American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - White
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Plum
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE
General Exhibitor Move-in: Friday, March 8, 2019 4:00 PM to 8:00 PM
Exhibit Hours:
Saturday, March 9, 2019 9:00 AM to 4:30 PM
Sunday, March 10, 2019 9:00 AM to 4:30 PM
Monday, March 11, 2019 9:00 AM to 4:30 PM
Tuesday, March 12, 2019 9:00 AM to 11:30 AM
Exhibitor Move-out: Tuesday, March 12, 2019 11:30 AM to 3:00 PM
Freight Reroute Begins* Tuesday, March 12, 2019 2:15 PM

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
American Association of Applied Linguistics
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

The Sheraton Atlanta Downtown does not permit shipments to be delivered directly to the hotel.
All shipments must be delivered to the Advance Warehouse.

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Thursday, February 7, 2019
Exhibitor appointed contractor notification deadline: Friday, February 8, 2019
First day for warehouse deliveries without a surcharge: Friday, February 8, 2019
Discount price deadline for standard Shepard orders: Friday, February 15, 2019
Last day for warehouse deliveries without a surcharge: Friday, March 1, 2019
Last day for warehouse deliveries*: Wednesday, March 6, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019
Discount Deadline: Friday, February 15, 2019

Electrical Services
Internet
Audio Visual
Exhibitor Move Out

Dismantle & Move Out Information
Shepard will begin returning empty containers and skids as soon as the show closes.
All exhibitor materials must be removed from the facility by

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

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

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

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

Ancillary Vendor Information

Electrical Services: PSAV
Internet: PSAV
Audio Visual: PSAV

Exhibitor Move Out
Tuesday, March 12, 2019
11:30 AM to 3:00 PM

Discount Deadline: Friday, February 15, 2019

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.
Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON American Association of Applied Linguistics

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 = AAAL2019

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

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

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

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

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

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

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

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

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

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION

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

Credit Card #: ____________________________ Expiration Date: ____________________________
Billing Address: ____________________________
City, ST, Zip: ____________________________
Name on Card: ____________________________ Card: ______________ (Please Print)

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

WIRE TRANSFER

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

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

Name of show that you are attending American Association of Applied Linguistics
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: atlanta@shepardes.com
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
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 have 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.

- 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 negligence or any act of negligence 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 authorized 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 show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

Outbound Services: All outbound shipments 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 skipping 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 be completed before your order will be processed.

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

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

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

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

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

Limits of Liability: If found liable for any loss or damage, Shepard’s sole and maximum liability for loss or damage to exhibitor’s materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5,00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of 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 their 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 disappearances of exhibitor’s materials before same have been picked up for loading after the show. All materials will be delivered at the time of the order. Loading using document(s) submitted by the exhibitor not conforming to conditions of materials or piece counts will not be honored. Shepard assumes no responsibility for loss, damage, theft, or disappearances of exhibitor’s materials after same have been delivered to exhibitor’s appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier’s truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor’s designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

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

Sheraton Atlanta Downtown - Atlanta, Georgia

March 9 - 12, 2019

Discount Deadline Friday, February 08, 2019

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Booth #

Exhibiting Company Address

City

State

Zip

Phone

Fax

Contact Email Address

Please Sign

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

☐ All Services

☐ Booth Cleaning

☐ Material Handling

☐ Carpet Rental Furniture

☐ Exhibit Display Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ 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)

Please Sign

Card Holder Signature

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

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

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

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

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

<table>
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<tr>
<th>Contact Name</th>
<th>Street Address</th>
<th>City</th>
<th>Phone #</th>
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**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 charged a 1 hour minimum forklift rental and labor.

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### Exhibiting Company Name

**Exhibitor Appointed Contractor**

**Event Code:** G149690319

**American Association of Applied Linguistics**

Sheraton Atlanta Downtown - Atlanta, Georgia

March 9 - 12, 2019

Discount Deadline: Friday, February 08, 2019

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

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<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
<th>Contact Email Address</th>
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**Exhibitor Signature**
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019
Discount Deadline Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Company Name: ___________________________________________________________________

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 #
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@shepards.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.
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
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Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Contact Name

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

Step 5: Tell us What we are shipping:

Qty

Crates

Cartons (cardboard)

Cases/trunks

Skids/pallets

Qty

L

W

H

Weight

L

W

H

Weight

Carpet (color)

Monitors

Other

Total

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

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

Standard Ground

2nd day Air

Next Day Air

Other (Truckload, Specialized)

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.
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.

TO: ________________________________
(Exhibiting Company Name)

Booth #: __________________________
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM
For: American Association of Applied Linguistics

First day freight can arrive w/o a surcharge: February 8, 2019
Last day freight can arrive w/o a surcharge: March 1, 2019

TO: ________________________________
(Exhibiting Company Name)

Booth #: __________________________
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM
For: American Association of Applied Linguistics

First day freight can arrive w/o a surcharge: February 8, 2019
Last day freight can arrive w/o a surcharge: March 1, 2019
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

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

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

### Step 1: Complete Exhibiting Company Information:

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</tbody>
</table>

### Step 2: Tell us Where your items are going:

<table>
<thead>
<tr>
<th>Company</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step 3 How many Pieces are in your shipment?

<table>
<thead>
<tr>
<th># of Crate</th>
<th># of Skids</th>
<th># of Cases</th>
<th># of Cartons</th>
<th>Approx Total Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step 4: How many Labels do you need?

__________________________

### Step 5: Who is picking up your shipment?

[ ] OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

[ ] OTHER

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

### Step 6: What type of Service do you need? (how fast does it need to get there?)

<table>
<thead>
<tr>
<th>Ground</th>
<th>2nd Day</th>
<th>Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Reroute via the show carrier (Shepard Logistics)</th>
<th>Return to warehouse ($400.00 minimum charge)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

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 part, are billed as a package.

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.
Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$129.75</td>
<td>$168.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Shipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>35400</td>
<td></td>
</tr>
</tbody>
</table>

Overtime - 30% for each overtime application based on ST rate
Double Time - 50% fee for each double time application based on ST

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

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

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

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

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

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

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

Step 2: When are we moving it?
- Install Date/Time:
- Dismantle Date/Time:

Step 3: Describe the work to be performed:

Step 4: Choose your lift size:
- Forklift Rental - Up To 5,000 # Capacity
- Forklift Rental - Up To 10,000 # Capacity

Forklift Rental - Up To 20,000 # Capacity

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

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

Rate structure includes forklift and (1) operator only.

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

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

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

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

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

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

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

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

Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign: ____________________________

Card Holder Signature: ____________________________
What is material handling (also referred to as drayage)?

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

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

What is the difference between material handling and shipping?

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

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

What does CWT mean? CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged? Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

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

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

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. 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 200lb minimum as usual.

