



Shepard Exposition Services
 7079 Oakland Mills Rd, Columbia, MD 21046
 Customer Service Phone: (410) 737-9270
 Customer Service Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

United Soccer Coaches Convention
January 16 - 18, 2018
Pennsylvania Convention Center, Philadelphia, PA
 Event Code: M169220118

STANDARD BOOTH PACKAGE

Items provided for each 10'x10' booth: 8' High backwall drape, 3' High sidewall drape
 7" x 44" Cardstock Identification Sign
 (1) 6' Skirted Table - Black
 (2) Side Chairs
 (1) Wastebasket

Show drape color(s): Grey
 Booth carpet color: Eclipse
 Aisle carpet color: Red

****Island booths will receive two (2) of the booth packages listed above without pipe and drape****

PARTNER BOOTH PACKAGE

Items provided for each 10'x10' booth: 8' High backwall drape, 3' High sidewall drape
 7" x 44" Cardstock Identification Sign
 (1) 6' Skirted Table - Black
 (2) Side Chairs
 (1) Wastebasket

Show drape color(s): Black
 Booth carpet Color: Grey
 Aisle carpet Color: Blue

****Island booths will receive two (2) of the booth packages listed above without pipe and drape****

EXHIBIT SHOW SCHEDULE

| | | |
|----------------------------|-----------------------------|--------------------|
| General Exhibitor Move-in: | Tuesday, January 16, 2018 | 12:00 PM - 5:00 PM |
| | Wednesday, January 17, 2018 | 8:00 AM - 9:00 PM |
| | Thursday, January 18, 2018 | 8:00 AM - 12:00 PM |
| Exhibit Hours: | Thursday, January 18, 2018 | 5:00 PM - 9:00 PM |
| | Friday, January 19, 2018 | 9:00 AM - 5:00 PM |
| | Saturday, January 20, 2018 | 10:00 AM - 4:00 PM |
| Exhibitor Move-out: | Saturday, January 20, 2018 | 4:00 PM - 11:00 PM |
| Freight Re-route Time: | Saturday, January 20, 2018 | 10:00 PM |

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, December 21, 2017
 Discount price deadline for standard Shepard orders: Thursday, December 28, 2017
 Discount price deadline for custom Shepard rentals: Tuesday, December 19, 2017
 First day for warehouse deliveries without a surcharge: Thursday, December 21, 2017
 Last day for warehouse deliveries without a surcharge: Tuesday, January 9, 2018
 Last day for warehouse deliveries: Friday, January 12, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

Please Note: The warehouse will be closed on Monday, December 25th, 2017 and Monday January 1st, 2018

First day freight can arrive at show facility: Tuesday, January 16, 2018 at 8:00 AM

Please Note: No shipments will be accepted on Monday, January 15th, 2018 due to the holiday.

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
 United Soccer Coaches Convention
 UPSF - Shepard Expo c/o Marano
 9820 Blue Grass Rd
 Philadelphia, PA 19114

Direct Shipments Address

c/o Shepard Exposition Services
 [Exhibiting Co. Name & Booth Number]
 United Soccer Coaches Convention
 Pennsylvania Convention Center, Hall A - B
 1101 Arch St
 Philadelphia, PA 19107

**Warehouse receiving hours are:
 Monday – Friday 8:00 AM – 2:00 PM**

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



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ONLINE ORDERING INSTRUCTIONS

United Soccer Coaches Convention


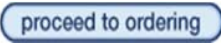
January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA


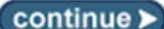
Event Code: M169220118

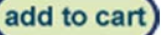
ATTENTION EXHIBITORS

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


- GO TO:** www.shepardes.com/intro.asp
- Click on [United Soccer Coaches Convention](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
 - NEW users:** User name = Your Email Address (provided by Show Management)
Password = USCC18
 - Previous users:** User name = Your Email Address
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
 - If your information is correct, click 
 - OR
 - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

(410) 737-9270

baltimore@shepardes.com

Exhibitor Rules and Regulations - 2018 United Soccer Coaches Convention

Please Read Carefully. All Exhibitors Are Subject to the Following Rules:

1. Booth Design:

- Second-story booth construction is not permitted (i.e. no stairs), with the exception of United Soccer Coaches official sponsor/supplier.
- In-line Booths: all exhibit fixtures, components and identification signs will be permitted to a maximum height of 10'. All display fixtures over 4' in height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. When standing at the end of an aisle, there must be a clear sightline of 5' from the aisle into each booth in that aisle.
- Island Booths: Exhibit fixtures, towers and components will be permitted to a maximum height of 18', with the exception of the association's official sponsor/supplier.
- Hanging identification signs and graphics will be permitted to a maximum of 22' from the floor to the top of the sign, with the exception of the association's official sponsor/supplier.
- The association reserves the right of approval of any and all exhibitor promotions and/or displays.

2. Exhibitor Receptions and Outside Functions: No non-association function involving more than 100 Convention registrants, through private invitation or open to the public, may be scheduled during a) Exhibit hours Thursday evening, 5:00 to 9:00 p.m.; b) Annual Meeting c) Friday Honor Awards Banquet, 6:00 to 10:00 p.m.; and d) Saturday All-America Banquet, 12:00 to 2:30 p.m.

3. Hospitality Suites: Hospitality suites at all Convention-contracted hotels are available to exhibitors and Convention participants ONLY, approved by the association, from reservation lists provided to the housing bureau.

4. Admission Badges:

- Exhibitor Badges: Each 10x10 booth is allotted 4 exhibitor badges total. The exhibitor badge and holder allows access to the exhibit floor during set-up, tear-down and one hour before regular show hours. Badges must be visibly worn at all times while on the exhibit hall floor. Companies will be assessed a \$50.00 per badge charge for any additional badges requested on site, or for any changes to the Badge Request Form which requires issuing badge(s) at the Convention. The association cashier must receive this payment before the badge will be issued. Acceptable forms of payment include cash, company check or credit card (Visa, Mastercard, American Express and Discover).
- Exhibitor Appointed Contractors (EAC) will be able to pick up temporary work badges for access onto the show floor for installation/dismantle purposes. If contractors require access to the show on show dates, exhibitors must register them as exhibitor personnel.
- Any imprinting, defacing or alteration of the Convention registration badges is prohibited. Badges for the United Soccer Coaches Convention are non-transferable and non-refundable.
- **All exhibitors agree to supply proper names for each exhibitor badge by deadlines requested.**

5. Show Hours: All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show January 21, 2018 at 4:00 p.m. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

6. Distribution of Literature and Promotional Items: Exhibitor personnel, including models, hostesses and any other hired help, are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted space. This restriction includes convention center lobby space, other booths, sidewalks outside the convention center, as well as hotel locations in conjunction with the event. The distribution of any item that interferes with the activities in or obstructs access to neighboring booths, of that impedes the flow of traffic in the aisles, is prohibited. All sales literature representing NON-EXHIBITING companies will be excluded from distribution at the Convention. Companies or persons doing so will be excluded from exhibiting at future Conventions and their literature will be removed immediately.

7. Demonstrations and Promotional Activities: As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display product presentation and demonstration areas to ensure compliance. Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs, separately or as part of their attire must remain in their contracted exhibit space. Show Management may stop all further demonstrations and promotional activities, including participatory led generation activities or traffic builders, by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.

8. Sound/Music: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of 85dB will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, Show Management has the option to disconnect the electrical power to that booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.

9. Children: No one under the age of twenty-one is allowed in the exhibit hall on Thursday night during the Exhibit Hall Grand Opening. During move-in and move-out, no one under the age of eighteen may work within or be in the hall.

10. United Soccer Coaches Marks: No logo or trademark logo may be used in conjunction with the United Soccer Coaches logo, without written approval of the association.

11. Violations: United Soccer Coaches reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable. The association will prohibit or remove any exhibit which, in the sole opinion of the association, may detract from the general character of the show as a whole, or consists of products and/or services inconsistent with the purpose of the show, without liability for any refunds or other exhibit expenses incurred. In the event the exhibitor violates any rules or regulations of the show, the association has, at all times, the right to regain the immediate possession of any space, and all payments shall be forfeited.

12. Subletting: Booths can not be sublet without the prior approval of the association's Exhibit Manager. If approval to sublet a booth has been granted, the subletter must pay the full price for the entire space reserved booth. The subletter must also pay the association the full price for the booth space they are taking over. Violation of this rule will result in both companies losing their booth space in the Exhibit Hall for the upcoming Convention and no refunds will be given.

13. The following steps will be taken to handle any violations:

1st Violation: Verbal Warning and/or written warning from Show Management

2nd Violation: Verbal warning and written warning from Show Management

3rd Violation: \$100 fine payable by opening the next day. Any fine incurred on Saturday will be due prior to registering for next year's show.

14. Payments for booth may not be transferred to future Conventions or other areas of the Convention. No Exceptions.



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PAYMENT AUTHORIZATION

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

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

WIRE TRANSFER

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

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

Name of show that you are attending - **United Soccer Coaches Convention**
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

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

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ BOOTH # _____
COMPANY ADDRESS: _____ PHONE: _____
CITY, ST, ZIP: _____ FAX: _____
CONTACT NAME: _____ EMAIL: _____

CREDIT CARD INFORMATION

Type of Card: Pay by Check* Pay by Wire*

Credit Card #: Expiration Date:
Month Year

Billing Address: _____ Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in? Yes No

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

Please submit tax exemption certificate to: baltimore@shepardes.com



SHEPARD TERMS & CONDITIONS

United Soccer Coaches Convention

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when 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.

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



THIRD PARTY PAYMENT AUTHORIZATION

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United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

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

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

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

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

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

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

SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): _____

Material Handling *Please complete the Material Handling Authorization Form

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiration Date:

| | | | | | |
|-------|--|------|--|--|--|
| | | | | | |
| Month | | Year | | | |

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

** Are you tax exempt for the state this event occurs in? Yes No

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

Please submit tax exemption certificate to: baltimore@shepardes.com



EXHIBITOR APPOINTED CONTRACTOR

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Event Code: M169220118

Deadline Date: December 21, 2017

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

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

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

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

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as 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 CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

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

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

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

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

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

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

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

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

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

Name of Non-Official Contractor: _____

Services to be performed: _____

Contact Name: _____ Email: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____

Signature Series FABEX Booth Rentals

FX2 Package:

- 10' Wide x 8' High Full color fabric back wall with 40" high freestanding counter
- 20' Wide x 8' high Full color fabric back wall with 40" high freestanding double counter
- *Mounted monitor also available



*Optional Header can be added to 10' or 20' FX2 Packages

FX3 Package:

- 10' Wide x 8' High Full color fabric back wall with inset and (1) 40" high freestanding counter
- 20' Wide x 8' High Full color fabric back wall with (1) 40" high freestanding single counter



Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.



Package Options and Pricing

| FABEX Signature FX2 Options | | |
|-----------------------------|----------------------------------|----------|
| QTY | Item Description | Standard |
| 66534 | 10' Backwall Package | 3277.85 |
| 66536 | 20' Backwall Package | 5681.60 |
| 66542 | 10' Backwall package with Header | 4010.85 |
| 66544 | 20' Backwall Package with Header | 6337.25 |

| FABEX Signature FX3 Options | | |
|-----------------------------|----------------------|----------|
| QTY | Item Description | Standard |
| 66538 | 10' Backwall Package | 4807.55 |
| 66540 | 20' Backwall Package | 7255.00 |

** Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!

| Qty | Price |
|-------|---------|
| 66546 | 1500.00 |

(Please note: Maximum 42" monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

| | | |
|---------------------------------|----|-------|
| Total FABEX Signature Packages: | \$ | _____ |
| 8.000% Tax*: | \$ | _____ |
| Amount Due: | \$ | _____ |

Authorized Signature: _____



(410) 737-9270

(410) 737-9274

baltimore@shepardes.com

EVENT CODE
M169220118

DISCOUNT DEADLINE
December 19, 2017

Signature Series FABEX Backlit Booth

*Freestanding 10' or 20' Backlit backwall
with full color graphics*

**FX1 - 10' Wide x 8' High Freestanding
Backlit Wall with full color graphics**



(66530)

FX1 also available in:
20' Wide x 8' High (66532) 30'
Wide x 8' High (66547)

**FX1L- 10' Wide x 8' High Backlit wall with
(1) Endcap and full color graphics**



(66531)

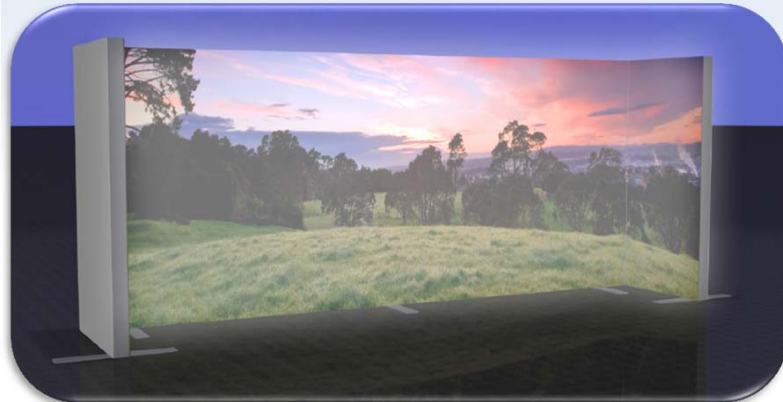
**FX1.2L - 20' Wide x 8' High Backlit wall with (1)
Endcap and full color graphics**



(66533)

**Endcap measures 1 Meter Wide x 8' High

**FX1U - 20' Wide x 8' High Backlit wall with (2)
Endcaps and full color graphics**



**Endcaps measure 1 Meter Wide x 8' High

(66549)

**FX1F - Backlit Freestanding Panel
Available in Double sided or Single sided**



(66548)

Package Options and Pricing

| FABEX Signature FX1 Options | | |
|-----------------------------|-------------------------------------|----------|
| QTY | Item Description | Standard |
| 66530 | FX1-10' Freestanding Backlit Wall | 3305.15 |
| 66532 | FX1.2-20' Freestanding Backlit Wall | 5108.00 |
| 66547 | FX1.3-30' Freestanding Backlit Wall | 6910.85 |

| FABEX Signature FX1 Options | | |
|-----------------------------|-------------------------------------|----------|
| QTY | Item Description | Standard |
| 66531 | FX1L-10' Backlit Wall with Endcap | 3956.25 |
| 66533 | FX1.2L-20' backlit Wall with Endcap | 5759.10 |
| 66549 | FXU-20' Backlit Wall with Endcaps | 6410.05 |
| 66548 | FX1F- Freestanding Backlit Panel | 1302.05 |

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.
Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

Company Name: _____
Contact Name: _____
Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages: \$ _____
8.000% Tax*: \$ _____
Amount Due: \$ _____

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.



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EVENT CODE
M169220118

DISCOUNT DEADLINE
December 19, 2017

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table



Available Colors:

Lighting & Accessories



Natural Feel Furniture

| Qty. | Item | Discount | Regular | Amount |
|-------|---------------------------------|----------|---------|--------|
| 50704 | Natural Feel Business Chair | 215.70 | 280.40 | |
| 50705 | Natural Feel Business Stool | 262.65 | 341.45 | |
| 50706 | Natural Feel Business Table 30" | 440.75 | 573.00 | |
| 50707 | Natural Feel Business Table 40" | 459.50 | 597.35 | |

Natural Feel Accessories

| Qty. | Item | Discount | Regular | Amount |
|-------|-------------------------------|----------|---------|--------|
| 50709 | Natural Feel Floor Lamp | 234.40 | 304.70 | |
| 50710 | Natural Feel Table Lamp | 168.85 | 219.50 | |
| 50708 | Natural Feel Waste Receptacle | 103.15 | 134.10 | |

Fabric Table Covers (50700)

| Qty. | Item | Discount | Amount |
|------|-------------------------------------|----------|--------|
| | White - Fabric Table Cover w/ Table | 365.80 | |
| | Red - Fabric Table Cover w/ Table | 365.80 | |
| | Blue - Fabric Table Cover w/ Table | 365.80 | |
| | Black - Fabric Table Cover w/ Table | 365.80 | |

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: _____
Contact Name: _____
Booth Number: _____ Phone Number: _____

| | |
|------------------------------|----|
| Total Signature Furnishings: | \$ |
| 8.000% Tax*: | \$ |
| Amount Due: | \$ |

Authorized Signature: _____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order. *All tax rates are subject to change.



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baltimore@shepardes.com

EVENT CODE
M169220118

DISCOUNT DEADLINE
December 19, 2017

Signature Series Flooring

Elevated
Hardwood Flooring

Premium Plush Carpet
50 oz.



