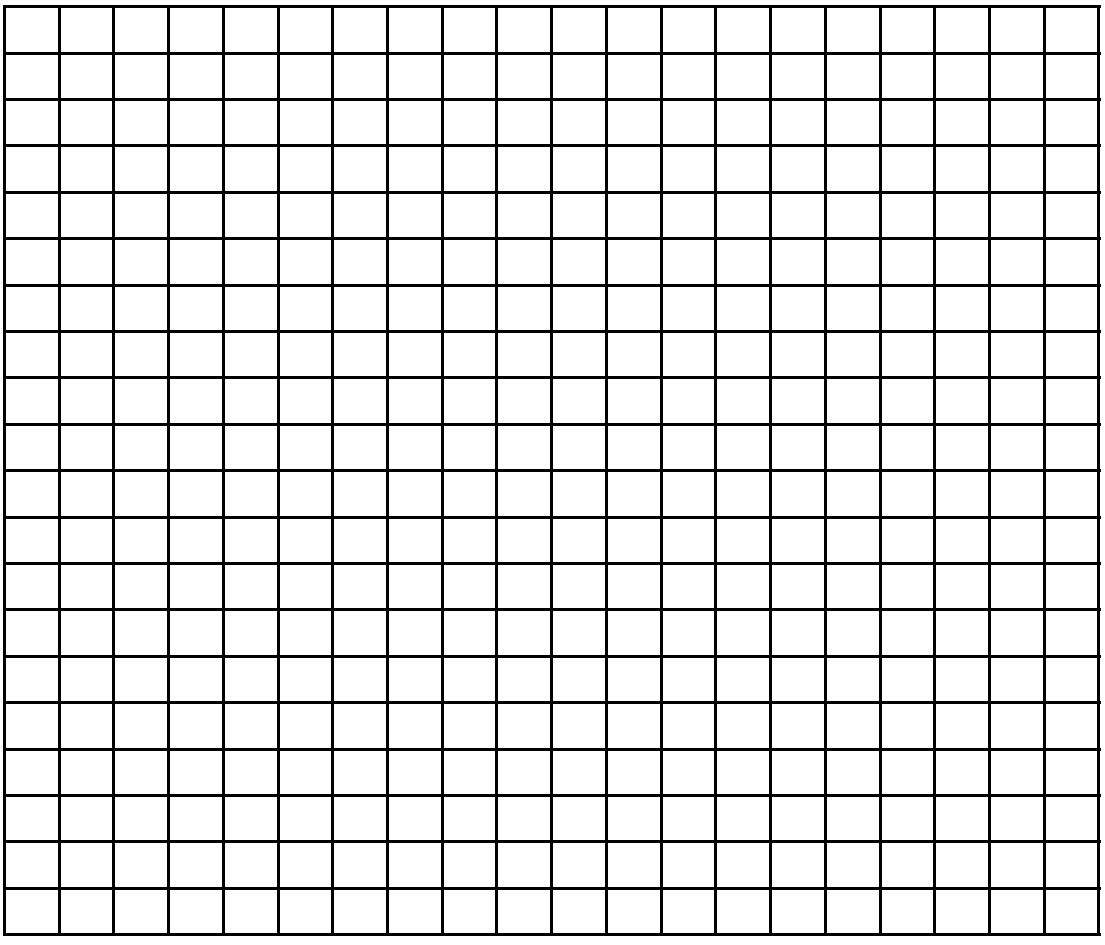
Contact Name _____ Contact Email Address _____

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #



Right Booth #

Below Booth #

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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

WHAT IS MATERIAL HANDLING?

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:

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

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email logistics@shepardes.com

phone (888) 568-8858

fax (404) 596-5620

mail 10001 Fannin St, Houston, TX 77045

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____ State _____ Zip _____

Email Address _____

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

Company _____

Street Address _____ City _____ State _____ Zip _____

- ☐ Is there a loading dock?
- ☐ Do we need a lift gate on our truck?
- ☐ Is your building in a residential area?
- ☐ Do we need to go inside your office to pick up your items?
- ☐ Any thing else we should know about your building _____

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

Date _____ Hours of Operation _____

Step 4: Tell us Where this is going: ☐ Advance Warehouse ☐ Direct to showsite

Sunday, April 7, 2019

Step 5: Tell us What we are shipping:

Qty		L	W	H	Weight	Qty		L	W	H	Weight
☐	Crates					☐	Carpet (color)				
☐	Cartons (cardboard)					☐	Monitors				
☐	Cases/trunks					☐	Other				
☐	Skids/pallets					☐	Total				

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

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

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

Step 7: After the event is over, are we going to Ship Back to you? ☐ YES! ☐ No, I will arrange another carrier

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

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

Shipping Labels

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

Advance Shipping Labels

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____

(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For:

ISA Convention 2019

First day freight can arrive w/o a surcharge:

March 8, 2019

Last day freight can arrive w/o a surcharge:

March 29, 2019

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____

(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For:

ISA Convention 2019

First day freight can arrive w/o a surcharge:

March 8, 2019

Last day freight can arrive w/o a surcharge:

March 29, 2019

Direct Shipping Labels

RUSH

Shepard

DIRECT TO SHOW

TO: _____

(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

George R. Brown Convention Center, Halls D-E

1001 Avenida de las Americas

Houston, TX 77010

For:

ISA Convention 2019

MUST NOT BE DELIVERED PRIOR TO:

April 6, 2019 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____

(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

George R. Brown Convention Center, Halls D-E

1001 Avenida de las Americas

Houston, TX 77010

For:

ISA Convention 2019

MUST NOT BE DELIVERED PRIOR TO:

April 6, 2019 @ **8:00 AM**

Shepard

the YOU! experience

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Outbound Material Handling Authorization & Shipping Labels

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.
*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

Step 2: Tell us Where your items are going:

Company _____

Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need? _____

Step 5: Who is picking up your shipment?

_____ **OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS** OTHER _____

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

Step 6: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Overnight

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

_____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse ($400.00 minimum charge)

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

Agility

Fairs & Events

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

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

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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

www.aglfairslogistics.com/usaebrochure/

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fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Material Handling Rates

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)

Important!
All Material Handling fees will be automatically billed to the credit card on file!

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 may result in additional fees.

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	$127.00	$165.00	
	35010	35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	$143.00	$214.50	$186.00	
	35030	35043	35038	

Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	$63.50	
	35400	

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

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

Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the packge or bill of lading.

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

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

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

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

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

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

Company

Booth #

Please Sign

✖ Card Holder Signature

ISA Convention 2019

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Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Forklift Rental

Discount Deadline Monday, March 18, 2019

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

Labor Hours

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

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

DT - Double-time: All other hours and holidays

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us **what** we are moving: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Step 2: When are we moving it? (times are not guaranteed) Install Date/Time: _____ Dismantle Date/Time: _____

Step 3: Describe the **work** to be performed: _____

Step 4: Choose your **lift** size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	$250.00	$325.00	
35039		OT Hourly Rental	$310.00	$403.00	
35067		DT Hourly Rental	$370.00	$481.00	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	$750.00	$975.00	
35066		OT Hourly Rental	$930.00	$1,209.00	
35070		DT Hourly Rental	$1,110.00	$1,443.00	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	$500.00	$650.00	
35049		OT Hourly Rental	$620.00	$806.00	
35069		DT Hourly Rental	$740.00	$962.00	

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request. Contact Us for Pricing!

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

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

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

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	$120.00	$156.00	
35086		OT per man hour	$180.00	$234.00	
35099		DT per man hour	$240.00	$312.00	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	$96.00	$124.80	
35100		OT per man hour	$144.00	$187.20	
35101		DT per man hour	$192.00	$249.60	

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

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

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Forklift: _____

NA Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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

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

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

What does CWT mean?

CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

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. Shipements without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

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

How do I calculate my Light Weight shipment?

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

What are C**rated** materials?

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

What are **Uncrated** materials?

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

What is **Special Handling?**

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What are **Advance Shipments?**

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

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

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

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

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

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

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

What are **Direct Shipments?**

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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

ISA Convention 2019

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Material Handling Info

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 DeliveriesL 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 Fee: .75 Per Lb Labor Rate $96.00 Per Hour (OT/DT may apply)

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

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: $50.00 35003

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

UNCRATED SHIPMENTS Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: $50.00 35004

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

MARSHALING YARD Surcharge: $30 per Shipment 35250

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

REWEIGH OF SHIPMENTS Surcharge: $25.00 per forklift load 35282

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

EMPTY CRATE STORAGE Surcharge: $25.00 per piece, Minimum $50.00 35105

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

LIGHT WEIGHT SHIPMENTS

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

ENVELOPE DELIVERIES Surcharge: $10.50 per envelope 35007

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

MOBILE SPOTTING Fee: $ 150.00 per round trip 35106

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

Shepard

the YOU! experience

Mobile/Vehicle Spotting

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mail 10001 Fannin St, Houston, TX 77045

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
All vehicles must be escorted on and off the floor by a Shepard representative.
Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the Exhibitor.
All vehicles must be removed no later than Monday, April 8, 2019 9:00 PM
Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

-The battery must be disconnected while any vehicle is on display.
-Fuel in the tanks of display vehicles shall not exceed one quarter of their capacity or five (5) gallons of fuel, whichever is less.
-All display vehicle gas caps shall be taped or locked.
-Non-flammable protective covering must be placed under display vehicles to prevent stains.
-Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	$ 150.00

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

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

Total Bar: $
NA Tax*: $
Amount Due: $

Company Name: _____ Booth# _____

Contact Name Contact Email Address

Please Sign

✖ Card Holder Signature

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Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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'x4' 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.

Code	# of Trips	Item	Rate	Total
35158		Roundtrip	120.00	

Cartload Service includes one laborer, one cart, one trip per rate listed above

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

Total Estimate: $
NA Tax*: $
Amount Due: $

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.
Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____ BOOTH _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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mail 10001 Fannin St, Houston, TX 77045

On-site Storage

Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

Step One: Tell us **who** you are:

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

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

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

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

Accessible Storage Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum)

(35166)

		Per Day	
Pallets/Skids		$35.00	35166
1/2 a Trailer		$80.00	35348
Full Trailer		$120.00	35349
Labor	ST	$96.00	35087
	OT	$144.00	35100
	DT	$192.00	35101

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

Secured Storage Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

(35068)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	$96.00	35087	
	OT	$144.00	35100	
	DT	$192.00	35101	

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

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

Total Onsite Storage: $ _____

NA Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Discount Deadline Monday, March 18, 2019

Event Code: T160000419

Connect With Us!

email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Warehouse Storage

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

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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 One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date _____ To _____ Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

☐ Ship to another destination via Shepard Logistics*

☐ Pick-up is arranged with another carrier:

☐ Transport to another Shepard event*:

*Additional fees will apply

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.

Estimated Warehouse Storage: $ _____

NA Tax*: $ _____

Amount Due: $ _____

Signature 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.

Please Print

✖ Printed Name _____

Please Sign

✖ Card Holder Signature _____

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Expo Tables

Discount Deadline Monday, March 18, 2019

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

Regular Skirted Tables

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	$124.85	$162.30	
50046			6'L X 30"H X 24'W	$153.45	$199.50	
50050			8'L X 30"H X 24"W	$194.55	$252.90	
50043			4'L X 42"H X 24"W	$151.75	$197.30	
50047			6'L x 42"H x 24"W	$194.35	$252.65	
50051			8'L x 42"H X 24" W	$228.60	$297.20	
50052			4th Side 30"	$75.90	$98.65	
50171			4th Side 42"	$75.90	$98.65	

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

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	$88.95	$115.65	
50044		6'L X 30"H X 24'W	$106.15	$138.00	
50048		8'L X 30"H X 24"W	$125.15	$162.70	
50041		4'L X 42"H X 24"W	$100.20	$130.25	
50045		6'L x 42"H x 24"W	$125.15	$162.70	
50049		8'L x 42"H X 24" W	$139.65	$181.55	

Stretch Fabric Table Covers

Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	$227.60	
50700		Red - Fabric Table Cover w/Table	$227.60	
50700		Blue - Fabric Table Cover wTable	$227.60	
50700		Black - Fabric Table Cover w/Table	$227.60	

Stretch Fabric Table Covers must be ordered 30 days in advance

Includes 6'x30" table

Total Tables: $

8.250% Tax*: $

Amount Due: $

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

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

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

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Specialty Tables

Discount Deadline Monday, March 18, 2019

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

Natural Feel Pedestal

Maple Top

Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	$285.90	$371.65	
50706		30"H X 30" R	$274.25	$356.55	

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

Regular Pedestal

Gray fleck top

Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	$224.20	$291.45	
50032		30"H X 36" R	$209.60	$272.50	

Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

Side Tables

18" H X 24"W

Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	$105.50	$137.15	
50031		Sq 18"H X 24" W	$105.50	$137.15	

Total Sp Tables: $

8.250% Tax*: $

Amount Due: $

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

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

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign

✖ Card Holder Signature

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Chairs and Stools

Discount Deadline Monday, March 18, 2019

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

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

Natural Feel

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	$163.40	$212.40	
50704		Natural Feel Chair	$134.20	$174.45	

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

Regular Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	$134.75	$175.20	
50020		Side Chair	$81.15	$105.50	
50021		Arm Chair	$110.60	$143.80	

Specialty Seating

Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	$149.80	$194.75	
51086		Director Chair	$83.70	$108.80	