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show. If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

Outbound Shipping

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

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

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

All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees. 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 rate as shown on Material Handling Rate Form, approx 30%

Shippers 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.

- Stacked Space - Freight packed in trailer full capacity. Shipment 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 another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are 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.

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

- UNCRATED SHIPMENTS - Rate as shown on Material Handling Rate Form

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

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

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

- MOBILE SPOTTING - All vehicles must be escorted in and out of building by Shepard personnel.
Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td>Dock to Booth ST</td>
<td>131.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td>Booth to Dock ST</td>
<td>131.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td>Dock to Booth OT</td>
<td>176.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td>Booth to Dock OT</td>
<td>176.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Company Name: ____________________________

Please Sign

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

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

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

Onsite Contact

Onsite Cell Phone #

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

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

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

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

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

<table>
<thead>
<tr>
<th>Per Day</th>
<th>Pallets/Skids</th>
<th>1/2 a Trailer</th>
<th>Full Trailer</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$35.00</td>
<td>$80.00</td>
<td>$120.00</td>
<td>$91.00</td>
</tr>
<tr>
<td></td>
<td>35166</td>
<td>35348</td>
<td>35349</td>
<td>35087</td>
</tr>
<tr>
<td></td>
<td>$136.50</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$182.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>35101</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1531 Carroll Drive, NW</td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA 30318</td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

**Total Onsite Storage:** $ NA  Tax*: $ Amount Due: $

Contact Name  

Contact Email Address

Please Sign
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Onsite Contact ________________________________

Email Address ________________________________

**Step Two:** **Tell Us What You Are Storing:**
How many pieces?

What are the dimensions of each piece?

<table>
<thead>
<tr>
<th>Piece</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Crate or Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Piece</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Crate or Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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?**

- [x] Ship to another destination via Shepard Logistics*
- [ ] Transport to another Shepard event*:
  - *Additional fees will apply

Pick-up is arranged with another carrier:

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

Estimated Warehouse Storage: $ ___________

NA  Tax*: $ ___________

Amount Due: $ ___________

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

Storage Items will not be stored or released without a valid credit card on file.
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

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

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

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

www.aglfairslogistics.com/usaebrochure/
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Friday, February 15, 2019
Order with complete Payment Authorization and graphics must be received before
Discount Deadline 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.

Booth Vacuuming

Vacuum Once

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td>$0.48</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td>$1.92</td>
<td>$2.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td>$1.75</td>
<td>$2.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td>$1.60</td>
<td>$2.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>$1.90</td>
<td>$2.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialty Services

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td>$0.60</td>
<td>$0.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td>$2.05</td>
<td>$2.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down (invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td>$118.30</td>
<td>$177.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>$118.30</td>
<td>$177.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Did you know....
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.

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.

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: $
NA Tax*: $ Amount Due: $

Company Name: ___________________________ Booth # ___________________________

Contact Name ___________________________ Contact Email Address ___________________________

Please Sign ___________________________
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Thursday, February 07, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

**Premium Plush Carpet 50 oz**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium</td>
<td>$10.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Premium Vinyl Flooring**

- Light Maple (83)
- Vineyard Brown (61)
- Laurel Brown (62)
- Mountain Grey (63)
- Snow (89)
- Checkerboard (82)
- Roscany Etono (64)

**Elevated Hardwood**

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

- Standard ½” Padding for Vinyl
  - Code: 46007
  - Per Sq Ft: $5.05

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.

Company Name: ___________________________ Booth # ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: ___________________________
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Friday, February 15, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Order in just 3 Easy Steps!

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$7.70</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$8.45</td>
<td>$11.00</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$18.85</td>
<td>$24.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.40</td>
<td>$1.80</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.70</td>
<td>$3.50</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>$268.75</td>
<td>$349.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>$501.50</td>
<td>$651.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>$747.95</td>
<td>$972.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>$994.45</td>
<td>$1,292.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft*</td>
<td>$5.80</td>
<td>$7.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>$5.30</td>
<td>$6.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>$4.85</td>
<td>$6.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Need something extra special? Check out our Signature Flooring Option Page

Card Holder Signature

Please Sign

Total Carpet and Padding: $
8.900% Tax*: $
Amount Due: $

Contact Name
Contact Email Address

Company Name: ___________________________  Booth #: ___________________________

Event Code: G149690319
Connect With Us!
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755
mail: 1531 Carroll Drive, NW
Atlanta, GA 30318
Expo Tables

American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline  Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Regular Skirted Tables

Choose drape color (place color code next to order):
Red (01)  White (03)  Blue (05)  Burgundy (07)
Green (02)  Gold (04)  Black (06)  Grey (10)  Teal (13)

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot;W</td>
<td>$149.80</td>
<td>$194.75</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$184.15</td>
<td>$239.40</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$233.45</td>
<td>$303.50</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$182.10</td>
<td>$236.75</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$233.20</td>
<td>$303.15</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L x 42&quot;H x 24&quot;W</td>
<td>$274.30</td>
<td>$356.60</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td>4th Side 30&quot;</td>
<td>$91.10</td>
<td>$118.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td>4th Side 42&quot;</td>
<td>$91.10</td>
<td>$118.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50040</td>
<td></td>
<td>4'L X 30&quot;H X 24&quot;W</td>
<td>$106.75</td>
<td>$138.80</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$127.40</td>
<td>$165.60</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$150.20</td>
<td>$195.25</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$120.25</td>
<td>$156.35</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$150.20</td>
<td>$195.25</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td></td>
<td>8'L x 42&quot;H X 24&quot;W</td>
<td>$167.60</td>
<td>$217.90</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/Table</td>
<td>$273.10</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$273.10</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$273.10</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$273.10</td>
<td></td>
</tr>
</tbody>
</table>

Total Tables: $ ____________________________

8.900% Tax*: $ ____________________________

Amount Due: $ ____________________________

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

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

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

Company Name: ____________________________  Booth #: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Card Holder Signature: ____________________________
American Association of Applied Linguistics  
Sheraton Atlanta Downtown - Atlanta, Georgia  
March 9 - 12, 2019  

Discount Deadline  
Friday, February 15, 2019  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Natural Feel Pedestal  
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$343.10</td>
<td>$446.05</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$329.10</td>
<td>$427.85</td>
<td></td>
</tr>
</tbody>
</table>

Regular Pedestal  
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42&quot;H X 36&quot;R</td>
<td>$269.05</td>
<td>$349.75</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot; R</td>
<td>$251.50</td>
<td>$326.95</td>
<td></td>
</tr>
</tbody>
</table>

Side Tables  
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$126.60</td>
<td>$164.60</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$126.60</td>
<td>$164.60</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $  
8.900% Tax*: $  
Amount Due: $  

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

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

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

Company Name: ___________________________  Booth#: ___________________________

Contact Name  
Contact Email Address

Please Sign  
Card Holder Signature
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Event Code: G149690319
Connect With Us!
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Discount Deadline  Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Natural Feel

