



ICAA Conference, Leadership Summit and Expo 2019
Gaylord Palms Resort & Convention Center - Kissimmee, Florida
October 10 - 12, 2019

Event Code: F124111019
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101,
Orlando, FL 32837

BOOTH PACKAGE

Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): White, Grey
Aisle carpet color: Blue

Exhibitor carpeting/flooring covering is NOT included. Please note that show management requires all exhibitors to provide a floor covering for their entire booth space. Please review the flooring order form for options.

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, October 9, 2019	3:00 PM	to	6:00 PM	
	Thursday, October 10, 2019	8:00 AM	to	4:00 PM	
Exhibit Hours:	Thursday, October 10, 2019	5:45 PM	to	6:45 PM	
	Friday, October 11, 2019	10:15 AM	to	11:15 AM	
	Friday, October 11, 2019	3:00 PM	to	5:00 PM	
	Saturday, October 12, 2019	8:30 AM	to	10:30 AM	
Exhibitor Move-out:	Saturday, October 12, 2019	10:30 AM	to	4:00 PM	
Freight Reroute Begins*	Saturday, October 12, 2019	3:00 PM			*All outbound carriers must be checked in by this time

SHIPPING ADDRESSES See Material Handling Rate Form for all related fees.

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
ICAA Conference, Leadership Summit and Expo 2019
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

Direct Shipments Address
c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
ICAA Conference, Leadership Summit and Expo 2019
Gaylord Palms Resort & Convention Center
3208 Gaylord Way
Kissimmee, FL 34746

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Tuesday, September 10, 2019
Exhibitor appointed contractor notification deadline: Thursday, September 12, 2019
First day for warehouse deliveries without a surcharge: Thursday, September 12, 2019
Discount price deadline for standard Shepard orders: Thursday, September 19, 2019
Last day for warehouse deliveries without a surcharge: Wednesday, October 2, 2019
Last day for warehouse deliveries*: Monday, October 7, 2019
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Wednesday, October 9, 2019 at 8:00 AM

If you have questions for the ICAA Team, please contact Dawn Norman, Expo Manager at dawnnorman@icaa.cc or 858-663-3623



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Discount Deadline Thursday, September 19, 2019

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fax (407) 888-2301

Shepard Mailing Address 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

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

Exhibitor Move Out

Saturday, October 12, 2019 10:30 AM to 4:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Saturday, October 12, 2019 3:00 PM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, October 12, 2019 3:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

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

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

Pick Up Address

Gaylord Palms Resort & Convention Center
3208 Gaylord Way
Kissimmee, FL 34746

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

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Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp**CLICK ON** ICAA Conference, Leadership Summit and Expo 2019**LOG IN** from the Show Information page by clicking  at the top right corner of the page.**ENTER** your email address and password then click **NEW users:** User name = Your Email Address (provided by Event Management)

Password = ICAA19

Prior users: User name = Your Email Address

Password = Your pre-existing password

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

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

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


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

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

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(407) 888-9669

orlando@shepardes.com



Payment Authorization

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 Orlando, FL 32837

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

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth # _____
 Street Address: _____ Phone: _____
 City, St, Zip: _____ Fax: _____
 Contact Name: _____
 Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check

Pay by Wire



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

Credit Card #: _____
 Expiration Date: _____
Month Year Security Code
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: (Please Print) _____



Card Holder Signature

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

WIRE TRANSFER

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

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

Name of show that you are attending **ICAA Conference, Leadership Summit and**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL PNCCUS33)

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

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

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



ICAA Conference, Leadership Summit and Expo 2019

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

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

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

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

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

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

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

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

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

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

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

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

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



3rd Party Payment Authorization

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Deadline Thursday, September 12, 2019

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

Event Code:	F124111019
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____



Exhibiting Company Authorized Signature _____

Exhibiting Company Authorized Name - Please Print _____

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

All Services

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Carpet | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Installation/Dismantling Labor | <input type="checkbox"/> Logistics/Transportation |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Overhead Rigging/Labor | <input type="checkbox"/> Other (please specify): _____ | |

Step 3: Provide Third Party Contact Information

3rd Party Name _____ 3rd Contact Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

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

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)



Card Holder Signature _____

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

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

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

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

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

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fax (407) 888-2301

Deadline Thursday, September 12, 2019

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

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

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

Exhibitor Appointed Contractor _____
Contact Name _____
Street Address _____
City _____
Phone # _____
Description of proposed service for Exhibitor _____

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

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

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

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

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

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

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

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

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

 _____

Exhibitor Signature

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Save Time and Money!

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

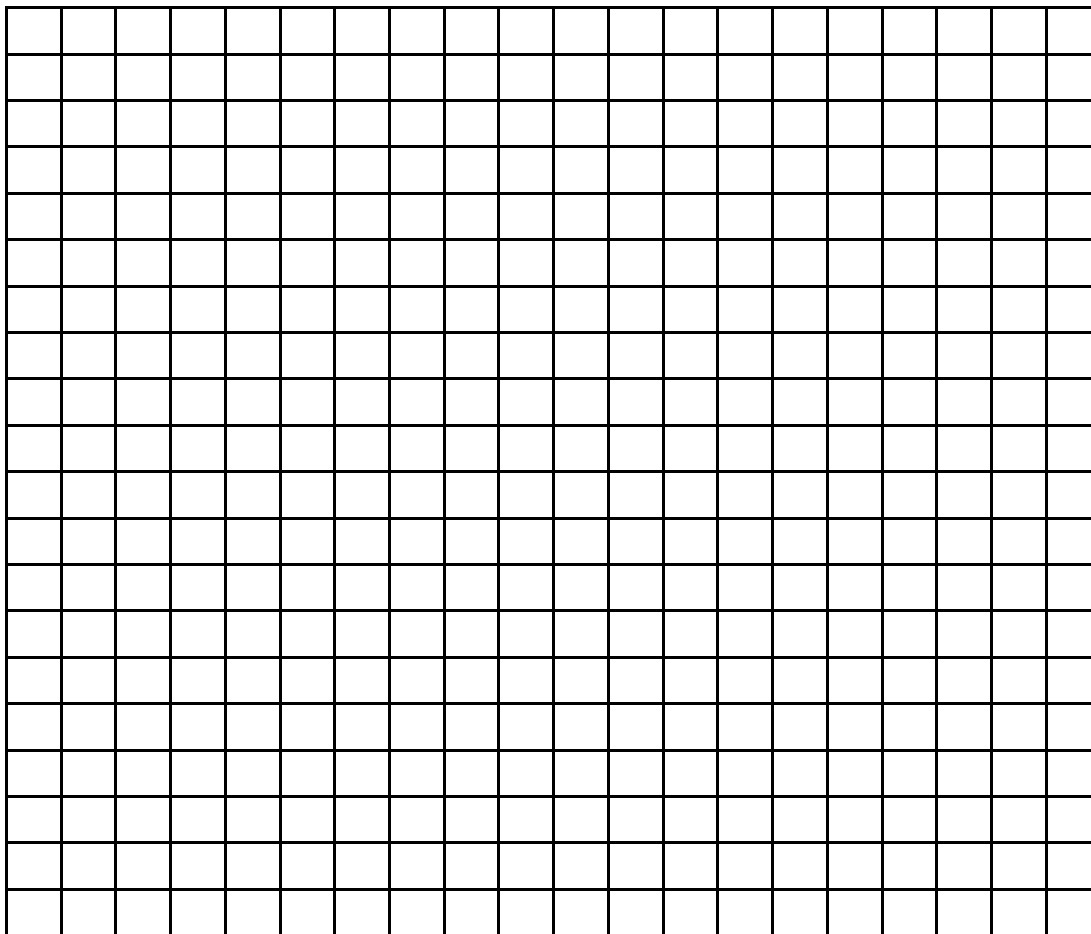
Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

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

Above Booth #

Left Booth #



Right Booth #

Below Booth #



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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



Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

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

Material Handling Process:

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



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Event Code: F124111019
email: logistics@shepardes.com
phone: (888) 568-8858
fax: (404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

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

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

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Wednesday, October 9, 2019

Step 5: Tell us What we are shipping:

Table with 2 columns: Qty, L, W, H, Weight. Rows include Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total.

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

- Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized)
Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

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

Company Booth #

Street Address City State Zip

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



Outbound Material Handling Authorization and Shipping Labels

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

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

Event Code: F124111019

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

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

Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

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

Step 5: How many Labels do you need? _____

Step 6: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: **SHEPARD LOGISTICS**

OTHER _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have *and apply* their shipping labels.

Step 7: What type of Service do you need? (how fast does it need to get there?)

_____ Ground

_____ 2nd Day

_____ Exped. Ground (3-5 days)

_____ Overnight


Step 8: If your carrier doesn't show up, what do we do with your items?


_____ Reroute via the show carrier (Shepard Logistics)

_____ Return to warehouse (\$400.00 minimum charge)

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

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

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	1701 Boice Pond Rd STE 101
	Orlando, FL 32837
	Delivery Hours: M-F, 8-4:00 PM
	FOR: _____ ICAA Conference, Leadership Summit and Expo 2019
	First day freight can arrive w/o a surcharge: September 12, 2019
Last day freight can arrive w/o a surcharge: October 2, 2019	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	1701 Boice Pond Rd STE 101
	Orlando, FL 32837
	Delivery Hours: M-F, 8-4:00 PM
	FOR: _____ ICAA Conference, Leadership Summit and Expo 2019
	First day freight can arrive w/o a surcharge: September 12, 2019
Last day freight can arrive w/o a surcharge: October 2, 2019	

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



DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

**c/o Shepard Exposition Services
Gaylord Palms Resort & Convention Center
3208 Gaylord Way
Kissimmee, FL 34746**

FOR: _____
ICAA Conference, Leadership Summit and Expo 2019

MUST NOT BE DELIVERED PRIOR TO:

Wednesday, October 9, 2019 @ 8:00AM

**R
U
S
H**



DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

**c/o Shepard Exposition Services
Gaylord Palms Resort & Convention Center
3208 Gaylord Way
Kissimmee, FL 34746**

FOR: _____
ICAA Conference, Leadership Summit and Expo 2019

MUST NOT BE DELIVERED PRIOR TO:

Wednesday, October 9, 2019 @ 8:00AM

**R
U
S
H**

ICAA Conference, Leadership Summit and Expo 2019
 Gaylord Palms Resort & Convention Center - Kissimmee, Florida
 October 10 - 12, 2019

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

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

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

What is Material Handling?