Total Chairs: $

8.250% Tax*: $

Amount Due: $

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

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

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

Company Name: _____ Booth# _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Event Code: T160000419

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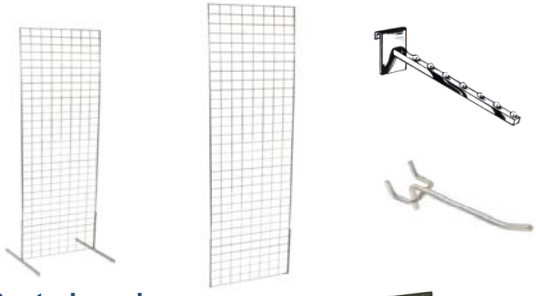
Display Furniture

Standard Display Accessories

Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	$165.70	$215.40	
50094		Floor Easel	$44.90	$58.35	
50095		22x28 Sign Holder	$102.25	$132.95	
50175		Bag Rack	$219.45	$285.30	
50092		Coat Rack	$77.90	$101.25	
50093		Garment Rack	$219.45	$285.30	

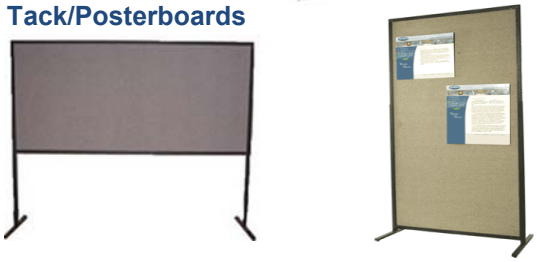
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	$197.80	$257.15	
50237		2'x8' w/o legs, each	$148.15	$192.60	
50242		7-Ball Waterfall	$13.60	$17.70	
50104		6" Hooks (12)	$43.55	$56.60	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	$267.80	$348.15	
50061		4' x 8' Vert.	$267.80	$348.15	

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

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

Total Display Furnishings: $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Showcases & Risers

Discount Deadline Monday, March 18, 2019

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

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

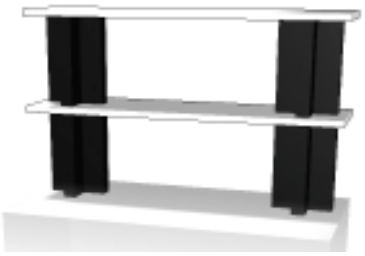
Showcases

Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	$827.00	$1,075.10	
50068		6' Full View	$912.10	$1,185.75	
50069		4' Quarter View	$827.00	$1,075.10	
50070		6' Quarter View	$912.10	$1,185.75	

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

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

Stacking Shelves



Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	$92.70	$120.50	
50297		6' x12" Display Shelf	$115.35	$149.95	

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

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

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	17.15	22.30	

Order per linear foot

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

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

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

Total Showcase & Risers: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name Contact Email Address

Please Sign ✖ Card Holder Signature _____

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Drape, Skirting & Misc

ISA Convention 2019

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April 7 - 8, 2019

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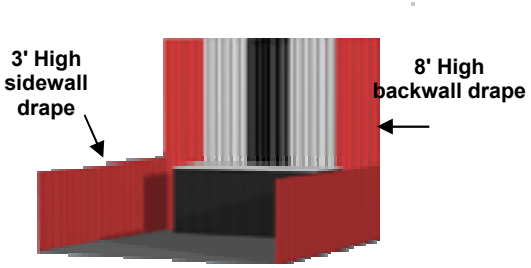
fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Discount Deadline Monday, March 18, 2019

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

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	$21.00	$27.30	
50074			3' high drape	$15.55	$20.20	
50088		NA	8' upright with base	$29.00	$37.70	
50349		NA	6'-10' cross bar	$19.30	$25.10	
50348		NA	7'-12' crossbar	$19.30	$25.10	

Red 01 Blue 05 Grey 10

White 03 Black 06 Burgundy 07

Skirting of Exhibitor Equipment

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	$17.15	$22.30	

Order per linear foot

Accessories

Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	$145.85	$189.60	
50710		Natural Feel Tab Lamp	$105.05	$136.55	
50708		Natural Feel Recept	$64.20	$83.45	
50091		Wastebasket	$19.00	$19.00	
50185		Drawing Bowl	$41.20	$53.55	
50427		Tensa Stanchion, each	$92.55	$120.30	

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

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

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

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

Total Drape and Accessories: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name Contact Email Address

Please Sign ✖ Card Holder Signature _____

TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

Power Up In Style.

Denotes Powered Products

POWERED DETAIL

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

ROMA
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H

ROMA
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

WIRELESS CHARGING TABLE, POWERED
CUBPOW
(white, ac plug-in)
20"L 20"D 18"H

POWERED DETAIL

Powered Seating

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

Powered Seating

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

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

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

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

Powered Tables

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

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

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

Powered Banquettes.

Denotes Powered Products

MODULAR SYSTEM

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

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

Detail of Electrical Charging Outlet

BNQTL7 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"RND 51"H

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

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

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

Powered Pedestals

Denotes AC and USB charging outlets

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

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

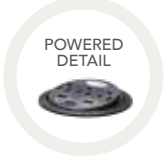
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Locking Pedestal
A) PDL36W (white)
24"L 24"D 36"H
B) PDL42W (white)
24"L 24"D 42"H
C) PDL36B (black)
24"L 24"D 36"H
D) PDL42B (black)
24"L 24"D 42"H

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

Powered Tech Desk

Denotes AC and USB charging outlets



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

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

C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Soft Seating

Create Engaging Booth Environments

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

PEDESTAL
PDL42W
Powered Locking
(white)
24"L 24"D 42"H

HOPI
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

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

MARCHE
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H

10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power

BAJA

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

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

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

FAIRFAX

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

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

NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

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

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

Denotes Powered Products

Munich Collection

Modular Seating to Design Custom Exhibits

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

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

POWERED DETAIL

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

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

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

Soft Seating Collections

A.

B.

ALLEGRO

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

A.

B.

C.

TANGIERS

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

A.

B.

C.

KEY LARGO

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

A.

B.

C.

SOUTH BEACH

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

Accent Chairs

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

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

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

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

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

Accent Chairs

A.

B.

C.

D.

E.

F.

Madrid Chair
A) BCW
(white vinyl)
30"L 30"D 31"H
B) OCH
(black vinyl)
30"L 30"D 31"H

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

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

E) HOPCH
Hopi Chair
(gray linen)
21"L 25"D 34"H

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

Meeting & Stage Chairs

A.

B.

C.

D.

E.

F.

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

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

Group Seating

ZENITH

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

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

LAGUNA

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

D) 30WHHC Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

MALBA

20"L 20"D 32"H
A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

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

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

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

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

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

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

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

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

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

Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H

Ottomans

VIBE CUBE

18″L 18″D 18″H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

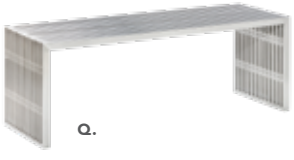
L.

M.

N.

O.

P.


Q.

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

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

ENDLESS Square
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

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

Marche Swivel

A.

B.

C.

D.

E.

F.

G.

H.

I.
J.
K.

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

Accent Tables

ALONDRA

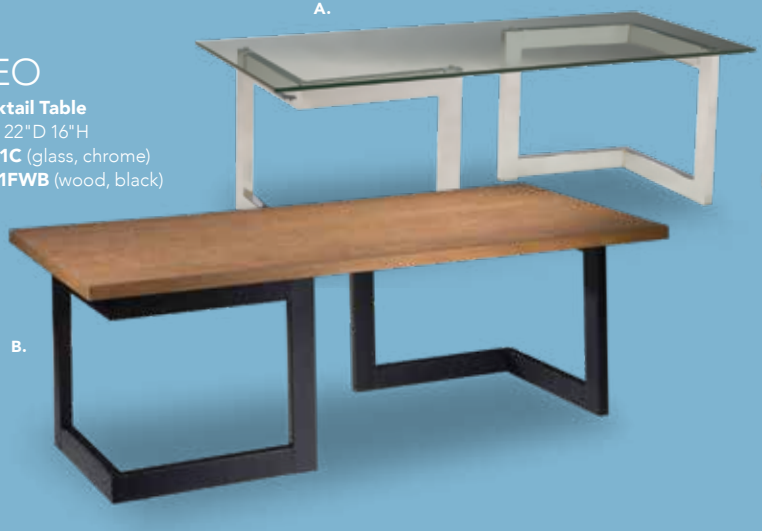
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

ALONDRA

End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

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



GEO

End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)

Styles & Shapes

Available in Power

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

Sydney End Tables
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

Regis Tables
(brushed metal)
I) REGBEN Bench Table
47"L 15.5"D 16"H
J) REGOTT End Table
16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) E1E End Table
24" Round 22"H
L) C1E Cocktail Table
36" Round 17"H

Oliver Tables
(walnut finish)
M) EOLI End Table
22" Round 22"H
N) COLI Cocktail Table
47"L 27"D 19"H

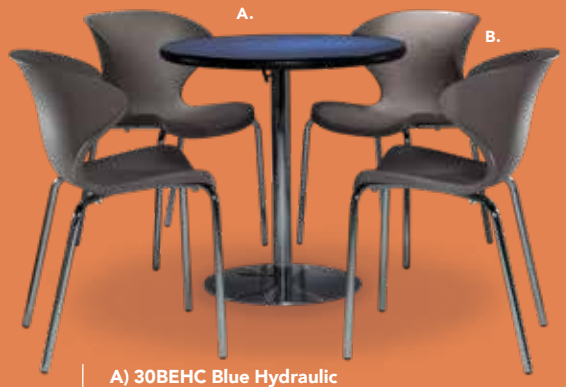
Rustic Tables
(wood)
O) ETBL E-Table
21"L 15.5"D 27.5"H
P) TMBTBL Timber Table
16" Round 17"H

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

Edge LED Cube Table
R) CUBTBL
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

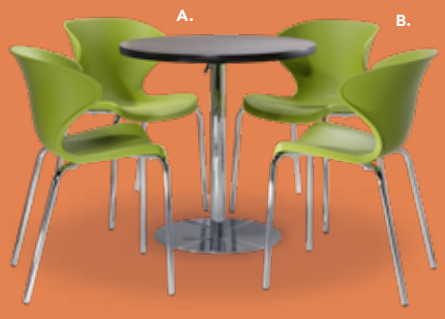
Wireless Charging Table, Powered
S) CUBPOW
(white, AC plug-In)
20"L 20"D 18"H

Café Tables



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

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



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

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

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

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

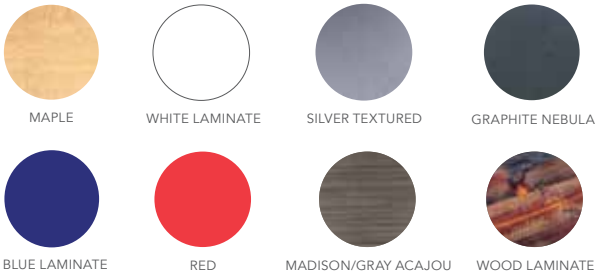
E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

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

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

Customize and Create

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



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

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

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

36" RND 29"H
P) 36WTHC (white)
Q) 36GRHC (graphite nebula)
R) 36MTHC (maple)

Mix & Match

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

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

Bar Tables

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

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

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

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

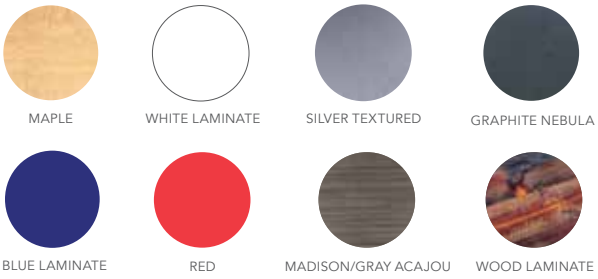
HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

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

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

Customize and Create

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



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

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

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

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

Style & Design

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

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

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

Barstools

LIFT BARSTOOLS

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

Styles & Shapes

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

K.

L.

M.

N.

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

Zoey Barstools
15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

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

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

O.

P.

O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Q.

R.

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

Conference Tables

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

A.
B.
C.

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

E.

D.

MADISON

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

F.

Styles & Shapes

A. | B.

C.

D.

E.

F.

G.

H.

I.

J.

K. | L.

M.

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

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

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

G) MERLIN Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
H) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

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

Conference Tables
(granite)
K) C508GR 8'
96"L 44"D 29"H
L) CT10GR 10'
120"L 46"D 29"H
M) CT06GR 6'
72"L 36"D 29"H

Mix & Match

N.

O.

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

Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

Task Stool

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

Pro Executive Guest Chair

24"L 22"D 36"H
PROGB (black vinyl)

Pro Executive Mid Back Chair

24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height

Communal and Powered Tables

Denotes AC and USB charging outlets

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.

A.

POWERED DETAIL

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

B.

C.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

Table Top Options

BLACK WHITE MAPLE

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

Ventura CAFÉ TABLES

A.

POWERED DETAIL

B.

C.

D.

E.

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

Ventura Communal Café Tables (silver frame)
72.25"L 26.25"D 30"H

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)

Office Essentials

A.

MADISON

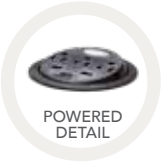
A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
(gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) PROEXE Pro Executive High Back Chair
(white classic vinyl)
25"L 24"D 48"H Adjustable

B.