Regular Seating

Specialty Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$196.10</td>
<td>$254.95</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$161.05</td>
<td>$209.35</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td></td>
<td>Padded Stool</td>
<td>$161.70</td>
<td>$210.20</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$132.70</td>
<td>$172.50</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$132.70</td>
<td>$172.50</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$179.75</td>
<td>$233.70</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$100.45</td>
<td>$130.60</td>
<td></td>
</tr>
</tbody>
</table>

Total Chairs: $1,984.70
8.900% Tax*: $182.58
Amount Due: $2,167.28

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

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

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

Company Name: ____________________________  Booth# ____________________

Contact Name: _____________________________  Contact Email Address: _____________________________

Please Sign: _____________________________
Card Holder Signature: _____________________________
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019
Discount Deadline  Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Standard Display Accessories

<table>
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<td>Literature Rack</td>
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<td>Garment Rack</td>
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Grids

Tack/Posterboards

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<td>50236</td>
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<td>2’x8’ w/legs, each</td>
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<td>2’x8’ w/o legs, each</td>
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<td>7-Ball Waterfall</td>
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<td>6” Hooks (12)</td>
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Other accessories available, please contact customer service for more information.

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<td>4’ x 8’ Vert.</td>
<td>$321.35</td>
<td>$417.75</td>
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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.

Event Code: G149690319
Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

Total Display Furnishings: $
8.900% Tax*: $
Amount Due: $

Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign
Card Holder Signature
Showcases & Risers

**Showcases**

- **stacking shelves**
- **skirting of exhibitor equipment**

**Stacking Shelves**

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

**Don't See what you are looking for?**

See our "Exhibit Counters" page for custom counters and create something just for you!

Contact an ESS Representative to get started!

**Skirting of Exhibitor Equipment**

<table>
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<tr>
<th>Code</th>
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<th>Color</th>
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<td>Sateen</td>
<td>Skirting</td>
<td>20.60</td>
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Order per linear foot

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

**Discount Deadline**

**Friday, February 15, 2019**

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

**Contact Name**: __________________________

**Booth#**: __________________________

**Card Holder Signature**: __________________________

**Total Showcase & Risers**: $______________

**8.900% Tax**: $______________

**Amount Due**: $______________
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Drapes and Bars

3' High sidewall drape
8' High backwall drape

Drape is per linear foot, 10' minimum order

Skirting of Exhibitor Equipment

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

Accessories

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

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

Total Drape and Accessories: $
Tax*: $
Amount Due: $

Company Name: 
Booth#: 

Contact Name 
Contact Email Address 

Please Sign
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
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.
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 Tables**

Ventura Powered Bar Tables
- **A)** VNTWHT (white top)
- **B)** VNTBLK (black top)

Sydney Powered Cocktail Tables
- **E)** C1WP (white)
- **F)** C1YP (black)

**Powered Seating**

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

**Ventura Powered Café Tables**
- **C)** VNTCBK (black top)
- **D)** VNTCWH (white top)
Powered Banquettes.

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

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

BNOS17 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"RND 51"H

BNOR17 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

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

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

(Mobile devices must be compatible with Qi wireless charging pad.)
Soft Seating
Create Engaging Booth Environments

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

HOPI
(gray linen)

HOPI, Chair
21"L 22"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

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

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

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

MARCHE
MAR010 Swivel Ottoman
(Blue fabric)
17"RD 18"H

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

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

MARCHE
MAR010 Swivel Ottoman
(Blue fabric)
17"RD 18"H

10'x20' Hopi Lounge & Zenith Café Booth
Soft Seating Collections

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

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

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

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

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

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

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

C) NPLLOV Loveseat
   (black vinyl)
   62”L 30”D 33.25”H
   NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

Denotes Powered Products

POWERED DETAIL
Soft Seating Collections

**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

**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

**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

**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

Trade Show Furnishings | 11
Accent Chairs

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

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

Madrid Chair
A) BCW (white vinyl)
30"L 30"D 31"H
B) OCH (black vinyl)
30"L 30"D 31"H
C) FAIRCW Fairfax Chair (white vinyl, brushed metal)
27"L 26"D 30"H
D) MNCHCH Munich Armless Chair (gray fabric)
22.5"L 27"D 28.5"H
E) HOPCH Hopi Chair (gray linen)
21"L 25"D 34"H
F) PROGB Pro Executive Guest Chair (black vinyl)
24"L 22"D 36"H

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

Meeting & Stage Chairs

Marina 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" Round 29" H

LAGUNA
C) LMCHR Chair (maple, chrome)
18" L 19" D 34" H
D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base)
30" Round 29" H

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

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

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 33”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

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

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

Marche Swivel

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
53”L 22”D 18”H
N) BNQR17 Ring
4 (ottoman seats) (white vinyl)
72”RND 18”H

O) SAL Sally Stool
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 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)

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

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

**GEO**
- **End Table**
  - 26"L 26"D 20"H
  - C) E1C (glass, chrome)
  - D) E1FWB (wood, black)
Styles & Shapes

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

Available in Power
Café Tables

A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top)
30”RND 29”H
B) MALGRY Malba Chair
(grey)
20”L 20”D 32”H

A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30”RND 29”H
B) MALGRN Malba Chair
(green)
20”L 20”D 32”H

30” Round Café Tables
Standard Black Base
30” RND 29”H
A) 30WDBC (wood top)
B) ZTB (red top)
Hydraulic Chrome Base
30” RND 29”H
C) 30WWHC (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

HDG7FT Boxwood Hedge, 7’
36.5”L 12”D 84”H
Customize and Create

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

**Café Tables**

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

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

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 (white)
- R) 36MTHC (graphite nebula)

**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

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

HDG4FT
Boxwood Hedge, 4’
46” L 9” D 47” H
Customize and Create

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

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

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

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

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

Style & Design

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

U) 30MAHB 30” Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30” RND 45”H
V) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Barstools

LIFT BARSTOOLS
15” Round 23-33.5” H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Styles & Shapes

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS78 (white vinyl)
D) APS12 (blue ultra suede)

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

Banana Barstools
21"L 22"D 41.75"H
G) BSS (white, 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) LUBSCL Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool
(maple, chrome) 18"L 20"D 47"H
Q) BLDBRD Blade Barstool
(red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool
(sky blue) 20.5"L 20.125"D 40.5"H
Conference Tables

 Powered Conference Table Module
 (black) 5"L x 2.25"D x 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 x 48”D x 29”H
E) MADC08 8’ Table
96”L x 60”D x 29”H
F) MADC10 10’ Table
120”L x 48”D x 29”H
Styles & Shapes

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

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

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

G) MERLIN Merlin Multi Use Table
(gray laminate, black)
46”L 29”D 30”H

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

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

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

Mix & Match

N) 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"W 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