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

Premium Plush Carpet (46004)

| Sq. Ft. | Item | Per Sq. Ft. | Amount |
|---------|---------------|-------------|--------|
| (03) | White | 14.25 | |
| (06) | Black | 14.25 | |
| (74) | Crimson | 14.25 | |
| (35) | Dark Grey | 14.25 | |
| (91) | Electric Blue | 14.25 | |
| (34) | Silver Dollar | 14.25 | |
| (33) | Sand | 14.25 | |
| (22) | Navy | 14.25 | |

Actual colors may vary

Premium Vinyl Floor (46005)

| Sq. Ft. | Item | Per Sq. Ft. | Amount |
|---------|---------------|-------------|--------|
| (83) | Light Maple | 14.25 | |
| (84) | Rustic Cherry | 14.25 | |
| (80) | Blackwood | 14.25 | |
| (31) | Ivory | 14.25 | |
| (85) | Barnwood | 14.25 | |
| (82) | Checkerboard | 14.25 | |

Elevated Hardwood Floor

| Sq. Ft. | Item | Per Sq. Ft. | Amount |
|---------|-------------------------------------|-------------|----------------|
| 50712 | Light Oak - Elevated Hardwood Floor | | Call for Quote |
| 50711 | Dark Oak - Elevated Hardwood Floor | | Call for Quote |

* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.
 Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

| | |
|---------------------------|----|
| Total Signature Flooring: | \$ |
| 8.000% Tax*: | \$ |
| Amount Due: | \$ |

Authorized Signature: _____



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baltimore@shepardes.com

EVENT CODE
M169220118

DISCOUNT DEADLINE
December 28, 2017

Booth Cleaning

Carpet is delivered clean, but may become dirty during setup.
Booth cleaning is suggested at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancellations must be received 48 hours prior to show opening

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming



| Vacuum Once | | | | |
|-------------|---------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47050 | 0-399 sq ft | 0.75 | 1.00 | |
| 47051 | 400-900 sq ft | 0.70 | 0.90 | |
| 47052 | 900+ sq ft | 0.65 | 0.85 | |

| Vacuum Once with One Touch Up | | | | |
|-------------------------------|---------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47045 | 0-399 sq ft | 0.85 | 1.10 | |
| 47046 | 400-900 sq ft | 0.80 | 1.05 | |
| 47047 | 900+ sq ft | 0.75 | 1.00 | |

*Touch Up Service Date: _____

| Daily Vacuum | | | | |
|--------------|---------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47055 | 0-399 sq ft | 2.25 | 2.95 | |
| 47056 | 400-900 sq ft | 2.05 | 2.65 | |
| 47057 | 900+ sq ft | 1.85 | 2.40 | |

Porter Service



| Booth Porter Services | | | | |
|-----------------------|----------------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47030T | Porter Service Once | 0.40 | 0.50 | |
| 47031T | Daily Porter Service | 1.25 | 1.65 | |

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

Mopping/Shampooing



| Mopping | | | | |
|---------|---------------------------------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47042 | Once Before Initial Opening per sq ft | 0.90 | 1.15 | |
| 47022 | Daily per sq. ft. | 2.40 | 3.10 | |

| Shampooing | | | | |
|------------|---------------------------------------|----------|--------|--|
| Sq Ft | Item | Discount | Amount | |
| 47003 | Once Before Initial Opening per sq ft | 0.90 | 1.15 | |

Display Wipe Down



| Display Wipe Down *2 hr minimum per day | | | | |
|---|-----------------------------|--------|--------|--|
| Hours | Item | ST | OT | |
| 47043 | Once Before Initial Opening | 162.00 | 244.00 | |
| Hrs per day | Item | ST | OT | |
| 47044 | Daily service | 162.00 | 244.00 | |

Date _____ Start Time _____

Date _____ Start Time _____

Date _____ Start Time _____

Date _____ Start Time _____

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

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Cleaning: \$ _____

8.000% Tax*: \$ _____

Amount Due: \$ _____

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

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BOOTH CARPETING

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

Booth Carpet is included in Booth Package.

Carpet lends the booth a warm, inviting atmosphere.

Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:



Red
(01)



Silver Cloud
(18)



Deep Navy
(22)



Charcoal
(17)



Black
(06)



Beige
(14)

| Qty. | Item | Discount | Regular | Amount |
|-------|--------------------|----------|---------|--------|
| 46001 | Rental/sq ft | 10.00 | 13.00 | |
| 46003 | Rental 1000+/sq ft | 8.70 | 11.30 | |

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

PURCHASED PREMIUM CARPET

| Qty. | Item | Discount | Regular | Amount |
|-------|----------------|----------|---------|--------|
| 46002 | Purchase/sq ft | 24.50 | 31.85 | |

Minimum 100 sq. ft. is required. No refunds on cancellations.
Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

PADDING & VISQUEEN

| Qty. | Item | Discount | Regular | Amount |
|-------|--------------|----------|---------|--------|
| 50009 | 1/2" Padding | 1.80 | 2.35 | |
| 50008 | 1" Padding | 3.55 | 4.60 | |
| 50010 | Visqueen | 0.50 | 0.65 | |

EXPO CARPET - 13 OZ.

Choose Color:



Red
(01)



Blue
(05)



Tuxedo
(50)



Black
(06)



Teal
(13)



Burgundy
(07)

| Qty. | Item | Discount | Regular | Amount |
|-------|-----------|----------|---------|--------|
| 50255 | 10' x 10' | 349.45 | 454.30 | |
| 50256 | 10' x 20' | 652.15 | 847.80 | |
| 50257 | 10' x 30' | 972.65 | 1264.45 | |
| 50258 | 10' x 40' | 1293.15 | 1681.10 | |

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

SPECIAL CUT EXPO CARPET

| Qty. | Item | Discount | Regular | Amount |
|-------|-----------------|----------|---------|--------|
| 50580 | 0 - 399 sq ft* | 6.60 | 8.60 | |
| 50581 | 400 - 900 sq ft | 6.00 | 7.80 | |
| 50582 | 900+ sq ft | 5.45 | 7.10 | |

Rental includes installation and removal of carpet and visqueen protective covering.

*Minimum 100 square feet

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

| | | |
|-----------------|----|----------------------|
| Total Carpeting | \$ | <input type="text"/> |
| 8.00% Tax: | \$ | <input type="text"/> |
| Amount Due: | \$ | <input type="text"/> |

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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EXPO FURNISHINGS

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

SKIRTED TABLES

| Code | Qty. | Color | Size | Discount | Regular | Amount |
|-------|------|-------|--------------|----------|---------|--------|
| 50042 | | | 4'L X 30"H | 194.85 | 253.30 | |
| 50046 | | | 6'L X 30"H | 239.45 | 311.30 | |
| 50050 | | | 8'L X 30"H | 303.60 | 394.70 | |
| 50043 | | | 4'L X 42"H | 236.80 | 307.85 | |
| 50047 | | | 6'L x 42"H | 303.30 | 394.30 | |
| 50051 | | | 8'L x 42"H | 356.70 | 463.70 | |
| 50052 | | | 4th Side 30" | 118.45 | 154.00 | |
| 50171 | | | 4th Side 42" | 118.45 | 154.00 | |

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

UNSKIRTED TABLES

| Code | Qty. | Size | Discount | Regular | Amount |
|-------|------|------------|----------|---------|--------|
| 50040 | | 4'L X 30"H | 138.80 | 180.45 | |
| 50044 | | 6'L X 30"H | 165.65 | 215.35 | |
| 50048 | | 8'L X 30"H | 195.25 | 253.85 | |
| 50041 | | 4'L X 42"H | 156.35 | 203.25 | |
| 50045 | | 6'L x 42"H | 195.25 | 253.85 | |
| 50049 | | 8'L x 42"H | 217.95 | 283.35 | |

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

| Code | Qty. | Color | Size | Discount | Regular | Amount |
|-------|------|-------|------------|----------|---------|--------|
| 50082 | | | 4'L X 6"H | 78.55 | 102.10 | |
| 50084 | | | 6'L X 6"H | 101.30 | 131.70 | |
| 50086 | | | 8'L X 6"H | 135.75 | 176.50 | |
| 50083 | | | 4'L X 12"H | 170.10 | 221.15 | |
| 50085 | | | 6'L x 12"H | 211.80 | 275.35 | |
| 50087 | | | 8'L x 12"H | 235.90 | 306.65 | |

UNDRAPED RISERS

| Code | Qty. | Size | Discount | Regular | Amount |
|-------|------|------------|----------|---------|--------|
| 50076 | | 4'L X 6"H | 40.40 | 52.50 | |
| 50078 | | 6'L X 6"H | 56.85 | 73.90 | |
| 50080 | | 8'L X 6"H | 73.55 | 95.60 | |
| 50077 | | 4'L X 12"H | 78.40 | 101.90 | |
| 50079 | | 6'L x 12"H | 112.00 | 145.60 | |
| 50081 | | 8'L x 12"H | 136.75 | 177.80 | |

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

STANDARD SEATING



| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|--------------|----------|---------|--------|
| 50020 | | Side Chair | 126.55 | 164.50 | |
| 50021 | | Arm Chair | 172.55 | 224.30 | |
| 50024 | | Stool w/back | 210.30 | 273.40 | |

STANDARD ACCESSORIES



| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|-----------------|----------|---------|--------|
| 50091 | | Wastebasket | 34.50 | 44.85 | |
| 50094 | | Floor Easel | 70.00 | 91.00 | |
| 50245 | | Literature Rack | 258.60 | 336.20 | |



| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|--------------|----------|---------|--------|
| 50175 | | Bag Rack | 342.45 | 445.20 | |
| 50092 | | Coat Rack | 121.60 | 158.10 | |
| 50093 | | Garment Rack | 342.45 | 445.20 | |



| Code | Qty. | Item | Discount | Regular | Amount |
|-------|------|------------------------|----------|---------|--------|
| 50427 | | LensabARRIER Stanchion | 144.45 | 187.80 | |
| 50095 | | Sign Holder, 22x28 | 159.60 | 207.50 | |

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

| | | | | | |
|-------|--|-----------------|-------|-------|--|
| 50058 | | Sateen Skirting | 26.80 | 34.85 | |
|-------|--|-----------------|-------|-------|--|

Please select sateen color from below:

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

| | |
|-------------------------|----|
| Total Expo Furnishings: | \$ |
| 8.000% Tax*: | \$ |
| Amount Due: | \$ |



SPECIALTY FURNISHINGS & ACCESSORIES

Shepard Exposition Services

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United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

SPECIALTY CHAIRS AND TABLES



| Qty. | Item | Discount | Regular | Amount |
|-------|------------------|----------|---------|--------|
| 51086 | Director's Chair | 130.90 | 170.15 | |
| 51090 | Director's Stool | 233.85 | 304.00 | |
| 51089 | Ped. Table, 42" | 349.80 | 454.75 | |
| 50032 | Ped. Table, 30" | 327.10 | 425.25 | |
| 50030 | Rnd Side Table | 164.60 | 214.00 | |
| 50031 | Sq. Side Table | 164.60 | 214.00 | |

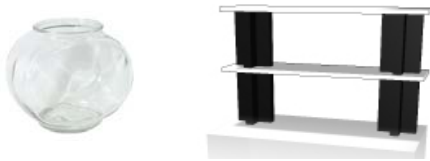
SHOWCASES



| Qty. | Item | Discount | Regular | Amount |
|-------|-----------------|----------|---------|--------|
| 50067 | Full View 4' | 1290.50 | 1677.65 | |
| 50068 | Full View 6' | 1423.35 | 1850.35 | |
| 50069 | Quarter View 4' | 1290.50 | 1677.65 | |
| 50070 | Quarter View 6' | 1423.35 | 1850.35 | |

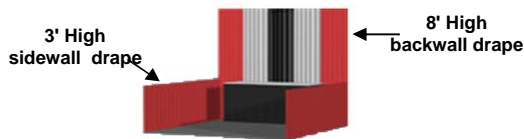
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



| Qty. | Item | Discount | Regular | Amount |
|-------|--------------------------|----------|---------|--------|
| 50185 | Drawing Bowl | 64.25 | 83.55 | |
| 50088 | 8' Upright | 45.25 | 58.85 | |
| 50349 | 6'-10' Crossbar | 30.15 | 39.20 | |
| 50348 | 7'-12' Crossbar | 30.15 | 39.20 | |
| 50296 | 4' x 12" Display Riser * | 144.60 | 188.00 | |
| 50297 | 6' x 12" Display Riser * | 179.95 | 233.95 | |

* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

| Lin. Ft. | Item | Discount | Regular | Amount |
|----------|---------|----------|---------|--------|
| 50073 | 8' High | 32.80 | 42.65 | |
| 50074 | 3' High | 24.35 | 31.65 | |

Choose Color: Minimum 10 linear feet rental required

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

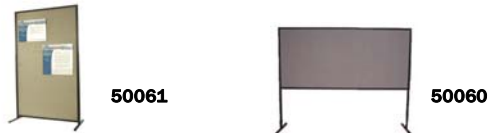
GRID AND GRID ACCESSORIES



| Qty. | Size | Discount | Regular | Amount |
|-------|----------------------|----------|---------|--------|
| 50236 | 2'x8' w/legs, each | 308.60 | 401.20 | |
| 50237 | 2'x8' w/o legs, each | 231.25 | 300.65 | |
| 50242 | 7-Ball Waterfall | 21.20 | 27.55 | |

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

VELCRO TACK BOARD



| Qty. | Item | Discount | Regular | Amount |
|-------|---------------|----------|---------|--------|
| 50060 | 4' x 8' Horz. | 417.85 | 543.20 | |
| 50061 | 4' x 8' Vert. | 417.85 | 543.20 | |

| | |
|--|----|
| Total Specialty Furnishings/Accessories: | \$ |
| 8.000% Tax*: | \$ |
| Amount Due: | \$ |

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

Soft Seating Collections

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



HOPI
HOPLV Loveseat
(gray linen)
48"L 25"D 34"H



SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17"H




Soft Seating Collections



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 27"D 30"H

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

Available in Power 



ROMA

A) CHR003 Chair
(white vinyl)
37"L 31"D 33"H
CHRPWR (Powered)

B) SFA003 Sofa
(white vinyl)
78"L 31"D 33"H
SFAPWR (Powered)



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 28"H
NPLCHP (Powered)

B) NPLLOV Loveseat
(black vinyl)
62"L 30"D 28"H
NPLLOP (Powered)

C) NPLSOF Sofa
(black vinyl)
87"L 30"D 28"H
NPLSOP (Powered)



C. 

Soft Seating Collections



HEATHROW

HS008 Sectional 3pcs

(black vinyl)
72"L 48"D 28"H



HCH08 Heathrow Chair

(black vinyl)
24"L 24"D 28"H



HC008 Heathrow Corner Chair

(black vinyl)
24"L 24"D 28"H



HEA08 Heathrow Sofa

(black vinyl)
48"L 24"D 28"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.

TANGIERS

- A) TANSOF Sofa**
(beige textured)
78"L 37"D 36"H
- B) TANCHR Chair**
(beige textured)
34"L 37"D 36"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

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

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 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.



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



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" 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 22.5"D 18"H



Detail of Electrical
Charging Outlet

Accent Chairs

KEY WEST

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



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



SWANSON

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



Accent Chairs



A.



B.



C.



D.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

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

**D) CCE
Ice Chair**
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)




VIBE CUBE
18"L 18"D 18"H

| | |
|--------------------------------|-------------------------------------|
| A) VIB09 (white vinyl) | F) VIB02 (blue vinyl) |
| B) VIB10 (black vinyl) | G) VIB08 (orange vinyl) |
| C) VIB07 (beige vinyl) | H) VIB06 (gold/bronze vinyl) |
| D) VIB04 (red vinyl) | I) VIB01 (green vinyl) |
| E) VIB05 (yellow vinyl) | J) VIB03 (pink vinyl) |

D.

C.

H.

I.

J.

E.

F.

G.

Ottomans

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

ENDLESS Square

34"L 34"D 15"H

A) END02B (black)

B) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

C) END01B (black)

D) END01W (white)

Bench Ottomans

60"L 20"D 18"H

E) BNO08 (black vinyl)

F) BNO75 (white vinyl)

G) SAL Sally Stool

(white)

12" Round 17"H

H) CUBL20 Edge

LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

Marche Swivel



Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006 (rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



B.



C.



D.