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

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

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$109.85	\$142.75	
35010		35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$96.20	\$144.25	\$125.00	
35030		35043	35038	

Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	\$55.00	
35400		

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight Shipment Tips

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

Banding Service per 4x4 skid/pallet 35490 \$ 75.00
 Overtime - 30% for each overtime application based on ST rate

Shrinkwrap Service per 4x4 skid/pallet 35491 \$75.00
 Double Time - 50% fee for each double time application based on ST

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

Reweigh of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket.

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.

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Company

Booth #



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

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SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

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

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$90.25 Per Hour (OT/DT may apply)

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

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

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

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

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% 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.

UNCRAVED SHIPMENTS Rate as shown on Material Handling Rate Form

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

OFF-TARGET DELIVERIES Surcharge: 15% 35004

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

MARSHALING YARD 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. 35105

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

LIGHT WEIGHT SHIPMENTS

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

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING Fee: \$ 200.00 per round trip 35106

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

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

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

CWT is an acronym for Century Weight.

What determines how much I'm charged?

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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

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

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

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

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. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

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



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$85.00	
35152		Booth to Dock ST	\$85.00	
35158		Roundtrip	\$150.00	

Only Shepard personnel are allowed to operate mechanical equipment.

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

No refunds or exchanges once service has been rendered.

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

Total Estimate: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ BOOTH _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

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October 10 - 12, 2019

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Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

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

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Saturday, October 12, 2019** **3:00 PM**

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

Important Rules and Regulations

Battery Cables must be disconnected

Gas Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of gas.

Keys must be given to Shepard Exposition Services to be held onsite.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

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

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

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

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

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

Total Bar: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

 Please Sign



Card Holder Signature



Forklift and Ground Rigging

ICAA Conference, Leadership Summit and Expo 2019
 Gaylord Palms Resort & Convention Center - Kissimmee, Florida
 October 10 - 12, 2019

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Discount Deadline Thursday, September 19, 2019

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

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
 OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
 DT - Double-time: All other hours and Holidays

Ground Rigging and Forklift Rental

Step 1: Describe the work:

Uncrating Materials
 Spotting Equipment
 Booth work/ground rigging

Weight of Heaviest Piece: _____

Will you need: Straps
 Extended Blades

Step 2: When are we moving it? (times are not guaranteed)

Install Date/Time: _____ Dismantle Date/Time: _____

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$267.10	\$347.25	
35039		OT Hourly Rental	\$329.15	\$428.00	
35067		DT Hourly Rental	\$391.20	\$508.50	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$801.30	\$1,041.75	
35066		OT Hourly Rental	\$987.40	\$1,283.50	
35070		DT Hourly Rental	\$1,173.55	\$1,525.50	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$534.20	\$694.50	
35049		OT Hourly Rental	\$658.30	\$855.75	
35069		DT Hourly Rental	\$782.40	\$1,017.00	

Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$1,068.40	\$1,389.00	
35256		OT Hourly Rental	\$1,316.55	\$1,711.50	
35257		DT Hourly Rental	\$1,564.75	\$2,034.25	

Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$667.75	\$868.00	
35456		OT Hourly Rental	\$822.85	\$1,069.75	
35457		DT Hourly Rental	\$977.95	\$1,271.25	

4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$400.65	\$520.75	
35594		OT Hourly Rental	\$493.70	\$641.75	
35595		DT Hourly Rental	\$586.80	\$762.75	

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.

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$112.81	\$146.65	
35086		OT per man hour	\$169.22	\$220.00	
35099		DT per man hour	\$225.63	\$293.30	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$90.25	\$117.35	
35100		OT per man hour	\$135.38	\$176.00	
35101		DT per man hour	\$180.50	\$234.65	

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

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Forklift Estimate _____
 7.500% Tax*: _____
 Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



ICAA Conference, Leadership Summit and Expo 2019
Gaylord Palms Resort & Convention Center - Kissimmee, Florida
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Event Code: F124111019
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fax: (407) 888-2301

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

Step One: Tell us who you are:

Exhibiting Company Name Booth #

Onsite Contact Onsite Cell Phone #

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

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

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

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

Accessible Storage Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum) (35166)

Table with 3 columns: Item Code, Description, and Per Day rate. Includes rows for Pallets/Skids, 1/2 a Trailer, Full Trailer, Labor ST, Labor OT, and Labor DT.

Secured Storage Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum). (35068)

Table with 4 columns: Description, Sq Ft, # of Days, and Total. Includes rows for Per Sq Ft, Labor ST, Labor OT, and Labor DT.

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

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

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

Only Shepard personnel are allowed to operate mechanical equipment.

Total Onsite Storage: \$
7.500% Tax*: \$
Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address



Card Holder Signature



Warehouse Storage

ICAA Conference, Leadership Summit and Expo 2019
Gaylord Palms Resort & Convention Center - Kissimmee, Florida
October 10 - 12, 2019

Event Code: F124111019
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301

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

Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006
Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

Step One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____
Onsite Contact _____ Onsite Cell Phone # _____
Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____
What are the dimensions of each piece?

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

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

Step Three: How Long Are We Storing Your Items?

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

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

Ship to another destination via Shepard Logistics* Transport to another Shepard event*:
 Pick-up is arranged with another carrier: *Additional fees will apply

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

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

Estimated Warehouse Storage: \$ _____
7.500% Tax*: \$ _____
Amount Due: \$ _____

Printed Name _____
 Card Holder Signature _____



Agility

Fairs & Events

The experts in International Event Logistics

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

Our complete services include:

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

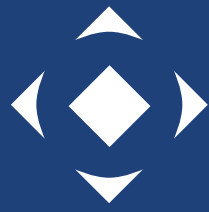
**Single point of contact
for international shipping
from door to door:**

Agility Fairs and Events
1 100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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



www.aglfairslogistics.com/usaebrochure/



Shepard

FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



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



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



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



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



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



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

SKIRTED - 6' & 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome

Also Available Without Legs (#50237)



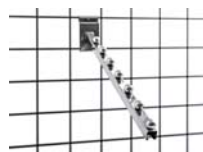
3.5' x 8' Slatwall
#50249
3.5' x 8'
Grey



4' x 8' Peg Board
#50594
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

Display

UPRIGHT, CROSSBAR, & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



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



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



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



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



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



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



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



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

SHELVING



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



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

BARRIER



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

OTHER



Natural Feel Wastebasket
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

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

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

EXPO - 13oz



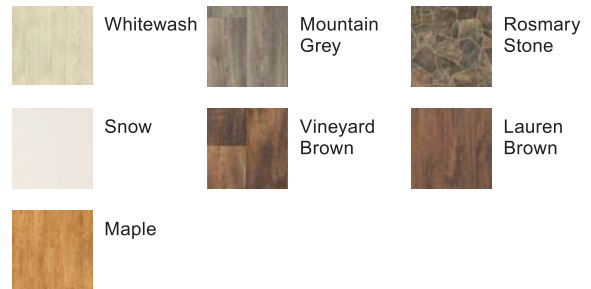
PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

ICAA Conference, Leadership Summit and Expo 2019
 Gaylord Palms Resort & Convention Center - Kissimmee, Florida
 October 10 - 12, 2019

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Discount Deadline Thursday, September 19, 2019
 Order with complete Payment Authorization and graphics must be received before
 Discount Deadline date to receive discounted pricing.

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft.	\$0.44	\$0.55	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft.	\$0.35	\$0.45	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft.	\$0.88	\$1.15	
47056		400-900 sq.ft.	\$0.80	\$1.05	
47057		900+ sq. ft.	\$0.75	\$1.00	

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.45	\$0.60	
47031		Daily Porter	\$0.90	\$1.15	

Specialty Services



Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.55	\$0.70	
47022		Mop Daily	\$1.00	\$1.30	
47013		Sham/One Time	\$0.60	\$0.80	



Display Wipe Down (invoiced by man hours)

Code	Hours	Service	ST	OT	Total
47043		One Time	\$117.33	\$175.99	
47044		Daily	\$117.33	\$175.99	

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

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

No refunds once the service has been performed in your booth.

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

Total Cleaning: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address




 Card Holder Signature

ICAA Conference, Leadership Summit and Exp
 Gaylord Palms Resort & Convention Center - Kissimmee, FL
 October 10 - 12, 2019

Event Code: F124111019
 email orlando@shepardes.com
 phone (407) 888-9669
 fax (407) 888-2301

Discount Deadline Thursday, September 19, 2019

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

Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

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

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

Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$117.33	\$152.50
68067		OT Labor	\$175.99	\$228.80
68068		DT Labor	\$234.65	\$305.05

Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$267.10	\$347.25
35039		OT 5k Forklift	\$329.15	\$428.00
35067		DT 5k Forklift	\$391.20	\$508.50

Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$550.00	\$715.00

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

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

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

Total Disposal Fee: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address




 Card Holder Signature

ICAA Conference, Leadership Summit and Exp

Gaylord Palms Resort & Convention Center - Kissimmee, FL

October 10 - 12, 2019

Event Code: F124111019

 email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Discount Deadline Thursday, September 19, 2019

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$137.35	\$178.55	
50046			6'L X 30"H 24"W Skirted Table	\$168.80	\$219.45	
50050			8'L X 30"H 24"W Skirted Table	\$214.00	\$278.20	
50043			4'L X 42"H 24"W Skirted Table	\$166.95	\$217.05	
50047			6'L x 42"H 24"W Skirted Table	\$213.80	\$277.95	
50051			8'L x 42"H 24"W Skirted Table	\$251.45	\$326.90	
50052			4th Side Skirt for 30" High Table	\$83.50	\$108.55	
50171			4th Side 42" Skirt for 42" High Table	\$83.50	\$108.55	
50700			6'L X 30"H 24"W Spandex Table Cover	\$250.35	\$325.45	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$97.85	\$127.20	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$116.75	\$151.80	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$137.65	\$178.95	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$110.20	\$143.25	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$137.65	\$178.95	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$153.60	\$199.70	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$246.60	\$320.60	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$230.55	\$299.70	
50030		na	Round Side Table 24" W X 18" H	\$116.05	\$150.85	
50031		na	Square Side Table 24" W X 18" H	\$116.05	\$150.85	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$301.70	\$392.20	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$314.50	\$408.85	