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

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

Pro Executive Mid Back Chair
24"L 22"W 40"H
A) PROMID (white vinyl)
B) PROMIDB (black vinyl)
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

**Ventura Bar Tables**

- **A.** LMBAR Laguna Barstool (maple; chrome) 18”L 20”D 47”H

**Ventura Powered Bar Tables**

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

**Ventura Communal Bar Tables**

- **A.** VNTMNP (solid)
- **B.** VNTBMW (grommets)
- **C.** VNTBWW (grommets)
- **D.** VNTBNP (solid)

**Table Top Options**

- **Black**
- **White**
- **Maple**

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

**Ventura Café Tables**

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

**Ventura Communal Café Tables**

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

**Table Top Options**

- **Maple**
- **White**
- **Black**

*Denotes AC and USB charging outlets*
Office Essentials

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

MADISON

A. DESK FRONT  
B. DESK BACK

C. CREDENZA FRONT  
D. CREDENZA BACK
**TECH POWERED DESK**

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) LA15 Floor Lamp  
18" RND 55"H  
B) LA14 Table Lamp  
16" RND 26"H

---

**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

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

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

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

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

A) MTBUUL
(white)
60"L 18"D 42"H
A/C power only

B) MTBLPI
(blue)
60"L 18"D 42"H
A/C power only

C) APS12
(white)
60"L 18"D 42"H

Apex Barstool

C) 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

LED light available in white, red, green, blue and rolling color.
### Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

### Total Exec Tables Furnishings:

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<th>Item Description</th>
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<td>C1FWB-Geo, Wood/Black</td>
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<td>C1C-Geo Rect., Glass/Chrome</td>
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<td>C1W-Sydney, White</td>
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<tr>
<td>CY-Sydney, Black</td>
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### Occasional End Tables

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<td>ALE200-Alondra, Wood/Chrome</td>
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<td>E1C-Geo, Glass/Chrome</td>
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<td>EOLI-Oliver End Table</td>
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<td>E1W-Sydney, White</td>
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<td>SYDWDE-Sydney End Table</td>
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**Event Code:** G149690319
**Contact Name:** [atlanta@shepardes.com](mailto:atlanta@shepardes.com)
**Phone:** (404) 720-8600
**Fax:** (404) 720-8755
**Mail:** 1531 Carroll Drive, NW
Atlanta, GA 30318

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### American Association of Applied Linguistics

**Sheraton Atlanta Downtown - Atlanta, Georgia**

**March 9 - 12, 2019**

**Discount Deadline:** Friday, February 15, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
<table>
<thead>
<tr>
<th>Styles and Shapes</th>
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Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign

Card Holder Signature

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Event Code: G149690319
Connect With Us!
- email: atlanta@shepardes.com
- phone: (404) 720-8600
- fax: (404) 720-8755
- mail: 1531 Carroll Drive, NW
  Atlanta, GA 30318
---

<table>
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8.900% Tax*: $__________
Amount Due: $__________
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<td></td>
<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$921.35</td>
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<td></td>
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<td></td>
<td>FAIRSW-Fairfax Sofa</td>
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### Loveseat

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<td>$509.50</td>
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<td>BLVWHT Baja Loveseat White Vinyl</td>
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<td></td>
<td>MNCHLV- Munich Armless Loveseat</td>
<td>$1,148.40</td>
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### Club Chairs

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<td>TANCHR-Tangiers Chair, Beige</td>
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<td></td>
<td>CHR002-Allegro Chair</td>
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<td></td>
<td>KEYCHR-Key Largo Chair</td>
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<td></td>
<td>FAIRCW-Fairfax Chair</td>
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### Powered Seating

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<td>SFA002- Roma Chair, powered</td>
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### Accent Chairs

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<td></td>
<td>OCB-Key West Tub, Black</td>
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<td></td>
<td>BCW-Madrid Chair, White</td>
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<tr>
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<td>MNCHCH Munich Armless Chair</td>
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<td></td>
<td>MNCHCC Munich Corner Chair</td>
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<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
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<td>$1,348.75</td>
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<tr>
<td></td>
<td>WENCHA-Wentworth Chair</td>
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### Meeting Chairs

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<td>OCMWHT-Meeting Chair, White</td>
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### Modular System

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<td>BNR901-Ottoman Ring, White Vinyl</td>
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<td>BNLQ7L- Center Cone, White Vinyl</td>
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<td>WHT12-Half Bench, White Vinyl</td>
<td>$522.70</td>
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<td></td>
<td>OTS-South Beach Wedge</td>
<td>$440.90</td>
<td>$573.15</td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

**Please Sign**

**Card Holder Signature**

---

**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.

__Event Code: G149690319__

**American Association of Applied Linguistics**

**Sheraton Atlanta Downtown - Atlanta, Georgia**

**March 9 - 12, 2019**

**Discount Deadline**: Friday, February 15, 2019

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

---

**Soft Seating**

**Company Name:**

**Contact Name**

**Contact Email Address**

**Booth#**

---

Total Soft Seating: $8,900.00

8.900% Tax*: $801.10

Amount Due: $9,701.10

---

**Please Si**

---

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phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

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**Card Holder Signature**

---

**Friday, February 15, 2019**
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Friday, February 15, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Conference Tables

<table>
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<td></td>
<td>CF1-Geo Table, Sq. Black</td>
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<td>$573.15</td>
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<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
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<td>$813.40</td>
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<td></td>
<td>CB2-6' Graphite Table</td>
<td>$657.35</td>
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Executive Seating

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<td>PROEXB-Executive Chair High Back</td>
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<td>PROGB-Guest Executive Chair</td>
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<td>PROMDB-Exec Mid-Back, Black</td>
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Group & Guest Seating

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<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
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<td>LUCHCL-Lucent Chair</td>
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<td>MARCRD-Marina Chair, Red</td>
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<td>TASKST-Task Stool</td>
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</table>

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to “Regular” pricing.