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)



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)
Cocktail Tables
 48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
 27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS

(brushed metal)
E) REGBEN Bench Table
 47"L 15.5"D 16"H,
F) REGOTT End Table
 16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)
G) E1E End Table
 24" Round 22"H
H) C1E Cocktail Table
 36" Round 17"H

OLIVER

(walnut finish)
I) EOLI End Table
 22" Round 22"H
J) COLI Cocktail Table
 47"L 27"D 19"H

RUSTIC

(wood)
K) ETBL E-Table
 21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
 16" Round 17"H
M) NEMSAC
Mosaic Tables, Set of 3
 (wood, metal)
 12"L 14"D 16"H
 16.5"L 15"D 18"H
 20.5"L 16"D 20"H

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

O) CUBTBL Edge LED
Cube Table
 (plexi top, white plastic)
 20"L 20"D 20"H
 A/C power only



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

EXECUTIVE FURNITURE

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

SEATING

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|-------------------------------|------------------------------------|----------|---------|--------|----------------------------------|----------------------------------|----------|---------|--------|
| Sofas & Sectionals | | | | | Group & Accent Chairs | | | | |
| | SO1-South Beach Sofa, P. Suede | 1272.20 | 1653.85 | | | CCE-ICE, Transparent/Chrome | 475.50 | 618.15 | |
| | HEA08-Heathrow Sofa, Black Vinyl | 1254.50 | 1630.85 | | | OCH-Madrid Black Leather | 1431.35 | 1860.75 | |
| | HS008-Heathrow 3 pc. Sectional | 3337.25 | 4338.45 | | | BCW-Madrid Chair, White | 1432.80 | 1862.65 | |
| | SFA002- Allegro Sofa | 1338.50 | 1740.05 | | | LABREA-La Brea Swivel Chair | 787.80 | 1024.15 | |
| | NPLSOF-Naples Sofa, Black Vinyl | 1603.60 | 2084.70 | | | OCB-Key West Tub, Black | 762.25 | 990.95 | |
| | NPLSOP-Naples Sofa, powered | 1950.35 | 2535.45 | | | MADGRY-Madden Arm Chair, Grey | 813.30 | 1057.30 | |
| | SO2-3pc. South Beach, P. Suede | 3054.20 | 3970.45 | | | SWAN-Swanson Swivel, White Vinyl | 685.85 | 891.60 | |
| | TANSOF-Tangiers Sofa, Beige | 1272.20 | 1653.85 | | | HOPCH-Hopi Chair, Grey Linen | 445.55 | 579.20 | |
| | SFA003-Roma Sofa, White | 1527.15 | 1985.30 | | LoveSeats | | | | |
| | SFAPWR-Roma Sofa, powered | 1950.35 | 2535.45 | | | NPLOV-Naples, Black Vinyl | 1347.20 | 1751.35 | |
| | KEYSOF-Key Largo Sofa | 905.05 | 1176.55 | | | NPLOP-Naples Loveseat, powered | 1680.10 | 2184.15 | |
| | FAIRSW-Fairfax Sofa | 915.30 | 1189.90 | | | KEYLOV-Key Largo Loveseat | 701.10 | 911.45 | |
| Club Chairs | | | | | | HOPLV-Hopi Loveseat, Grey Linen | 693.05 | 900.95 | |
| | HC008-Heathrow Corner, Black Vinyl | 1068.25 | 1388.75 | | Meeting Chairs | | | | |
| | HCH08-Heathrow Chair, Black Vinyl | 1272.20 | 1653.85 | | | OCMESP-Meeting Chair, Espresso | 532.90 | 692.75 | |
| | NPLCHR-Naples Chair, Black Vinyl | 1119.25 | 1455.05 | | | OCMTAU-Meeting Chair, Taupe | 522.60 | 679.40 | |
| | NPLCHP-Naples Chair, powered | 1211.00 | 1574.30 | | | OCMWHT-Meeting Chair, White | 481.70 | 626.20 | |
| | TANCHR-Tangiers Chair, Beige | 825.40 | 1073.00 | | Modular System | | | | |
| | CHR002-Allegro Chair | 940.75 | 1223.00 | | | BNQTL7-Center Cone | 1347.20 | 1751.35 | |
| | CHR003-Roma Chair, White | 1042.75 | 1355.60 | | | BNQ417-Full Banquette | 4267.95 | 5548.35 | |
| | CHRPWR-Roma Chair, powered | 1211.00 | 1574.30 | | | BNQR17-Ottoman Ring, White Vinyl | 3281.40 | 4265.80 | |
| | KEYCHR-Key Largo Chair | 599.10 | 778.85 | | | BNQ7-Quarter Curve, White Vinyl | 915.80 | 1190.55 | |
| | FAIRCW-Fairfax Chair | 660.35 | 858.45 | | | WHT12-Half Bench, White Vinyl | 700.15 | 910.20 | |
| Ottomans | | | | | | CUBL20-Edge Lighted Cube | 377.30 | 490.50 | |
| | BNO08-Bench, Black Leather | 787.80 | 1024.15 | | | SAL Sally Stool | 177.60 | 230.90 | |
| | BNO75-Bench, White Leather | 787.80 | 1024.15 | | | WHT12-Half Bench, White Vinyl | 700.15 | 910.20 | |
| | END02B-Square, Black Leather | 685.85 | 891.60 | | | MAR010-Marche Swivel, Blue | 346.55 | 450.50 | |
| | END02W-Square, White Leather | 685.85 | 891.60 | | | MAR002-Marche Swivel, Grey | 346.55 | 450.50 | |
| | END01W-Curved, White Leather | 800.55 | 1040.70 | | | MAR003-Marche Swivel, Linen | 346.55 | 450.50 | |
| | END01B-Curved, Black Leather | 800.55 | 1040.70 | | | MAR008-Marche Swivel, Mdw Grn | 346.55 | 450.50 | |
| | VIB02-Vibe Cube, Blue | 267.70 | 348.00 | | | MAR009, Marche Swivel, Pear | 346.55 | 450.50 | |
| | VIB04-Vibe Cube, Red | 267.70 | 348.00 | | | MAR007-Marche Swivel, Plum | 346.55 | 450.50 | |
| | VIB05-Vibe Cube, Yellow | 267.70 | 348.00 | | | MAR004-Marche Swivel, Raspberry | 346.55 | 450.50 | |
| | VIB07-Vibe Cube, Champagne | 157.45 | 204.70 | | | MAR005-Marche Swivel, Red | 346.55 | 450.50 | |
| | VIB03-Vibe Cube, Pink | 267.70 | 348.00 | | | MAR006-Marche Swivel, Rose Qtz | 346.55 | 450.50 | |
| | VIB06-Vibe Cube, Gold/Bronze | 267.70 | 348.00 | | | MAR001-Marche Swivel, White | 346.55 | 450.50 | |
| | VIB08-Vibe Cube, Orange | 267.70 | 348.00 | | | BNQR17-Ottoman Ring, White Vinyl | 3281.40 | 4265.80 | |
| | VIB01-Vibe Cube, Green | 157.45 | 204.70 | | | BNQ7-Quarter Curve, White Vinyl | 915.80 | 1190.55 | |
| | VIB10-Vibe Cube, Black W/trproof | 261.65 | 340.15 | | | OTS-South Beach Wedge | 609.35 | 792.15 | |
| | VIB09-Vibe Cube, White W/trproof | 261.65 | 340.15 | | | | | | |

COCKTAIL AND END TABLES

| Qty. | Item | Discount | Regular | Amount | Qty. | Item | Discount | Regular | Amount |
|-----------------------------------|------------------------------|----------|---------|--------|------------------------------|--------------------------------|----------|---------|--------|
| Occasional Cocktail Tables | | | | | Occasional End Tables | | | | |
| | C1E-Silverado | 532.90 | 692.75 | | | E1E-Silverado | 507.30 | 659.50 | |
| | ALC100-Alondra, Glass/Chrome | 622.35 | 809.05 | | | ALE100-Alondra, Glass/Chrome | 449.05 | 583.75 | |
| | ALC200-Alondra, Wood/Chrome | 622.35 | 809.05 | | | ALE200-Alondra, Wood/Chrome | 449.05 | 583.75 | |
| | C1FWB-Geo, Wood/Black | 544.55 | 707.90 | | | E1FWB-Geo, Wood/Black | 473.80 | 615.95 | |
| | C1C-Geo Rect., Glass/Chrm | 481.90 | 626.45 | | | E1C-Geo, Glass/Chrm | 471.65 | 613.15 | |
| | COLI - Oliver Cocktail Table | 458.90 | 596.55 | | | EOLI-Oliver End Table | 407.90 | 530.25 | |
| | C1W-Sydney, White | 540.50 | 702.65 | | | E1W-Sydney, White | 486.95 | 633.05 | |
| | C1Y-Sydney, Black | 540.50 | 702.65 | | | E1Y-Sydney, Black | 486.95 | 633.05 | |
| | C1YP-Sydney Black, powered | 685.85 | 891.60 | | | CUBTBL-Edge LED Cube | 379.85 | 493.80 | |
| | C1WP-Sydney White, powered | 685.85 | 891.60 | | | AURA End Table | 277.95 | 361.35 | |
| | G30CMS-Table, Maple | 711.25 | 924.65 | | | ETBL-E Table, Wood | 341.70 | 444.20 | |
| | G30CMW-Table w/ Grmt, Maple | 711.25 | 924.65 | | | NEMSAC Mosaic Tables, Set of 3 | 558.30 | 725.80 | |
| | G30CWS-Table, White | 711.25 | 924.65 | | | TMBTBL Timber Table, Wood | 328.85 | 427.50 | |
| | G30CWW-Table w/ Grmt, White | 711.25 | 924.65 | | | REGOTT-Regis End Table | 405.40 | 527.00 | |
| | REGBEN-Regis Bench Table | 548.20 | 712.65 | | | | | | |

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____

Subtotal \$ _____
 8.000% Tax: \$ _____
 Amount Due: \$ _____

Authorized Signature: _____

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

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

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

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

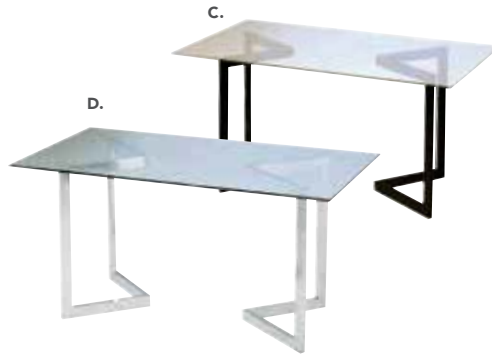
96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



Styles & Shapes



Geo Rounded Square Tables

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)

Conference Tables

(graphite nebula)

E) CB3 8'

96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H

J) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Mix & Match

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



A.



B.



C.



D.



E.



F.

Pro Executive Mid Back Chair

24"L 22"D 40"H Adjustable

A) PROMDB (black vinyl)

B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair

(black vinyl)

27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair

(black vinyl)

27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair

(black crepe)

25"L 26"D 21"H

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.





ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H



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



MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA
MALGRN Chair
(green)
20"L 20"D 32"H

Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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


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



Communal Tables

G30

Powered Tables

 Denotes AC and USB charging outlets

G30 Communal Tables

(maple tops)

E) Bar Table

72"L 26"D 42"H

G30BMS (solid top)

G30BMW (grommet holes)

F) Café Table

72"L 26"D 30"

G30DMS (solid top)

G30DMW (grommet holes)

G) Cocktail Table

72"L 26"D 18"H

G30CMS (solid top)

G30CMW (grommet holes)

G30 Communal Tables

(white tops)

72"L 26"D 42"H

H) Bar Table

G30BWS (solid top)

G30BWW (grommets)

I) Café Table

72"L 26"D 30"H

G30DWS (solid top)

G30DWW (grommets)

J) Cocktail Table

72"L 26"D 18"H

G30CWS (solid top)

G30CWW (grommets)

K) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

L) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H



- A) G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are available to rent for all G30 Powered Table Products.

(Choose from solid top tables or with grommet holes)



Café Tables



A) 30SBHC 30" Round Café Table
(liquid steel blue top, chrome hydraulic base)
30" RND 29"H

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

30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTB (red top)

B) ZTH (liquid steel blue top)

Hydraulic Chrome Base

30" Round 29"H

C) LIQ009 (liquid white top)

D) 30MAHC (Madison gray acajou top)

Malba Chair

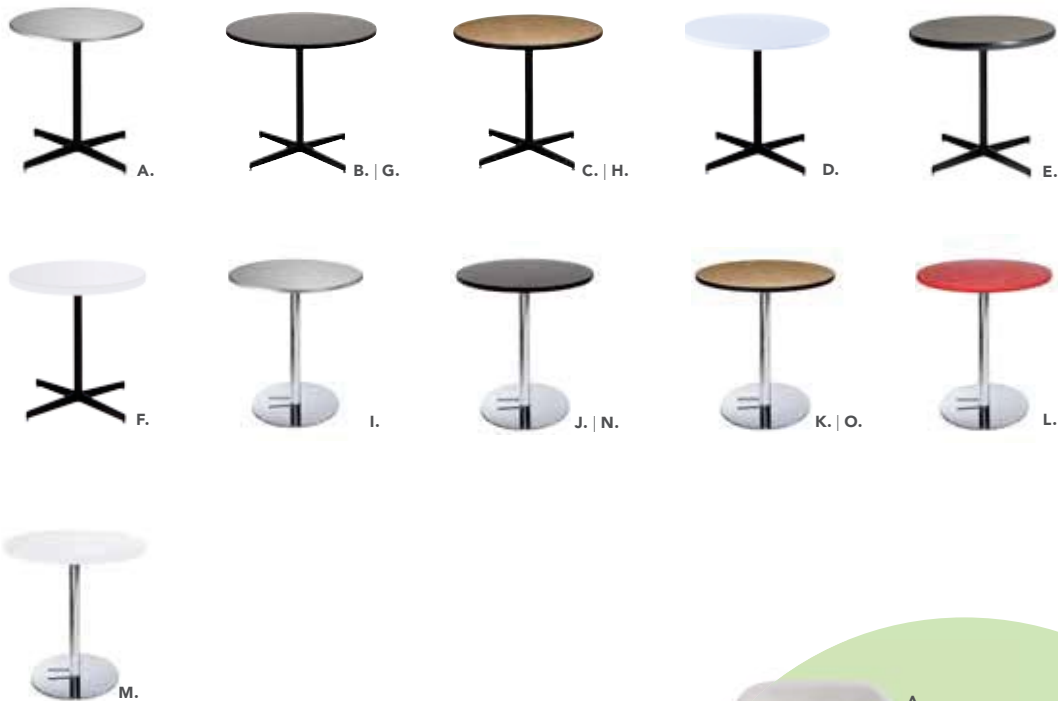
20"L 20"D 32"H

E) MALGRN (green)



Customize And Create

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



Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





Shepard Exposition Services

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EXECUTIVE FURNITURE

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

CONFERENCE TABLES & CHAIRS

| Qty. | Item | Discount | Regular | Amount |
|--------------------------|----------------------------------|----------|---------|--------|
| Conference Tables | | | | |
| | CF2-Geo Table, Black | 864.30 | 1123.60 | |
| | CE1-Geo Table, Sq. Chrome | 609.35 | 792.15 | |
| | CF1-Geo Table, Sq. Black | 864.30 | 1123.60 | |
| | CE2-Geo Table, Chrome | 864.30 | 1123.60 | |
| | CB2-6' Graphite Table | 905.05 | 1176.55 | |
| | CB3-8' Graphite Table | 1068.25 | 1388.75 | |
| | CB1-42" Round, Graphite Nebula | 802.30 | 1043.00 | |
| | C508GR-8', Granite | 1068.25 | 1388.75 | |
| | CT10GR-10', Granite | 1603.60 | 2084.70 | |
| | CT06GR-6', Granite | 905.05 | 1176.55 | |
| | PWRUSB-Powered Table Module | 145.35 | 188.95 | |
| | CB8-42" Round Madison, Grey | 321.80 | 418.35 | |
| | MADC10-10' Madison, Grey | 1785.70 | 2321.40 | |
| | MADC05-5' Madison, Grey | 894.60 | 1163.00 | |
| | MADC08-8' Madison, Grey | 1785.70 | 2321.40 | |
| | CONF42-42" Round, White laminate | 736.85 | 957.90 | |
| Executive Seating | | | | |
| | PROEXE-Pro Executive Chair | 605.55 | 787.20 | |
| | PROEXB-Executive Chair High Back | 605.55 | 787.20 | |
| | PROGB-Guest Executive Chair | 385.80 | 501.55 | |

| Qty. | Item | Discount | Regular | Amount |
|----------------------------------|-----------------------------------|----------|---------|--------|
| Group & Guest Seating | | | | |
| | Duet-Black, Chrome | 124.90 | 162.35 | |
| | RSTDIN-Rustique w/ arms, Gunmetal | 277.95 | 361.35 | |
| | CS8-Berline Chair, Black | 242.20 | 314.85 | |
| | CS9-Berlin Chair, Red | 242.20 | 314.85 | |
| | XCHR-Christopher Chr, White Vinyl | 201.40 | 261.80 | |
| | CH002-Wendy Chair, Acrylic | 226.95 | 295.05 | |
| | SC10 Razor Chair | 150.45 | 195.60 | |
| | SC3-Brewer Chair, Onyx | 334.00 | 434.20 | |
| | XC3-Luxor Guest Chair | 665.40 | 865.00 | |
| | XC6-Altura Guest Chair | 591.50 | 768.95 | |
| | LMCHR-Laguna Chair, Maple/Chrome | 275.80 | 358.55 | |
| | MALGRY-Malba Chair, Grey | 212.15 | 275.80 | |
| | MALGRN-Malba Chair, Green | 212.15 | 275.80 | |
| | CS4-Syntax Chair, Black/Chrome | 385.40 | 501.00 | |
| | ZENCHR-Zenith Chair-White/Chrome | 311.15 | 404.50 | |
| | SY1-Altura Task Chair | 379.85 | 493.80 | |
| Executive Seating | | | | |
| | XC1-Luxor Executive, High-back | 769.95 | 1000.95 | |
| | XC2-Luxor Executive Chair | 724.10 | 941.35 | |
| | PROMDB-Exec Mid-Back, Black | 427.85 | 556.20 | |
| | PROMID-Executive Chair Mid Back | 427.85 | 556.20 | |