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

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

Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$89.25	\$116.05	
50021		na	Arm Chair Grey Fabric	\$121.65	\$158.15	
50024		na	Stool w/back Grey Fabric	\$148.25	\$192.75	
51086		na	Director's Chair Black Fabric	\$92.05	\$119.65	
51090		na	Director's Stool Black Fabric	\$164.80	\$214.25	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$164.80	\$233.70	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$147.60	\$191.90	

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

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


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

 Total Furnishings: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



 Card Holder Signature

ICAA Conference, Leadership Summit and Exp

Gaylord Palms Resort & Convention Center - Kissimmee, FL

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code: F124111019

 email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Specialty & Display

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$19.00	\$19.00	
50094		na	Floor Easel, Chrome	\$49.40	\$64.20	
50245		na	Literature Rack Silver, Glass	\$182.25	\$236.95	
50175		na	Bag Rack, Chrome	\$241.40	\$313.80	
50092		na	Coat Rack, Chrome	\$85.70	\$111.40	
50093		na	Garment Rack, Chrome	\$241.40	\$313.80	
50427		na	Tensabarrier, Per Stem, Black	\$101.80	\$132.35	
50095		na	Sign Holder, 22x28 Chrome	\$112.50	\$146.25	
50185		na	Drawing Bowl, Clear	\$45.30	\$58.90	
50296		na	4' x 12" Display Riser White and Black	\$101.95	\$132.55	
50297		na	6' x 12" Display Riser White and Black	\$126.90	\$164.95	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$385.00	\$500.50	
50067		na	4' Full View Showcase, White	\$909.70	\$1,182.60	
50068		na	6' Full View Showcase, White	\$1,003.30	\$1,304.30	
50069		na	4' Quarter View Showcase, White	\$909.70	\$1,182.60	
50070		na	6' Quarter View Showcase, White	\$1,003.30	\$1,304.30	
50060		na	4' x 8' Horiz. Posterboard Grey Fabric	\$294.60	\$383.00	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$294.60	\$383.00	
50236		na	Grids 2'x8' w/legs, each	\$217.60	\$282.90	
50237		na	Grid 2'x8' w/o legs, each	\$162.95	\$211.85	
50242		na	7-Ball Waterfall for Grids	\$14.95	\$19.45	
50104		na	6" Hooks (12) for Peg Boards	\$47.90	\$62.25	

Draperies-per linear foot, min 5' linear feet rental

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$23.10	\$30.05	
50074			3' High on a cross bar, per linear foot	\$17.10	\$22.25	
50088		na	8' Upright w/base	\$31.90	\$41.45	
52065		na	3' Upright w/base	\$31.90	\$41.45	
50349		na	6'-10' Crossbar	\$21.25	\$27.65	
50348		na	7'-12' Crossbar	\$21.25	\$27.65	
50058			Sateen, per linear foot	\$18.85	\$24.50	

Drape and Sateen Colors Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

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

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

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

Total Furnishings: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



 Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Tuesday, September 10, 2019

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

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

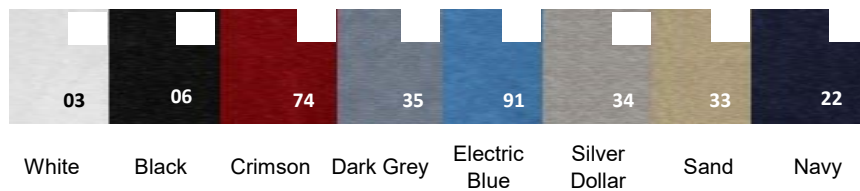
Order must be received 30 days in advance of show move in. 100 sq ft minimum

Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$9.75	

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

Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$12.60	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.60	

Elevated Hardwood



Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

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

Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

Total Signature Flooring: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

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

Event Code:

F124111019

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

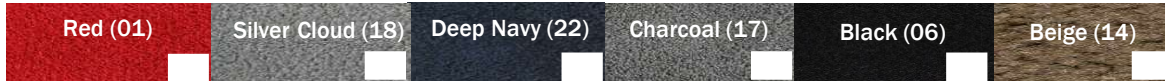
Exhibit Flooring is mandatory on this event

Step One: Choose the carpet to fit your budget

Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.05	\$9.15	
46003		Rental 1000+ sqft	\$6.10	\$7.95	
46002		Purchase sqft	\$17.25	\$22.45	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.25	\$1.65	
50008		1" Padding	\$2.50	\$3.25	
50010		Visqueen	\$0.40	\$0.50	

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

Expo Carpet 13 oz. 2 Options: Regular and Special Cut!



Standard Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$246.35	\$320.25	
50256		10' x 20'	\$459.70	\$597.60	
50257		10' x 30'	\$685.65	\$891.35	
50258		10' x 40'	\$911.55	\$1,185.00	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$4.90	\$6.35	
50581		400 - 900 sq ft	\$4.45	\$5.80	
50582		900+ sq ft	\$4.05	\$5.25	

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

I will be bringing my own carpet:



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.**

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

Total Carpet and Padding: \$ _____

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

7.500% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign 



Card Holder Signature _____



TRADE SHOW FURNISHINGS 2019

Product Guide



FEATURING:

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



Power Up In Style.

Denotes Powered Products



POWERED
DETAIL

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

ROMA



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

ROMA



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



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



POWERED
DETAIL

Powered Seating

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

Powered Seating

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

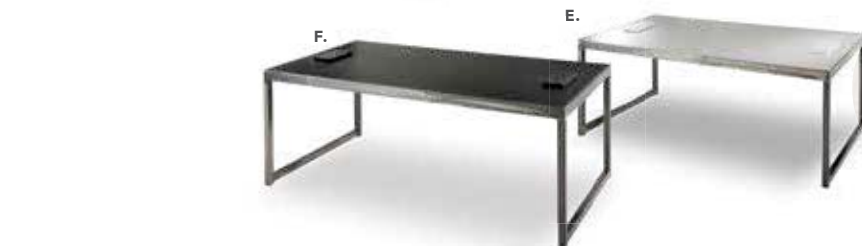


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



**Ventura
POWERED
TABLES**



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

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

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

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

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



POWERED
DETAIL
Detail of Electrical
Charging Outlet



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



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



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




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



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

Powered Pedestals

 Denotes AC and USB charging outlets



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

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

Powered Locking Pedestal


- A) PDL36W** (white)
24"L 24"D 36"H
- B) PDL42W** (white)
24"L 24"D 42"H
- C) PDL36B** (black)
24"L 24"D 36"H
- D) PDL42B** (black)
24"L 24"D 42"H

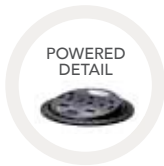
Wireless Charging Table, Powered

- E) CUBPOW**
(white, AC plug-in)
20"L 20"D 18"H

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

Powered Tech Desk

 Denotes AC and USB charging outlets



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

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Soft Seating

Create Engaging Booth Environments

HOPI

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



HEDGE

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

PEDESTAL

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



CAFÉ TABLE

30WHHC
Hydraulic Chrome Base
(laminated white top)
30"Round 29"H



REGIS

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



MARCHE

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



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Denotes Powered Products



Munich Collection

Modular Seating to Design Custom Exhibits

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

MUNICH

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



POWERED
DETAIL



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



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



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

Soft Seating Collections



A.



B.

ALLEGRO

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



A.



B.



C.

TANGIERS

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



A.



B.



C.

KEY LARGO

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



A.

B.

C.

SOUTH BEACH

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

Accent Chairs



SWANSON

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

KEY WEST

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



LA BREA

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



WENTWORTH

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



AURA

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



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

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

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

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

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

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

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

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

Meeting Chair

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

Group Seating

ZENITH

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

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



LAGUNA

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

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



A.



B.

MALBA

20"L 20"D 32"H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

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

A.



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

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

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

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

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

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

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

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

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

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

Mix & Match

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

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





Ottomans

VIBE CUBE

18" L 18" D 18" H

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

Styles & Shapes



- Beverly Bench**
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
- H) WHT12 Half Bench**
(white vinyl)
39"L 22"D 18"H
- ENDLESS Square**
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)
- M) BNQ7 Quarter Curve**
(white vinyl)
53"L 22"D 18"H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
O) SAL Sally Stool
(white)
12" Round 17"H
P) CUBL20 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only
- Q) REGBEN Regis Bench**
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



- 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 fabric)
K) MAR011
(orange fabric)

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)



A.

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 Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) C1W (white)
C1WP (Powered)
- B) C1Y (black)
C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)



Regis Tables

(brushed metal)

I) REGBEN Bench Table

47"L 15.5"D 16"H

J) REGOTT End Table

16"L 15.5"D 16.5"H



Silverado Tables

(glass, chrome)

K) E1E End Table

24" Round 22"H

L) C1E Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) EOLI End Table

22" Round 22"H

N) COLI Cocktail Table

47"L 27"D 19"H



Rustic Tables

(wood)

O) ETBL E-Table

21"L 15.5"D 27.5"H

P) TMBTBL Timber Table

16" Round 17"H

Aura Round Table

Q) AURA

(white metal)

15" Round 22"H

Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

Wireless Charging Table, Powered

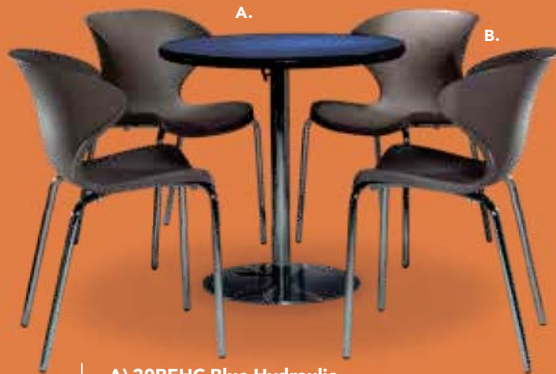
S) CUBPOW

(white, AC plug-In)

20"L 20"D 18"H

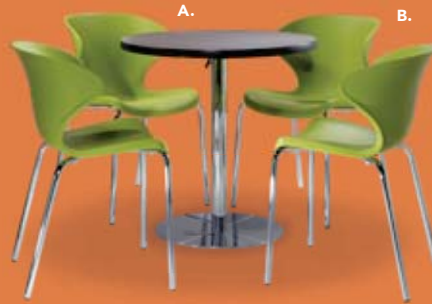


Café Tables



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

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



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

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

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

30" Round Café Tables Standard Black Base

30" RND 29"H

A) 30WDBC (wood top)

B) ZTB (red top)

Hydraulic Chrome Base

30" RND 29"H

C) 30WHHC (white top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H



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

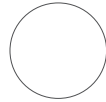


Customize and Create

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



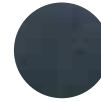
MAPLE



WHITE LAMINATE



SILVER TEXTURED



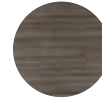
GRAPHITE NEBULA



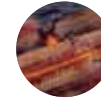
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



Mix & Match

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

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

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



Bar Tables



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

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

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

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



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



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

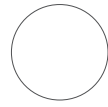
F) LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



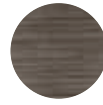
GRAPHITE NEBULA



BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

Bar Tables

Standard Black Base
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

Style & Design

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

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

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



Barstools



A.