Company Name: ___________________________  Booth# ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign

Total Conference: $_________________________

8.90% Tax*: $_________________________

Amount Due: $_________________________

Event Code: G149690319

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Atlanta, GA 30318

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Atlanta, GA 30318

American Association of Applied Linguistics Connect With Us!
Café and Communal Tables

### Café Tables - Black Base

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
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<td>$405.95</td>
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<td></td>
<td>30WDBC-30&quot; Wood Top/Black Bas</td>
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### G30 and Ventura Communal Tables - 30" High Tables

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<td></td>
<td>VNTCWN-White Top, Silver Frame</td>
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<td>$920.40</td>
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<tr>
<td></td>
<td>VNTCMW-Maple, w/ Grmt</td>
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<td>$920.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWW-White, w/ Grmt</td>
<td>$708.00</td>
<td>$920.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCBK-Black Top-Powered!</td>
<td>$804.00</td>
<td>$1,045.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWH-White Top-Powered!</td>
<td>$804.00</td>
<td>$1,045.20</td>
<td></td>
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</table>

### Café Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$451.45</td>
<td>$586.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHC-Blue Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHC-Wood Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
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</table>

### Café Tables - Chrome Base 36", Hydraulic

<table>
<thead>
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<tbody>
<tr>
<td></td>
<td>36MTHC-Maple Top, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36GRHC-Graphite Nebula, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHC-White Top, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
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</tr>
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</table>

### Powered! 42" High Tables

<table>
<thead>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,087.70</td>
<td>$1,414.00</td>
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<tr>
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<td>VNTWHT Communal Table White Top</td>
<td>$1,087.70</td>
<td>$1,414.00</td>
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### 42" High Tables

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<th>Amount</th>
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</thead>
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<tr>
<td></td>
<td>VNTBNP Communal Table Black Top</td>
<td>$921.35</td>
<td>$1,197.75</td>
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<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$921.35</td>
<td>$1,197.75</td>
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<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$921.35</td>
<td>$1,197.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$921.35</td>
<td>$1,197.75</td>
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<tr>
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<td>VNTBWW Comm Table White w/ Grom</td>
<td>$921.35</td>
<td>$1,197.75</td>
<td></td>
</tr>
</tbody>
</table>

**Discount Deadline**: Friday, February 15, 2019

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

**Contact**

- **Name**: [Sign]
- **Email Address**: atlanta@shepardes.com
- **Phone**: (404) 720-8600
- **Fax**: (404) 720-8755
- **Mail**: 1531 Carroll Drive, NW
  Atlanta, GA 30318

**Tax**: 8.900%

**Total Cafe**: $

**Amount Due**: $
**American Association of Applied Linguistics**  
Sheraton Atlanta Downtown - Atlanta, Georgia  
March 9 - 12, 2019

**Barstools**

<table>
<thead>
<tr>
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<th>Item</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Bar Tables - Chrome Base 30”, Hydraulic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTK-30” Maple Top/Black Base</td>
<td>$343.20</td>
<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36” Maple Top/Black Base</td>
<td>$366.95</td>
<td>$477.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>V TJ-30” Graphite Top/Black Base</td>
<td>$343.20</td>
<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36” Graphite Top/Black Base</td>
<td>$366.95</td>
<td>$477.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VT G-30” Silver Textured Top</td>
<td>$343.20</td>
<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36” White Laminate Top</td>
<td>$366.95</td>
<td>$477.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30” Red Top/Black Base</td>
<td>$343.20</td>
<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30” White Laminate,</td>
<td>$361.70</td>
<td>$470.20</td>
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</tr>
<tr>
<td></td>
<td>VTA-30” Grey Top/Black Base</td>
<td>$343.20</td>
<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSQT Rustique Square Metal Bar Table</td>
<td>$380.15</td>
<td>$494.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDBB-Blue Top/Black Base</td>
<td>$348.00</td>
<td>$452.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
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</tr>
<tr>
<td></td>
<td>30MTTHB-Maple Top, Chrome</td>
<td>$417.10</td>
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</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
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<td>$542.25</td>
<td></td>
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<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$451.45</td>
<td>$586.90</td>
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</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHB-Wood Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
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</table>

**Bar Tables - All Black Base**

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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Bar Tables - Chrome Base 30”, Hydraulic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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<td>$477.05</td>
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<td>$446.15</td>
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<td></td>
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<td>VT G-30” Silver Textured Top</td>
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<td>$470.20</td>
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<tr>
<td></td>
<td>VTA-30” Grey Top/Black Base</td>
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<td>$446.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSQT Rustique Square Metal Bar Table</td>
<td>$380.15</td>
<td>$494.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDBB-Blue Top/Black Base</td>
<td>$348.00</td>
<td>$452.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>30MTTHB-Maple Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$451.45</td>
<td>$586.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$417.10</td>
<td>$542.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHB-Wood Top, Chrome</td>
<td>$420.00</td>
<td>$546.00</td>
<td></td>
</tr>
</tbody>
</table>

**Bar Tables - Chrome Base 36”, Hydraulic**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bar Tables - Chrome Base 36”, Hydraulic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36MTTHB-Maple Top, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
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<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$454.10</td>
<td>$590.35</td>
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**Bartools & Bars**

<table>
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<tbody>
<tr>
<td></td>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact Name**

**Email**

atlanta@shepardes.com

**Phone**

(404) 720-8600

**Fax**

(404) 720-8755

**Mail**

1531 Carroll Drive, NW  
Atlanta, GA 30318

**Event Code:** G149690319

**Discount Deadline:** Friday, February 15, 2019

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

---

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:** $8,900

**Tax:** $802

**Amount Due:** $9,702

---

**Company Name:**

**Booth #:**

---

**Contact Name**

**Contact Email Address**
Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$712.80</td>
<td>$926.65</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$842.15</td>
<td>$1,094.80</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$609.85</td>
<td>$792.80</td>
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</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$773.50</td>
<td>$1,005.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$625.70</td>
<td>$813.40</td>
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<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$205.90</td>
<td>$267.65</td>
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Work & Multi-Use Tables

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</thead>
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<tr>
<td>MERLIN-Multi Use Table</td>
<td>$477.85</td>
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<td>WD3-Work Table</td>
<td>$459.35</td>
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Product Display- Shelving

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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>PSHCCS-Posh Shelving</td>
<td>$715.45</td>
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</table>

Product Display- Pedestals

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<th>Amount</th>
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</thead>
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<tr>
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<td>PDL36B-Ped, Locking-Powered!</td>
<td>$909.50</td>
<td>$909.50</td>
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</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$1,077.65</td>
<td>$1,077.65</td>
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<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$909.50</td>
<td>$909.50</td>
<td></td>
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<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$1,077.65</td>
<td>$1,077.65</td>
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Lamps

<table>
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<tr>
<th>Item</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$398.15</td>
<td>$398.15</td>
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<tr>
<td>LA14-Mason Silver Table Lamp</td>
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</tbody>
</table>

Hedge Walls

<table>
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<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$795.60</td>
<td>$795.60</td>
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</tr>
<tr>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,294.80</td>
<td>$1,294.80</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

Total Exec Accessories: $  
8.900% Tax*: $  
Amount Due: $
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Discount Deadline: Thursday, February 07, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

**Foam Core Signs, Single sided**

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<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$201.00</td>
<td>$261.30</td>
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<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$201.00</td>
<td>$261.30</td>
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<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$306.20</td>
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</tr>
<tr>
<td></td>
<td>70012</td>
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<td>$306.20</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$619.70</td>
<td>$805.60</td>
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**Vinyl Banners with Digital Printing**