CAFÉ TABLES

| Qty. | Item | Discount | Regular | Amount |
|--------------------------------|-----------------------------------|----------|---------|--------|
| Café Tables- Black Base | | | | |
| | ZTK-30" Maple Top/Black Base | 430.85 | 560.10 | |
| | ZTP-36" Maple Top/Black Base | 469.15 | 609.90 | |
| | ZTJ-30" Graphite Top/Black Base | 430.85 | 560.10 | |
| | ZTN-36" Graphite Top/Black Base | 469.15 | 609.90 | |
| | ZTG-30" Silver Textured Top | 430.85 | 560.10 | |
| | ZTE-36" Brandy Top/Black Base | 537.45 | 698.70 | |
| | ZTQ-36" White Laminate Top | 469.15 | 609.90 | |
| | ZTB-30" Red Top/Black Base | 430.85 | 560.10 | |
| | ZTH-30" Steel Blue Top/Black Base | 431.40 | 560.80 | |
| | LIQ004-30" Lqd White/Black Base | 686.00 | 891.80 | |
| | ZTA-30" Grey Top/Black Base | 431.40 | 560.80 | |

| Qty. | Item | Discount | Regular | Amount |
|---|---------------------------------|----------|---------|--------|
| Café Tables - Chrome Base 30", Hydraulic | | | | |
| | 30MTHC-Maple Top, Chrome | 573.60 | 745.70 | |
| | 30GRHC-Graphite Nebula, Chrome | 573.60 | 745.70 | |
| | 30STHC-Silver Textured, Chrome | 573.60 | 745.70 | |
| | 30BRHC-Brushed Red Top, Chrome | 573.60 | 745.70 | |
| | 30SBHC-Steel Blue Top, Chrome | 573.60 | 745.70 | |
| | LIQ009-Liquid White Top, Chrome | 866.30 | 1126.20 | |
| | 30MAHC-Grey Top, Chrome | 558.70 | 726.30 | |
| Café Tables - Chrome Base 36", Hydraulic | | | | |
| | 36MTHC-Maple Top, Chrome | 624.60 | 812.00 | |
| | 36GRHC-Graphite Nebula, Chrome | 624.60 | 812.00 | |
| | 36WTHC-White Top, Chrome | 624.60 | 812.00 | |

COMMUNAL TABLES

| Café Tables | | | | |
|------------------------|--------------------------------|---------|---------|--|
| | G30DMS-Café, Maple Top | 1017.20 | 1322.35 | |
| | G30DMW-Café w/ Grmt, Maple | 1017.20 | 1322.35 | |
| | G30DWS-Café, White Top | 1017.20 | 1322.35 | |
| | G30DWW-Café w/ Grmt, White | 1017.20 | 1322.35 | |
| | G30DWP-Café Table, powered | 1170.25 | 1521.35 | |
| Cocktail Tables | | | | |
| | G30CWP-Cocktail Table, powered | 838.75 | 1090.40 | |

| Bar Tables | | | | |
|-------------------|---------------------------|---------|---------|--|
| | G30BWS-Bar Table, White | 1272.20 | 1653.85 | |
| | G30BWW-Bar w/ Grmt, White | 1272.20 | 1653.85 | |
| | G30BMS-Bar Table, Maple | 1272.20 | 1653.85 | |
| | G30BMW-Bar w/ Grmt, Maple | 1272.20 | 1653.85 | |
| | G30BWP-Bar Table, powered | 1501.65 | 1952.15 | |

Please complete the following:

| | | | |
|------------------------------------|-----------------------|-------------|----|
| Company Name: _____ | Booth #: _____ | Subtotal | \$ |
| Contact Name: _____ | Phone #: _____ | 8.000% Tax: | \$ |
| Authorized Signature: _____ | | Amount Due: | \$ |

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

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

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

Bar Tables



A) LIQ010
30" Round Bar Table
(liquid white, chrome
hydraulic base)
30"RND 45"H

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

C) 30SBHB
30" Round Bar Table
(liquid steel blue top,
chrome hydraulic base)
30"RND 45"H

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



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



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

R) VTA 30" Round Bar Table w/ Standard Black Base (Madison/gray acajou) 30" RND 42"H

Barstools



A.

C.

B.

D.

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.



O.

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 26-30.5"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools

- 21"L 22"D 30"H
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools

- 17"L 20"D 30"H
I) BSD (blue)
J) BSC (white)

K) BSL Gin Barstool

- (maple, chrome)
 16"L 16"D 29"H

L) BCE Ice Barstool

- (transparent, chrome)
 16"L 14"D 33"H

M) XBAR Christopher Barstool

- (white vinyl, chrome)
 19"L 15"D 41"H

N) BS001 Shark Barstool

- (white, chrome)
 22"L 19"D 34-44"H

O) BSR Syntax Barstool

- (black, chrome)
 23"L 19"D 32"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

- P) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H
R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



Office Essentials

A.



D.

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) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREDENZA BACK

POWERED PEDESTALS

 Denotes AC and USB charging outlets

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. 



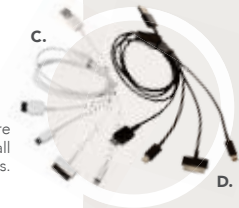
B. 

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

A) Powered Locking Pedestal
(white)
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal
(black)
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

Charging Adapters
C) ADAPTW (white)
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS



A.




B.

A) LA15 Mason Floor Lamp
(brushed silver)
18" Round 55"H

B) LA14 Mason Table Lamp
(brushed silver)
16" Round 26"H

TECH COLLECTION

 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

Charging Adapters
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

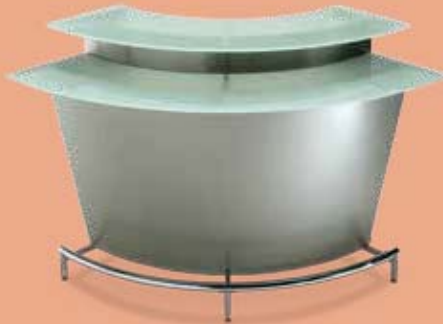
A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

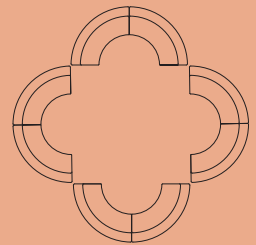
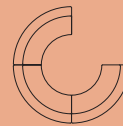
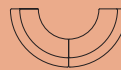
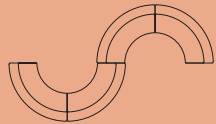
B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H

* Please note that all tablet stands must be ordered separately



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

EXECUTIVE FURNITURE

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

BAR TABLES, BARS, & BAR STOOLS

| Qty. | Item | Discount | Regular | Amount |
|------------------------------------|------------------------------------|----------|---------|--------|
| Bar Tables - All Black Base | | | | |
| | VTK-30" Maple Top/Black Base | 471.65 | 613.15 | |
| | VTP-36" Maple Top/Black Base | 466.25 | 606.15 | |
| | VTJ-30" Graphite Top/Black Base | 471.65 | 613.15 | |
| | VTN-36" Graphite Top/Black Base | 507.30 | 659.50 | |
| | VTG-30" Silver Textured Top | 471.65 | 613.15 | |
| | VTE-36" Brandy Top/Black Base | 489.50 | 636.35 | |
| | VTW-36" White Laminate Top | 507.30 | 659.50 | |
| | VTB-30" Red Top/Black Base | 471.65 | 613.15 | |
| | VTH-30" Steel Blue/Black Base | 473.80 | 615.95 | |
| | LIQ003-30" Lqd White/Black Base | 643.55 | 836.60 | |
| | VTA-30" Grey Top/Black Base | 459.70 | 597.60 | |
| Barstools | | | | |
| | BST-Banana, White/Chrome | 476.75 | 619.80 | |
| | BSS-Banana, Black/Chrome | 476.75 | 619.80 | |
| | BS001-Shark, Swivel White | 608.80 | 791.45 | |
| | BS002-Zoey, Swivel White | 558.30 | 725.80 | |
| | BS003-Zoey, Swivel Black | 576.85 | 749.90 | |
| | RSTSTL-Rustique Barstool, Gunmetal | 252.40 | 328.10 | |
| | APS08-Apex Black Vinyl | 428.30 | 556.80 | |
| | APS59-Apex Red Vinyl | 428.30 | 556.80 | |
| | APS75-Apex White Vinyl | 428.30 | 556.80 | |
| | APS12-Apex Blue Ultra Suede | 428.30 | 556.80 | |
| | XBAR-Christopher White Vinyl | 428.30 | 556.80 | |
| | LMBAR-Laguna, Maple/Chrome | 346.55 | 450.50 | |
| | BSR-Syntax, Black/Chrome | 420.80 | 547.05 | |
| | ZENBAR-Zenith, White/Chrome | 311.15 | 404.50 | |

| Qty. | Item | Discount | Regular | Amount |
|--|-----------------------------------|----------|---------|--------|
| Bar Tables - Chrome Base 30", Hydraulic | | | | |
| | 30GRHB-Graphite Nebula, Chrome | 573.60 | 745.70 | |
| | 30MTHB-Maple Top, Chrome | 573.60 | 745.70 | |
| | 30STHB-Silver Texture, Chrome | 573.60 | 745.70 | |
| | 30BRHB-Brushed Red, Chrome | 573.60 | 745.70 | |
| | 30SBHB-Steel Blue Top, Chrome | 573.60 | 745.70 | |
| | LIQ010-Liquid White Top, Chrome | 866.30 | 1126.20 | |
| | 30MAHB-Grey Top, Chrome | 558.70 | 726.30 | |
| Bars | | | | |
| | BRC-Circle Martini Bar | 7416.15 | 9641.00 | |
| | BR1-Martini Bar | 2577.50 | 3350.75 | |
| Bar Tables - Chrome Base 36", Hydraulic | | | | |
| | 36GRHB-Graphite Nebula, Chrome | 624.60 | 812.00 | |
| | 36MTHB, Maple Top, Chrome | 624.60 | 812.00 | |
| | 36WTHB-White Top, Chrome | 624.60 | 812.00 | |
| Barstools | | | | |
| | BSD-Oslo, Blue | 502.20 | 652.85 | |
| | BSC-Oslo, White | 502.20 | 652.85 | |
| | BSL-Gin, Maple | 379.85 | 493.80 | |
| | BCE-Ice, Transparent /Chrome | 475.50 | 618.15 | |
| | ROLLBL-Lift Barstool, Black Vinyl | 405.40 | 527.00 | |
| | ROLLGY-Lift Barstool, Grey Vinyl | 405.40 | 527.00 | |
| | ROLLRD-Lift Barstool, Red Vinyl | 405.40 | 527.00 | |
| | ROLLWH-Lift Barstool, White Vinyl | 405.40 | 527.00 | |

MISCELLANEOUS ITEMS

| Qty. | Item | Discount | Regular | Amount |
|---|------------------------------------|----------|---------|--------|
| Desks, Credenzas, Files, Bookcases | | | | |
| | CR8-Madison Credenza, Grey | 954.70 | 1241.10 | |
| | JD8-Madison Executive Desk, Grey | 1128.00 | 1466.40 | |
| | BC8-Madison Bookcase, Grey | 816.80 | 1061.85 | |
| | TECH3B-Tech Desk w/drawers, Pwr | 1068.25 | 1388.75 | |
| | TECH-Tech Desk, Powered | 864.30 | 1123.60 | |
| | TECH3-3-drawer File Cbnt w/Castors | 285.55 | 371.20 | |
| Product Display- Pedestals | | | | |
| | PDL36B-Ped, Locking, Powered | 1020.85 | 1327.10 | |
| | PDL42B-Ped, Locking, Powered | 1144.70 | 1488.10 | |
| | PDL36W-Ped, Locking, Powered | 966.20 | 1256.05 | |
| | PDL42W-Ped, Locking, Powered | 1144.70 | 1488.10 | |
| Charging Items | | | | |
| | ADAPTIB-Charging Adapter, black | 45.85 | 59.60 | |
| | ADAPTIV-Charging Adapter, white | 45.85 | 59.60 | |
| Lighted Products | | | | |
| | CUBL20-Edge Lighted Cube | 377.30 | 573.60 | |
| | CUBTBL-Edge LED Cube | 379.85 | 573.60 | |

| Qty. | Item | Discount | Regular | Amount |
|------------------------------------|-----------------------------------|----------|---------|--------|
| Lamps | | | | |
| | LA15-Mason Silver Floor Lamp | 420.70 | 546.90 | |
| | LA14-Mason Silver Table Lamp | 275.40 | 358.00 | |
| Refrigerators | | | | |
| | R1R-White 14 Cubic Feet | 1598.65 | 2078.25 | |
| | R1Q-White 4 Cubic Feet | 583.80 | 758.95 | |
| Work & Multi-Use Tables | | | | |
| | MERLIN-Multi Use Table | 660.35 | 858.45 | |
| | WDS-Work Table | 634.80 | 825.25 | |
| Mobile Tablet Stands | | | | |
| | TBSTDW-Mobile Tablet Stand, White | 267.70 | 348.00 | |
| | TBSTND-Mobile Tablet Stand, Black | 267.70 | 348.00 | |
| Mobile Tablet Accessories* | | | | |
| | TBCHR-Tablet, brochure holder | 124.90 | 162.35 | |
| | TBSHLF-Tablet, charging shelf | 124.90 | 162.35 | |
| | TBPNT-Tablet, print stand | 124.90 | 162.35 | |

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$ _____

8.000% Tax: \$ _____

Amount Due: \$ _____

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

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

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



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Exhibit Solutions Sales Phone: (410) 737-9270

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Exhibit Solutions Email: baltimore@shepardes.com

INLINE BOOTH RENTALS

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 19, 2017

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

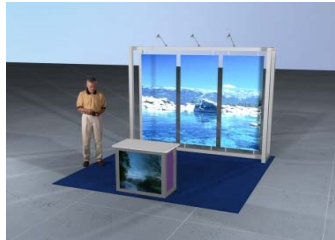
- *Custom Design for Rentals**
- *Onsite Logistics Management**
- *Freight Management**
- *Graphic Development/Printing**
- *Installation/Dismantle**
- *Custom Furniture Rental**

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

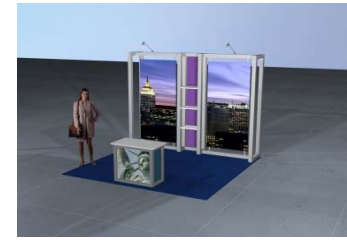
The Eddie



The Jonathon



The Pierce



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 10' x 10' | 4970.90 | 6462.15 |
| | 10' x 20' | 8094.80 | 10523.25 |
| Subtotal | | | |

(66470, 66471)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 3467.85 | 4508.20 |
| | 10' x 20' | 6070.15 | 7891.20 |
| Subtotal | | | |

(66474, 66475)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 10' x 10' | 4301.45 | 5591.90 |
| | 10' x 20' | 8167.40 | 10617.60 |
| Subtotal | | | |

(66477, 66478)

The Madison



The Grant



The Harrison



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 5216.35 | 6781.25 |
| | 10' x 20' | 6182.30 | 8037.00 |
| Subtotal | | | |

(66484, 66485)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 5506.00 | 7157.80 |
| | 10' x 20' | 7631.15 | 9920.50 |
| Subtotal | | | |

(66486, 66487)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 5061.70 | 6580.20 |
| | 10' x 20' | 7438.00 | 9669.40 |
| Subtotal | | | |

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** Carpet is not included. To order please refer to the Carpet & Cleaning form.