TECH POWERED DESK

Denotes AC and USB charging outlets



A.

B.

C.

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

LIGHTING & PRODUCT DISPLAY

A.

B.

C.

D.

ACCENT LAMPS

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

SHELVING

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

Show Essentials

Denotes AC and USB charging outlets

Midtown Powered Counter

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

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

POWERED DETAIL

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

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

(back)

Midtown Bar

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

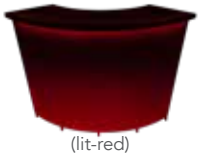
A.

(back)

C.

B.

(lit-blue)



(lit-red)

(lit-green)

(lit-white)

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

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

LIGHTED & GREENERY PRODUCTS

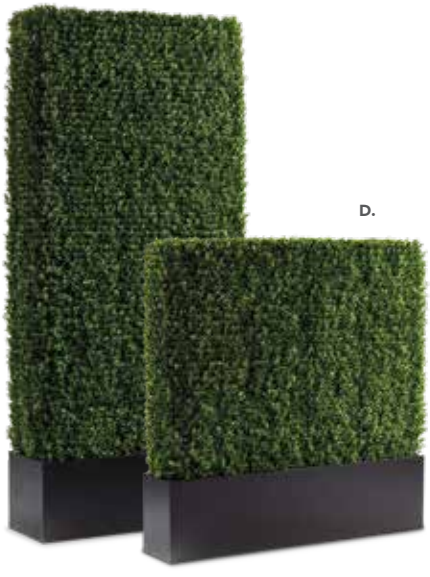
A.

B.

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

White Red Green Blue

C.



D.

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only
B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

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

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Discount Deadline Monday, March 18, 2019

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

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Cocktail & Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	$321.20	$417.55	
	ALC100-Alondra, Glass/Chrome	$387.20	$503.35	
	ALC200-Alondra, Wood/Chrome	$387.20	$503.35	
	C1FWB-Geo, Wood/Black	$338.80	$440.45	
	C1C-Geo Rect., Glass/Chrome	$290.40	$377.50	
	COLI - Oliver Cocktail Table	$277.20	$360.35	
	C1W-Sydney, White	$325.60	$423.30	
	C1WP-Sydney White, Powered!	$413.60	$537.70	
	C1Y-Sydney, Black	$325.60	$423.30	
	C1YP-Sydney Black, Powered!	$413.60	$537.70	
	REGBEN-Regis Bench Table	$332.20	$431.85	
	SYDBEC-Sydney Cocktail Table	$330.00	$429.00	
	SYDWDC-Sydney Cocktail Table	$300.00	$390.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	$305.80	$397.55	
	ALE100-Alondra, Glass/Chrome	$279.40	$363.20	
	ALE200-Alondra, Wood/Chrome	$279.40	$363.20	
	E1FWB-Geo, Wood/Black	$294.80	$383.25	
	E1C-Geo, Glass/Chrome	$286.00	$371.80	
	EOLI-Oliver End Table	$246.40	$320.30	
	E1W-Sydney, White	$294.80	$383.25	
	E1Y-Sydney, Black	$294.80	$383.25	
	CUBTBL-Edge LED Cube	$228.80	$297.45	
	AURA End Table	$167.20	$217.35	
	ETBL-E Table, Wood	$206.80	$268.85	
	TMBTBL Timber Table, Wood	$198.00	$257.40	
	REGOTT-Regis End Table	$244.20	$317.45	
	CUBPOW-Wireless Chrg Tbl, Powered!	$498.00	$647.40	
	SYDBEE - Sydney End Table	$290.00	$377.00	
	SYDWDE-Sydney End Table	$290.00	$377.00	

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Total Exec Tables Furnishings: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name

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Ottomans

Discount Deadline Monday, March 18, 2019

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Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	$303.60	$394.70	
	END02W-Square, White Leather	$303.60	$394.70	
	END01B-Curved, Black Leather	$484.00	$629.20	
	END01W-Curved, White Leather	$484.00	$629.20	
	SAL Sally Stool	$105.60	$137.30	
	CUBL20-Edge Lighted Cube	$228.80	$297.45	
	WHT12-Half Bench, White Vinyl	$435.60	$566.30	
	BNQ7-Quarter Curve, White Vinyl	$569.80	$740.75	
	BNQR17-Ottoman Ring, White Vinyl	$2,041.60	$2,654.10	
	REGBEN Regis Bench, Brushed Metal	$332.20	$431.85	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	$162.80	$211.65	
	VIB02-Vibe Cube, Blue	$162.80	$211.65	
	VIB03-Vibe Cube, Pink	$162.80	$211.65	
	VIB04-Vibe Cube, Red	$162.80	$211.65	
	VIB05-Vibe Cube, Yellow	$162.80	$211.65	
	VIB06-Vibe Cube, Gold/Bronze	$162.80	$211.65	
	VIB07-Vibe Cube, Champagne	$162.80	$211.65	
	VIB08-Vibe Cube, Orange	$162.80	$211.65	
	VIB09-Vibe Cube, White Wtrproof	$162.80	$211.65	
	VIB10-Vibe Cube, Black Wtrproof	$162.80	$211.65	
	VIB11 Vibe Cube, Steel Blue Vinyl	$162.80	$211.65	
	VIB12 Vibe Cube, Silver Vinyl	$162.80	$211.65	
	Vibe13-Vibe Cube, Purple Vinyl	$162.80	$211.65	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	$466.40	$606.30	
	BVLYBN Bev Bench Brown Fabric	$466.40	$606.30	
	BVLYGR Bev Bench Grey Fabric	$466.40	$606.30	
	BVLYLN Bev Bench Linen Fabric	$466.40	$606.30	
	BVLYOB Bev Bench Ocean Fabric	$466.40	$606.30	
	BVLYRD Bev Bench Red Fabric	$466.40	$606.30	
	BVLYWH Bev Bench White Vinyl	$466.40	$606.30	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	$215.60	$280.30	
	MAR002-Marche Swivel, Grey	$215.60	$280.30	
	MAR003-Marche Swivel, Linen	$215.60	$280.30	
	MAR008-Marche Swivel, Mdw Grn	$215.60	$280.30	
	MAR009, Marche Swivel, Pear	$215.60	$280.30	
	MAR007-Marche Swivel, Plum	$215.60	$280.30	
	MAR004-Marche Swivel, Raspberry	$215.60	$280.30	
	MAR005-Marche Swivel, Red	$215.60	$280.30	
	MAR006-Marche Swivel, Rose Qtz	$215.60	$280.30	
	MAR001-Marche Swivel, White	$215.60	$280.30	

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Soft Seating

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Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	$2,149.40	$2,794.20	
	SFA002- Allegro Sofa	$809.60	$1,052.50	
	NPLSOF-Naples Sofa, Black Vinyl	$968.00	$1,258.40	
	SO2-3pc. South Beach, P. Suede	$1,845.80	$2,399.55	
	TANSOF-Tangiers Sofa, Beige	$767.80	$998.15	
	KEYSOF-Key Largo Sofa	$547.80	$712.15	
	FAIRSW-Fairfax Sofa	$552.20	$717.85	
	S01- South Beach Sofa, P.Suede	$767.80	$998.15	
	BSFWHT-Baja Sofa	$980.00	$1,274.00	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	$424.60	$552.00	
	HOPLV-Hopi Loveseat, Grey Linen	$431.20	$560.55	
	TANLOV Tangiers Loveseat	$800.80	$1,041.05	
	BLVWHT Baja Loveseat White Vinyl	$921.80	$1,198.35	
	MNCHLV- Munich Armless Loveseat	$957.00	$1,244.10	
	NPLLOV- Naples Loveseat, Blk Vinyl	$814.00	$1,058.20	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	$629.20	$817.95	
	NPLCHR-Naples Chair, Black Vinyl	$675.40	$878.00	
	TANCHR-Tangiers Chair, Beige	$499.40	$649.20	
	CHR002-Allegro Chair	$567.60	$737.90	
	KEYCHR-Key Largo Chair	$363.00	$471.90	
	FAIRCW-Fairfax Chair	$398.20	$517.65	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	$732.60	$952.40	
	SFAPWR-Roma Sofa, powered	$1,179.20	$1,532.95	
	NPLCHP-Naples Chair, powered	$732.60	$952.40	
	NPLSOP-Naples Sofa, powered	$1,179.20	$1,532.95	
	NPLLOP-Naples Loveseat, powered	$1,014.20	$1,318.45	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	$413.60	$537.70	
	OCB-Key West Tub, Black	$459.80	$597.75	
	BCW-Madrid Chair, White	$864.60	$1,124.00	
	LABREA-La Brea Swivel Chair	$475.20	$617.75	
	HOPCH-Hopi Chair, Grey Linen	$277.20	$360.35	
	MNCHCC Munich Corner Chair	$653.40	$849.40	
	MNCHCH Munich Armless Chair	$539.00	$700.70	
	OCH Madrid Chair, Black	$864.60	$1,124.00	
	WENCHA-Wentworth Chair	$380.00	$494.00	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	$316.80	$411.85	
	OCMWHT-Meeting Chair, White	$290.40	$377.50	
	OCMESP-Meeting Chair, Expresso	$321.20	$417.55	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette-Powered!	$2,655.40	$3,452.00	
	BNQR17-Ottoman Ring, White Vinyl	$2,041.60	$2,654.10	
	BNQ7-Quarter Curve, White Vinyl	$569.80	$740.75	
	BNQTL7- Center Cone, White Vinyl	$838.20	$1,089.65	
	WHT12-Half Bench, White Vinyl	$435.60	$566.30	
	OTS-South Beach Wedge	$367.40	$477.60	

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

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Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	$521.40	$677.80	
	CE1-Geo Table, Sq. Chrome	$367.40	$477.60	
	CF1-Geo Table, Sq. Black	$367.40	$477.60	
	CE2-Geo Table, Chrome	$521.40	$677.80	
	CB2-6' Graphite Table	$547.80	$712.15	
	CB3-8' Graphite Table	$644.60	$838.00	
	CB1-42" Round, Graphite Nebula	$444.40	$577.70	
	C508GR-8', Granite	$644.60	$838.00	
	CT10GR-10', Granite	$968.00	$1,258.40	
	CT06GR-6', Granite	$547.80	$712.15	
	PWRUSB-Powered Table Module	$88.00	$114.40	
	CB8-42" Round Madison, Grey	$200.20	$260.25	
	MADC10-10' Madison, Grey	$1,111.00	$1,444.30	
	MADC05-5' Madison, Grey	$556.60	$723.60	
	MADC08-8' Madison, Grey	$1,111.00	$1,444.30	
	CONF42-42" Round, White lam	$444.40	$577.70	
	36ATO Atomic 36" Round, Glass	$367.40	$477.60	
	42ATO Atomic 42" Round, Glass	$367.40	$477.60	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	429.00	557.70	
	PROEXB-Executive Chair High Back	429.00	557.70	
	PROGB-Guest Executive Chair	301.40	391.80	
	PROMDB-Exec Mid-Back, Black	281.60	366.10	
	PROMID-Executive Chair Mid Back	272.80	354.65	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	$74.80	$97.25	
	RSTDIN-Rustique w/ arms, Gunmetal	$151.80	$197.35	
	CS8-Berlin Chair, Black	$147.40	$191.60	
	XCHR-Christopher Chr, White Vinyl	$121.00	$157.30	
	SC10 Razor Chair	$90.20	$117.25	
	SC3-Brewer Chair, Onyx	$202.40	$263.10	
	XC6-Altura Guest Chair	$356.40	$463.30	
	LMCHR-Laguna Chair, Maple/Chrome	$171.60	$223.10	
	MALGRY-Malba Chair, Grey	$132.00	$171.60	
	MALGRN-Malba Chair, Green	$132.00	$171.60	
	CS4-Syntax Chair, Black/Chrome	$239.80	$311.75	
	ZENCHR-Zenith Chair-White/Chrome	$193.60	$251.70	
	BLDCRD-Blade Chair	$78.00	$101.40	
	BLDCSB-Blade Chair	$78.00	$101.40	
	LUCHCL-Lucent Chair	$210.00	$273.00	
	MARCBE-Marina Chair, Ocn Blue	$170.00	$221.00	
	MARCBK-Marina Chair, Black Vnyl	$170.00	$221.00	
	MARCBR-Marina Chair, Brown	$170.00	$221.00	
	MARCRD-Marina Chair, Red	$170.00	$221.00	
	MARCWH-Marina Chair, White Vnyl	$170.00	$221.00	
	TASKST-Task Stool	$170.00	$221.00	