B.

C.

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.

Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



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

P.



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

Q.



Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R.



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

Conference Tables



Powered Conference Table Module

(black) 5"L 2.25"D 2"H

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



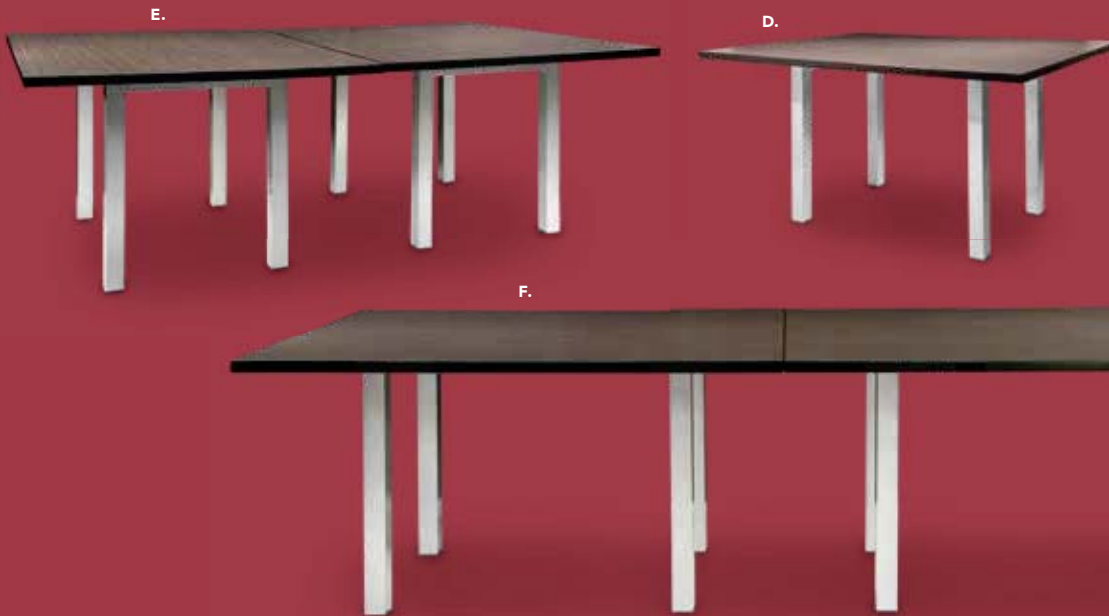
42" Round Conference Table

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

A. | B.



I.



Atomic Round Tables

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

Geo Rounded Square Tables

42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables

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

G) MERLIN Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

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

Conference Tables

(graphite nebula)

I) CB3 8'
 96"L 48"D 29"H
J) CB2 6'
 72"L 42"D 29"H

Conference Tables

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

C.



D.



J.



K. | L.



E.



F.



M.



G.



H.



Mix & Match

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



Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



A.

B.



Task Stool

TASKST

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H

A) PROMID (white vinyl)

B) PROMDB (black vinyl)


Adjustable height



A.

B.

Communal and Powered Tables

Denotes AC and USB charging outlets 

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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



POWERED
DETAIL



Table Top Options **BLACK** **WHITE** **MAPLE**

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

Ventura CAFÉ TABLES



B.



POWERED
DETAIL



Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

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

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

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

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

- Black Top
- VNTBNP** (solid)

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H

- A) VNTCBK** (black top)
- B) VNTCWH** (white top)

Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

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

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

- Black Top
- E) VNTCBN** (solid)

Office Essentials



MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

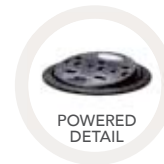
25"L 24"D 48"H Adjustable



TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



C.



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

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

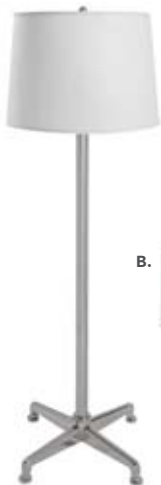
(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp
18" RND 55"H

B) LA14 Table Lamp
16" RND 26"H

SHELVING

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

D) BC8 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

 Denotes AC and USB charging outlets



Midtown Powered Counter

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

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



POWERED
DETAIL

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



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



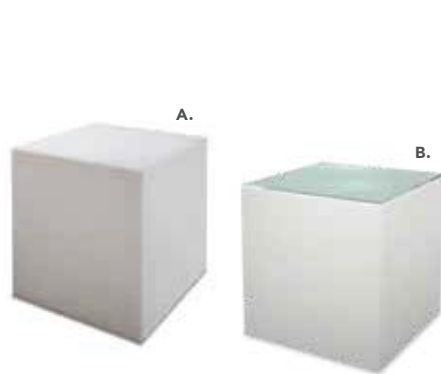
(back)

Midtown Bar

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



LIGHTED & GREENERY PRODUCTS



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



A) CUBL20 Edge LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only

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

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

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



Cocktail and Occasional Tables

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline **Thursday, September 19, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$353.30	\$459.30	
	ALC100-Alondra, Glass/Chrome	\$425.90	\$553.65	
	ALC200-Alondra, Wood/Chrome	\$425.90	\$553.65	
	C1FWB-Geo, Wood/Black	\$372.70	\$484.50	
	C1C-Geo Rect., Glass/Chrome	\$319.45	\$415.30	
	COLI - Oliver Cocktail Table	\$304.90	\$396.35	
	C1W-Sydney, White	\$358.15	\$465.60	
	C1WP-Sydney White, Powered!	\$454.95	\$591.45	
	C1Y-Sydney, Black	\$358.15	\$465.60	
	C1YP-Sydney Black, Powered!	\$454.95	\$591.45	
	REGBEN-Regis Bench Table	\$365.40	\$475.00	
	SYDBEC-Sydney Cocktail Table	\$363.00	\$471.90	
	SYDWDC-Sydney Cocktail Table	\$330.00	\$429.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$336.40	\$437.30	
	ALE100-Alondra, Glass/Chrome	\$307.35	\$399.55	
	ALE200-Alondra, Wood/Chrome	\$307.35	\$399.55	
	E1FWB-Geo, Wood/Black	\$324.30	\$421.60	
	E1C-Geo, Glass/Chrome	\$314.60	\$409.00	
	EOLI-Oliver End Table	\$271.05	\$352.35	
	E1W-Sydney, White	\$324.30	\$421.60	
	E1Y-Sydney, Black	\$324.30	\$421.60	
	CUBTBL-Edge LED Cube	\$251.70	\$327.20	
	AURA End Table	\$183.90	\$239.05	
	ETBL-E Table, Wood	\$227.50	\$295.75	
	TMBTBL Timber Table, Wood	\$217.80	\$283.15	
	REGOTT-Regis End Table	\$268.60	\$349.20	
	CUBPOW-Wireless Chrg Tbl, Powered!	\$547.80	\$712.15	
	SYDBEE - Sydney End Table	\$319.00	\$414.70	
	SYDWDE-Sydney End Table	\$319.00	\$414.70	

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

Total Exec Tables Furnishings: \$ _____

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

7.500% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

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Event Code:

F124111019

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$333.95	\$434.15	
	END02W-Square, White Leather	\$333.95	\$434.15	
	END01B-Curved, Black Leather	\$532.40	\$692.10	
	END01W-Curved, White Leather	\$532.40	\$692.10	
	SAL Sally Stool	\$116.15	\$151.00	
	CUBL20-Edge Lighted Cube	\$251.70	\$327.20	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	REGBEN Regis Bench, Brushed Metal	\$365.40	\$475.00	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$513.05	\$666.95	
	BVLYBN Bev Bench Brown Fabric	\$513.05	\$666.95	
	BVLYGR Bev Bench Grey Fabric	\$513.05	\$666.95	
	BVLYLN Bev Bench Linen Fabric	\$513.05	\$666.95	
	BVLYOB Bev Bench Ocean Fabric	\$513.05	\$666.95	
	BVLYRD Bev Bench Red Fabric	\$513.05	\$666.95	
	BVLYWH Bev Bench White Vinyl	\$513.05	\$666.95	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$179.10	\$232.85	
	VIB02-Vibe Cube, Blue	\$179.10	\$232.85	
	VIB03-Vibe Cube, Pink	\$179.10	\$232.85	
	VIB04-Vibe Cube, Red	\$179.10	\$232.85	
	VIB05-Vibe Cube, Yellow	\$179.10	\$232.85	
	VIB06-Vibe Cube, Gold/Bronze	\$179.10	\$232.85	
	VIB07-Vibe Cube, Champagne	\$179.10	\$232.85	
	VIB08-Vibe Cube, Orange	\$179.10	\$232.85	
	VIB09-Vibe Cube, White Wtrproof	\$179.10	\$232.85	
	VIB10-Vibe Cube, Black Wtrproof	\$179.10	\$232.85	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$179.10	\$232.85	
	VIB12 Vibe Cube, Silver Vinyl	\$179.10	\$232.85	
	Vibe13-Vibe Cube, Purple Vinyl	\$179.10	\$232.85	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$237.15	\$308.30	
	MAR002-Marche Swivel, Grey	\$237.15	\$308.30	
	MAR003-Marche Swivel, Linen	\$237.15	\$308.30	
	MAR008-Marche Swivel, Mdw Grn	\$237.15	\$308.30	
	MAR009, Marche Swivel, Pear	\$237.15	\$308.30	
	MAR007-Marche Swivel, Plum	\$237.15	\$308.30	
	MAR004-Marche Swivel, Raspberry	\$237.15	\$308.30	
	MAR005-Marche Swivel, Red	\$237.15	\$308.30	
	MAR006-Marche Swivel, Rose Qtz	\$237.15	\$308.30	
	MAR001-Marche Swivel, White	\$237.15	\$308.30	

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

Company Name: _____ Booth# _____

Total Ottomans: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address


 Please Sign


Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

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Deadline date to receive discounted pricing.