<table>
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<th>Item</th>
<th>Discount</th>
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<tbody>
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<td></td>
<td>70065</td>
<td>Grommets, per sq. ft.-Vertical</td>
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<td></td>
<td>70071</td>
<td>Grommets, per sq. ft.-Horizontal</td>
<td>$25.50</td>
<td>$33.15</td>
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<tr>
<td></td>
<td>70066</td>
<td>Pockets, per sq. ft.-Vertical</td>
<td>$27.40</td>
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<tr>
<td></td>
<td>70072</td>
<td>Pockets, per sq. ft.-Horizontal</td>
<td>$27.40</td>
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**Accessories**

<table>
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<th>Item</th>
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<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$54.60</td>
<td>$71.00</td>
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<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$3.55</td>
<td>$4.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$60.10</td>
<td>$78.15</td>
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<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$53.60</td>
<td>$70.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$122.70</td>
<td>$159.50</td>
<td></td>
</tr>
</tbody>
</table>

**Table Clings**

Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$213.85</td>
<td>$278.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

Company Name: ________________________________

BOOTH: ________________________________

Contact Name: ________________________________
Contact Email Address: ________________________________

Please Sign: ________________________________
Card Holder Signature: ________________________________

Event Code: G149690319
Connect With Us!
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755
mail: 1531 Carroll Drive, NW
Atlanta, GA 30318

Total Graphics: $______________________________
8.900% Tax*: $______________________________
Amount Due: $______________________________
All graphic files for ordered products should be uploaded to our FTP site.

**Address:**  

**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: atlanta@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.
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.

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

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

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

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

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

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
Spend a Little, Save a Lot
Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$118.30</td>
<td>$153.80</td>
</tr>
<tr>
<td>68067</td>
<td>$177.45</td>
<td>$230.70</td>
</tr>
<tr>
<td>68068</td>
<td>$236.60</td>
<td>$307.60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step One: Choose Your Service</th>
<th>Step Two: How Many People?</th>
<th>Step Three: How Many Hours?</th>
<th>Step Four: When Should the Build be Complete?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td>Date: Time:</td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td>Date: Time:</td>
</tr>
<tr>
<td>Both</td>
<td></td>
<td></td>
<td>Date: Time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step Five: Tell Us About Your Exhibit!</th>
</tr>
</thead>
<tbody>
<tr>
<td>(this portion must be completed before Shepard can begin any work on your exhibit)</td>
</tr>
</tbody>
</table>

Inbound Freight

Company Contact Name: Email: Cell Phone #

Contact Arrival Date: Time Build Should be Complete: 

- Booth Size: X
- Carpet: Ordered from Shepard: Exhibitor Owned Carpet: Carpet Padding:
- Drawings/Photos/Instructions: Attached: Emailed to Shepard: With the Exhibit: In crate #:
- Electrical Placement (exhibitor is responsible to order): Emailed to Shepard: Drawing Attached: Drawing with Exhibit:
- Graphics: With Exhibit: Shipped Separately:
- Other Services Ordered: Overhead Rigging: Cleaning: AV:
- Outbound Shipping: # of Crates: # of Cartons: # of Fiber Cases: # of Pallets: 

Ship To: Phone #

Must Arrive at Destination By: Name of Carrier:

If Your Carrier doesn't show? Reroute with SLS: *Allow time for empty return when scheduling your pick up:

- Send to warehouse for pick up ($400 minimum charge):

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

Company Name: Booth #

Discount Deadline: Friday, February 15, 2019

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

Labor Hours:

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

Shepard Blue Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$118.30</td>
<td>$153.80</td>
</tr>
<tr>
<td>68067</td>
<td>$177.45</td>
<td>$230.70</td>
</tr>
<tr>
<td>68068</td>
<td>$236.60</td>
<td>$307.60</td>
</tr>
</tbody>
</table>

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Contact Name: Contact Email Address: Please Sign:

SHEETHOLDER SIGNATURE

Event Code: G149690319

Connect With Us! email: atlanta@shepardes.com

phone: (404) 720-8600
fax: (404) 720-8755
mail: 1531 Carroll Drive, NW
Atlanta, GA 30318

Sheraton Atlanta Downtown - Atlanta, Georgia

March 9 - 12, 2019

American Association of Applied Linguistics

1155 15th Street, NW
Washington, DC 20005

Phone: (202) 862-0040
Fax: (202) 862-0100
Email: atlanta@shepardes.com

Overhead Rigging Cleaning AV

Common Air Van Other

Dismantling

Choose Your Service

How Many People?

How Many Hours?

When Should the Build be Complete?

Company Name: Booth #

Estimated SES Blue Labor: $

Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!
American Association of Applied Linguistics

Sheraton Atlanta Downtown - Atlanta, Georgia

March 9 - 12, 2019

Discount Deadline: Friday, February 15, 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

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST $91.00</td>
<td>$118.30</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>OT $136.50</td>
<td>$177.45</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>DT $182.00</td>
<td>$236.60</td>
<td></td>
</tr>
</tbody>
</table>

Step One: Choose your service
- Installation
- Dismantling
- Both

Step Two: How many people?
- #

Step Three: How many hours?
- #

Step Four: Any other details?
- Details:

Step Five: Schedule

<table>
<thead>
<tr>
<th>Installation Request</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Request</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested times are not guaranteed and are based on availability.

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

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>236.60</td>
<td>307.60</td>
<td></td>
</tr>
</tbody>
</table>

Is electrical to be installed under your carpet? [ ] Yes [ ] No

(Please forward Shepard a diagram of your electrical layout.)

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

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate $ 
Tax*: $ 
Amount Due: $ 

Company Name: ____________________________
Booth # ____________________________

Contact Name ____________________________ Contact Email Address ____________________________
Turnkey Rental Designs Make Exhibiting Easier!

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

The Eddie

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie- 10' x 10'</td>
<td>$3,822.65</td>
<td>$4,969.45</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie- 10' x 20'</td>
<td>$6,224.95</td>
<td>$8,092.45</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,666.80</td>
<td>$3,466.85</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$4,668.00</td>
<td>$6,068.40</td>
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</tbody>
</table>

The Jonathon

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66447</td>
<td></td>
<td>The Hamilton- 10' x 10'</td>
<td>$3,186.75</td>
<td>$4,011.35</td>
</tr>
<tr>
<td>66448</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$5,868.40</td>
<td>$7,628.90</td>
</tr>
</tbody>
</table>

The Pierce

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66477</td>
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<td>The Pierce- 10' x 10'</td>
<td>$3,307.85</td>
<td>$4,300.20</td>
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<tr>
<td>66478</td>
<td></td>
<td>The Pierce- 10' x 20'</td>
<td>$6,280.75</td>
<td>$8,165.00</td>
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<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$4,011.35</td>
<td>$5,214.75</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$4,751.45</td>
<td>$6,180.40</td>
</tr>
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</table>