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Café and Communal Tables

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Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	$259.60	$337.50	
	ZTP-36" Maple Top/Black Base	$283.80	$368.95	
	ZTJ-30" Graphite Top/Black Base	$259.60	$337.50	
	ZTN-36" Graphite Top/Black Base	$283.80	$368.95	
	ZTG-30" Silver Textured Top	$259.60	$337.50	
	ZTQ-36" White Laminate Top	$283.80	$368.95	
	ZTB-30" Red Top/Black Base	$259.60	$337.50	
	ZTA-30" Grey Top/Black Base	$268.40	$348.90	
	30WH29 -30" White Laminate	$275.00	$357.50	
	30BEBC-30" Blue Top/Black Base	$260.00	$338.00	
	30WDBC-30" Wood Top/Black Bas	$260.00	$338.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	$347.60	$451.90	
	30GRHC-Graphite Nebula, Chrome	$347.60	$451.90	
	30STHC-Silver Textured, Chrome	$347.60	$451.90	
	30BRHC-Brushed Red Top, Chrome	$347.60	$451.90	
	30MAHC-Grey Top, Chrome	$347.60	$451.90	
	30WHHC-White Laminate	$376.20	$489.05	
	30BEHC-Blue Top, Chrome	$350.00	$455.00	
	30WDHC-Wood Top, Chrome	$350.00	$455.00	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	$378.40	$491.90	
	36GRHC-Graphite Nebula, Chrome	$378.40	$491.90	
	36WTHC-White Top, Chrome	$378.40	$491.90	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	$590.00	$767.00	
	VNTCMN-Maple Top, Silver Frame	$590.00	$767.00	
	VNTCWN-White Top, Silver Frame	$590.00	$767.00	
	VNTCMW-Maple, w/ Grmt	$590.00	$767.00	
	VNTCWW-White, w/ Grmt	$590.00	$767.00	
	VNTCBK-Black Top-Powered!	$670.00	$871.00	
	VNTCWH-White Top-Powered!	$670.00	$871.00	

42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	$767.80	$998.15	
	VNTMNP Communal Table Maple Top	$767.80	$998.15	
	VNTWNP Communal Table White Top	$767.80	$998.15	
	VNTBMW Comm Table Maple Top w/ Grom	$767.80	$998.15	
	VNTBWW Comm Table White w/ Grom	$767.80	$998.15	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	$906.40	$1,178.30	
	VNTWHT Communal Table White Top	$906.40	$1,178.30	

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	$286.00	$371.80	
	VTP-36" Maple Top/Black Base	$305.80	$397.55	
	VTJ-30" Graphite Top/Black Base	$286.00	$371.80	
	VTN-36" Graphite Top/Black Base	$305.80	$397.55	
	VTG-30" Silver Textured Top	$286.00	$371.80	
	VTW-36" White Laminate Top	$305.80	$397.55	
	VTB-30" Red Top/Black Base	$286.00	$371.80	
	30WH42 30" White Laminate,	$301.40	$391.80	
	VTA-30" Grey Top/Black Base	$286.00	$371.80	
	RSTSQT Rustique Square Metal Bar Table	$316.80	$411.85	
	30BEBB-Blue Top/Black Base	$290.00	$377.00	
	30WDBB-Wood Top/Black Base	$290.00	$377.00	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	$347.60	$451.90	
	30MTHB-Maple Top, Chrome	$347.60	$451.90	
	30STHB-Silver Texture, Chrome	$347.60	$451.90	
	30BRHB-Brushed Red, Chrome	$347.60	$451.90	
	30WHHB White Laminate, Chrome	$376.20	$489.05	
	30MAHB-Grey Top, Chrome	$347.60	$451.90	
	30BEHB-Blue Top, Chrome	$350.00	$455.00	
	30WDHB-Wood Top, Chrome	$350.00	$455.00	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	$378.40	$491.90	
	36MTHB, Maple Top, Chrome	$378.40	$491.90	
	36WTHB-White Top, Chrome	$378.40	$491.90	

Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	$288.20	$374.65	
	BSS-Banana, Black/Chrome	$288.20	$374.65	
	BS001-Shark, Swivel White	$367.40	$477.60	
	BS002-Zoey, Swivel White	$336.60	$437.60	
	BS003-Zoey, Swivel Black	$336.60	$437.60	
	RSTSTL-Rustique Barstool, Gunmetal	$167.20	$217.35	
	APS08-Apex Black Vinyl	$259.60	$337.50	
	APS59-Apex Red Vinyl	$259.60	$337.50	
	APS75-Apex White Vinyl	$259.60	$337.50	
	APS12-Apex Blue Ultra Suede	$259.60	$337.50	
	XBAR-Christopher White Vinyl	$209.00	$271.70	
	LMBAR-Laguna, Maple/Chrome	$215.60	$280.30	
	BSR-Syntax, Black/Chrome	$261.80	$340.35	
	ZENBAR-Zenith, White/Chrome	$193.60	$251.70	
	BSC-Oslo, White	$303.60	$394.70	
	ROLLBL-Lift Barstool, Black Vinyl	$244.20	$317.45	
	ROLLGY-Lift Barstool, Grey Vinyl	$244.20	$317.45	
	ROLLRD-Lift Barstool, Red Vinyl	$244.20	$317.45	
	ROLLWH-Lift Barstool, White Vinyl	$244.20	$317.45	
	BLDBRD-Blade, Red	$150.00	$195.00	
	BLDBSB-Blade, Sky Blue	$150.00	$195.00	
	LUBSCL- Frosted, Acrylic	$300.00	$390.00	

Bars and Counters

	MTBLPI-Midtown Bar, Lighted	$1,710.00	$2,223.00	
	MTBUUL-Midtown Bar, unlighted	$1,600.00	$2,080.00	
	MTCLPI- Midtown Counter, Lighted	$1,710.00	$2,223.00	
	MTCPUL- Midtown Counter, Unlighted	$1,610.00	$2,093.00	

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Executive Accessories

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Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	$594.00	$772.20	
	JD8-Madison Executive Desk, Grey	$701.80	$912.35	
	BC8-Madison Bookcase, Grey	$508.20	$660.65	
	TECH3B-Tech Desk w/drawers-Powered!	$644.60	$838.00	
	TECH-Tech Desk-Powered	$521.40	$677.80	
	TECH3-3-drawer File Cbnt w/Casto	$171.60	$223.10	

Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	$398.20	$517.65	
	WD3-Work Table	$382.80	$497.65	

Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	$596.20	$775.05	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	$583.00	$757.90	
	PDL42B-Ped, Locking-Powered!	$690.80	$898.05	
	PDL36W-Ped, Locking-Powered!	$583.00	$757.90	
	PDL42W-Ped, Locking-Powered!	$690.80	$898.05	

Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	$255.20	$331.75	
	LA14-Mason Silver Table Lamp	$167.20	$217.35	

Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	$510.00	$663.00	
	HDG7FT-Boxwood Hedge, 7ft	$830.00	$1,079.00	

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

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

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

Total Exec Accessories: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign ✖

Card Holder Signature

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Graphics and Signs

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Discount Deadline Friday, March 8, 2019

Order with complete Payment Authorization 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.

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	$167.50	$217.75	
	70010	Horz., 22" x 28"	$167.50	$217.75	
	70011	Vertical, 28" x 44"	$255.15	$331.70	
	70012	Horz., 28" x 44"	$255.15	$331.70	
	70025	Meterboard, 39" x 90.75"	$516.40	$671.30	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft.- Vertical	$21.25	$27.65	
	70071	Grommets, per sq. ft. - Horizontal	$21.25	$27.65	
	70066	Pockets, per sq. ft. - Vertical	$22.85	$29.70	
	70072	Pockets, per sq. ft.- Horizontal	$22.85	$29.70	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	$45.50	$59.15	
	70021	Velcro, per ft, min. 5 ft.	$2.95	$3.85	
	70004	7" x 44" ID Sign	$50.10	$65.15	
	50094	Floor Easel	$44.90	$58.35	
	50095	22x28 Sign Holder	$102.25	$132.95	

Table Clings

Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	$178.20	$231.65	

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

Signature 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.

Total Graphics: $
8.250% Tax*: $
Amount Due: $

Company Name: _____ BOOTH _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Graphic File Upload Instructions

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

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Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Upload Deadline Friday, March 8, 2019

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

All graphic files for ordered products should be uploaded to our FTP site.

Address: **https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/04_ISA%20Annual%20Convention/EXHIBITOR%20UPLOADS**

Username: **sesftp**

Password: **ftpftp**

1. Name your files in this format: Company Name_Booth#_Panel Letter example: Shepard_1905_A
2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload
   or
   You may click the Upload Files button and select the files you need to upload.

3. When upload is complete, email the name of your files to: **houston@shepardes.com**
   As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

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mail 10001 Fannin St, Houston, TX 77045

Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program	File Extension	Special Considerations
Adobe Acrobat	.pdf	Create using a high-quality output.*
Adobe Illustrator	.ai, .eps	Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.
Adobe InDesign	.indd, .idml	Fonts changed to outlines** or a packaged file.
Adobe Photoshop	.tiff, .psd, .eps	Raster artwork. File should be in CMYK color space.

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts.

Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. 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.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: 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.

ARTWORK FILE TYPES & RESOLUTION

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 Adobe Illustrator and used for creation of logos and clip art.

Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi 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 Adobe Photoshop® and is most often used for photographic images.

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%

Raster Logo at 200%

High Resolution Logo

Low Resolution Logo

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Hanging Rental Signs

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Connect With Us!

email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Order Deadline Friday, March 8, 2019

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

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics

CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	$5,107.05	$6,639.15
69142	16' x 48"	$8,116.75	$10,551.80

SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	$6,210.15	$8,073.20

TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	$5,025.25	$6,532.85

WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	$2,213.10	$2,877.05
69146	48" Double	$2,944.90	$3,828.35

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weighs under 75 pounds

Rigging not included

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

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

Total Hanging Sign Rental: $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name Contact Email Address

Please Sign

✖ Card Holder Signature _____

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

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

Hanging Sign Shipping Labels

RUSH

ADVANCE WAREHOUSE
HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: ISA Convention 2019

First day freight can arrive w/o a surcharge:

March 8, 2019

Last day freight can arrive w/o a surcharge:

March 29, 2019

RUSH

ADVANCE WAREHOUSE
HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: ISA Convention 2019

First day freight can arrive w/o a surcharge:

March 8, 2019

Last day freight can arrive w/o a surcharge:

March 29, 2019

Event Code: T160000419

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Discount Deadline Monday, March 18, 2019

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

Connect With Us!

email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Structural Integrity Statement

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

ISA Convention 2019
George R. Brown Convention Center, Halls D-I
Shepard Exposition Services

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

ISA Convention 2019

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Discount Deadline Monday, March 18, 2019

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fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

Need a Hanging Sign? Check out our Hanging Signs Rentals!

Hanging Signs 101

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, March 29, 2019**

Have questions or need more help? Our knowledgeable staff is ready to assist...give us a call!

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Hanging Sign & Overhead Rigging

Shepard handles rigging for hanging signs that are 250 lbs or less that does not require truss or motors. Please refer to Staging Solutions Rigging forms in the kit for any hanging signs over 250 lbs, or if truss or motors are required.

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Discount Deadline Monday, March 18, 2019

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

Labor Hours

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

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

DT - Double-time: All other hours and holidays

Step One: Tell Us About Your Sign

Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		**$120.00**	**$156.00**	$
69151	OT		**$180.00**	**$234.00**	$
69152	DT		**$240.00**	**$312.00**	$

Please indicate who will be supervising ASSEMBLY:

○ Shepard Supervision 68069 ○ Exhibitor Supervised

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

Exhibitor Contact _____

Date of Assembly _____ Start Time _____ How many laborers will you require? _____

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		**$120.00**	**$156.00**	$
69154	OT		**$180.00**	**$234.00**	$
69155	DT		**$240.00**	**$312.00**	$

Please indicate who will be supervising DISASSEMBLY:

○ Shepard Supervision 68073 ○ Exhibitor Supervised

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

Exhibitor Contact _____

Date of Disassembly _____ Start Time _____ How many laborers will you require? _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		**$842.00**	**$1,094.60**	$

Date of Install _____ Start Time _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		**$842.00**	**$1,094.60**	$

Date of Removal _____ Start Time _____

*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Overhead Rigging: $ _____

NA Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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mail 10001 Fannin St, Houston, TX 77045

Overhead Rigging Equipment

Discount Deadline Monday, March 18, 2019

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

Black (06) ☐ Silver(15) ☐

Truss*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	$24.05	$31.25	
6909406		12" Black Box Truss (Per FT)	$24.05	$31.25	
6903815		12" Silver Corner Block	$90.15	$117.20	
6903806		12" Black Corner Block	$90.15	$117.20	
70067		Design Fee (Hourly)	$150.25	$195.35	

*If you are ordering truss, you also need to order motors!

Shepard handles rigging for hanging signs that are 250 lbs or less that does not require truss or motors. Please refer to Staging Solutions Rigging forms in the kit for any hanging signs over 250 lbs, or if truss or motors are required.

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	$510.90	$664.15	
69016		Half Ton Hoist/Chain Motor	$450.80	$586.05	
69101		1/4 Ton Hoist/Chain Motor	$270.45	$351.60	
69019		Rotating Motor 500 LB Limit	$480.80	$625.05	
69020		Rotating Motor 200 LB Limit	$270.45	$351.60	

Rotate Clockwise (right) ☐ Rotate Counterclockwise (left) ☐

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

houston@shepardes.com

Include the following items with your Truss and Motor Order:

- ☐ Hanging Sign Instructions
- ☐ Sign/Hanging Diagram
- ☐ Placement Grid
- ☐ Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

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

Total Rigging Equipment: $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Hanging Sign Supplies

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

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email houston@shepardes.com

phone (832) 799-5700

fax (832) 415-0517

mail 10001 Fannin St, Houston, TX 77045

Discount Deadline Monday, March 18, 2019

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

Company Name

Booth #

The items below are supplies for Hanging Sign installation and overhead rigging. These items will be billed to you upon usage.