Event Code: F124111019

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fax (407) 888-2301

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,364.35	\$3,073.65	
	SFA002- Allegro Sofa	\$890.55	\$1,157.70	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,064.80	\$1,384.25	
	SO2-3pc. South Beach, P. Suede	\$2,030.40	\$2,639.50	
	TANSOF-Tangiers Sofa, Beige	\$844.60	\$1,098.00	
	KEYSOF-Key Largo Sofa	\$602.60	\$783.40	
	FAIRSW-Fairfax Sofa	\$607.40	\$789.60	
	S01- South Beach Sofa, P.Suede	\$844.60	\$1,098.00	
	BSFWHT-Baja Sofa	\$1,078.00	\$1,401.40	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$454.95	\$591.45	
	OCB-Key West Tub, Black	\$505.80	\$657.55	
	BCW-Madrid Chair, White	\$951.05	\$1,236.35	
	LABREA-La Brea Swivel Chair	\$522.70	\$679.50	
	HOPCH-Hopi Chair, Grey Linen	\$304.90	\$396.35	
	MNCHCC Munich Corner Chair	\$718.75	\$934.40	
	MNCHCH Munich Armless Chair	\$592.90	\$770.75	
	OCH Madrid Chair, Black	\$951.05	\$1,236.35	
	WENCHA-Wentworth Chair	\$418.00	\$543.40	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$467.05	\$607.15	
	HOPLV-Hopi Loveseat, Grey Linen	\$474.30	\$616.60	
	TANLOV Tangiers Loveseat	\$880.90	\$1,145.15	
	BLVWHT Baja Loveseat White Vinyl	\$1,014.00	\$1,318.20	
	MNCHLV- Munich Armless Loveseat	\$1,052.70	\$1,368.50	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$895.40	\$1,164.00	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$348.50	\$453.05	
	OCMWHT-Meeting Chair, White	\$319.45	\$415.30	
	OCMESP-Meeting Chair, Espresso	\$353.30	\$459.30	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$692.10	\$899.75	
	NPLCHR-Naples Chair, Black Vinyl	\$742.95	\$965.85	
	TANCHR-Tangiers Chair, Beige	\$549.35	\$714.15	
	CHR002-Allegro Chair	\$624.35	\$811.65	
	KEYCHR-Key Largo Chair	\$399.30	\$519.10	
	FAIRCW-Fairfax Chair	\$438.00	\$569.40	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$2,920.95	\$3,797.25	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQTL7- Center Cone, White Vinyl	\$922.00	\$1,198.60	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	OTS-South Beach Wedge	\$404.15	\$525.40	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$805.85	\$1,047.60	
	SFAPWR-Roma Sofa, powered	\$1,297.10	\$1,686.25	
	NPLCHP-Naples Chair, powered	\$805.85	\$1,047.60	
	NPLSOP-Naples Sofa, powered	\$1,297.10	\$1,686.25	
	NPLLOP-Naples Loveseat, powered	\$1,115.60	\$1,450.30	

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Total Soft Seating: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Conference Tables and Group Seating

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

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 fax: (407) 888-2301

Conference Tables

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$573.55	\$745.60			Duet-Black, Chrome	\$82.30	\$107.00	
	CE1-Geo Table, Sq. Chrome	\$404.15	\$525.40			RSTDIN-Rustique w/ arms, Gunmetal	\$167.00	\$217.10	
	CF1-Geo Table, Sq. Black	\$404.15	\$525.40			CS8-Berlin Chair, Black	\$162.15	\$210.80	
	CE2-Geo Table, Chrome	\$573.55	\$745.60			XCHR-Christopher Chr, White Vinyl	\$133.10	\$173.05	
	CB2-6' Graphite Table	\$602.60	\$783.40			SC10 Razor Chair	\$99.20	\$128.95	
	CB3-8' Graphite Table	\$709.05	\$921.75			SC3-Brewer Chair, Onyx	\$222.65	\$289.45	
	CB1-42" Round, Graphite Nebula	\$488.85	\$635.50			XC6-Altura Guest Chair	\$392.05	\$509.65	
	C508GR-8', Granite	\$709.05	\$921.75			LMCHR-Laguna Chair, Maple/Chrome	\$188.75	\$245.40	
	CT10GR-10', Granite	\$1,064.80	\$1,384.25			MALGRY-Malba Chair, Grey	\$145.20	\$188.75	
	CT06GR-6', Granite	\$602.60	\$783.40			MALGRN-Malba Chair, Green	\$145.20	\$188.75	
	PWRUSB-Powered Table Module	\$96.80	\$125.85			CS4-Syntax Chair, Black/Chrome	\$263.80	\$342.95	
	CB8-42" Round Madison, Grey	\$220.20	\$286.25			ZENCHR-Zenith Chair-White/Chrome	\$212.95	\$276.85	
	MADC10-10' Madison, Grey	\$1,222.10	\$1,588.75			BLDCRD-Blade Chair	\$85.80	\$111.55	
	MADC05-5' Madison, Grey	\$612.25	\$795.95			BLDCSB-Blade Chair	\$85.80	\$111.55	
	MADC08-8' Madison, Grey	\$1,222.10	\$1,588.75			LUCHCL-Lucent Chair	\$231.00	\$300.30	
	CONF42-42" Round, White lam	\$488.85	\$635.50			MARCBE-Marina Chair, Ocn Blue	\$187.00	\$243.10	
	36ATO Atomic 36" Round, Glass	\$404.15	\$525.40			MARCBK-Marina Chair, Black Vnyl	\$187.00	\$243.10	
	42ATO Atomic 42" Round, Glass	\$404.15	\$525.40			MARCBR-Marina Chair, Brown	\$187.00	\$243.10	
						MARCRD-Marina Chair, Red	\$187.00	\$243.10	
						MARCWH-Marina Chair, White Vnyl	\$187.00	\$243.10	
						TASKST-Task Stool	\$187.00	\$243.10	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$471.90	\$613.45	
	PROEXB-Executive Chair High Back	\$471.90	\$613.45	
	PROGB-Guest Executive Chair	\$331.55	\$431.00	
	PROMDB-Exec Mid-Back, Black	\$309.75	\$402.70	
	PROMID-Executive Chair Mid Back	\$300.10	\$390.15	

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

Total Conference: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Café and Communal Tables

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

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Café Tables

Café Tables- Black Base

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$285.55	\$371.20			30MTHC-Maple Top, Chrome	\$382.35	\$497.05	
	ZTP-36" Maple Top/Black Base	\$312.20	\$405.85			30GRHC-Graphite Nebula, Chrome	\$382.35	\$497.05	
	ZTJ-30" Graphite Top/Black Base	\$285.55	\$371.20			30STHC-Silver Textured, Chrome	\$382.35	\$497.05	
	ZTN-36" Graphite Top/Black Base	\$312.20	\$405.85			30BRHC-Brushed Red Top, Chrome	\$382.35	\$497.05	
	ZTG-30" Silver Textured Top	\$285.55	\$371.20			30MAHC-Grey Top, Chrome	\$382.35	\$497.05	
	ZTQ-36" White Laminate Top	\$312.20	\$405.85			30WHHC-White Laminate	\$413.80	\$537.95	
	ZTB-30" Red Top/Black Base	\$285.55	\$371.20			30BEHC-Blue Top, Chrome	\$385.00	\$500.50	
	ZTA-30" Grey Top/Black Base	\$295.25	\$383.85			30WDHC-Wood Top, Chrome	\$385.00	\$500.50	
	30WH29 -30" White Laminate	\$302.50	\$393.25		Café Tables - Chrome Base 36", Hydraulic				
	30BEBC-30" Blue Top/Black Base	\$286.00	\$371.80			36MTHC-Maple Top, Chrome	\$416.25	\$541.15	
	30WDBC-30" Wood Top/Black Bas	\$286.00	\$371.80			36GRHC-Graphite Nebula, Chrome	\$416.25	\$541.15	
						36WTHC-White Top, Chrome	\$416.25	\$541.15	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$649.00	\$843.70	
	VNTCMN-Maple Top, Silver Frame	\$649.00	\$843.70	
	VNTCWN-White Top, Silver Frame	\$649.00	\$843.70	
	VNTCMW-Maple, w/ Grmt	\$649.00	\$843.70	
	VNTCWW-White, w/ Grmt	\$649.00	\$843.70	
	VNTCBK-Black Top- Powered!	\$737.00	\$958.10	
	VNTCWH-White Top- Powered!	\$737.00	\$958.10	

42" High Tables

	VNTBNP Communal Table Black Top	\$844.60	\$1,098.00	
	VNTMNP Communal Table Maple Top	\$844.60	\$1,098.00	
	VNTWNP Communal Table White Top	\$844.60	\$1,098.00	
	VNTBMW Comm Table Maple Top w/ Grom	\$844.60	\$1,098.00	
	VNTBWW Comm Table White w/ Grom	\$844.60	\$1,098.00	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$997.05	\$1,296.15	
	VNTWHT Communal Table White Top	\$997.05	\$1,296.15	

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

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

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

Company Name: _____ Booth# _____

Total Cafe: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Contact Name

Contact Email Address



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

Tax rate subject to change. Tax rate at the time of event will be utilized.