The Grant

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66486</td>
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<td>The Grant- 10' x 10'</td>
<td>$4,234.15</td>
<td>$5,504.40</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Grant- 10' x 20'</td>
<td>$5,868.40</td>
<td>$7,628.90</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$3,892.50</td>
<td>$5,060.25</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$5,719.80</td>
<td>$7,435.75</td>
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The Harrison

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66467</td>
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<td>The Hamilton- 10' x 10'</td>
<td>$2,712.40</td>
<td>$3,526.10</td>
</tr>
<tr>
<td>66468</td>
<td></td>
<td>The Hamilton- 10' x 20'</td>
<td>$4,751.80</td>
<td>$6,177.35</td>
</tr>
<tr>
<td>66473</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$3,892.50</td>
<td>$5,060.25</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Lucy - 10' x 20'</td>
<td>$4,751.45</td>
<td>$6,180.40</td>
</tr>
</tbody>
</table>

The Madison

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
</table>

The Hamilton

| Code  | Qty | Item          | Discount | Regular   |

The Lucy

| Code  | Qty | Item          | Discount | Regular   |

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

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

Total Inline Rentals: $8,900.00 Tax*: $8,900.00 Amount Due: $
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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$939.85</td>
<td>$1,221.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,140.50</td>
<td>$1,482.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$693.25</td>
<td>$901.25</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

### Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
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<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4' 9&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot; D</td>
<td>$966.50</td>
<td>$1,256.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; D</td>
<td>$2,096.50</td>
<td>$2,725.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Computer Stands-Silver Metal Only (graphic included!)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
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<th>Metal Color</th>
<th>Panel Color</th>
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<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$1,219.20</td>
<td>$1,584.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$710.65</td>
<td>$923.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Counter Rentals:** $8,900.00  **Tax:** $890.00  **Amount Due:** $8,010.00

---

**Company Name:**  
**Contact Email Address:**

---

**Please Sign**
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Order Deadline: Thursday, February 07, 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
<td>3' 6&quot; L x 1' 9&quot; D x 5' H</td>
<td>$658.55</td>
<td>$856.10</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5' 4&quot; L x 8&quot; H x 1' 3&quot; D</td>
<td>$651.00</td>
<td>$846.30</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
<td>4' 3&quot; L x 7&quot; H x 1' 3&quot; D</td>
<td>$1,122.20</td>
<td>$1,458.85</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
</tbody>
</table>

Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
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</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
<td>4' 6&quot; L x 1' 9&quot; D x 3' 3&quot; H</td>
<td>$1,268.00</td>
<td>$1,648.40</td>
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<td>NA</td>
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<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1' 9&quot; L x 1' 9&quot; D x 7&quot; H</td>
<td>$1,368.55</td>
<td>$1,779.10</td>
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Charging Units

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<tr>
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<th>Qty</th>
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<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66166</td>
<td></td>
<td>SCS3</td>
<td>20&quot; L x 2&quot; H x 20&quot; D</td>
<td>$462.00</td>
<td>$600.60</td>
<td>Black Only</td>
<td>NA</td>
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<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3' L x 6&quot; 3&quot; H x 1' 9&quot; D</td>
<td>$2,154.25</td>
<td>$2,800.55</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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.

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

Event Code: G149690319
Connect With Us!
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Custom Product Display and Charging Stations

Tax*: 8.900%
Amount Due: $_________________________
American Association of Applied Linguistics

Sheraton Atlanta Downtown - Atlanta, Georgia

March 9 - 12, 2019

Order Deadline Thursday, February 07, 2019

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

10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10' x 10'</td>
<td>$2,520.65</td>
<td>$3,276.85</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10' w/Monitor</td>
<td>$4,560.05</td>
<td>$5,928.05</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10' x 20'</td>
<td>$4,369.20</td>
<td>$5,679.95</td>
</tr>
<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10' x 20' w/Monitor</td>
<td>$6,408.60</td>
<td>$8,331.20</td>
</tr>
<tr>
<td>66567</td>
<td></td>
<td>FX2H2 10' x 20'</td>
<td>$4,873.40</td>
<td>$6,335.40</td>
</tr>
<tr>
<td>66563</td>
<td></td>
<td>FX2M2H 20' w/Monitor</td>
<td>$6,912.80</td>
<td>$8,986.65</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

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

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

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

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: $8,900.00
Tax*: $890.00
Amount Due: $
American Association of Applied Linguistics
Sheraton Atlanta Downtown - Atlanta, Georgia
March 9 - 12, 2019

Order Deadline: Thursday, February 07, 2019

Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1: Choose Your Booth Size**

**Step 2: Send Us Your Full Color Graphics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
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</thead>
<tbody>
<tr>
<td>66564</td>
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<td>FX11 10' x 10' Backlit</td>
<td>$2,541.70</td>
<td>$3,304.20</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,928.10</td>
<td>$5,106.55</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,314.45</td>
<td>$6,908.80</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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

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

Company Name: __________________________________________________________________________

Contact Name: __________________________________________________________________________

Contact Email Address: __________________________________________________________________

Please Sign

Company Name: __________________________________________________________________________

Total Fabex Backlit: $

8.900% Tax*: $

Amount Due: $
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  
- **2-3 Event Days:** $109.00  
- **4-10 Event Days:** $119.00  
- **11-30 Event Days:** $199.00  
- **6 Month Policy:** $475.00  
- **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  
- Band  
- Entertainment & Film Industry  
- Equipment Rental  
- Tobacco  
- Fireworks, Firearms, Weapons  
- Health Supplements  
- Hot Wax Impressions  
- Inflatables  
- 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:**  
**Check** (Payable to “Insurance for Exhibitors”)

Card Number  
Expiration Date:  
Security Code:  

Cardholder Name:  
Cardholder Address:  

Has any prior coverage been cancelled or non-renewed?  
YES  NO

**TERMS and CONDITIONS**

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

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

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

---

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

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

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

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

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

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

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

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

Certified Weight Ticket – A required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – “Century Weight” or “Hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. $1,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibit material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

ID Signs – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3’ high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirtling is ordered.