Code	Qty	Item	Discount	Regular
69022		CABLE SLINGS 1 FT	$5.00	$7.50
69023		CABLE SLINGS 2 FT	$6.50	$9.75
69024		CABLE SLINGS 4 FT	$8.80	$13.20
69025		CABLE SLINGS 5 FT	$9.00	$13.50
69026		CABLE SLINGS 6 FT	$9.75	$14.65
69027		CABLE SLINGS 8 FT	$13.00	$19.50
69028		CABLE SLINGS 10 FT	$16.50	$24.75
69029		CABLE SLINGS 12 FT	$18.50	$27.75
69030		CABLE SLINGS 14 FT	$21.00	$31.50
69031		CABLE SLINGS 20 FT	$258.00	$387.00
69032		CABLE SLINGS 30 FT	$32.00	$48.00
69033		CHAIN 3/8" X 3FT	$12.00	$18.00
69054		SHACKLES 1/2"	$6.50	$9.75
69035		STAC CHAIN	$16.00	$24.00
69064		TURNBUCKLES 5/16"	$14.00	$21.00
69122		CLAMPS-BEAM	$70.00	$105.00
69116		SHUNTS	$38.00	$57.00
69117		RATCHET STRAP 1"	$15.00	$22.50
69118		RATCHET STRAP 2"	$20.00	$30.00
68020		CONDUIT CONNECTOR	$2.00	$3.00

Code	Qty	Item	Discount	Regular
69119		TELESCOPE per foot	$2.00	$3.00
69120		WIRE 14 GAUGE per ft	$0.50	$0.75
69067		BOLT FORGED EYE	$10.50	$15.75
69068		BOLT UNISTRUT EYE	$10.50	$15.75
69069		BOLT EYE	$7.50	$11.25
69072		BATTEN 1'X3" PER FT	$1.50	$2.25
69073		BATTEN 1"X3" PAINTED WHITE	$2.00	$3.00
69075		PEAR RING 3/8"	$12.00	$18.00
69078		BLACK PIPE 2" per foot	$2.00	$3.00
68011		1/8" Cable per foot	$3.00	$4.50
68013		3/16" Cable per foot	$4.00	$6.00
69074		MONOFILAMENT per foot	$0.50	$0.75
69045		NYLON SLING-8FT	$20.00	$30.00
69124		SUPER TELE (12'-20')	$50.00	$75.00
69147		VERLOX-20'	$30.00	$45.00
69040		NYLON SPANSETS-3FT	$8.50	$12.75
69041		NYLON SPANSETS-4FT	$11.00	$16.50
69042		NYLON SPANSETS-6FT	$15.00	$22.50
69135		PICK POINTS, PER	$100.00	$100.00

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

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

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

Total Hanging Sign Supplies: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

LABOR JURISDICTIONS
HOUSTON, TEXAS

LABOR
Texas is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

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

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.

ISA Convention 2019

George R. Brown Convention Center, Houston, TX

April 7 - 8, 2019

Event Code: T160000419

Connect With Us!

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mail 10001 Fannin St, Houston, TX 77045

Shepard Blue Supervised Labor

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

Discount Deadline Monday, March 18, 2019

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

Labor Hours

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

Shepard Blue Supervised Labor **Pricing includes Supervisory fee of 30% over standard labor .

Code		Discount	Regular
68066	ST	$124.80	$162.25
68067	OT	$187.20	$243.35
68068	DT	$249.60	$324.50

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Step One: Choose Your **Service**

_ Installation
_ Dismantling
_ Both

Step Two: How Many **People**?

Installation # _
Dismantling # _
Both # _

Step Three: How Many **Hours**?

Installation # _
Dismantling # _
Both # _

Step Four: When Should the Build be **Complete**?

Installation Date: _ Time: _
Dismantling Date: _ Time: _
Both Date: _ Time: _

Step Five: Tell Us About Your **Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name _ Tracking or Pro # _ Estimated Weight _
# of Pieces _ Advance Warehouse or Direct to Show site? _ Estimated Arrival Date _

Set Up Information:

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

Drawings/Photos/Instructions: Attached _ Emailed to Shepard _ With the Exhibit _ In crate # _

Electrical Placement (exhibitor is responsible to order) _ Emailed to Shepard _ Drawing Attached _ Drawing with Exhibit
Does Electrical go UNDER carpet? _ Yes _ No

Graphics: _ With Exhibit _ Shipped Separately

Other Services Ordered: _ Overhead Rigging _ Cleaning _ AV

Outbound Shipping: # of Crates _ # of Cartons _ #of Fiber Cases _ # of Pallets _

Ship To: _ Phone # _
Must Arrive at Destination By: _
Name of Carrier _
Method: _ Common _ Air _ Van _ Other
Date Carrier is Scheduled to Pick Up Freight _
If Your Carrier doesn't show? _ Reroute with SLS
*Allow time for empty return when scheduling your pick up
_ Send to warehouse for pick up ($400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated SES Blue Labor: $ _
NA Tax*: $ _
Amount Due: $ _

Company Name: _ Booth # _

Contact Name _ Contact Email Address _

Please Sign ✖ Card Holder Signature _

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Exhibitor Supervised Labor

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

Exhibitor Supervised Labor

Code		Discount	Regular	Estimate
68060	ST	$96.00	$124.80	
68061	OT	$144.00	$187.20	
68062	DT	$192.00	$249.60	

(68063/68064/68065)

Helpful Hints!

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

Step One: Choose your service

___ Installation
___ Dismantling
___ Both

Step Two: How many people?

Installation # ___
Dismantling # ___
Both # ___

Step Three: How many hours?

Installation # ___
Dismantling # ___
Both # ___

Step Four: Any other details?

Any special tools needed? Ladders? Lifts?
Details: ___

Step Five: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name ___
Cell ___ Email: ___

Exhibitor Owned Carpet Installation/Removal

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

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	249.60	324.50	

Flooring Type:
☐ Carpet Rolls ☐ Padding
☐ Carpet Squares ☐ Other

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

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

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate $ ___
NA Tax*: $ ___
Amount Due: $ ___

Company Name: ___ Booth # ___

Contact Name ___ Contact Email Address ___

Please Sign ✖ Card Holder Signature ___

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Inline Booth Rentals

Order Deadline Friday, March 8, 2019

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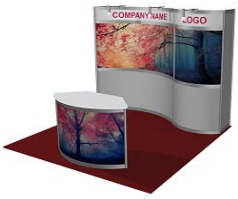
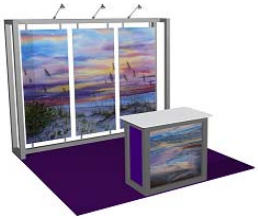
Turnkey Rental Designs Make Exhibiting Easier!

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

The Eddie



The Jonathon



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	$3,185.55	$4,141.20
66471		The Eddie- 10' x 20'	$5,187.45	$6,743.70
66474		The Jonathon - 10' x 10'	$2,222.35	$2,889.05
66475		The Jonathon - 10' x 20'	$3,890.00	$5,057.00

The Pierce

The Madison

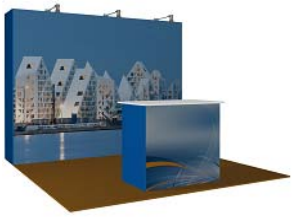
Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	$2,756.55	$3,583.50
66478		The Pierce - 10' x 20'	$5,233.95	$6,804.15
66484		The Madison - 10' x 10'	$3,342.80	$4,345.65
66485		The Madison - 10' x 20'	$3,961.80	$5,150.35

The Grant

The Harrison

Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	$3,528.45	$4,587.00
66487		The Grant- 10' x 20'	$4,890.35	$6,357.45
66492		The Harrison - 10' x 10'	$3,243.75	$4,216.90
66493		The Harrison - 10' x 20'	$4,766.50	$6,196.45

The Hamilton



The Lucy

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	$2,260.35	$2,938.45
66468		The Hamilton- 10' x 20'	$3,959.85	$5,147.80
66473		The Lucy - 10' x 10'	$2,042.80	$2,655.65

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

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

Total Inline Rentals: $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Custom Exhibit Counters

Order Deadline Friday, March 8, 2019

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

Choose Your Counter & Customize to Fit Your Exhibit!

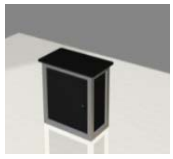
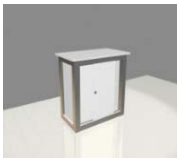
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03

Locking Cabinets

LC1 1Meter Wide

LC2 1.5 Meters Wide

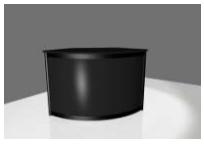
LC3

Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	$783.20	$1,018.15		
66283		LC2	5' L x 3' 6" H x 1' 9" D	$950.40	$1,235.50		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	$577.70	$751.00	Silver Only	

Reception Counters

RC2



RC3

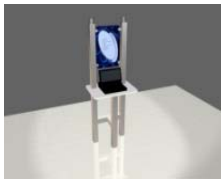
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	$805.40	$1,047.00		
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	$1,747.10	$2,271.25		

Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create something just for you!

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	$1,016.00	$1,320.80		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	$592.20	$769.85		380mm x 580mm

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Total Counter Rentals: $ _____
8.250% Tax*: $ _____
Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Custom Product Display and Charging Stations

Order Deadline Friday, March 8, 2019

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

Choose Your Unit & Customize to Fit Your Products!

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

Product Displays

Gondolas

GL Display Units

Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	$548.80	$713.45			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	$542.50	$705.25	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	$935.15	$1,215.70	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview

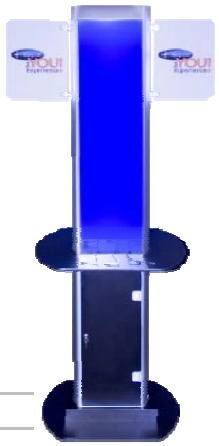
Square

Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L X 1' 9" D x 3' 3" H	$1,056.65	$1,373.65		
66272		Square	1' 9" L x 1' 9" D x 7' H	$1,140.45	$1,482.60		

Charging Units

SCS3

PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	$385.00	$500.50		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	$1,795.20	$2,333.75	Black Only	250mm x 700mm

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Custom Product Display Rentals: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

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Fabex Booth Rentals

Order Deadline Friday, March 8, 2019

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

10x10 Fabric Booth Rental Display

Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	$2,100.55	$2,730.70
66558		FX2M1 10' w/Monitor	$3,800.05	$4,940.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor -66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	$2,570.30	$3,341.40
66562		FX2M1H 10' w/Monitor	$4,269.80	$5,550.75

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor -66620

10x20 Fabric Booth Rental Display

Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	$3,641.00	$4,733.30
66560		FX2M2 10' x 20' w/Monitor	$5,340.50	$6,942.65
66567		FX2H2 10' x 20'	$4,061.15	$5,279.50
66563		FX2M2H 20' w/Monitor	$5,760.65	$7,488.85

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

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

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
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Total Fabex Rental: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

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Fabex Backlit Booth Rentals

Order Deadline Friday, March 8, 2019

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

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	$2,118.10	$2,753.55	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	$3,273.40	$4,255.40	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	$4,428.70	$5,757.30	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'

Don't forget to order Power for your backlighting!

FX 13- 8' h x 30'

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Total Fabex Backlit: $
8.250% Tax*: $
Amount Due: $

Company Name: _____ BOOTH _____

Contact Name _____ Contact Email Address _____

Please Sign ✖ Card Holder Signature _____

Shepard

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Island Booth Rentals

ISA Convention 2019

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Event Code: T160000419

Connect With Us!

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Order Deadline Friday, March 8, 2019

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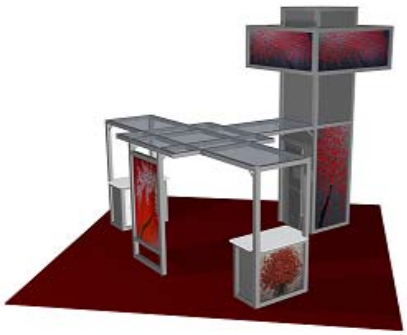
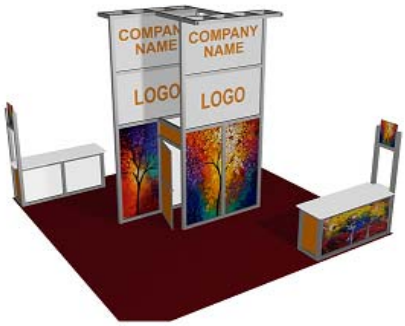
Turnkey Rental Designs Make Exhibiting Easier!

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

The Monroe



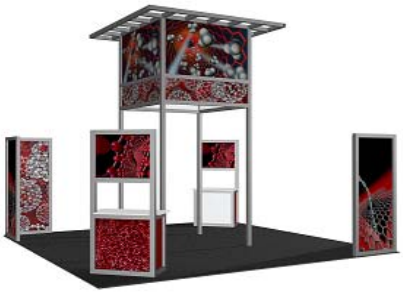
The Tyler



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

The Washington

The Garfield



Code	Qty	Item	Discount	Regular
66494		The Monroe	$8,109.25	$10,542.05
66368		The Washington	$11,637.75	$15,129.10
66495		The Tyler	$8,660.25	$11,258.35
66496		The Garfield	$8,480.65	$11,024.85

Monitors also available! Contact us for details!