Bar Tables, Barstools, Bars

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

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

Event Code: F124111019

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Bar Tables - All Black Base

Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$314.60	\$409.00			BST-Banana, White/Chrome	\$317.00	\$412.10	
	VTP-36" Maple Top/Black Base	\$336.40	\$437.30			BSS-Banana, Black/Chrome	\$317.00	\$412.10	
	VTJ-30" Graphite Top/Black Base	\$314.60	\$409.00			BS001-Shark, Swivel White	\$404.15	\$525.40	
	VTN-36" Graphite Top/Black Base	\$336.40	\$437.30			BS002-Zoey, Swivel White	\$370.25	\$481.35	
	VTG-30" Silver Textured Top	\$314.60	\$409.00			BS003-Zoey, Swivel Black	\$370.25	\$481.35	
	VTW-36" White Laminate Top	\$336.40	\$437.30			RSTSTL-Rustique Barstool, Gunmetal	\$183.90	\$239.05	
	VTB-30" Red Top/Black Base	\$314.60	\$409.00			APS08-Apex Black Vinyl	\$285.55	\$371.20	
	30WH42 30" White Laminate,	\$331.55	\$431.00			APS59-Apex Red Vinyl	\$285.55	\$371.20	
	VTA-30" Grey Top/Black Base	\$314.60	\$409.00			APS75-Apex White Vinyl	\$285.55	\$371.20	
	RSTSQT Rustique Square Metal Bar Table	\$348.50	\$453.05			APS12-Apex Blue Ultra Suede	\$285.55	\$371.20	
	30BEBB-Blue Top/Black Base	\$319.00	\$414.70			XBAR-Christopher White Vinyl	\$229.90	\$298.85	
	30WDBB-Wood Top/Black Base	\$319.00	\$414.70			LMBAR-Laguna, Maple/Chrome	\$237.15	\$308.30	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$382.35	\$497.05			BSR-Syntax, Black/Chrome	\$288.00	\$374.40	
	30MTHB-Maple Top, Chrome	\$382.35	\$497.05			ZENBAR-Zenith, White/Chrome	\$212.95	\$276.85	
	30STHB-Silver Texture, Chrome	\$382.35	\$497.05			BSC-Oslo, White	\$333.95	\$434.15	
	30BRHB-Brushed Red, Chrome	\$382.35	\$497.05			ROLLBL-Lift Barstool, Black Vinyl	\$268.60	\$349.20	
	30WHHB White Laminate, Chrome	\$413.80	\$537.95			ROLLGY-Lift Barstool, Grey Vinyl	\$268.60	\$349.20	
	30MAHB-Grey Top, Chrome	\$382.35	\$497.05			ROLLRD-Lift Barstool, Red Vinyl	\$268.60	\$349.20	
	30BEHB-Blue Top, Chrome	\$385.00	\$500.50			ROLLWH-Lift Barstool, White Vinyl	\$268.60	\$349.20	
	30WDHB-Wood Top, Chrome	\$385.00	\$500.50			BLDBRD-Blade, Red	\$165.00	\$214.50	
						BLDBSB-Blade, Sky Blue	\$165.00	\$214.50	
						LUBSCL- Frosted, Acrylic	\$330.00	\$429.00	

Bar Tables - Chrome Base 36", Hydraulic

Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$416.25	\$541.15			MTBLPI-Midtown Bar, Lighted	\$1,881.00	\$2,445.30	
	36MTHB, Maple Top, Chrome	\$416.25	\$541.15			MTBUUL-Midtown Bar, unlighted	\$1,760.00	\$2,288.00	
	36WTHB-White Top, Chrome	\$416.25	\$541.15			MTCLPI- Midtown Counter, Lighted	\$1,881.00	\$2,445.30	
						MTCPUL- Midtown Counter, Unlighted	\$1,771.00	\$2,302.30	

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

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

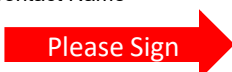
Rental items found and in use in your booth are subject to "Regular" pricing.

Total Bar: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Thursday, September 19, 2019

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

 Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$653.40	\$849.40	
	JD8-Madison Executive Desk, Grey	\$772.00	\$1,003.60	
	BC8-Madison Bookcase, Grey	\$559.00	\$726.70	
	TECH3B-Tech Desk w/drawers- Powered!	\$709.05	\$921.75	
	TECH-Tech Desk- Powered	\$573.55	\$745.60	
	TECH3-3-drawer File Cbnt w/Casto	\$188.75	\$245.40	

Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$438.00	\$569.40	
	WD3-Work Table	\$421.10	\$547.45	

Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$655.80	\$852.55	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- Powered!	\$641.30	\$833.70	
	PDL42B-Ped, Locking- Powered!	\$759.90	\$987.85	
	PDL36W-Ped, Locking- Powered!	\$641.30	\$833.70	
	PDL42W-Ped, Locking- Powered!	\$759.90	\$987.85	

Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$280.70	\$364.90	
	LA14-Mason Silver Table Lamp	\$183.90	\$239.05	

Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$561.00	\$729.30	
	HDG7FT-Boxwood Hedge, 7ft	\$913.00	\$1,186.90	

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

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

 Total Exec Accessories: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Discount Deadline Tuesday, September 10, 2019

Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

 Event Code: F124111019
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Sign prices are based on customer supplying print-ready graphics in the requested format.
Foam Core Signs, Single sided
Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$184.25	\$239.55			70065	Grommets, per sq. ft.- Vertical	\$23.40	\$30.40	
	70010	Horz., 22" x 28"	\$184.25	\$239.55			70071	Grommets, per sq. ft. - Horizontal	\$23.40	\$30.40	
	70011	Vertical, 28" x 44"	\$280.65	\$364.85			70066	Pockets, per sq. ft. - Vertical	\$25.15	\$32.70	
	70012	Horz., 28" x 44"	\$280.65	\$364.85			70072	Pockets, per sq. ft.- Horizontal	\$25.15	\$32.70	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$568.05	\$738.45							
	70138	39"x84" Meterboard, Ultraboard	\$330.00	\$429.00							

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

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

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$50.05	\$65.05	
	70021	Velcro, per ft, min. 5 ft.	\$3.25	\$4.25	
	70004	7" x 44" ID Sign	\$55.10	\$71.65	
	50094	Floor Easel	\$49.40	\$64.20	
	50095	22x28 Sign Holder	\$112.50	\$146.25	
	50508	Cardboard Meterboard base, blk	\$22.00	\$28.60	

Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$196.00	\$254.80	

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

Due to the custom nature of this product, no refunds or cancellations are available once ordered.

 Total Graphics: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____
 BOOTH: _____

Company Name: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Upload Deadline Tuesday, September 10, 2019

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

Event Code:	F124111019
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

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

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/10_ICAA%20Conference/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** **Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload
or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **orlando@shepardes.com**
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

ICAA Conference, Leadership Summit and Expo 2019
 Gaylord Palms Resort & Convention Center - Kissimmee, Florida
 October 10 - 12, 2019

Event Code: F124111019
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ACCEPTABLE FILE FORMATS

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

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

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

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

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

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

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

Vector

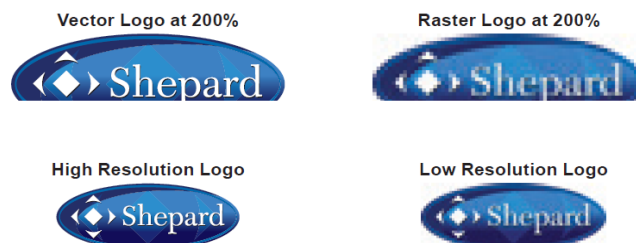
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

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

Resolution

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



ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Order Deadline Tuesday, September 10, 2019

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

Event Code: F124111019

email ESSRentals@shepardes.com

phone 404-720-8652

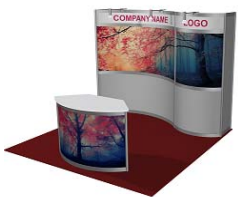
fax 404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie



The Jonathon



The Pierce



The Madison



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,504.10	\$4,555.35
66471		The Eddie- 10' x 20'	\$5,706.20	\$7,418.05
66474		The Jonathon - 10' x 10'	\$2,444.60	\$3,178.00
66475		The Jonathon - 10' x 20'	\$4,279.00	\$5,562.70

Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,032.20	\$3,941.85
66478		The Pierce - 10' x 20'	\$5,757.35	\$7,484.55
66484		The Madison - 10' x 10'	\$3,677.10	\$4,780.25
66485		The Madison - 10' x 20'	\$4,358.00	\$5,665.40

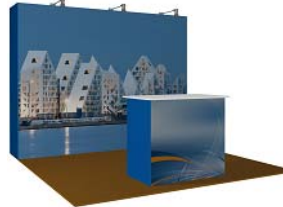
The Grant



The Harrison



The Hamilton



The Lucy



Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,881.30	\$5,045.70
66487		The Grant- 10' x 20'	\$5,379.40	\$6,993.20
66492		The Harrison - 10' x 10'	\$3,568.15	\$4,638.60
66493		The Harrison - 10' x 20'	\$5,243.15	\$6,816.10

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,486.40	\$3,232.30
66468		The Hamilton- 10' x 20'	\$4,355.85	\$5,662.60
66473		The Lucy - 10' x 10'	\$2,247.10	\$2,921.25

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

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

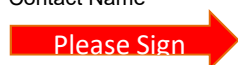
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Inline Rentals: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address




Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

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phone 404-720-8652

fax 404-720-8757

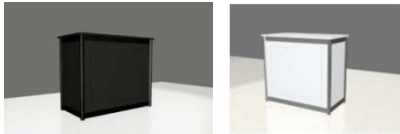
Choose Your Counter & Customize to Fit Your Exhibit!

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

Panel Colors Black (06) White (03)

Locking Cabinets

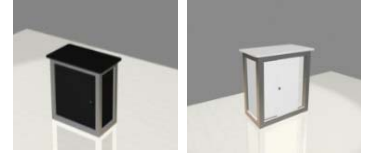
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$861.50	\$1,119.95		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,045.45	\$1,359.10		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$635.45	\$826.10	Silver Only	

Reception Counters

RC2



RC3



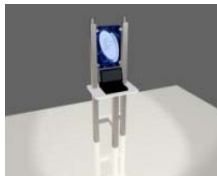
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$885.95	\$1,151.75			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$1,921.80	\$2,498.35			1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,117.60	\$1,452.90		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$651.40	\$846.80		380mm x 580mm

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Total Counter Rentals: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



 Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019
 Gaylord Palms Resort & Convention Center - Kissimmee, Florida
 October 10 - 12, 2019

Event Code: F124111019
 email: ESSRentals@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Order Deadline Tuesday, September 10, 2019
 Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Choose Your Unit & Customize to Fit Your Products!