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

Please complete the following:

| | | | |
|------------------------------------|-----------------------|--------------|----|
| Company Name: _____ | Booth #: _____ | Subtotal | \$ |
| Contact Name: _____ | Phone #: _____ | 8.000% Tax*: | \$ |
| Authorized Signature: _____ | | Amount Due: | \$ |

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Exhibit Solutions Sales Phone: (410) 737-9270

Exhibit Solutions Sales Fax: (410) 737-9274

Exhibit Solutions Email: baltimore@shepardes.com

INLINE BOOTH RENTALS

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 19, 2017

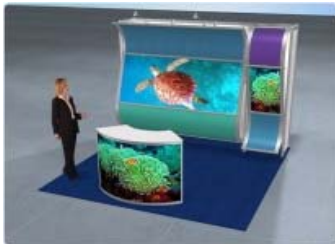
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Jackson



The Lincoln



The Roosevelt



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 10' x 10' | 5399.75 | 7019.70 |
| | 10' x 20' | 8162.45 | 10611.20 |
| Subtotal | | | |

(66490, 66491)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 5119.70 | 6655.60 |
| | 10' x 20' | 7051.55 | 9167.00 |
| Subtotal | | | |

(66482, 66483)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 10' x 10' | 5361.10 | 6969.45 |
| | 10' x 20' | 8500.55 | 11050.70 |
| Subtotal | | | |

(66488, 66489)

The Lucy



The Dale



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 3187.70 | 4144.00 |
| Subtotal | | | |

(66473)

| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|---------|
| | 10' x 10' | 5564.00 | 7233.20 |
| Subtotal | | | |

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

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

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

| | |
|-------------|----|
| Subtotal | \$ |
| 8.000% Tax* | \$ |
| Amount Due: | \$ |

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

ISLAND BOOTH RENTALS

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 19, 2017

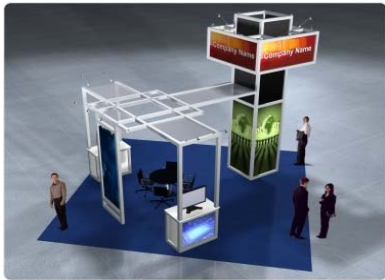
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- * Custom Design for Rentals**
- * Onsite Logistics Management**
- * Freight Management**
- * Graphic Development/Printing**
- * Installation/Dismantle**
- * Custom Furniture Rental**

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

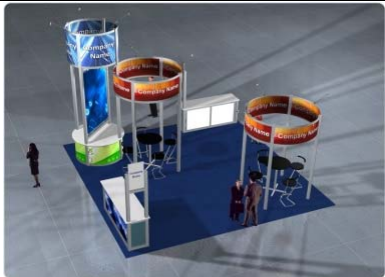
The Monroe



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 12654.20 | 16450.45 |
| Subtotal | | | |

(66494)

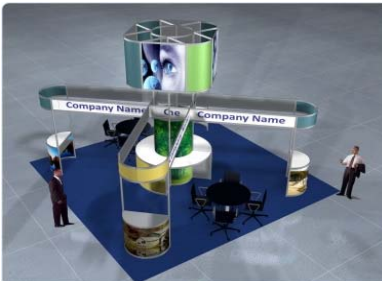
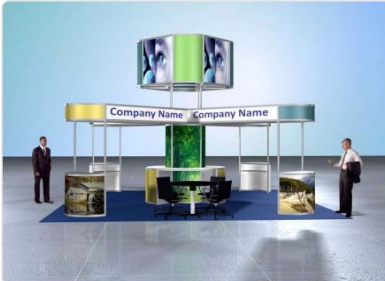
The Jefferson



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 18836.45 | 24487.40 |
| Subtotal | | | |

(66498)

The Washington



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 18160.15 | 23608.20 |
| Subtotal | | | |

(66368)

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

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

Please complete the following:

| | | | |
|------------------------------------|-----------------------|--------------|----|
| Company Name: _____ | Booth #: _____ | Subtotal | \$ |
| Contact Name: _____ | Phone #: _____ | 8.000% Tax*: | \$ |
| Authorized Signature: _____ | | Amount Due: | \$ |

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services
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 Exhibit Solutions Sales Phone: 404-720-8652
 Exhibit Solutions Sales Fax: 404-720-8757
 Exhibit Solutions Email: ESSRentals@shepardes.com

ISLAND BOOTH RENTALS

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 19, 2017

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Adams



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 18353.45 | 23859.50 |
| Subtotal | | | |

(66497)

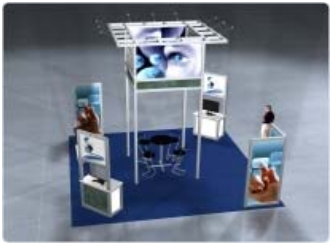
The Tyler



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 13513.95 | 17568.15 |
| Subtotal | | | |

(66495)

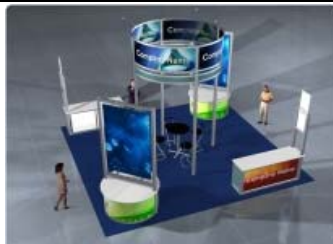
The Garfield



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 13233.75 | 17203.90 |
| Subtotal | | | |

(66496)

The Cleveland



| Qty. | Description | Discount | Regular |
|-----------------|-------------|----------|----------|
| | 20' x 20' | 19705.85 | 25617.60 |
| Subtotal | | | |

(66499)

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

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

Please complete the following:

| | | |
|------------------------------------|-----------------------|-----------------|
| Company Name: _____ | Booth #: _____ | Subtotal \$ |
| Contact Name: _____ | Phone #: _____ | 8.000% Tax*: \$ |
| Authorized Signature: _____ | | Amount Due: \$ |

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

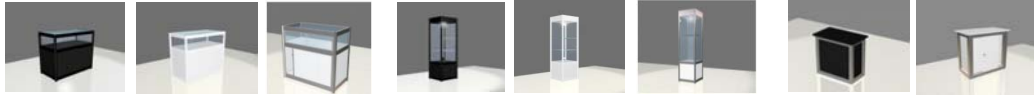


EXHIBIT RENTAL ACCESSORIES

Shepard Exposition Services
 7079 Oakland Mills Rd. Columbia, MD 21046
 Exhibit Solutions Sales Phone: (410) 737-9270
 Exhibit Solutions Sales Fax: (410) 737-9274
 Exhibit Solutions Email: baltimore@shepardes.com

United Soccer Coaches Convention
 January 16 - 18, 2018
 Pennsylvania Convention Center, Philadelphia, PA
 Event Code: M169220118
Discount Deadline: December 19, 2017

SHOWCASES AND LOCKING CABINETS



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

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

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

| Showcases | | | | | |
|---|------|-------------|----------|---------|--------|
| Code | Qty. | Description | Discount | Regular | Amount |
| 66270 | | Quarterview | 1648.80 | 2143.45 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |
| 66272 | | Square | 1779.60 | 2313.50 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |



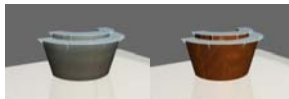
LC1 - 1 meter wide
 3' 6" W x 1' 9" D x 3' 6" H

| Locking Cabinets | | | | | |
|---|------|-------------|----------|---------|--------|
| Code | Qty. | Description | Discount | Regular | Amount |
| 66282 | | LC1 | 1222.15 | 1588.80 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |
| 66283 | | LC2 | 1483.10 | 1928.05 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |
| 66284 | | LC3 | 901.50 | 1171.95 | |
| Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) | | | | | |



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

RECEPTION COUNTERS AND COMPUTER STANDS



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



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



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



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

| Reception Counters and Computer Stands | | | | | |
|---|-----|-------------|----------|---------|--------|
| Code | Qty | Description | Discount | Regular | Amount |
| 66274 | | RC1 | 3400.90 | 4421.15 | |
| Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W) | | | | | |
| 66275 | | RC2 | 1256.80 | 1633.85 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |
| 66276 | | RC3* | 2726.25 | 3544.15 | |
| 66285 | | CS1* | 1585.50 | 2061.15 | |
| 66286 | | CS2* | 924.05 | 1201.25 | |

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

| Product Display | | | | | |
|---|-----|-------------|----------|---------|--------|
| Code | Qty | Description | Discount | Regular | Amount |
| 66277 | | Gondola | 856.35 | 1113.25 | |
| Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15) | | | | | |
| 66278 | | GL1* | 846.60 | 1100.60 | |
| 66279 | | GL2* | 1459.35 | 1897.15 | |

*Item includes graphics. A Shepard Representative will contact you with art requirements.

| Phone Charging Station | | | | | |
|------------------------|-----|----------------|----------|---------|--------|
| Code | Qty | Description | Discount | Regular | Amount |
| 66430 | | Phone Station* | 2801.30 | 3641.70 | |



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



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



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal \$ _____
Contact Name: _____ **Phone #:** _____ 8.000% Tax*: \$ _____
Authorized Signature: _____ Amount Due: \$ _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

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Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SIGN ORDER FORM

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

SIGNS, BANNERS AND ACCESSORIES

| Code | Qty. | Description | Discount | Regular | Amount |
|--|------|----------------------------|----------|---------|--------|
| Standard Foamcore Signs, Single-sided | | | | | |
| 70009 | | Vertical, 22" x 28" | 261.30 | 339.70 | |
| 70010 | | Horz., 22" x 28" | 261.30 | 339.70 | |
| 70011 | | Vertical, 28" x 44" | 398.15 | 517.60 | |
| 70012 | | Horz., 28" x 44" | 398.15 | 517.60 | |
| 70025 | | Meterboard, 39" x 84" | 805.85 | 1047.60 | |
| Accessories | | | | | |
| 70017 | | Blank Foamcore, 4' x 8' | 71.00 | 92.30 | |
| 70021 | | Velcro, per ft, min. 5 ft. | 4.60 | 6.00 | |

| Code | Qty. | Description | Discount | Regular | Amount |
|--|------|------------------------------------|----------|---------|--------|
| Vinyl Banners with Digital Printing | | | | | |
| 70065 | | grommets, per sq. ft.-Vertical | 33.20 | 43.15 | |
| 70071 | | grommets, per sq. ft. - Horizontal | 33.20 | 43.15 | |
| 70066 | | Pockets, per sq. ft. - Vertical | 35.60 | 46.30 | |
| 70072 | | Pockets, per sq. ft.- Horizontal | 35.60 | 46.30 | |

| Replacement ID Sign - Cardstock | | | | | |
|--|--|----------------|-------|--------|--|
| 70004 | | 7" x 44" Horz. | 78.15 | 101.60 | |

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

| | |
|-------------|----|
| Subtotal | \$ |
| 8.000% Tax* | \$ |
| Amount Due: | \$ |

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

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

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

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

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION

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

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

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

Artwork Dimensions & Color Specifications

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

Other Graphic Services Available

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

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

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics

All hanging signs must be approved by Ashley Goodrich with NSCAA - agoodrich@nscaa.com.



| CIRCLE DESIGN | | | |
|---------------|-----------|-----------|----------|
| Code | Size | Discount* | Regular |
| 69140 | 10' x 48" | 7969.25 | 11156.95 |
| 69142 | 16' x 48" | 12665.85 | 17732.20 |

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



| SQUARE DESIGN | | | |
|---------------|-----------|-----------|----------|
| Code | Size | Discount* | Regular |
| 69143 | 10' x 48" | 9690.65 | 13566.90 |



| TRIANGULAR DESIGN | | | |
|-------------------|-----------|-----------|----------|
| Code | Size | Discount* | Regular |
| 69144 | 10' x 48" | 7841.70 | 10978.40 |



| WAVE DESIGN | | | |
|-------------|------------------|-----------|---------|
| Code | Size | Discount* | Regular |
| 69145 | 10' x 48" Single | 3453.40 | 4834.75 |
| 69146 | 10' x 48" Double | 4733.30 | 6626.60 |

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, December 19, 2017

*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.



Exhibit Solutions Phone: (410) 737-9270
 Exhibit Solutions Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com
 Event Code: M169220118

**United Soccer Coaches
 Convention
 January 16 - 18, 2018
 Pennsylvania Convention Center,
 Philadelphia, PA**

| | | | |
|------------------------------------|-----------------------|-----------------|--|
| Company Name: _____ | Booth #: _____ | Subtotal \$ | |
| Contact Name: _____ | Phone #: _____ | 8.000% Tax*: \$ | |
| Authorized Signature: _____ | | Amount Due: \$ | |

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



HANGING SIGNS 101

United Soccer Coaches Convention

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
 - * Overhead Truss
 - * Attachment and removal of light fixtures for truss or signs
 - * Assembly of hanging sign frame and graphics
 - * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- 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.

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- 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:** Tuesday, January 09, 2018



HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

All hanging signs must be approved by Ashley Goodrich with United Soccer Coaches - - agoodrich@nscaa.com.

SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision Exhibitor Supervision

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision Exhibitor Supervision

| SIGN ASSEMBLY LABOR | | | | | |
|---------------------|-----------------|------|----------|---------|--------|
| Code | Est Total Hours | Item | Discount | Regular | Amount |
| 69150 | | ST | 202.50 | 263.25 | \$ |
| 69151 | | OT | 305.00 | 396.50 | \$ |
| 69152 | | DT | 406.25 | 528.15 | \$ |

Supervisory fee is 50% of total cost or \$50, whichever is greater.

| SIGN DISASSEMBLY LABOR | | | | | |
|------------------------|-----------------|------|----------|---------|--------|
| Code | Est Total Hours | Item | Discount | Regular | Amount |
| 69153 | | ST | 202.50 | 263.25 | \$ |
| 69154 | | OT | 305.00 | 396.50 | \$ |
| 69155 | | DT | 406.25 | 528.15 | \$ |

Sup install: 68069 Sup dismantle: 68073

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 - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: \$

8.000% Tax*: \$

Estimated Amount Due: \$

Please Note: There will be no move-in scheduled for Monday, January 15th, 2018 due to the holiday.

Date of Assembly: _____ Start Time: _____

Completion Time: _____ Number of Laborers: _____

Date of Disassembly: _____ Start Time: _____

Completion Time: _____ Number of Laborers: _____

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

OVERHEAD RIGGING CREW

| RIGGING INSTALLATION | | | | |
|----------------------|-----------|----------|---------|--------|
| Code | Est Hours | Discount | Regular | Amount |
| 69156 | | 780.85 | 1015.10 | |

Date of Install: _____ Start Time: _____

| RIGGING REMOVAL | | | | |
|-----------------|-----------|----------|---------|--------|
| Code | Est Hours | Discount | Regular | Amount |
| 69157 | | 780.85 | 1015.10 | |

Date of Removal: _____ Start Time: _____

If additional crew or labor is needed, additional charges may apply.

Total Estimated Install/Removal: \$

8.000% Tax*: \$

Estimated Amount Due: \$

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.

*Please Note: Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

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

Must order by discount deadline date to receive advance pricing.

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

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.

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation.

Shepard Supervision Exhibitor Supervision Display House (LTC)

If Shepard Supervision is required, please request date and time.

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please complete the following:

Company Name: _____ Booth #: _____

Subtotal: \$

Contact Name: _____ Phone #: _____

8.000% Tax*: \$

Authorized Signature: _____

Amount Due: \$

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

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

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

All rates are subject to change.



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

OVERHEAD RIGGING EQUIPMENT

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

| Code | QTY | Item | Discount | Regular | Amount |
|-------|-----|-----------------------------|----------|---------|--------|
| 69017 | | One Ton Hoist/Chain Motor | 821.15 | 1231.75 | |
| 69016 | | Half Ton Hoist/Chain Motor | 724.50 | 1086.75 | |
| 69101 | | 1/4 Ton Hoist/Chain Motor | 434.65 | 652.00 | |
| 69019 | | Rotating Motor 500 LB Limit | 772.75 | 1159.15 | |
| 69020 | | Rotating Motor 200 LB Limit | 434.65 | 652.00 | |

- Rotate Clockwise
 Rotate Counterclockwise

| Code | QTY | Item | Discount | Regular | Amount |
|--------------------------|-----|-------------------------------|----------|---------|--------|
| 6909415 | | 12" Silver Box Truss (Per FT) | 38.65 | 58.00 | |
| 6909406 | | 12" Black Box Truss (Per FT) | 38.65 | 58.00 | |
| Truss Details (QTY/Size) | | | | | |
| 6903815 | | 12" Silver Corner Block | 144.85 | 217.30 | |
| 6903806 | | 12" Black Corner Block | 193.25 | 289.90 | |
| 70067 | | Design Fee (Hourly) | 241.50 | 313.95 | |

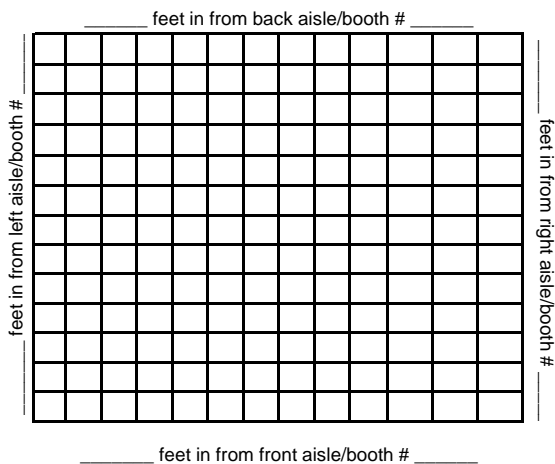
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

baltimore@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

| Type: | Shape: | Size: |
|--------------------------------|------------------------------------|------------------------------|
| <input type="checkbox"/> Cloth | <input type="checkbox"/> Square | Height: <input type="text"/> |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Triangle | Length: <input type="text"/> |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Rectangle | Width: <input type="text"/> |
| <input type="checkbox"/> Truss | <input type="checkbox"/> Other | Weight: <input type="text"/> |
| <input type="checkbox"/> Other | | |

Additional Notes/Description:

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

| | |
|--------------|----|
| Subtotal: | \$ |
| 8.000% Tax*: | \$ |
| Amount Due: | \$ |

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

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

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



UNION LABOR

Pennsylvania is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without union labor in exhibit booths that are no larger than 600 square feet provided only non-powered hand tools are used. Exhibitors in booths that are 600 square feet or less may use the following tools: screwdrivers, tape measure, wrenches, hex keys, pliers, paint brushes, staple gun, nut drivers, level. Exhibitors are not permitted to use the following tools on booths of any size: saws, hammers, ladders, power or battery operated tools. Booths larger than 600 square feet will need to use union labor. Please order labor through Shepard Exposition Services by using the Labor Order Forms provided in the Service Manual.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

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

GRATUITIES /BREAKS

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

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

United Soccer Coaches Convention 2018 Unloading & Loading Personally Owned Vehicle (POV) Requirements

United Soccer Coaches, Shepard, the Pennsylvania Convention Center, and the Union have worked together to provide an option for exhibitors that meet the POV requirements.

NO FREIGHT OR EQUIPMENT WILL BE ALLOWED FROM THE MARRIOTT OR THROUGH THE GRAND HALL.

Exhibitor Registration: Located outside of Exhibit Hall A on Level 200. Exhibitors must enter through 12th and Arch to collect their credentials. You will not be allowed into the Exhibit Hall without a credential.