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

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

Total Island Rentals: $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

✖ Card Holder Signature _____

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ 1 Event Day: $89.00	_____ 4-10 Event Days: $119.00	_____ 6 Month Policy: $475.00
_____ 2-3 Event Days: $109.00	_____ 11-30 Event Days: $199.00	_____ Annual Policy: $650.00

NAME OF EVENT:_____ EVENT START DATE:_____ End Date:_____

EVENT WEBSITE:_____ EVENT CONTACT:_____ PHONE # _____

VENUE ADDRESS with City, State & Zip:_____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured:_____ Contact Name:_____

Address:_____City:_____State:_____Zip code:_____

Email: _____ Country: _____Telephone: _____

Description of Business/Exhibit: _____

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

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

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

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

Additional Insured #1:_____ Additional Insured #2: _____

Address,City,ST,Zip: _____ Address,City,ST,Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

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

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

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name:_____ Cardholder Address:_____

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

TERMS and CONDITIONS

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

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

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

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

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.
GRB Convention Center, Houston, TX
888-446-6911 (Phone)
702-943-6001 (FAX) csr@smartcity.com

Company Name:	**Show Name:** ISA Convention 2019
Billing Name: =	**Show Dates:** / / To / /
Billing Address:	**Discount Order Deadline:** 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	**Booth / Room #:**
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -
Print Authorized Name Accepting Terms & Conditions:	**Authorized Signature Accepting Terms & Conditions:**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.** Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)
Includes Labor and Material

Watts	Discount	Standard	Qty		Total	Internal
500	$ 105	$ 137	_____	=	$ _____	500-WATT
1000	$ 127	$ 165	_____	=	$ _____	1000-WATT
1500	$ 138	$ 179	_____	=	$ _____	1500-WATT
2000	$ 149	$ 194	_____	=	$ _____	2000-WATT

A separate outlet must be ordered for each location.

Flood Lights on a 6ft-8ft Pole
Includes Electrical Services and Labor

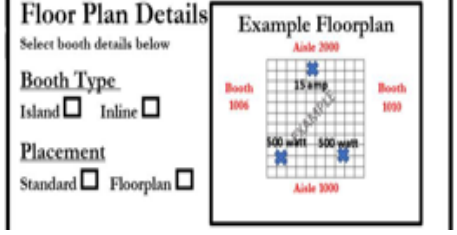
Configuration	Discount	Standard	Qty		Total	Internal
150 Watt, 1spot	$ 65	$ 88	_____	=	$ _____	FLOOD-1
150 Watt, 2spot	$ 70	$ 95	_____	=	$ _____	FLOOD-2
300 Watt, 1spot	$ 80	$ 108	_____	=	$ _____	FLOOD-3
300 Watt, 2spot	$ 85	$ 115	_____	=	$ _____	FLOOD-4

120/208/480 Volt Service (Includes Labor and Material for floorplan location)

Amps	120 Volt Discount	120 Volt Standard	Qty	208 Volt 1phase Discount	208 Volt 1phase Standard	Qty	208 Volt 3phase Discount	208 Volt 3phase Standard	Qty	480 Volt 3phase Discount	480 Volt 3phase Standard	Qty	Total
15	$ 149	$ 194	_____										
20	$ 177	$ 230	_____	$ 266	$ 346	_____	$ 360	$ 468	_____	$ 660	$ 858	_____	$ _____
30				$ 361	$ 469	_____	$ 476	$ 619	_____	$ 844	$ 1097	_____	$ _____
60				$ 549	$ 714	_____	$ 813	$ 1057	_____	$ 1879	$ 2443	_____	$ _____
100				$ 813	$ 1057	_____	$ 1239	$ 1611	_____	$ 2972	$ 3864	_____	$ _____
150				$ 1197	$ 1556	_____	$ 1733	$ 2253	_____	$ 4380	$ 5694	_____	$ _____
200				$ 1428	$ 1856	_____	$ 2301	$ 2991	_____	$ 5770	$ 7501	_____	$ _____
Power strips, additional extensions cords & Nema plugs available for additional cost.										(CALL 888-446-6911 for Quote)			$ _____
Special Quote – Attachment A or SOW (if applicable) – (CALL 888-446-6911 for Quote)													

IMPORTANT PLEASE READ: PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE: Includes Labor and Material for each service located on the floor plan.

a. Subtotal Of Charges [all of the above]	: $ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: $ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: $ _____
d. 8.42% Tax [Flood Lights]	:$ _____
e. Grand Total Of Order Due (a + b + c) :	**$ _____**



All services include (1) extension cord. Please submit a valid floor plan. Inline booths include placement of center rear.

For Smart City Electric, Inc. Use	Type of Service:	Customer No.
Special Instructions:		
Floor Plan: ☐ Yes ☐ No	CSR:	Date: / /

ORDER ON LINE:
https://orders.smartcitynetworks.com/center.aspx?center=001

Form Effective December 1, 2017 – December 31, 2018

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. **Smart City is hereby authorized to charge Customer's credit card for any additional amounts incurred as well as any initial charges not otherwise paid.**
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is $90.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Mail order with check to address listed above or you may fax your credit card order.
10. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
11. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
12. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
13. **CANCELLATION** - There is a minimum $50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
14. Prices are based upon current rates and are subject to change without notice.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type**. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3ø	15	15	15	15	15	20	30	30	45	60	60	85	100

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: https://orders.smartcitynetworks.com/center.aspx?center=001

SMART CITY ELECTRIC
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)
csr@smartcity.com

GEORGE R. BROWN CONVENTION CENTER

WATER ♦ DRAIN ♦ GAS ♦ AIR

Company Name	**Show Name:** ISA Convention 2019
Billing Name	**Show Dates:** / / To / /
Billing Address	**Discount Order Deadline:** 14 Days Prior to 1st Day of Show Move-in
City, State/Country, Zip	**Booth / Room #:**
Contact Name:	Phone Number ( ) -
Contact Email:	Cell Number ( ) -
On-Site Contact:	Fax Number ( ) -
Print Authorized Name Accepting Terms & Conditions:	**Authorized Signature Accepting Terms & Conditions:**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

Description	Discount Rate	Standard Rate	Quantity		Total	Internal
COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, ¼" Milton #715 Female Coupler)						
First Connection	$ 220.00	$ 270.00	_____	=	$ _____	PCA-1
Additional Connections	$ 110.00	$ 137.00	_____	=	$ _____	PCA-2
First Connection (24 Hr Service)	$ CALL	$ CALL	_____	=	$ _____	PCA-1-24
Special, Connection size: _____ CFM: _____ PSI: _____ (Call)				=	$ _____	PCA-SPEC
WATER: (Service Outlet ¾")(For equipment only)						
First Connection	$ 140.00	$ 180.00	_____	=	$ _____	PW-1
Additional Connections	$ 90.00	$ 112.00	_____	=	$ _____	PW-2
Special, Connection size: _____ (Call)			_____	=	$ _____	PW-SPEC
NOTE: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.						
DRAINAGE: (3" drain line)(For equipment only) Direct Tie-in						
First Connection	$125.00	$ 165.00	_____	=	$ _____	PD-1
Additional Connections	$ 90.00	$ 120.00	_____	=	$ _____	PD-2
Special, Connection size: _____ (Call)			_____	=	$ _____	PD-SPEC
FILL AND DRAIN: (One time only – Labor charge for additional fills)						
1 – 15 Gallons	$ 60.00	$ 78.00	_____	=	$ _____	PWD-15
16 – 70 Gallons	$ 75.00	$ 100.00	_____	=	$ _____	PWD-70
71 – 100 Gallons	$ 100.00	$ 125.00	_____	=	$ _____	PWD-100
101 – 200 Gallons	$ 150.00	$ 180.00	_____	=	$ _____	PWD-200
201 – 300 Gallons	$ 175.00	$ 200.00	_____	=	$ _____	PWD-300
301 – 400 Gallons	$ 210.00	$ 250.00	_____	=	$ _____	PWD-400
401 – 500 Gallons	$ 240.00	$ 275.00	_____	=	$ _____	PWD-500
501 – 1000 Gallons	$ 500.00	$ 550.00	_____	=	$ _____	PWD-1000
Addl 500 Gallons	$ 95.00	$ 105.00	_____	=	$ _____	PWD-SPEC
NATURAL GAS (Service Outlet ¾")						
All Services	$ CALL	$ CALL	_____	=	$ _____	PNG-1
LABOR: (Minimum ½ hour)						
Monday – Friday (8am-4:30pm)		$ 60.00 hr	_____	=	$ _____	P-LABOR
Monday – Friday (4:30pm-8am), Weekends, Holidays		$ 120.00 hr	_____	=	$ _____	P-LABOR-OT
Special Quote – Attachment A or Statement of Work (if applicable)			_____	=	$ _____	

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE LABOR AND MATERIALS WILL BE ADDED.

a. Subtotal Of Charges [all of the above]	: $_____
b. 8.42% Tax [on Subtotal (a)]	: $_____
c. 2.50% Tax Surcharge [on Subtotal (a)]	: $_____
d. 16.72% Tax [on Tax Surcharge(c)]	: $_____
e. Grand Total Of Order Due (a + b + c + d)	**: $_____**

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. **Smart City is hereby authorized to charge Customer's credit card for any additional amounts incurred as well as any initial charges not otherwise paid.**

2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. **All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.**

3. Straight time labor is $60.00 per hour. There is a one half hour minimum charge.

4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.

5. Additional labor must be requested by the customer at the Service Desk. **LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**

6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.

7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.

8. **NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.**

9. Smart City Electric, Inc. Federal ID is 22-3369145.

10. **Discount rate applies to orders received 14 days prior to the SHOW MOVE-IN date.**
    i. **Standard rate applies to all others.**
    ii. Installations are due 24 hours before show opening.

11. **CANCELLATION** - There is a $50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: https://orders.smartcitynetworks.com/center.aspx?center=001

ADDITIONAL TERMS AND CONDITIONS (continued from contract / order form)

*For your convenience we will use the credit card authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

- **COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, ¼" Milton #715 Female Coupler)**

- **WATER:** (Service Outlet ¾")(For equipment only)

- **NOTE:** Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.

- **DRAINAGE:** (3" drain line)(For equipment only) Direct Tie-in

- **FILL AND DRAIN: (One time only – Labor charge for additional fills)**

- **NATURAL GAS** (Service Outlet ¾")

- **LABOR:** (Minimum ½ hour)

  - Monday – Friday (8am-4:30pm)
  - Monday – Friday (4:30pm-8am), Weekends, Holidays

- **PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.**

Exhibitor Services

Booth Cleaning Services

All rates based on gross booth area per day
100 square foot minimum
8.25% tax applied at checkout

Vacuuming Booth	38¢ per square foot/day
Shampooing Booth Carpet	50¢ square foot/day
Mopping Booth	45¢ square foot/day
Porter Service	Booths up to 1,000 square feet @ $40/day Over 1,000 square feet @ $60/day Continuous porter service during show hours @$18/ hour in addition to regular porter service.

To place an order for booth cleaning,
please visit:

www.GRBBoothCleaning.com

If you have any questions,
please contact:

Tanya Perez
713-853-8907
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GEORGE R. BROWN CONVENTION CENTER

GRB HOUSTON
GEORGE R. BROWN CONVENTION CENTER

MENU

Exhibitor Catering

Levy CONVENTION CENTERS

GRB HOUSTON
GEORGE R. BROWN CONVENTION CENTER

A warm Houston

WELCOME

WELCOME to the George R. Brown Convention Center in Houston, Texas. Our team of talented professionals looks to create a unique and authentic food experience for you and your guests.

Our menu provides a starting point in planning your event. We understand that all of our guests are unique and we will work with your group to create that a customized food experience that shows your guests what Houston's vibrant food scene is all about without leaving the convention center.

We truly look forward to serving you and your guests

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

EXCLUSIVITY

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As "a family of passionate restaurateurs," we seek to exceed your guests' expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you.

Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

PRICING AND GUARANTEES

Prices quoted in the menu do not include the 21% service charge or 8.25% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed (60) days prior to the event. A guaranteed number of guests/quantities of food is required (7) business days prior to the event date. (A business day is defined as Monday through Friday. Holidays and Weekends are excluded from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of guests/quantities specified on the contracted event order. Guarantees increased less than (7) full business days prior to an event will be subject to a minimum 10% surcharge on the price for each additional guest or increase. Any on-site increases will be subject to a 25% surcharge. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first served basis as able. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed guests attend the event.

SERVICE STAFF

Each additional staff is charged at a four-hour minimum of $225.00 per four-hour shift with each additional hour of $30 per hour. Booth catering is a drop service. If staff is requested in the booth, staff is charged.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums and specified function sheets, constitute the entire agreement between Client and Levy Restaurants. Your Catering Sales Manager will outline the payment and contract process.

CANCELLATIONS

Any event cancelled within (30) days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either Client or Client's guests without our prior written approval. Your Catering Manager will instruct you if additional fees may be incurred.

BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage services are regulated by the Texas Alcohol and Beverage Commission (TABC). Levy Restaurants, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES. Levy Restaurants must supply all beer, wine and liquor and must be served by a Levy employed TABC Certified Bartender.