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

Panel Colors Black (06) White (03)

Product Displays

Gondolas



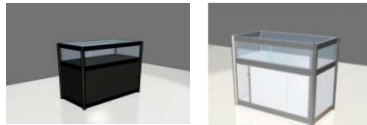
GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$603.70	\$784.80			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$596.75	\$775.80	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,028.65	\$1,337.25	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview



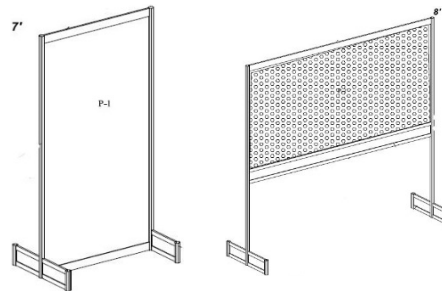
Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,162.30	\$1,511.00		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,254.50	\$1,630.85		

Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$293.50	\$381.55
50065		PerfV	4'x8' Pegboard panel	\$293.50	\$381.55
50104		6" Pegs	6" Pegs 1 dozen	\$47.90	\$62.25



PCS

Charging Units

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,974.70	\$2,567.10	Black Only	250mm x 700mm

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

Custom Product Display Rentals: \$ _____

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

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Order Deadline Tuesday, September 10, 2019

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

Event Code: F124111019

 email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

10x10 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,310.60	\$3,003.80
66558		FX2M1 10' w/Monitor	\$4,180.05	\$5,434.05

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,827.35	\$3,675.55
66562		FX2M1H 10' w/Monitor	\$4,696.80	\$6,105.85

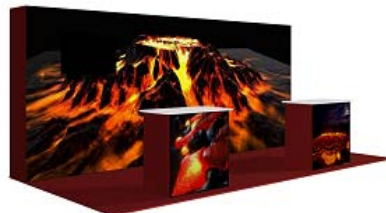
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

10x20 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$4,005.10	\$5,206.65
66560		FX2M2 10' x 20' w/Monitor	\$5,874.55	\$7,636.90
66567		FX2H2 10' x 20'	\$4,467.25	\$5,807.45
66563		FX2M2H 20' w/Monitor	\$6,336.70	\$8,237.70

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

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

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

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

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

Total Fabex Rental: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Order Deadline Tuesday, September 10, 2019

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

Event Code: F124111019

email ESSRentals@shepardes.com

phone 404-720-8652

fax 404-720-8757

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



Step 1: Choose Your Booth Size

Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,329.90	\$3,028.85	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,600.75	\$4,681.00	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,871.55	\$6,333.00	8992mm x 2436mm

Carpet/Flooring, Furnishings, Power and Accessories not included.

FX 12- 8'h x 20'



FX 13- 8' h x 30'



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

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

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

Total Fabex Backlit: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign 



Card Holder Signature

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

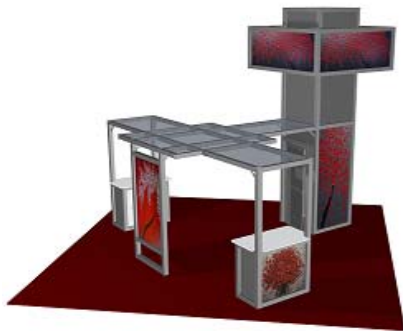
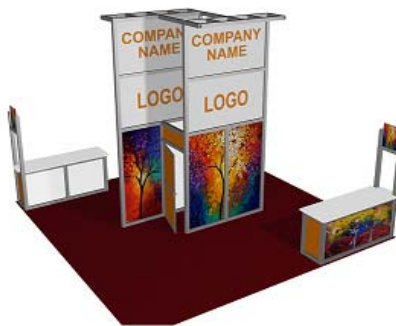
Order Deadline Tuesday, September 10, 2019

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

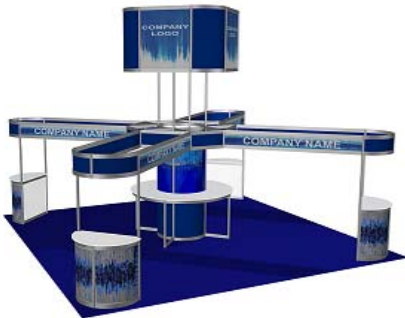
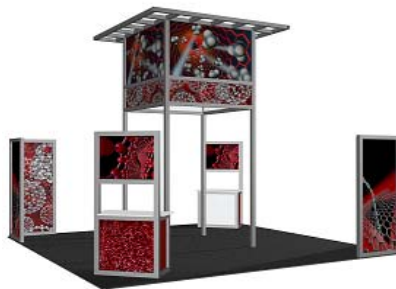
 Event Code: F124111019
 email: ESSRentals@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

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

The Monroe

The Tyler


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$8,920.20	\$11,596.25
66368		The Washington	\$12,801.55	\$16,642.00
66495		The Tyler	\$9,526.30	\$12,384.20
66496		The Garfield	\$9,328.70	\$12,127.30

The Washington

The Garfield


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

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

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

 Total Island Rentals: \$ _____
 7.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

 Please Sign 

 Card Holder Signature

LABOR

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

EXHIBIT LABOR JURISDICTION

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Event Code: F124111019

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Discount Deadline Thursday, September 19, 2019

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
 OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
 DT - Double-time: All other hours and Holidays

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other _____

Shape: Square Triangle Rectangle Circle Other _____

Size: Height _____ Width _____ Length _____ Weight _____ # of Feet from floor to top of sign _____

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

Sign Assembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$112.81	\$146.65	\$
69151	OT		\$169.22	\$220.00	\$
69152	DT		\$225.63	\$293.30	\$

Exhibitor Contact _____

Date of Assembly _____ Start Time _____

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

Sign Disassembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$112.81	\$146.65	\$
69154	OT		\$169.22	\$220.00	\$
69155	DT		\$225.63	\$293.30	\$

Exhibitor Contact _____

Date of Disassembly _____ Start Time _____

Sign Assembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69190	ST		\$146.66	\$190.65	\$
69191	OT		\$219.98	\$286.00	\$
69192	DT		\$293.31	\$381.30	\$

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

How many laborers will you require? _____

Sign Disassembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69193	ST		\$146.66	\$190.65	\$
69194	OT		\$219.98	\$286.00	\$
69195	DT		\$293.31	\$381.30	\$

How many laborers will you require? _____

PSAV is the rigging provider for this event. Please see their form on page 90 to order this service.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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.

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

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

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Total Overhead Rigging: \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign 



Card Holder Signature



ICAA Conference, Leadership Summit and Expo 2019
Gaylord Palms Resort & Convention Center - Kissimmee, Florida
October 10 - 12, 2019

Event Code: F124111019
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301

Discount Deadline Thursday, September 19, 2019

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

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double-time: All other hours and Holidays

Shepard Blue Supervised Install Labor			
Code	Discount	Regular	Estimate
68066 ST	\$117.33	\$152.50	
68067 OT	\$175.99	\$228.80	
68068 DT	\$234.65	\$305.05	

Shepard Blue Supervised Dismantle Labor			
Code	Discount	Regular	Estimate
68070 ST	\$117.33	\$152.50	
68071 OT	\$175.99	\$228.80	
68072 DT	\$234.65	\$305.05	

Booth Size: _____ X _____

**Pricing includes Supervisory fee of 30% over standard labor .

Step One:

Choose Your **Service**

- Installation
- Dismantling
- Both

Step Two:

How Many **People?**

- # _____
- # _____
- # _____

Step Three:

How Many **Hours?**

- # _____
- # _____
- # _____

Step Four:

When Should the Build be **Complete?**

- Date: _____ Time: _____
- Date: _____ Time: _____
- Date: _____ Time: _____

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

Inbound Freight Advance Warehouse Direct to Show site

Carrier Name _____ Tracking or Pro # _____
Estimated Arrival Date _____ # of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____
Email _____
Cell Phone # _____

Drawings/Photos/ Instructions:

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate # _____

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement
(exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

of Crates _____
of Cartons _____
of Fiber Cases _____
of Pallets _____

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone # _____
Must Arrive at Destination By: _____
Name of Carrier _____
Date Carrier is Scheduled to Pick Up Freight _____

If Your Carrier doesn't show? Reroute with SLS
 Send to advance warehouse for pick up (\$400 minimum charge)

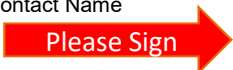
*Allow time for empty return when scheduling your pick up

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Company Name: _____ Estimated **SES Blue Labor:** \$ _____
7.500% Tax*: \$ _____
Amount Due: \$ _____
Booth # _____

Contact Name _____ Contact Email Address _____



X
Card Holder Signature



Exhibitor Supervised Labor

ICAA Conference, Leadership Summit and Expo 2019

Gaylord Palms Resort & Convention Center - Kissimmee, Florida

October 10 - 12, 2019

Event Code: F124111019

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Discount Deadline Thursday, September 19, 2019

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

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time: All other hours and Holidays

Exhibitors may not operate any type of mechanical or powered equipment.

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$90.25	\$117.35	
68061	OT	\$135.38	\$176.00	
68062	DT	\$180.50	\$234.65	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$90.25	\$117.35	
68064	OT	\$135.38	\$176.00	
68065	DT	\$180.50	\$234.65	

Step One:

Choose your service

- Installation
- Dismantling
- Both

Step Two:

How many people?

- # _____
- # _____
- # _____

Step Three:

How many hours?

- # _____
- # _____
- # _____

Step Four:

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
- Lifts
- Special Tools: _____

Details: _____

Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name: _____

Cell: _____

Email: _____

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Company Name: _____

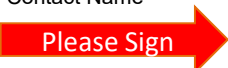
Labor Estimate \$ _____

7.500% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name _____ Contact Email Address _____



Card Holder Signature



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

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

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

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

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

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

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

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

Additional Insured #1: _____ Additional Insured #2: _____
 Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
 Any special wording or coverage needed: _____
 Any Additional Information or notes: _____

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

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge 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

Gaylord Palms Online Exhibitor Ordering



Gaylord Palms is excited to be hosting ICAA Conference, Leadership Summit, and Expo 2019

We're happy to provide access to on-line ordering for all of your booth needs including:

Electric Internet Water Cable
Floral Catering Security And More...

To create an account or log in, click on the link below.

<https://gaylordpalms.boomerecommerce.com>



Discount Schedule

Advance Price Deadline: Thursday, September 19, 2019
Standard Price Applies: Friday, September 20, 2019
Show Site Price Applies: Beginning Wednesday, October 09, 2019

Below you will find a price list for some our most ordered services. You can see a full list online for up to date pricing.