Exhibitor Entrance into Exhibit Hall: Please use the Exhibit Hall A doors to enter into the Exhibit Hall during Exhibitor Move-In and Move-Out.

What is considered a POV (Privately Owned Vehicle)?

Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles (that are non-commercial). Exhibitors may load and unload non-commercial vehicles that do not have commercial tags or lettering on the vehicle.

What is NOT considered a POV?

Multiple axle class 1 or 2 vehicles pulling trailers, flatbed trucks, box vans, trailers and commercial vehicles are not considered privately owned vehicles.

Can I&D companies or contractors use the POV area?

General contractors, represented labor, I&D companies, and Exhibitor Appointed Contractors (EAC) are not allowed to use the POV area.

Material Handling: Due to safety concerns and in order to maintain an organized flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload, or transport materials.

Acceptable Loading and Unloading: Displays or other event related materials must be unloaded or loaded by hand or with the use of a fully manual cart or dolly by a full-time employee of the exhibiting company. If the exhibitor does not have a manual cart or dolly, they will need to rent labor through Shepard for our cartload service.

POV Loading and Unloading: All show freight and equipment must be delivered or removed through the loading dock area (Hall A & B ramps) for all POV loading and unloading. Flashers must be used when unloading and loading. These areas are for loading and unloading only - It is not a parking area while you assemble your booth. Exhibitors will have a 20-minute time limit to unload vehicle at the dock.

Optional Cartload Service through Shepard: An optional cartload service to load or unload your POV is available through Shepard for a cost of \$115 during Straight Time hours, or \$149.50 during Overtime hours. (Straight Time = Mon-Fri 8 AM – 4:30 PM; Overtime = Mon – Fri 4:30 PM – Midnight and Sat – Sun 8 AM – 5 PM).

CONTINUED ON NEXT PAGE

All items must fit on a flatbed cart (approximately 3'x4' in size) or weigh less than 300 lbs. The maximum number of trips is (2) for move-in and (2) for moveout. Freight that is too large or heavy must be handled by Shepard and billed at the regular material handling rates. This service is available during exhibitor move-in and move-out hours.

Exhibitor Move-In:

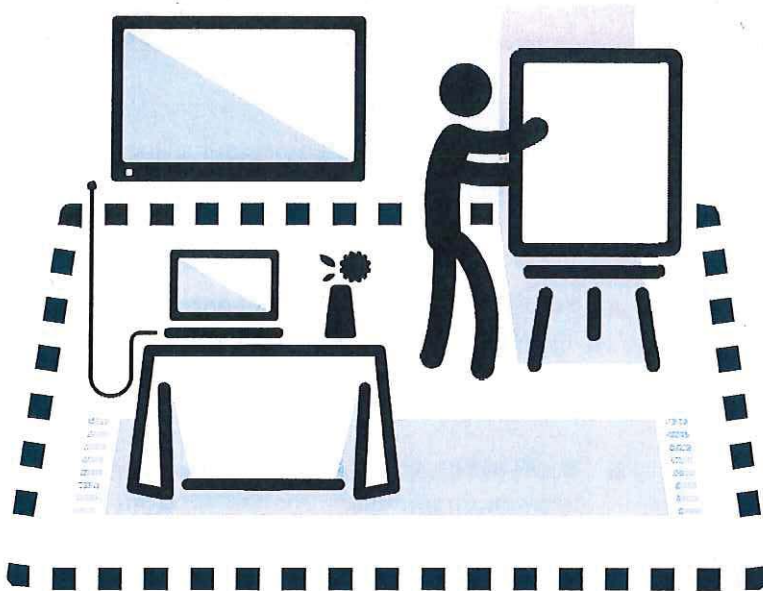
| | |
|-----------------------|--------------------|
| Tuesday, January 16 | 12:00 PM – 5:00 PM |
| Wednesday, January 17 | 8:00 AM – 9:00 PM |
| Thursday, January 18 | 8:00 AM – 12:00 PM |

Exhibitor Move-Out:

| | |
|----------------------|--------------------|
| Saturday, January 20 | 4:00 PM – 11:00 PM |
|----------------------|--------------------|

PENNSYLVANIA CONVENTION CENTER NEW EXHIBITOR WORK RULES

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



◀ Within your 600-square foot booth area or show space, you or other full-time employees have the freedom to set up and tear down your display, hang graphics and signage, and install floor coverings and non-rented AV equipment.

◀ Place, move, and remove your own easels, signs and poster board materials.



▲ Drive your non-commercial vehicle near our docks to unload.

▶ Open boxes, stock shelves, set up, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



▶ Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.

Use your own power tools and ladders (up to 6 feet) to set up and tear down exhibits.



MAKING A PLEDGE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

- 1. EFFECTIVE MANAGEMENT.** By bringing in industry-leader SMG to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
- 2. INDEPENDENCE AND FLEXIBILITY.** Exhibitors have the freedom to:
 - Set up and tear down within their 600-square foot booth area or show space.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to set up and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented AV equipment.
- 3. SIMPLE COMPUTER SETUP.** Full Time exhibitors, show managers and customers have the freedom to set up and connect their own computers that are not rented, components and low-voltage power supply equipment for non-public use. (Our skilled labor will need to set up any rented equipment, registration and public-use computers.
- 4. SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, poster board materials and leave up to six pop-up signs.
- 5. EASY DISPLAY SET UP.** Full-Time exhibitors, show managers and customers have the freedom to open boxes, stock shelves, set up, plug in, hang up and freely distribute their non-bulk products/literature within their 600-square foot booth area or show space.
- 6. DISPLAY MAINTENANCE.** Full-Time exhibitors have the freedom to perform maintenance on their own display equipment after the initial setup.
- 7. A SUPPORTIVE TEAM.** Each labor union has established a core workforce of hospitality focused show labor workers.
- 8. SKILLED WORKERS.** Everyone on your team will be highly skilled and will have received specialized training in hospitality services.

FOR EXHIBITORS



AN  MANAGED FACILITY



LABOR ORDER FORM

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

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

Installation Dismantling Both Install/Dismantle

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

Installation Dismantling Both Install/Dismantle

| Code | Qty. | Item | Discount | Regular | Sup. Fee | Amount |
|---|------|------|----------|---------|----------|--------|
| Shepard Supervised Labor (Exhibitor not present) | | | | | | |
| 68066 | | ST | 162.00 | 210.60 | 30% ** | |
| 68067 | | OT | 244.00 | 317.20 | 30% ** | |
| 68068 | | DT | 325.00 | 422.50 | 30% ** | |

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

| Code | Qty. | Item | Discount | Regular | Amount |
|-----------------------------------|------|------|----------|---------|--------|
| Exhibitor Supervised Labor | | | | | |
| 68060 | | ST | 162.00 | 210.60 | |
| 68061 | | OT | 244.00 | 317.20 | |
| 68062 | | DT | 325.00 | 422.50 | |

Dismantle: 68063/68064/68065

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

- Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
 - Requested times are not guaranteed and are based on availability.
 - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
 - **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

| | |
|-------------|----|
| Subtotal | \$ |
| 8.000% Tax* | \$ |
| Amount Due: | \$ |

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

Please Note: There will be no move-in scheduled for Monday, January 15th, 2018 due to the holiday.

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

| Exhibitor-Owned Carpet Installation/Dismantling | | | | | |
|---|-------|--------------------|----------|---------|--------|
| Code | SQ FT | Description | Discount | Regular | Amount |
| 68080 | | Flooring Only | 1.00 | 1.30 | |
| 68083 | | Padding + Flooring | 1.50 | 1.95 | |
| 68079 | | MINIMUM | 324.00 | 421.20 | |

Requested install date/time: _____

Flooring type(s):

Carpet Padding Other _____

What is your booth size (ft.)?

X = SQ FT

| | |
|-------------|----|
| Subtotal | \$ |
| 8.000% Tax* | \$ |
| Amount Due: | \$ |

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

Carrier Company Name: _____

of pieces: _____ Weight of Shipment: _____

Is shipment? Crated Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: Warehouse Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

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

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

Force freight through preferred carrier:
Send shipment back to Shepard warehouse: (\$400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: x

Forklift required? Yes No

Carpet is? owned rented from Shepard

Carpet padding? Yes No

Drawings are? Faxed to Shepard Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

Electrical Furniture A/V Equipment

Booth Cleaning Telephone/Internet

Electrical Information:

Electrical should go under the carpet (diagram is attached)

Electrical drawings are attached

Electrical drawings are with exhibit in crate number

Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____ Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

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

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.



GROUND RIGGING/FORKLIFT RENTAL

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M169220118

Discount Deadline: December 28, 2017

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

| Code | Qty. | Item Description | Discount | Regular | Amount |
|--|------|-----------------------------|----------|---------|--------|
| FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY | | | | | |
| 35028 | | Straight-time Hourly Rental | 345.80 | 449.50 | |
| 35039 | | Overtime Hourly Rental | 452.40 | 588.00 | |
| 35067 | | Double-time Hourly Rental | 557.70 | 725.00 | |

| Code | Qty. | Item Description | Discount | Regular | Amount |
|---|------|-----------------------------|----------|---------|--------|
| FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY | | | | | |
| 35029 | | Straight-time Hourly Rental | 691.60 | 899.00 | |
| 35049 | | Overtime Hourly Rental | 904.80 | 1176.25 | |
| 35069 | | Double-time Hourly Rental | 1115.40 | 1450.00 | |

| Code | Qty. | Item Description | Discount | Regular | Amount |
|---|------|-----------------------------|----------|---------|--------|
| FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY | | | | | |
| 35035 | | Straight-time Hourly Rental | 1037.40 | 1348.50 | |
| 35066 | | Overtime Hourly Rental | 1357.20 | 1764.25 | |
| 35070 | | Double-time Hourly Rental | 1673.10 | 2175.00 | |

CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST

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

Please Note: There is no rental Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

Please Note: There will be no move-in scheduled for Monday, January 15th, 2018 due to the holiday.

RIGGING LABOR RATES

| Code | Qty. | Item Description | Discount | Regular | Amount |
|---|------|---------------------------|----------|---------|--------|
| RIGGING FOREMAN LABOR PER MAN HOUR | | | | | |
| 35085 | | Straight-time Hourly Rate | 202.50 | 263.25 | |
| 35086 | | Overtime Hourly Rate | 305.00 | 396.50 | |
| 35099 | | Double-time Hourly Rate | 406.25 | 528.15 | |

| Code | Qty. | Item Description | Discount | Regular | Amount |
|---|------|---------------------------|----------|---------|--------|
| RIGGERS AND MATERIAL HANDLERS PER MAN HOUR | | | | | |
| 35087 | | Straight-time Hourly Rate | 162.00 | 210.60 | |
| 35100 | | Overtime Hourly Rate | 244.00 | 317.20 | |
| 35101 | | Double-time Hourly Rate | 325.00 | 422.50 | |

PLEASE NOTE:

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.

PLEASE NOTE:

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.

| | |
|-------------|----|
| Subtotal | \$ |
| 8.000% Tax* | \$ |
| Amount Due: | \$ |

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

SHEPARD LOGISTICS SERVICES

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION

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

Requested Pick Up Date:

Hours of Operation:

Company

Address

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Table with columns: Number of Pieces, Est. Dims, Est. Weight. Rows include Crates, Cartons (cardboard), Cases/Trunks (fiber) (color), Skids/Pallets, Carpet (color), TV/Monitor, Other, Total Pieces, Total Dims., Total Wt.

Size of largest piece: L W H

Loading Dock Yes No Lift Gate

Residential Inside Pick up Inside Delivery

Special Instructions:

Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature.

Ship to Address:

Contact Name:

Phone:

Deliver By Date:

Number of labels:

Special Instructions:

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

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

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card MasterCard VISA

Logistics/Material Handling ONLY Authorize ALL charges

Credit Card #:

Expiration Date: Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature:

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

Please complete the following:

Exhibiting Co. Name: Booth #:

Contact Name: Phone #:

Email: Fax #:

Authorized Signature:

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.



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 LABELS

United Soccer Coaches Convention

ADVANCE SHIPPING ADDRESS LABELS

| | |
|------------------|---|
| R U S H | |
| | ADVANCE WAREHOUSE |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | UPSF - Shepard Expo c/o Marano |
| | 9820 Blue Grass Rd Philadelphia, PA 19114 |
| | Delivery Hours: M-F, 8-4:30 PM |
| | For: United Soccer Coaches Convention |
| | Warehouse receiving hours are: Monday – Friday 8:00 AM – 2:00 PM |
| | First day freight can arrive w/o a surcharge: December 21, 2017 |
| | Last day freight can arrive w/o a surcharge: January 9, 2018 |

| | |
|------------------|---|
| R U S H | |
| | ADVANCE WAREHOUSE |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | UPSF - Shepard Expo c/o Marano |
| | 9820 Blue Grass Rd Philadelphia, PA 19114 |
| | Delivery Hours: M-F, 8-4:30 PM |
| | For: United Soccer Coaches Convention |
| | Warehouse receiving hours are: Monday – Friday 8:00 AM – 2:00 PM |
| | First day freight can arrive w/o a surcharge: December 21, 2017 |
| | Last day freight can arrive w/o a surcharge: January 9, 2018 |

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

| | |
|------------------|---|
| R U S H | |
| | DIRECT TO SHOW |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | C/O: SHEPARD EXPOSITION SERVICES |
| | Pennsylvania Convention Center, Hall A - B 1101 Arch St Philadelphia, PA 19107 |
| | For: United Soccer Coaches Convention |
| | Please Note: There will be no move-in scheduled for Monday, January 15th, 2018 due to the holiday. |
| | MUST NOT BE DELIVERED PRIOR TO: January 16, 2018 @ 8:00 AM |

| | |
|------------------|---|
| R U S H | |
| | DIRECT TO SHOW |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | C/O: SHEPARD EXPOSITION SERVICES |
| | Pennsylvania Convention Center, Hall A - B 1101 Arch St Philadelphia, PA 19107 |
| | For: United Soccer Coaches Convention |
| | Please Note: There will be no move-in scheduled for Monday, January 15th, 2018 due to the holiday. |
| | MUST NOT BE DELIVERED PRIOR TO: January 16, 2018 @ 8:00 AM |




HANGING SIGN SHIPPING LABELS

United Soccer Coaches Convention

HANGING SIGN SHIPPING ADDRESS LABELS

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

| | |
|---|--|
| R U S H |  ADVANCE WAREHOUSE |
| | HANGING SIGN |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | UPSF - Shepard Expo c/o Marano 9820 Blue Grass Rd Philadelphia, PA 19114 |
| | Delivery Hours: M-F, 8-4:30 PM |
| For: United Soccer Coaches Convention | |
| Warehouse receiving hours are: Monday – Friday 8:00 AM – 2:00 PM | |
| First day freight can arrive w/o a surcharge: December 21, 2017 | |
| Last day freight can arrive w/o a surcharge: January 9, 2018 | |

| | |
|---|--|
| R U S H |  ADVANCE WAREHOUSE |
| | HANGING SIGN |
| | TO: _____ (EXHIBITING CO. NAME) |
| | Booth #: _____ |
| | UPSF - Shepard Expo c/o Marano 9820 Blue Grass Rd Philadelphia, PA 19114 |
| | Delivery Hours: M-F, 8-4:30 PM |
| For: United Soccer Coaches Convention | |
| Warehouse receiving hours are: Monday – Friday 8:00 AM – 2:00 PM | |
| First day freight can arrive w/o a surcharge: December 21, 2017 | |
| Last day freight can arrive w/o a surcharge: January 9, 2018 | |



MATERIAL HANDLING AUTHORIZATION

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT* ON MATERIAL HANDLING

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Discount does **not** apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

CALCULATION OF MATERIAL HANDLING SERVICES

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

The blended rates below are based on the listed show schedule.

| Standard Material Handling | | | | |
|---------------------------------------|-------------|------------------|-------------------|-------|
| Weight | Description | | Price | Total |
| Advance Shipments to Warehouse | | | | |
| | \$240.00 | \$312.00 | | |
| | Crated | Special Handling | | |
| | 35010 | 35036 | | |
| Pieces | | | | |
| | \$120.00 | \$156.00 | \$240.00 | |
| | Each carton | Special handling | Min. per shipment | |
| | 35048 | 35268 | 35045 | |

| Weight | Description | | Price | Total |
|--|-------------|----------|------------------|-------|
| Direct Shipments to Showsite | | | | |
| | \$240.00 | \$360.00 | \$312.00 | |
| | Crated | Uncrated | Special Handling | |
| | 35030 | 35043 | 35038 | |
| Overtime | | | | |
| Overtime: 30% fee for each overtime application based on ST rate | | | | |
| Double Time | | | | |
| Double Time: 50% fee for each double time application based on ST rate | | | | |

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

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

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.

| | |
|--|----|
| Subtotal | \$ |
| N/A Tax* | \$ |
| Amount Due: | \$ |
| * All tax rates are subject to change. | |

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

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.

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

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

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



STORAGE AUTHORIZATION FORM

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ 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.

SHOWSITE STORAGE

Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

Return to Warehouse Service Fee: At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

Storage per Month Service Fee: Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: _____ Delivery Date: _____

Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



MATERIAL HANDLING INFORMATION

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

United Soccer Coaches Convention

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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.

DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate: 162.00

Per Hour (OT/DT rates 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.

UNCRAATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 15%

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.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

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.

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



MATERIAL HANDLING 101

United Soccer Coaches Convention

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

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

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, 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 is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

Shipments must arrive during 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.

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

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



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

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MOBILE SPOTTING FEE

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

Discount Deadline: December 28, 2017

Display of gasoline vehicles will be permitted subject to the following criteria:

1. A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
*Fuel applies to gasoline, diesel, CNG, LPG, etc. Must be verified by General Service Contractor's Traffic person prior to entering the building.
2. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
3. Battery cables must be disconnected and the ends taped.
4. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.
5. A properly tagged set of keys to each vehicle must be left with the building prior to display.
BRING AN EXTRA SET OF KEYS.
6. Tanks cannot be refueled or emptied inside the PCC.
7. No repairs or alterations shall be made on vehicles.
8. During non-show hours, vehicles must be locked.
9. Fire extinguishers, in appropriate numbers and classifications, may be required.
10. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
11. The carpet must be protected at all times. This can be done by putting out a run of plastic (for several vehicles)
or if there is only one, this can be achieved by leapfrogging 2 pieces of plastic slightly larger than the length of the vehicle.
12. While the vehicle is on display, plastic should be placed under the vehicle. The wheels should not rest directly on the carpet. A carpet square (scrap) should be placed under the wheels. At the very minimum, plastic should remain under the wheels. If doors need to be removed, the client will be charged for the removal and reinstallation of the doors. The client should be notified in advance if doors need to be removed so they can assess the cost with their budget. Carpet must be protected with visqueen while vehicle is being driven to destination for display.
13. All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.

| Qty: | Description | Surcharge per Roundtrip | Total Amount |
|------|---|-------------------------|--------------|
| | Motorized Unit/Vehicle Spotting (35106) | \$225.00 | |

| | |
|------------|--|
| Subtotal | |
| N/A Tax | |
| Amount Due | |

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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



Shepard Exposition Services

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CARTLOAD MATERIAL HANDLING SERVICE

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.



| Code | # of trips | Item Description | Rate | Amount |
|------------------------------------|------------|--------------------|--------|--------|
| ONE-WAY STRAIGHT TIME RATES | | | | |
| 35152 | | Booth to Dock - ST | 115.00 | |
| 35151 | | Dock to Booth - ST | 115.00 | |

Overtime: Booth to dock, 35154; Dock to booth, 35153

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 - Doubletime: All other hours and holidays

| | |
|------------|----|
| Subtotal | \$ |
| 8.000% Tax | \$ |
| Amount Due | \$ |

Shepard has the responsibility of loading/unloading of all vehicles. All items must fit on a flat bed cart (approximately 3'x4' in size) or less than 300 lbs. The maximum number of trips is (2) for move-in and (2) for move-out. Freight that is too large or heavy must be handled by Shepard and billed at the regular material handling rates.

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 in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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



OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

United Soccer Coaches Convention

January 16 - 18, 2018

Pennsylvania Convention Center, Philadelphia, PA

Event Code: M169220118

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.

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

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

ONSITE CONTACT NAME _____ BOOTH# _____

CELL PHONE # _____

Number of Pieces: _____ Number of Labels Requested: _____

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

CARRIER SELECTION

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.

Type of Service: In the event your designated carrier fails to pickup:

Ground Overnight 2nd Day Reroute via show carrier Return to Warehouse *\$400.00 minimum charge

Shipping Options:

Inside Delivery Residential Lift Gate No Loading Docks

OUTBOUND SHIPMENT REQUIREMENTS:

- 1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS: SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

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 all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

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

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

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

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

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – 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.



Aramark/SFS

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

SPECIALTY SERVICES

Old City Coffee Service

Espresso Service, Specialty Coffee & Tea Service
Contact an Aramark/SFS Sales Manager for additional information

Popcorn Machine**

Popcorn Machine, \$130 daily rental
Popcorn Kit, \$135 each
Includes oil/butter, popcorn, bags
Serves approximately 70 6-oz. bags
\$175 attendant fee for a minimum of 4 hours of service

Electric Water Cooler**

Electric Water Cooler, \$100 each
Includes cooler, 5 gallon water tank and cone cups
Additional 5 gallon water, \$35.00 each

Ice Cream Novelties**

Ice Cream Freezer, \$100 daily rental
Assorted Ice Cream Novelties, \$54 per dozen

Pour Over Coffee Machine**

Coffee Machine, \$200 per day
Includes Coffee Maker, 2 pour over coffee pots, one 5 gallon water tank, eight coffee packets, two decaf coffee packets, flavored teas, PC condiments
Machine Dimensions: 1' deep X 2' wide

Coffee Kit Refills, \$115 each

Includes one 5 gallon water tank, eight coffee packets, two decaf packets, flavored tea bags, PC condiments

Soft Pretzel Warmer**

Pretzel Warmer, \$150 daily rental
Super Pretzels, \$200 per case of 50
Served with Spicy Mustard

Hosted Bar

Requires an Aramark bartender, \$175 for 2 hours of service
Contact an Aramark/SFS Sales Manager for additional information

***Requires a dedicated 110-volt electrical connection, contact Aramark/SFS Sales Manager for Specific Details*

A LA CARTE ITEMS

Beverages

Coffee, Decaf, Hot Tea
\$65 per gallon
Serves approx. 12 10 oz. cups

Unsweetened Iced Tea \$40 per gallon
Lemonade, \$40 per gallon
Fruit Punch, \$40 per gallon
Bottled Fruit Juice, \$3.50 each
Assorted Soft Drinks, \$5.25 each
Bottled Water, \$3.50 each
Mineral Water, \$3.50 each
Gatorade, \$4 each

10 lb. ice, \$10 per bag

Bakeries

Bagels, \$48 per dozen
Danish, \$48 per dozen
Muffins, \$48 per dozen
Donuts, \$48 per dozen
Breakfast Breads, \$48 per dozen
Fresh Baked Cookies and Brownies, \$38 per dozen
Sticky Buns (Plain or Raisin), \$48 per dozen

Boxed Lunches

Smoked Turkey or Roast Beef, \$27.50
Prosciutto, \$26.50
Eggplant, \$25
Garden Salad, \$25
Includes Chips, Cookie, Bottled Water

Snacks

Individual Bags of Snacks (Potato chips, Pretzels, Popcorn), \$3.75 each
Philadelphia Famous Tasty Kakes, \$57 per dozen
Assorted Granola Bars, \$4 each
Philly Soft Pretzels, \$38 per dozen
Whole Fruit, \$3.50 each
Mini Cupcakes, \$36 per dozen
M&M's or Hersey Kisses, \$10 per pound
Chocolate Dipped Strawberries, \$40 per dozen
Mini Italian Hoagies (3 in.), \$70 per dozen



ORDERING INFORMATION

Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100

Tax and Service Fee

All food and beverage pricing is subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

Pricing

All prices are subject to change without prior notification.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware

All booth services include the appropriate variety of high grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

Beverage Service

Initial beverage delivery includes: bowl of ice, ice scoop, cups and napkins.

Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

Unauthorized Food and Beverage

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.



ORDER FORM

Show Name: _____

Company: _____

Contact: _____

Address: _____

Email: _____

Phone: _____ Fax: _____ Cell: _____

On-site Contact: _____ On-site Phone: _____

Booth/Room Number: _____ Number of Guests: _____

| Day/Date | Start & End Time | Quantity | Item Description | Item Price |
|----------|------------------|----------|------------------|------------|
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|---|--------------------------------|
| Submit your order: Fax: 215-418-2210 Phone: 215-418-2243 | Subtotal |
| | 10% Late Fee (When Applicable) |
| | 23% Administrative Fee |
| | Delivery Fee (When Applicable) |
| | 8% Sales Tax |
| | 3% Credit Card Processing Fee |
| | Total |

Cardholder's Name: _____ Visa MasterCard

Cardholder's Signature: _____ AmEx Check

Card Number: _____

Exp. Date ___/___ CVV: _____

Important Information: Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.

Deadline: All original orders must be received 20 business days prior to the first show day or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee.

Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.

Payment Policy: Aramark/SFS Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any reorders made on site. 3% credit card processing fee applies.

Delivery Charge: A \$45 charge will apply to all orders of less than \$100 per delivery

Table and Electrical Requirements: Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.



ARA/SFS Joint Venture
 Pennsylvania Convention Center
 1101 Arch Street, Philadelphia, PA 19107
 Phone (215) 418.2222; Fax (215) 418.2210

**AUTHORIZATION REQUEST
 SAMPLE FOOD AND/OR NON-ALCOHOLIC BEVERAGE DISTRIBUTION**

ARA/SFS Joint Venture ("ARAMARK") has **exclusive** food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of ARAMARK.

GENERAL CONDITIONS:

- 1) Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
- 2) All Sample Products must be distributed from Exhibiting Firm's exhibit location and shall comply with the following requirements:
 - a) Beverage Sample Products are limited to a maximum of 3 fluid ounces.
 - b) Food Sample Products are limited to a maximum of 2 ounces.
- 3) Exhibiting Firm shall maintain at all times during the event, and shall provide to ARAMARK no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm's obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to ARAMARK. All policies of liability insurance shall include ARAMARK and the Pennsylvania Convention Center Authority (the "Authority") as additional insureds.
- 4) Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to ARAMARK) and hold harmless ARAMARK and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys' fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
- 5) Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Philadelphia County Health Department and a copy of all required permits/approvals must be provided to ARAMARK no later than three (3) days before the first day of the event.
- 6) Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
- 7) No cash sales are permitted by Exhibiting Firm.
- 8) ARAMARK will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
- 9) Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

| | |
|---|--|
| Name of Event: _____ | Event Date: _____ |
| Exhibiting Firm Name: _____ | Phone : (____) _____ |
| Booth Number: _____ | Fax: (____) _____ |
| Address: _____ | _____ |
| Contact: _____ | Title: _____ |
| Product(s) you wish to dispense: _____ | Size of Portion to be dispensed: _____ |
| Proposed method of distribution: _____ | Quantity to be dispensed: _____ |
| Explain purpose for offering Sample Products: _____ | |

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

[INSERT EXHIBITING FIRM]

By: _____
 Name:
 Title:

The undersigned hereby consents to Exhibiting Firm's distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

ARA/SFS Joint Venture

By: ARAMARK Sports and Entertainment Services, LLC

By: _____
 Name:
 Title:



ARAMARK Sports and Entertainment Services

Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
215-418-2222
215-418-2210
www.aramarkconventions.com/pennsylvania

RELEASE & INDEMNITY AGREEMENT

This Agreement is by and between ARAMARK Sports and Entertainment Services, Inc. ("Caterer") and _____ ("Customer"), having an address of:

CUSTOMER STREET ADDRESS: _____
CUSTOMER CITY, STATE ZIP: _____

Attention:
Phone:
Fax:

THIS RELEASE AND INDEMNITY AGREEMENT is made and entered into this _____ (Today's Date) by ARAMARK at The Pennsylvania Convention Center, their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them ("Releasers") for the benefit of ARAMARK and The Pennsylvania Convention Center (collectively, "Released Parties").

WHEREAS, Releasers have agreed to indemnify and hold harmless Released Parties with respect to any liability, loss or injury incurred by Released Parties, relating to an event scheduled to take place from _____ at the _____ (the "Event"), located at The Pennsylvania Convention Center.

NOW THEREFORE, in consideration of the above and other good and valuable consideration, Releasers each hereby agrees to indemnify, defend and hold harmless, and release the Released Parties and their respective affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them (hereinafter referred to as "Indemnitees"), from and against any and all liabilities, damages, losses, claims, suits, judgments, fines, penalties, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by ARAMARK, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property in connection with the Event. To the fullest extent permitted by law, this indemnification shall apply regardless of whether or not such claim, loss, liability or expense is caused in whole or part by the negligence of the Indemnitees.

WHEREAS, any equipment loaned by the Released Parties to the Releasers must be returned in the same state of being in which it was loaned or full replacement costs will apply.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

RELEASORS:

By:

_____ (Customer Name)

_____ (Customer Title)

_____ (Customer Organization)

PCC CONVENIENCE OUTLET POLICY

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). Client Utilities Department will provide an adaptor at no cost.
4. A contractor may use one outlet per meeting room for an A/V presentation. Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an A/V presentation provided the equipment is personally owned. (Any equipment used from a 3rd party would require an electrical service order). Client Utilities Department will provide an adaptor at no cost.
6. A/V presenters that supply their own cord must use a grounded 12/3 flat cord which complies with fire marshal regulations.

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/SMG ORDER PROCESSING

1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com



AN **SMG** MANAGED FACILITY

**UNITED SOCCER COACHES
ADVANCED RATE DEADLINE:
DECEMBER 29, 2017**

215-418-2190

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: _____ Booth #: _____

Bill To Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Card Holder's Name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

STANDARD 110v/120v SERVICE

Service originates at back center of Inline & Peninsula Booths.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|-----------------|-----------------|-----------------|-------|
| | 500watts | \$118.00 | \$160.00 | |
| | 1000watts | \$150.00 | \$210.00 | |
| | 2000watts | \$190.00 | \$255.00 | |
| | 24HR. 500watts | \$177.00 | \$240.00 | |
| | 24HR. 1000watts | \$225.00 | \$315.00 | |
| | 24HR. 2000watts | \$285.00 | \$382.50 | |
| | OTHER | CALL | CALL | |

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|--------------------|-------------------|-------------------|-------|
| | 20amp 1Phase | \$410.00 | \$510.00 | |
| | 30amp 1Phase | \$430.00 | \$575.00 | |
| | 60amp 3Phase | \$800.00 | \$1,120.00 | |
| | 100amp 3Phase | \$1,280.00 | \$1,500.00 | |
| | 24HR 20amp 1Phase | \$615.00 | \$765.00 | |
| | 24HR 30amp 1Phase | \$645.00 | \$862.50 | |
| | 24HR 60amp 3Phase | \$1,200.00 | \$1,760.00 | |
| | 24HR 100amp 3Phase | \$1,920.00 | \$2,250.00 | |
| | OTHER | CALL | CALL | |

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|----------------------------|-----------------|-----------------|-------|
| | 4' Track w/3- 90w Lamps | \$167.00 | \$263.00 | |
| | 8' Track w/3-90w lamps | \$232.00 | \$315.00 | |
| | Each additional track lamp | \$20.00 | \$30.00 | |
| | LED Clamp Stem Light | \$130.00 | \$175.00 | |
| | Parcan Overhead Light | \$670.00 | \$900.00 | |

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday
Regular Rate: \$118.00 Show Site Rate: \$145.00
Over Time: 6am-8am after 4:30pm Monday-Friday / All Day
Saturday Regular Rate: \$177.00 Show Site Rate: \$200.00
Double Time: All Day Sunday / Recognized Holidays
Regular Rate: \$236.00 Show Site Rate: \$260.00

- *Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.*
- *The minimum charge of ½ hour installation will apply.*
- *Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.*
- *Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.*

Unsupervised Installation Supervised Installation by Exhibitor/Name: _____ Cell: _____

NO YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.

Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

| | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin | <input type="checkbox"/> 208v/480v Service Connection | <input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary) | <input type="checkbox"/> Computer Installation & Dismantle | <input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling |
| Date: _____ Time: _____ | Date: _____ Time: _____ | Date: _____ Time: _____ | | |
| <input type="checkbox"/> Network Data Cabling Distribution & Terminations | <input type="checkbox"/> Hardwire Lights & Electrical Equipment | <input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations | <input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors | |
| Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____ | |

PCC/SMG ELECTRIC SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.



ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental. Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS

SKANDA LED CLAMP ON LIGHT



- Super Bright LED
- 200watts cool white
- Clamps
- Classic Black Only

***RENTAL PRICES:**
Advanced: \$130.00
Standard: \$175.00

NORA TRACK LIGHT



- 3 Fully Enclosed Lamps
- Additional Lamps
- 4ft & 8ft. Lengths of Track
- Classic Black Only

***RENTAL PRICES:**
4ft. Advanced Rate: \$167.00
4ft. Standard Rate: \$263.00
8ft. Advanced Rate: \$232.00
8ft. Standard Rate: \$315.00

PARCAN OVERHEAD LIGHT



- Rugged Die-Cast Aluminum Construction
- Source Four Optical Technology
- Superior Brightness

***RENTAL PRICES:**
Advanced: \$670.00
Standard: \$900.00

Light attracts people, it shows the way, and when we see it in the distance, we follow it. ”Ricardo Legorreta - architect

RETURN THIS FORM TO:
 PCC/SMG ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Fax: (215) 418-2187
 utilities@paconvention.com



AN MANAGED FACILITY

ADVANCE DEADLINE

**21 Days Prior To
Event Move-In Date**

Floor Plan Layout

Show Name: _____ Show Dates: _____

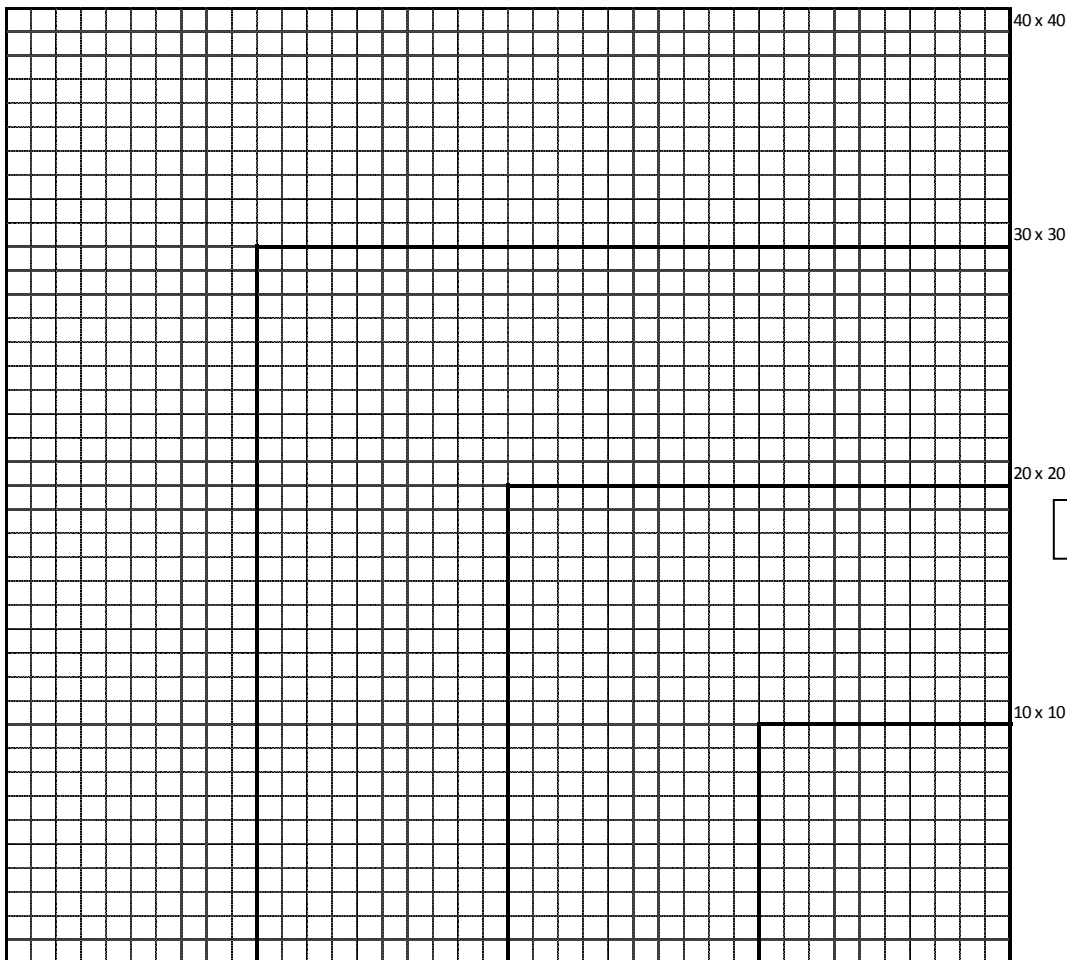
Company Name: _____ Contact Name: _____

Booth Number: _____

Choose the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth Peninsula Booth Island Booth

Adjacent Booth or Aisle #



Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

LEGEND FOR MAKING GRID – PLEASE USE BELOW:

A = Main Electric Drop Location **B** = 2000 Watt / 20 Amp **C** = 1500 Watt / 15 Amp **D** = 1000 Watt / 10 Amp

E = 500 Watt / 5 Amp

MI = Main Internet Drop

I = Internet Connection

RETURN THIS FORM TO:
 PCC ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: 215.418.4800
 Fax: 215.418.4805
 showservices@paconvention.com



AN MANAGED FACILITY

UNITED SOCCER COACHES

ADVANCE RATE DEADLINE:
DECEMBER 29, 2017

WIRED INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

INTERNET SERVICES (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

| QTY | SERVICE | ADVANCE | STANDARD | TOTAL |
|--|--|---------------------|-------------|-------|
| <i>Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.</i> | | | | |
| | Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses | \$9,000.00 | \$11,250.00 | |
| | Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses | \$7,000.00 | \$8,750.00 | |
| | Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses | \$4,250.00 | \$5,310.00 | |
| | Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses | \$2,500.00 | \$2,655.00 | |
| | • Additional Dedicated Public IP address | \$160.00 | \$195.00 | |
| <i>Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.</i> | | | | |
| | Private 9Mb – includes (4) IP addresses | \$1,800.00 | \$2,250.00 | |
| | Private 6Mb – includes (4) IP addresses | \$1,200.00 | \$1,500.00 | |
| | Private 3Mb – includes (4) IP addresses | \$1,000.00 | \$1,250.00 | |
| | • Additional Private IP address | \$125.00 | \$160.00 | |
| | Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions) *Additional IP addresses and wireless routers cannot be added to this service.* | \$500.00 | \$625.00 | |
| | Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____ | \$600.00 | \$750.00 | |
| Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com <i>Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com).</i> TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM | | SUB TOTAL | | |
| | | 8% SALES TAX | | |
| | | TOTAL | | |

RATES EFFECTIVE JANUARY 1, 2017 – December 31, 2017. RATES SUBJECT TO CHANGE AFTER 12/31/17.

INTERNET SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 2. **Network Driver: TCP/IP**
 3. **Proper configuration of computer equipment for TCP/IP connection.**
 4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com



**UNITED SOCCER
COACHES**

**ADVANCE RATE DEADLINE:
DECEMBER 29, 2017**

AN MANAGED FACILITY

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

| QTY | SERVICE | ADVANCE | STANDARD | TOTAL |
|-----|-------------------------------|-----------------|-----------------|-------|
| | Single Line Telephone Service | \$300.00 | \$350.00 | |
| | Credit Card Line/Fax Line | \$300.00 | \$350.00 | |
| | Multi Line Telephone Service | \$450.00 | \$525.00 | |

PHONE EQUIPMENT & FEATURES

| QTY | SERVICE | ADVANCE | STANDARD | TOTAL |
|-----|--|-----------------|-----------------|-------|
| | Conference Phone (Single Line Telephone Service must be ordered) | \$100.00 | \$150.00 | |
| | Voice Mail | \$25.00 | \$25.00 | |
| | Other: | | | |

D-MARK EXTENSION *(ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

| QTY | SERVICE | ADVANCE | STANDARD | TOTAL |
|-----|--|-----------------|-----------------|-------|
| | Extend ISDN, Data or Fiber to Booth/Room | \$600.00 | \$600.00 | |
| | Extend POTS Line to Booth/Room | \$250.00 | \$250.00 | |

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

| | |
|---------------------|--|
| SUB TOTAL | |
| 8% SALES TAX | |
| TOTAL | |

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- i. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

IF PAYING BY CHECK RETURN THIS FORM TO:
 PCCA/SMG ORDER PROCESSING
 1101 ARCH STREET
 PHILADELPHIA, PA 19107
 EMAIL COMPLETED FORM TO:
utilities@paconvention.com
 PHONE: (215) 418-2190
 FAX: (215) 418-2187



AN MANAGED FACILITY

UNITED SOCCER COACHES

**ADVANCED DEADLINE DATE:
DECEMBER 29, 2017**

WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of in-line and peninsula booths only.

Labor & material required for distribution to other locations, Island booths and connection to equipment.

| QTY. | SERVICE | ADVANCED | STANDARD | TOTAL |
|------|--|---------------------|------------|-------|
| | 1 / 2" Main Airline w/ Shutoff | \$300.00 | \$350.00 | |
| | Additional 1 / 2" Airline Connection | \$115.00 | \$165.00 | |
| | 1 / 2" Water line w/ Shutoff | \$210.00 | \$260.00 | |
| | 1 / 2" Additional Water line w/ Shutoff | \$115.00 | \$165.00 | |
| | 3 / 4" Drain line | \$210.00 | \$260.00 | |
| | 3 / 4" Additional Drain line | \$115.00 | \$165.00 | |
| | Water Fill & Drain up to 200 gal. | \$170.00 | \$220.00 | |
| | Additional 100 gal. Water Fill & Drain – Labor Additional | \$70.00 | \$90.00 | |
| | Prep Sink (Water & Drain Additional) | \$120.00 | \$160.00 | |
| | Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges. | \$1,150.00 | \$1,200.00 | |
| | | Sub Total | | |
| | | 8% Sales Tax | | |
| | | TOTAL | | |

PLUMBING LABOR RATES:

Weekdays 8am - 4:30pm \$144.00per hour | Weekdays after 4:30pm & all day Saturday \$216.00 per hour
 All day Sunday and Holidays \$288.00 per hour

- AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN
- PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet Date: _____ Time: _____

Final Connection to equipment Date: _____ Time: _____

ADVANCED RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE DATE NOTED ABOVE
 Eff. 5-1-17

PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. **Third party billing** is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4795 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- m. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Utility Services Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its Sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

RETURN THIS FORM TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 showservices@paconvention.com



AN MANAGED FACILITY

**UNITED SOCCER COACHES
 ADVANCED RATE
 DEADLINE:
 DECEMBER 29, 2017**

EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

| PRESENTATION EQUIPMENT | QTY | ADVANCE RATE | STANDARD RATE | TOTAL |
|--|-----|------------------|---------------|-------|
| 6' Tripod Screen | | \$75.00 | \$94.00 | |
| 8' Tripod Screen | | \$113.00 | \$141.00 | |
| 32" or 54" Projection Video Cart w/ Drape | | \$63.00 | \$79.00 | |
| Flipchart w/ Markers and Pad | | \$75.00 | \$94.00 | |
| LCD FLAT PANEL DISPLAYS | | | | |
| 20" LCD Flat Panel Monitor (Data ONLY) not wall-mountable | | \$188.00 | \$235.00 | |
| 24" LCD Flat Panel Display (Data & Video) Black | | \$375.00 | \$469.00 | |
| 32" HD Flat Panel Display (Data & Video) Black | | \$500.00 | \$625.00 | |
| 40" HD Flat Panel Display (Data & Video) Black | | \$750.00 | \$938.00 | |
| 52" HD Flat Panel Display (Data & Video) Black | | \$1250.00 | \$1563.00 | |
| 60" HD LED Display (Data & Video) Black | | \$1625.00 | \$2031.00 | |
| Larger LCD Flat Panel Displays available | | Call for Pricing | | |
| Floor Stand or Table Top Stand (circle one) | | \$125.00 | \$156.00 | |
| Wall Mounting. Please Call for Pricing.* | | | | |
| LCD PROJECTORS | | | | |
| 4,500 Lumen LCD Projector | | \$750.00 | \$938.00 | |
| LAPTOP COMPUTER | | | | |
| Laptop Computer with MS Office | | \$313.00 | \$391.00 | |
| AUDIO/VIDEO EQUIPMENT | | | | |
| 160 Watt Self Powered Full Range Speaker w/Stand | | \$163.00 | \$204.00 | |
| 300 Watt Self Powered Full Range Speaker w/Stand | | \$213.00 | \$266.00 | |
| Dynamic Microphone Floor Stand, Podium, or Table Top (circle one) | | \$88.00 | \$110.00 | |
| Wireless Microphone Handheld Lavalier, or Headset (circle one) | | \$288.00 | \$360.00 | |
| DVD Player (single Disc) | | \$163.00 | \$204.00 | |
| Blu-ray Player | | \$250.00 | \$319.00 | |

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES

| | |
|---|--|
| EQUIPMENT SUBTOTAL | |
| 8% SALES TAX | |
| SERVICE CHARGE* (23% OF EQUIPMENT TOTAL) | |
| TOTAL AMOUNT DUE | |

SPECIAL INFORMATION:

*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing.

If order is placed within 24 hours of show opening there is an additional 25% fee.

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

ADDITIONAL EQUIPMENT: _____

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS) TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- c. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- g. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- d. All equipment is subject to inspection and approval by PCC prior to connection to service.
- e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Booth No: _____

RETURN THIS FORM TO:
 PCC ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 showservices@paconvention.com



AN **SMG** MANAGED FACILITY

**UNITED SOCCER
COACHES**

**ADVANCE RATE DEADLINE
DECEMBER 29, 2017**

AUDIO VISUAL MEETING ROOM SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Meeting Room: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

| PRESENTATION EQUIPMENT | QTY | ADVANCE RATE | STANDARD RATE | TOTAL |
|--|-----|------------------|---------------|-------|
| 34" or 54" Projection Video Cart w/Drape | | \$25.00 | \$31.00 | |
| 56" Safelock Stand | | \$20.00 | \$25.00 | |
| Laser Pointer | | \$25.00 | \$31.00 | |
| Flipchart w/Markers & Pad | | \$30.00 | \$38.00 | |
| Wireless Computer/Mouse | | \$25.00 | \$31.00 | |
| 10'x16' Black Pipe and Drape (price per section) | | \$120.00 | \$150.00 | |
| 6' Tripod Screen | | \$30.00 | \$38.00 | |
| 8' Tripod Screen | | \$45.00 | \$56.00 | |
| 10' Cradle Screen | | \$85.00 | \$106.00 | |
| Larger Screens and Widescreen Available | | Call for Pricing | | |
| VIDEO & DATA DISPLAY EQUIPMENT | | | | |
| 32" HD Flat Panel Display | | \$200.00 | \$250.00 | |
| 40" HD Flat Panel Display | | \$300.00 | \$375.00 | |
| 52" HD Flat Panel Display | | \$500.00 | \$625.00 | |
| 60" HD LED Display | | \$650.00 | \$813.00 | |
| DVD Player (single disc) | | \$65.00 | \$81.00 | |
| LCD Support Package (vga cable, cart, & power strip) | | \$45.00 | \$56.00 | |
| 4500 Lumens Projector | | \$300.00 | \$375.00 | |

| AUDIO EQUIPMENT * | QTY | ADVANCE RATE | STANDARD RATE | TOTAL |
|--|-----|--------------|---------------|-------|
| *AUDIO EQUIPMENT INCLUDES USE OF HOUSE SOUND SYSTEM | | | | |
| Dynamic Microphone (sm58) | | \$35.00 | \$44.00 | |
| Condenser Lavalier Microphone | | \$35.00 | \$44.00 | |
| Floor Microphone Stand or Table Top Microphone Stand | | n/c | n/c | |
| Gooseneck for Podium | | n/c | n/c | |
| Wireless Handheld Microphone or Wireless Lavalier Microphone | | \$115.00 | \$144.00 | |
| Compact Disc (CD) Player | | \$50.00 | \$63.00 | |
| 6-Channel Audio Mixer | | \$60.00 | \$75.00 | |
| 16-Channel Audio Mixer | | \$175.00 | \$219.00 | |
| Press Mult Box | | \$95.00 | \$119.00 | |
| Direct Box (Computer Audio) | | \$20.00 | \$25.00 | |
| House Audio Patch Fee (per room section/per day) | | \$50.00 | \$63.00 | |
| 160 Watt Self-Powered Full Range Speaker w/Stand | | \$65.00 | \$81.00 | |
| 300 Watt Self-Powered Full Range Speaker w/Stand | | \$85.00 | \$106.00 | |
| Laptop Computer | | \$125.00 | \$156.00 | |

| TOTAL CHARGES | |
|--|--|
| EQUIPMENT SUBTOTAL | |
| 8% SALES TAX | |
| LABOR SERVICES (PLEASE SEE SPECIAL INFORMATION) | |
| TOTAL AMOUNT DUE | |

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

SPECIAL INFORMATION: Please contact the Show Services Department (215.418.4800) to discuss your estimate for labor services and to order additional equipment.

RATES EFFECTIVE JANUARY 1, 2018 – December 31, 2018. RATES SUBJECT TO CHANGE AFTER 12/31/18.

PCCA AUDIO VISUAL SERVICE ORDER (DAILY RATES FOR MEETING ROOMS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
- c. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. Labor rates are based on current prevailing wages and are subject to change. **Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).**
- f. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- g. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- h. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- d. All equipment is subject to inspection and approval by PCC prior to connection to service.
- e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC's Show Services Desk.
- g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Meeting Room: _____

PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTHS 600 SQ/FT OR LESS:

- A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

- A. Accessing floor ports in exhibit halls is strictly prohibited.
- B. The use of gasoline powered equipment is prohibited.
- C. All generators are prohibited.
- D. All vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- G. The use of hoists will not be permitted.
- H. The use of a device with an open flame, such as a propane torch, is prohibited.
- I. Lasers, rotating or still, shall not be permitted
- J. No smoking shall be permitted inside the facility.
- K. Exhibit booths or displays may not block fire equipment, columns, electrical closets, or electrical panels.
- L. All electrical cords run across the show floor or under carpet must be installed by SMG Electricians regardless of booth size.
- M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. No lead acid batteries may be used for power in any booth.
- O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department.
- P. The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.
- Q. Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

Frequently Asked Questions-Exhibitors 100 Percent Customer-Focused, Cost Effective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor, do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?

- Yes, as long as you are a full-time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth and the booth is not in excess of 600 square feet.

Can I hire an outside AV vendor for rental equipment?

If you are using 3rd party vendor other than the preferred AV vendor for your event, you will incur additional labor fees. There is a 4-hour minimum for set-up and dismantle when using a 3rd party vendor other than the preferred event vendor. If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

Electric

My booth will have stem lighting can I install them myself?

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full-time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.
- In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. All exhibitor extension cords must be grounded 3-wire 12 gauge UL listed approved cords. Taping across the floor is not permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.