PAYMENT

We will not commence service without receipt of a NON-REFUNDABLE DEPOSIT in the amount of 75% of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining 25% of the estimated event price at least (7) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within (30) full calendar days of the event, provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation. No interest will be payable to client on the deposit. Payment can be made in cash, certified check, wire transfers or by an authorized credit card. A major credit card is required to be on-file for all events. Card will be used to guarantee payment of any replenishment or new orders requested during an event. These charges will be billed to the credit card unless payment is received at the end of the event.

SIGNATURE "HOUSTON" BREAKFAST EXPERIENCE

Our signature spread of breakfast tacos to baked goods we serve up all the breakfast basics that we're proud to share with our guests

Enhance your breakfast experience with an array of toasty breakfast sandwiches and premium pastries.

HOT BREAKFAST ITEMS

Served for a minimum of 25 guests

Buttermilk Biscuit Sandwich
Choice of Sausage or Bacon with Egg & Cheese *8.00 each*

Breakfast Taco with Salsa
Choice of Bacon, Sausage or Potato with Egg & Cheese *7.00 each*

BAKERIES

Price per dozen; minimum of 1 dozen required

Assorted Danish *54.00/dozen*

Assorted Muffins *54.00/dozen*

Assorted Breakfast Pastries *54.00/dozen*

Assorted Jumbo Cookies
Chocolate Chip, Snickerdoodle, Oatmeal Raisin *51.00/dozen*

Fudge Brownies *48.00/dozen*

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
Per Trip or Request *25.00 each*

STAFFING

Minimum of 4 hours required per day

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of $225.00 per four-hour shift with each additional hour of $30 per hour.*

ALL DAY BREAKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below

A LA CARTE

Includes disposable plates,napkins, and cutlery if required

Assorted Whole Fruit *40.00/dozen*

Assorted Granola Bars *33.00/dozen*

King Size Candy Bars *48.00 /dozen*

Individual Bags of Chips *45.00/dozen*

Assorted Bags of Snacks *45.00/dozen*

Artisnal Bavarian Pretzel *8.00/each*

- Bacon, Jalapeno, Cheddar with cheese sauce
- Smoked ham and Gouda with apple mustard
- Cinnamon Sugar with vanilla bean sauce
- Shiner Bock and Cheddar with horseradish dip
- Italian Sausage with tomato aioli

Hummus Trio *10.00/pp*
Traditional, roasted bell pepper and Kalamata olive. Served with crispy carrot, celery, crackers and bagel chips

Garden Fresh Crudités of Vegetables *8.00/pp*
Traditional, roasted bell pepper and Kalamata olive. Served with crispy carrot, celery, crackers and bagel chips

Local Cheese Display *14.00/pp*
Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers

Sliced Fruit Platter *8.00/pp*

BITES

50 piece minimum; includes disposable plates, napkins and cutlery, if required

Tandori Chix Satay with mango salsa *8.00 each*

Chicken Quesadilla with avocado crema *7.50 each*

Beef Satay with thai peanut sauce *9.00 each*

Texas Brisket slider *8.50 each*

Pulled Pork Biscuit *8.00 each*

Pork Potsticker with soy and sweet chili *7.50 each*

Crab Cake with lemon aioli *9.50 each*

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream *8.50 each*

Vegetable Spring Roll with sweet soy *7.50 each*

Brien en croute with raspberry *7.50 each*

BY THE POUND

Minimum of 3 pounds required

Potato Chips & Choice of dip *46.00/per lb*

Tortilla Chips with Salsa *50.00/per lb*

Trail Mix *22.00/lb*

Mini Pretzels *18.00/lb*

Goldfish Crackers *18.00/lb*

Mixed Nuts *23.00/lb*

LUNCH

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides and sweet treats.

BOXED LUNCHES

Includes chips, whole fruit, cookie, condiments

Woodlands Turkey, Cranberry chutney, sweet onion jam

Grilled Chicken, braised spinach, roasted tomato and avocado aioli on ciabatta

Roast beef and Gruyere with Horseradish Cream on onion roll

Smoked Ham and Swiss with mustard butter on pretzel bun

Pesto Vegetable Salad, spinach & provolone

ZLT Flatbread with zucchini, sundried tomato pesto and pepperjack cheese

Fajita wrap with grilled pineapple and cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap

29.00 per boxed lunch

DISPLAY TRAY

Minimum 25, includes disposable plates, napkins and cutlery

Deli Platter *20.00/pp*
Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls with Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments and Assorted Cookies

Assorted Mini Sandwiches *6.00 each*
Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll

COFFEE BAR & POPCORN

Drive attendees to your booth with the smells of fresh brewed coffee and popcorn.

CAPP EXPRESS IN BOOTH BARISTA

Cappuccino Express Premium Coffee Drinks

250 (8oz) cup minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and Americano

Additional Cups *5.50/each*

Add Optional Flavors: Mocha, Hazelnut & Vanilla *150.00/day*

One-time set up fee: $180.00

Attendant required: staff is charged at a four-hour minimum of $225.00 per four-hour shift with each additional hour of $30 per hour.

Cart or Tabletop models available. Dimensions and electrical requirements available.

1385.00/day

FRESH POPPED POPCORN

Tabletop Popcorn Machine Rental (Dimensions and electrical requirements available Attendant required staff is charged at a four-hour minimum of $225.00 per four-hour shift with each additional hour of $30 per hour. *250.00/Day*

Popcorn Packs (Serves 10)
Includes: Paper Bags, Corn Kernels, Butter & Salt *10.00 each*

NON-ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

KEURIG COFFEE MACHINE RENTAL

(Limited Quantities Available) Includes: 1 gallon jug of water, creamers, sugar/ sweetener, stirrers, napkins & disposable cups. Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900

150.00/day

ASSORTED COFFEE K-CUPS

4.50/each

ASSORTED TEA K-CUPS

4.50/each

1 GAL WATER JUG & CUPS

(Keurig Machine ONLY)

8.00/each

WATER COOLER RENTAL

Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900

100.00/day

5 GAL WATER JUG & CUPS

45.00/each

FRESH BREWED COFFEE

65.00/gallon

ASSORTED HOT TEA

65.00/gallon

FRUIT INFUSED WATERS

Strawberry Jalapeno
Cucumber Lemon
Minted Watermelon

60.00 /gallon

SWEET ICED TEA

65.00/gallon

LEMONADE

59.00/gallon

ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite, Coke Zero

84.00 per case, per selection (24 per case)

BOTTLED WATER

Dasani *84.00 per case, (24 per case)*

MINUTE MAID ASSORTED FRUIT JUICES

Apple, Orange and Cranberry

84.00 per case, per selection (24 per case)

LOGO BOTTLED WATER BUY-OUT FEE

Please contact your Sales Manager for pricing and approval *Price Varies*

20lb BAG OF ICE

20.00/each

ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

BARTENDER

Alcohol MUST be served by a Levy TABC Certified Bartender
Four-hour minimum of $225.00 per four-hour shift with each additional hour of $30 per hour.

BEER:

Domestic Bottles *144.00 per case, per selection (24 per case)*

Import/Craft Bottles *168.00 per case, per selection (24 per case)*

KEGS

Domestic *475.00*
Import/Craft *675.00*

WINE BY THE BOTTLE

Foot Print Chardonnay, Merlot or Cabernet Sauvignon *28.00/bottle*
House Sparkling Wine *30.00/bottle*

FULL SERVICE BAR & SPECIALTY COCKTAILS

** Minimum of 50 drinks; on consumption served in biodegradable/ disposable cups (No Glass Permitted in Exhibit Halls)*

***Bar Front Not Included ~ Additional $150 Rental Fee Will Apply If Requested*

PREMIUM COCKTAILS**

Featuring Svedka, Bombay, Bacardi Superior, Agavales Blanco, Jameson, Jim Beam, Dewars
7.00 each

DELUXE COCKTAILS**

Featuring Tito's Vodka, Bombay Sapphire, Bacardi Superior, Agavales Reposado, Jameson, Maker's Mark, Dewar's 12, Crown Royal Rye
8.00 each

MIMOSAS**

Fresh Orange Juice & House Champagne disposable flutes *8.00 each*

TEXAS TEA**

Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim *8.00 each*

Alcohol Policy

• All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the TexasAlcoholic Beverage Commission (TABC) and Levy is responsible for the administration of their rules andregulations.

• Alcohol is NOT charged on consumption and can't be transferred for use the following day(s).

• Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol beingused for display purposes & mini bottles for give away/promotions.

• Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract

Houston Inspired Catering is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from a Houston Insipred Catering representative. THIS INCLUDES BOTTLED WATER.

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP**: HIC can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE**: Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of $1,000,000 per occurrence naming George R. Brown Convention Center, and HIC as additional insured. Be sure to check the **complete insurance requirements**.
- **DELIVERY FEE:** A $25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.
  HIC DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL**: Please contact Exhibitor Services at 713.853.8907

FOOD AND BEVERAGE SAMPLING

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from HIC if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or HIC purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company MUST be purchased from HIC.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits MUST be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

- All alcoholic beverages must be purchased through HIC, even if manufactured by the exhibitor.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract

Contact Houston Inspired Catering to purchase any alcoholic beverages you wish to dispense to attendees.
Bartenders to serve the alcoholic beverage must be hired through Houston Inspired Catering.
Houston Inspired Catering will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Houston Inspired Catering's sole judgment appear to be in intoxicated.
Alcohol is not charged on consumption and any remaining will be forfeited. Any remaining alcohol must be consumed onsite and is not allowed to be taken off premise per TABC laws.
Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

DEADLINE: All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 25% late Fee will apply to all orders received within 21 days of the show.

CHANGES/CANCELLATIONS: Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery. SPECIAL ORDER ITEMS (e.g., logo cookies, kegs) cannot be canceled once confirmed.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

Show Name: _____ Date Order was placed: _____
Booth Number: _____ Booth Name: _____
Company Name (Bill To): _____ Contact Name: _____
Phone Number: _____ On-Site Contact Cell Phone Number: _____
Street Address: _____ Fax Number: _____
City, State, Zip: _____ E-Mail Address: _____

On-Site Contact/Authorized Signatures for Event: _____ _____
(Printed Name) (Signature)

ORDER FORM

Delivery Date	Start Time	End Time	Description of Item	Quantity	Price
			$25 Delivery Charge (charged per trip/per day)		

(Please use additional sheet if needed)

Subtotal: _____
25% Late Fee: _____
(Applied to orders received within 3 weeks of show)
21% Admin Fee: _____
8.25% Sales Tax: _____
Total: _____

Please submit this completed form back to your Sales Manager. Phone: 713-853-8150

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Houston Inspired Catering.

GRB
HOUSTON
GEORGE R. BROWN CONVENTION CENTER

Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.

2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.

3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests at 713-853-8150. Levy will provide all necessary information and required forms.

4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.

5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.

6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.

7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. A HFD Vehicle Permit is required, please contact Event Services at 713-853-8716 for details.

8. All exit doors must have 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines *only*. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.

Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
    a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
    b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
    c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
    a. Occupant load does not serve more than 3.
    b. Clear width of stairs is not less than 26 inches.
    c. Handrails shall be provided on both sides.
9. Guards shall:
    a. Not be less than 42 inches high.

b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.

10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.

ISA Convention 2019
April 7—8, 2019
George R. Brown Convention Center
Houston, Tx

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www.tlc-florist.com

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

FLORAL ORDER FORM

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (CVV #)_____
City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card
Show Decorator: Shepard _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

How to Order: MAIL TO: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr, Stockbridge, GA 30281
EMAIL TO plant@tlc-florist.com +1 770 507 6777 OFFICE, +1 770 474 4676 FAX

* **PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED BY MARCH 25TH**

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

If you would like to specify color, size, type flowers, please do so below—***prices start at $70.00***.
Qty ____ tropical flowers—Price $ _____ each
Qty ____ Spring flowers—Price $ _____ each
Color _____
Width _____ Height _____
Additional Request: _____

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

Qty ____ TLC pick my colors, size, type flowers $60.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call +1 770 507 6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H
$25.00/$30.00 each
Qty ____
White ____
Yellow ____
Lavender ____

Azaleas—12"H
$40.00/$45.00 each
Qty ____
White ____
Pink ____
Red ____

Bromeliads—12"-18"H
$40.00/$45.00 each
Qty ____
Purple ____ Red ____
Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  Tropical :
  (*beach scenes; rain forests)*
  Seasonal:
  (Spring, Fall, Holiday)
  Formal :
  (serenity garden, English garden)

- **Border Areas:**
  Hedges
  (control flow)
  Lawn or Golf
  (promotional)
  Trees
  (privacy)

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

See next page for green plants.

FLORAL ORDER FORM

+1 770 507 6777
plant@tlc-florist.com
www.tlc-florist.com

Ferns

Ferns
$40.00/$45.00 each

Qty ____

Ivy

Ivy—10”H x 10”W
$40.00/$45.00 each

Qty ____

Pothos

Pothos—12”H x 12”W
$40.00/$45.00 each

Qty ____

3’ Green Plants

$46.50/$48.00 each Qty ____

Standard 4’ to 6’ Green Plants

4’ @ **$56.50**/$64 each Qty ___

5’ @ **$65.50**/$80 each Qty ___

6’ @ **$76.50**/$96 each Qty ___

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

Planters are 2 1/2’ long.

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

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__white, __yellow, __lavender

4’ @ **$136**/$155 each, Qty ___

5’ @ **$146**/$170 each, Qty ___

6 ’@ **$157**/$185 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability

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

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container (Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available.
Please call +1 770 507 6777 for pricing.