	Advance Pricing	Standard Pricing	Show Site Pricing	
120 Volts/ 4 AMP/ Single Phase	\$198.00	\$284.00	\$312.00	*
120 Volts/ 8 AMP/ Single Phase	\$231.00	\$330.00	\$363.00	*
120 Volts / 12 AMP/ Single Phase	\$272.00	\$389.00	\$427.00	*
120 Volts / 20 AMP/ Single Phase	\$322.00	\$460.00	\$495.00	*
Shared Wireless Connection	\$196.00	\$238.00	\$280.00	**
Wired Non- Dedicated Internet Access	\$770.00	\$935.00	\$1,100.00	**
Wired Dedicated Lite Internet Access	\$1,029.00	\$1,249.50	\$1,470.00	**

*Subject to a 7.5% Sales Tax

**Subject to a 7.5% Sales Tax and a 25% Facilities Charge

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gpexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Florida, please create your account first and then contact us at gpexhibits@gaylordhotels.com. We'll need to receive a copy of your Florida Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (407) 586-2219 or gpexhibits@gaylordhotels.com for any questions or additional assistance.





PSAV Audiovisual Exhibitor Order Form

PSAV is proud to serve as the in-house provider for Audio Visual Services at the Gaylord Palms

SHOW NAME:		INSTALL DATE /TIME	REMOVAL DATE/TIME:	# EVENT DAYS:
COMPANY NAME:				
ON-SITE CONTACT NAME & MOBILE PHONE NUMBER:				ROOM / EXHIBIT BOOTH #:
STREET ADDRESS:		CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:		
ORDERED BY:		EMAIL ADDRESS (PLEASE PRINT):		



	Day Rate	Show Rate	Qty	#Days	Total		Day Rate	Show Rate	Qty	#Days	Total
Video Equipment Specialty Cables upon request Unit includes a 6' VGA cable						Video Equipment					
24" LCD Flat Screen Monitor *	\$255.00	\$510.00				3x4 LED Wall ** Priced upon request					
32" Flat Monitor/Video/PC capable*	\$275.00	\$550.00				Blue Ray Player	\$135.00	\$270.00			
46" LCD Screen and Cables * **	\$535.00	\$995.00				DVD Player	\$95.00	\$190.00			
55" LCD Screen and Cables* **	\$710.00	\$1420.00				Audio Equipment					
60" LCD Screen and Cables* **	\$975.00	\$1,800.00				Powered Speaker with Tripod	\$115.00	\$230.00			
70" LCD Monitor* **	\$1195.00	\$2,400.00				4 channel Mixer	\$75.00	\$150.00			
90" LCD Monitor * ** Additional labor requirements	\$3,130.00	\$ 5,250.00				Wireless Mic	\$210.00	\$420.00			
32" - 70" Touchscreen * ** Priced upon request						Lighting					
42"-70" Smart T.V. * ** Priced upon request						Atmospheric LED 5 light pkg.	\$250.00	\$500.00			
*Monitor Chrome Plasma Stands 72"H	\$125.00	\$125.00				Additional Lighting options available.					
*Monitor Wall Brackets	\$100.00	\$100.00				Laptops					
25' VGA Cable	\$50.00	\$75.00				Laptops: all laptops Windows XP Office 2010 RW/DVD		\$240.00			
VGA DA	\$110.00	\$220.00									
Advance Show rates cut off 10 days prior to start of Show.						Orders less than 10 days prior to show start date	\$100.00	\$100.00			
<p>Any Questions please call 407-586-2251 Please Fax your orders to 407.586.2255 For custom meeting specifications and pricing, Contact our Sales Dept. Gaylordpalms.exhibitsales@psav.com Day of Show Onsite Contact: 407-948-7375</p>						Total Equipment Rental					
<p>** May require Additional Labor/Install</p>						25% Service Charge <i>Includes basic set up and removal of equipment</i>					
						7.5% Sales Tax <i>On Equipment and Service Charge</i>					
						GRAND TOTAL					

FOR PSAV USE ONLY – PSAV WILL CONTACT YOU FOR PAYMENT INFORMATION *****			
CARDHOLDER'S NAME:			BILLING ZIP CODE:
AMEX	MCARD	CC #:	EXP DATE:
VISA	CHECK		



PSAV RIGGING AT GAYLORD PALMS

With its onsite office, PSAV is proud to serve as the exclusive in-house rigging contractor for the facility's meeting and event rooms, and ready to handle all of your rigging requirements. Allow us to assist you with our CAD and rigging expertise. Our experienced production riggers use PSAV on-site inventory of hoists, truss, hardware and scissor lifts to manage your event – from initial design to load out – saving you time and money.

The facility is equipped with a permanent rigging system. As part of a comprehensive overhead safety and risk management program, the system is periodically load tested and inspected. PSAV is required to approve all rigging designs and provide the rigging labor necessary to load in and load out any equipment attached to the facility's rigging system.

Begin the planning process early

Contact us soon to start the rigging-planning process and we'll discuss:

- Permits
- Ballroom Rigging Standards
- Rigging Equipment Guidelines
- Best practices

Here's how to plan with PSAV for your rigging needs:

- A Schedule Rigging Services form must be submitted with a scaled rigging plot 20 days prior to load in (31 days prior to load in to avoid penalty rates). If the form is received less than 20 days prior to load in, double time rates will be charged. See "To Order Service:" at the bottom of this page to learn more.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file (available for download below) as your design template.
- If a rigging plot is received by our offices which does not respect the hotels rigging regulations, the client has the option to either redesign their event or have our offices redesign the event at a cost of \$75 per hour.
- All drawings must be received electronically. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

Exhibit Hall / Ballroom Standards

- The Ballrooms are equipped with permanent rigging points rated for 1000 lbs. Please refer to the CAD files for exact locations of the rigging points. There is NO RIGGING OTHER THAN THE PERMANENT RIGGING POINTS INSTALLED.
- No rigging is allowed from the air-wall tracks.
- PSAV must make all connections to the ceiling or supporting structure of the hotel.
- Only a PSAV rigger may move flown equipment.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.
- PSAV will exclusively operate the Counterweight (fly-rail) system.

Contact: **PSAV Sales Office**
Gaylord Palms Resort & Convention Center
■ office: 407.586.2251
■ email: gaylordpalms.exhibitsales@psav.com



PSAV On-site Practices

- PSAV will decide the number of riggers required for your event.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

Rigging Equipment Guidelines

- A scissors lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rental. All lifts used in this facility must have white, non-marking tires and be in good repair. Construction or outdoor lifts will not be allowed in.
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

To Order Service:

Follow this link to complete an online [order for rigging services](#)

Room Diagrams - CAD Drawings

Follow the links below to download file of meeting-space diagrams. During your event's design phase, please contact PSAV regarding specific rigging requirements for your event.

Florida Exhibition Hall [DWG PDF](#)
[Osceola Ballroom](#)
[Sun Ballroom](#)

Rigging Rates

All Rigging Pricing is per day, unless specifically noted as weekly. Current Service Charge and Tax will also be included in the final rigging proposal. Truss pricing is per day, up to three days.

PSAV is the exclusive provider of truss (if attached to any portion of the building) at the Gaylord Palms. Please contact PSAV at the Gaylord Palms for truss pricing.

Contact: **PSAV Sales Office**
Gaylord Palms Resort & Convention Center
■ office: 407.586.2251
■ email: gaylordpalms.exhibitsales@psav.com



Rigging Chain Motor Charge (greater than 100 lbs. - no advanced rate)

- Advance rate: \$225.00 each (half ton hoist)
- Regular rate: \$245.00 each (half ton hoist)

Rigging Point Charge

(All Chain Motors Require a Rigging Point / "Dead Hang" less than 100 lbs.)

- Advance rate: \$70.00 each
- Regular rate: \$80.00 each

Flyrail/Lineset

- Weight under 100lbs: \$55.00 per line
- Weight over 100lbs: \$450.00 per line

Scissors Lift Rental

- Advance Rate: \$375.00
- Regular Daily rate: \$400.00
- Weekly rate: \$950.00

Banner/Sign Hang

Please contact PSAV for package pricing concerning single approved signage (4'x6' or smaller/less than 20 lbs.) to include rigging labor and scissor lift.

PSAV has the right to deem the signage as qualifying for the package guideline.

*Additional charges may apply for atrium equipment

Rigging Labor Rates –

(All rigging teams consist of three riggers at four hours minimum per call.)

Riggers - Four-hour minimum required

Standard Rigger Rate: \$105.00 per hour

Flyrail Rigger Rate: \$115.00 per hour

Overtime Conditions

Monday - Friday, 8 a.m. - 5 p.m. = Straight Time

Monday - Friday, 5 p.m. - Midnight = Time and 1/2

Monday - Sunday, Midnight - 8 a.m. = Double Time

Saturday, 8 a.m. - Midnight = Time and 1/2

Sunday, All Day = Double Time

Holidays*, All Day = Double Time

*Holidays = New Year's Day, Martin Luther King Jr Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

**Service charge will be applied to all rigging



ICAA Conference, Leadership Summit, and Expo 2019

Gaylord Palms Resort & Conference Center, Florida

October 10-12, 2019

Lead Retrieval Form



Active Lead Manager Mobile App

Save time and obtain valuable information. Scan attendee badges with your smart phone (iPhone and Android) to capture pertinent information about the contacts that visit your booth. Add notes straight to the lead. Export your leads as an Excel Spreadsheet with just a click of a button. Download app Includes 1 activation code. After purchase you will receive an email with download instruction and activation code.

\$125.00 / Mobile App

Ask about our Tablet PC, Windows EXE & Scanner and SDK Lead Retrieval options

First Name: _____ Last Name : _____

Company: _____ Booth #: _____

Email: _____

Phone: _____

Onsite Contact : _____ Onsite Phone: _____

PAYMENT METHOD: VISA MasterCard AMEX Check Payment* Number of Activations _____

Signature _____ Name on Card _____

Credit Card # _____ Expiration (MM/YY) _____ CVS _____

*please make check payable to: Active Ink and mail to: Allan Warren/Active Ink PO Box 3012 Paradise, CA 95967

Questions? Please contact AET at 424.383.6871 or lexi@ActiveEventTechnology.com



ACTIVE Event TECHNOLOGY
YOUR QUICK EVENT ENTRY SOLUTION