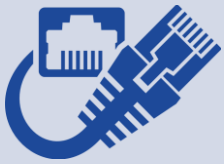
Sub Total _____

Del Fee 10%_____

Total _____

Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services

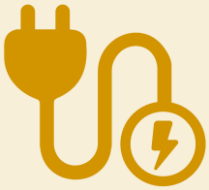
To review and order our services visit
https://orders.smartcitynetworks.com

Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services

Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



Electrical Services

- Duplex Outlets
- Flood Lights
- 120/208/480 Services

Plumbing Service

- Compressed Air
- Water fill and drain
- Natural Gas Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.

STAGING SOLUTIONS
EVENTS • MEDIA • ACTIVATIONS

Staging Solutions at GRB
1001 Avenida de las Americas
Houston, TX 77010

GRB Rigging Approval Form

All rigging and/or hanging requests are only authorized for installation if this form has been countersigned and drawings have been approved by the George R. Brown Convention Center and Staging Solutions at GRB. The original copy of this form is to be forwarded to Staging Solutions at GRB along with drawings by those intending to suspend systems. Services Requested on this form are for the single event listed. We can provide a secure direct upload link as needed if the packet is too large to send via email.

"The Client" will be identified by the company named in the signature section below.

Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

Rigging Information

	Date:	Start Time:	End Time:
Installation			
Removal			
Description and dimensions of material and /or equipment to be rigged (see Terms & Conditions for drawings required)			
Rigging Location:			
Total Weight:	No. of Hanging points:	Max Weight of each hanging point:	

Staging Solutions at GRB
1001 Avenida de las Americas
Houston, TX 77010

Third Party Authorization Form

For use by Licensee Appointed Contractor:

We understand and agree that we, the Licensee of the George R. Brown Convention Center, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this third-party agreement. In the event that 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 Licensees' company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

	All Services		Structural Rigging
	Exclusive House Services		Banner and Sign Hanging
	Onsite Equipment Additions		Lift Rentals
	Technical/Supplemental Labor		Other

Your signature below denotes acceptance of all terms and conditions included in this document and attachments.

Licensee Company Name:
Licensee Representative Name:
Licensee Company Name:
Rigging Location:
Third Party Billing Address:
City, State, Zip Code:
Phone:
Fax:
Email:
Licensee Signature:

Staging Solutions at GRB
1001 Avenida de las Americas
Houston, TX 77010

Liability Waiver, Release & Covenant not to sue

For purposes of this contract, “Staging Solutions” means Staging Solutions, Inc., and Staging Solutions at GRB, and their employees, directors, officers, agents and assigns, affiliated companies, related entities including but not limited to any subcontractors Staging Solutions may appoint.

Staging Solutions In consideration of Staging Solutions permitting my involvement in the below-described activity (hereinafter referred to as “Activity”), the undersigned:

1. HEREBY AGREES that prior to participating in the Activity, he or she will inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, he or she will immediately advise Staging Solutions of such condition(s) and refuse to participate. Further, the undersigned agrees that he or she knows how to safely operate and/or use any equipment, and acknowledges that Staging Solutions has no responsibility for training and/or instructing the undersigned on the use and/or operation of equipment.

PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE CONDITION OF ANY EQUIPMENT INVOLVED IN THE ACTIVITY.

2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Staging Solutions, Show Management, and if applicable, owners and lessors of the premises, all of which are hereinafter referred to as “releasees” from all liability to the undersigned, his or her employer, his or her personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is participating in the Activity.

3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost (including attorneys' fees) they may incur due to the undersigned's participation in the Activity and WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

4. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN THE ACTIVITY.

5. THE UNDERSIGNED further expressly acknowledges and fully understands that the Activity involves specific risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the undersigned's own actions, inactions or negligence, but the actions, inactions or negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Activity is conducted and

that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

(Activity) Operation of Man-Lift, Scissor Lift or Boom Lift

Please describe in detail:	
Name:	Employer:
Signed individually and as Agent of the Employer:	
Date:	

The Client shall provide and maintain in full force and effect, for the duration of the Term and any Renewal Term, at least the following insurance and limits of liability:

a. Commercial General Liability	Combined single limit of $1,000,000 per occurrence, subject to a general aggregate of $2,000,000
b. Automobile Liability Insurance	$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage
c. Workers' Compensation	In the minimum amount required by the applicable Workers' Compensation statute. In the absence of the Workers' Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers' Compensation Act.
d. Employer's Liability	Bodily Injury by accident $1,000,000 (each accident); Bodily Injury by disease $1,000,000 (policy limit); and Bodily Injury by disease $1,000,000 (each employee)

A certificate of insurance shall be furnished to the SSGRB at least 10 business days before the commencement of the project and must include the SSGRB as additional insureds by the names listed in Exhibit A, except those for Workers' Compensation. Each policy must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against the other party by the names listed on this agreement.

Staging Solutions at GRB
1001 Avenida de las Americas
Houston, TX 77010

Exhibit A

Liability Requirements	
General Aggregate Limit	$ 2,000,000
Products Completed Operations Limit	$1,000,000
Personal & Advertising Injury Limit	$1,000,000
Each Occurrence Limit	$1,000,000
Damage to Rented Premises	$100,000
Owned/Hired/Non-Owned Automobile-CSL	$1,000,000

Statutory Workers' Compensation including Employer's Liability Insurance
In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers Compensation Act.

On-Site Property
Staging Solutions Inc. is not responsible for damage or theft of any equipment on site.

Description of Operations | Locations | Vehicles | Special Provisions
The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder when required by written contract. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature when required by written contract.

Certificate Holders	Please send certificate of insurance to:
Staging Solutions, Inc., including all its subsidiaries 2014 Lou Ellen Ln. Houston, TX 77018	

A certificate of insurance shall be furnished to the other party at least 10 business days before the commencement of the project.

Staging Solutions at GRB
1001 Avenida de las Americas
Houston, TX 77010

I have reviewed the rigging requirements for the above event. Based on the information provided to me, the rigging meets the building guidelines set forth by the architect. The Client hereby certifies and guarantees that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely, and has been constructed to meet all applicable regulations and safety measures. All weights and measurements are accurate at this time of submittal and any changes to equipment and/or placement will be reflected in a revised drawing.

Authorized Client Signature _____ Date _____

Staging Solutions has reviewed the attached rigging requirements for the above event. Based on the information provided to Staging Solutions by the Client, the rigging meets the building guidelines set forth by the architect.

Staging Solutions at GRB Audio Visual _____ Date _____

Shepard AV AUDIO VISUAL

ISA Leading the Channel Forward™

the YOU! experience

ISA Convention 2019

George R. Brown Convention Center - Houston, TX

April 7-8, 2019

Discount Deadline Friday, March 29, 2019

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

Event Code: T160000419

Send your order to:

email expo@shepardav.com

phone (404) 720-8672

fax (404) 567-4953

mail 1177 Logan Circle, NW Atlanta, GA 30318

Shepard AV

Video/DATA Equipment

Qty	Item	Discount	Regular	Total	Choose Monitor Stand Type:			
	24" LCD/Flat Screen Monitor	$175.00	$227.50		Table Top		Wall Mounted	
	32" LCD/Flat Screen Monitor	$300.00	$390.00		Table Top		Wall Mounted	
	42" LCD/Flat Screen Monitor	$325.00	$422.50		Table Top		Wall Mounted	
	46" LCD/Flat Screen Monitor	$650.00	$845.00		Table Top		Wall Mounted	
	55" LCD/Flat Screen Monitor	$750.00	$975.00		Table Top		Wall Mounted	
	60" LCD/Flat Screen Monitor	$1,000.00	$1,300.00		Table Top		Wall Mounted	
	75" LCD/Flat Screen Monitor	$1,500.00	$1,950.00		Table Top		Wall Mounted	
	90" LCD/Flat Screen Monitor	$2,500.00	$3,250.00		Table Top		Wall Mounted	

Touchscreen Displays

Qty	Item	Discount	Regular	Total
	32" Touchscreen Table Top	$800.00	$1,040.00	
	32" Touchscreen Mounted	$800.00	$1,040.00	
	46" Touchscreen Table Top	$1,300.00	$1,690.00	
	46" Touchscreen Mounted	$1,300.00	$1,690.00	

Accessories

Qty	Item	Discount	Regular	Total
	HDMI Cable	$25.00	$32.50	
	LCD Monitor Floor Stand Dual Post	$100.00	$130.00	
	LCD Mounting Bracket	$75.00	$97.50	

Computing

Qty	Item	Discount	Regular	Total
	Desktop Computer with Monitor	$250.00	$325.00	
	Laptop Computer Windows Based	$250.00	$325.00	
	Apple iPad	$175.00	$227.50	
	iPad Floor Stand- White	$150.00	$195.00	
	Apple 21.5" iMac	$300.00	$390.00	
	Apple 15" MacBook Pro	$275.00	$357.50	
	Apple 17" MacBook Pro	$525.00	$682.50	

Additional Audio Visual Equipment

Qty	Item	Discount	Regular	Total
	8' Tripod Screen	$150.00	$195.00	
	Projector Support Package	$150.00	$195.00	
	4K Meeting Room Projector	$275.00	$357.50	
	Wireless Microphone	$350.00	$455.00	
	Small High Performance PA System (includes 2 speakers w/ stands and mixer)	$225.00	$292.50	

Please Complete:

Onsite Contact _____

Cell Phone _____

Email Address _____

Install Date _____

Install Time _____

Dismantle Date _____

Dismantle Time _____

Not sure what you need? Contact our friendly AV Team for advice!

Jordan L. Baker
404-720-8672
jlbaker@shepardav.com

20% Labor Charge--Added to all orders--Includes delivery, install, dismantle

Item	20% of order or $125 min
Delivery, Install, Dismantle	

Total AV: $ _____

20% Labor Charge ($125 min) Includes Delivery, Install, Dismantle $ _____

NA Tax*: $ _____

Amount Due: $ _____

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

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

Company Name: _____ Booth # _____

Contact Name

Please Sign ✖

Contact Email Address

AMERICAN TRADESHOW SERVICES

Network Innovate Motivate

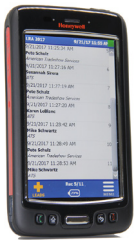
ISA Convention 2019
April 6-8, 2019
George R. Brown Convention Center
Houston, TX

ATS
217 General Patton Ave.
Mandeville LA, 70471

Lead Retrieval Order Form

DISCOUNT DEADLINE: FRIDAY, MARCH 8, 2019

CHOOSE YOUR UNIT(S)



Mobile Plus™

- Wireless Handheld Unit
- Cellular connected
- Large Touch Sceen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - $55 savings!
- Extended Battery Life

$359.00 (Before 3/8/2019) ☐

$409.00 (Show Rate) ☐

_____ (# of Units)

iPad® Mini Plus™

- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

$449.00 (Before 3/8/2019) ☐

$499.00 (Show Rate) ☐

_____ (# of Units)

**Uploads Leads Automatically when (devices) have internet connectivity*

LeadsPlus™ App

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
  Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

$359.00 (First License) ☐

$99.00 (Additional License) ☐

_____ (# of Units)

**Uploads Leads Automatically with internet connectivity*

APP BUNDLE OPTIONS 3 Pack Bundle $499.00 ☐ 6 Pack Bundle $799.00 ☐ 10 Pack Bundle $999.00 ☐

_____ (App Bundle Total)

ADDITIONAL SERVICES FOR THE MOBILE PLUS

Z Printer Plus™ *1 per unit ordered	$75.00 (Before 3/8/2019)	$95.00 (Show Rate)	☐ _____
Custom Survey *1 per unit ordered	$60.00 (Before 3/8/2019)	$80.00 (Show Rate)	☐ _____
Delivery & Setup OPTIONAL *Not for app	$65.00 (Before 3/8/2019)	$85.00 (Show Rate)	☐ _____

ADD IT UP

Sub-Total= _____

Add HOUSTON Sales Tax + 8.25% = $ _____

Texas Franchise Fee + 1% = $ _____

Total Due (in US funds) = $ _____

COMPANY _____ BOOTH NO. _____

EMAIL _____

ALTERNATE EMAIL _____

*These emails will be sent login credentials to access leads

ADDRESS _____ CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____ PHONE NO. _____

ONSITE CONTACT _____ ONSITE CELL PHONE _____

Visit Us at: www.american-tradeshow.com
Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-809-0600, ext. #777 Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

Click HERE to Order Online
Username: ISA2019
Password: 4719

Network Innovate Motivate

ISA Convention 2019
April 6-8, 2019
George R. Brown Convention Center
Houston, TX

ATS
217 General Patton Ave.
Mandeville LA, 70471

Payment Authorization Form

***A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

COMPANY _____

ORDER CONTACT _____

EMAIL FOR INVOICE _____

PHONE NUMBER _____

Choose Payment Method:

○ To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

○ To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

○ To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

✱ Credit Card Details *Required For All Orders

☐ AMERICAN EXPRESS
☐ MasterCard
☐ VISA

☐ Use As Security Deposit Only

Cardholder Name: _____

Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____

! Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online.
OR Visit us at:
www.american-tradeshow.com
Username: **ISA2019**
Password: **4719**
EMAIL ORDERS TO:
orders@american-tradeshow.com
FAX:
985-809-1888
SEND CHECKS TO:
American Tradeshow Services
ATTN: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471
QUESTIONS?
Call 985-809-0600, ext. #777