Special Handling – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
## EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

<table>
<thead>
<tr>
<th>ORDERING INSTRUCTIONS:</th>
<th>Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.</td>
<td></td>
</tr>
</tbody>
</table>

### ORDERED BY

**NAME OF CONFERENCE**

**START DATE**

**END DATE**

**NO. OF EVENT DAYS**

**ORGANIZATION NAME**

**ON-SITE CONTACT NAME**

**ROOM/EXHIBIT BOOTH NO.**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

**TELEPHONE NUMBER**

**DELIVERY DATE**

**DELIERY TIME**

**PICKUP DATE**

**PICKUP TIME**

**EMAIL ADDRESS**

**DATE ORDERED**

### MONITORS

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
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<td>$210</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$655</td>
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<td></td>
</tr>
</tbody>
</table>

**22” Multi sync monitor**

**55” LCD monitor**

**70” LCD monitor**

Please contact PSAV for quote

### AUDIO EQUIPMENT

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
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<td></td>
</tr>
<tr>
<td>$190</td>
<td></td>
<td></td>
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</tbody>
</table>

**Laptop sound port**

**Wired handheld microphone**

**Wireless microphone**

**Wireless headset microphone**

Requires wireless microphone to operate

**Powered speaker**

Up to five people

**Sound system**

two speakers, two stands, one mixer, one wired microphone

up to 20 people

**4-channel mixer**

### ACCESSORIES

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>$220</td>
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<td></td>
<td></td>
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</tbody>
</table>

**Laptop**

**Wired internet connection**

**Wireless internet connection**

Please contact PSAV for quote

### LIGHTING

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>$75</td>
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</table>

**Up-light**

### POWER

<table>
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<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
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<tr>
<td>$21</td>
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**208V Single Phase – 20 AMP**

**208V Single Phase – 60 AMP**

**208V Single Phase – 100 AMP**

**208V Three Phase – 60 AMP**

**208V Three Phase – 100 AMP**

**208V Three Phase – 200 AMP**

**AC Power distro 60 Amp – 110 V**

**AC Power distro 60 Amp – 208 V**

**AC Power distro 100 Amp – 120 V**

**AC Power distro 200 Amp – 208 V**

**25” AC cable**

**Power strip**

Power Distribution Setup/Strike is $90 per hour

### RIGGING

All rigging requests should be placed using the Rigging Request Form.

### CUSTOM ITEMS

<table>
<thead>
<tr>
<th>PRICE</th>
<th>QTY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL REQUESTS

Please add any items not listed above that you require.

---

PSAV® Representative

Sheraton Atlanta Hotel
165 Courtland Street NE, Atlanta, GA 30303

Office: 404.614.8185   Email: javery@psav.com

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EXHIBITOR SERVICES
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ROOM/EXHIBIT BOOTH NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOW NAME</td>
<td>SHOW DATES</td>
</tr>
</tbody>
</table>

Internet
Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power
Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. ______________
# POWER DISTRIBUTION SERVICES

Ensure your event receives sufficient power to bring your vision to life. Our professional power setup provides all your electric needs, and our on-site technical specialist will monitor and manage your power use throughout the entire event.

## POWER DROP – SINGLE PHASE

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Drop Single-Phase 20 Amp</td>
<td>$140</td>
</tr>
<tr>
<td>Power Drop Single-Phase 60 Amp</td>
<td>$140</td>
</tr>
<tr>
<td>Power Drop Single-Phase 100 Amp</td>
<td>$385</td>
</tr>
<tr>
<td>Power Drop Single-Phase 200 Amp</td>
<td>$655</td>
</tr>
</tbody>
</table>

## POWER DROP – THREE PHASE

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Drop Three-Phase 60 Amp</td>
<td>$465</td>
</tr>
<tr>
<td>Power Drop Three-Phase 100 Amp</td>
<td>$760</td>
</tr>
<tr>
<td>Power Drop Three-Phase 200 Amp</td>
<td>$1,540</td>
</tr>
<tr>
<td>Power Drop Three-Phase 400 Amp</td>
<td>$3,060</td>
</tr>
</tbody>
</table>

## POWER DISTRIBUTION EQUIPMENT

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC Power Distro 60 Amp – 110V</td>
<td>$165</td>
</tr>
<tr>
<td>AC Power Distro 60 Amp – 208V</td>
<td>$190</td>
</tr>
<tr>
<td>AC Power Distro 100 Amp – 120V</td>
<td>$220</td>
</tr>
<tr>
<td>AC Power Distro 200 Amp – 208V</td>
<td>$360</td>
</tr>
</tbody>
</table>

## POWER DISTRIBUTION LABOR RATES*

- Setup/Strike: $90/hr

*All Power Distribution labor calls are based on a standard four-hour minimum and subject to all reasonable labor practices regarding overtime and non-standard calls and afterhours. Power Distribution labor is based on a per-show call basis.

### Power Distribution Pricing

PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. Power Distribution equipment distribution boxes are billed on a per-day basis. All power distribution PSAV uses will be UL/ETL listed and will meet exceed all state and local requirements for safe electrical distribution.

*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property’s administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

To learn about our creative and production services, please contact your PSAV representative.

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Jamaal Avery
Sales Manager - PSAV®
Office: 404.614.8185
venuepartners-psav.com/sheratonatlanta
INTERNET CONNECTION SERVICES

Give attendees the fast, reliable internet they’ve come to expect with PSAV’s Internet Services. From participants checking email to presenters polling the audience to live streaming a presentation, we’ll ensure your attendees, and especially your VIPs and presenters, stay connected throughout their event experience.

- On-site support from certified PSAV technicians
- Network infrastructure support coordinated with the venue’s third-party provider
- Learn from your event with post-show review and analytics*

*Subject to availability from the third-party provider.

INTERNET OPTIONS

Successful event internet requires advanced planning. Determine your bandwidth needs with PSAV’s Bandwidth Calculator at psav.com/bandwidth-calculator and by following the below flowchart.

Custom configurations are also available; please contact your PSAV representative for more details. For more information about event internet planning, including a white paper on understanding event bandwidth, please visit the Events Industry Council’s internet resources page at events council.org/apex/bandwidthconnectivity.aspx.
**INTERNET CONNECTION SERVICES**

**SHARED BANDWIDTH**
For events with fewer than 100 connections, consider our per-user pricing for non-dedicated bandwidth, available at two service-level options.

<table>
<thead>
<tr>
<th>Attendees</th>
<th><strong>Superior</strong> Up to 3 MB/s per device (Ideal for media streaming, mobile apps, and large-file downloads)</th>
<th><strong>Superior Per-Day Rate</strong></th>
<th><strong>Simple</strong> Up to 1 MB/s per device (Ideal for email and web browsing)</th>
<th><strong>Simple Per-Day Rate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 25</td>
<td>4 Mb/s</td>
<td>$26/attendee</td>
<td>2 Mb/s</td>
<td>$17/attendee</td>
</tr>
<tr>
<td>26-50</td>
<td>5 Mb/s</td>
<td>$21/attendee</td>
<td>3 Mb/s</td>
<td>$14/attendee</td>
</tr>
<tr>
<td>51-100*</td>
<td>10 Mb/s</td>
<td>$15/attendee</td>
<td>5 Mb/s</td>
<td>$11/attendee</td>
</tr>
</tbody>
</table>

*Bandwidth guidelines above are an estimate for the entire group and are not per attendee. All pricing is exclusive of Service Charge. Wired access priced separately.

**DEDICATED BANDWIDTH**
For events with more than 100 connections and/or in which internet is critical to the success of the event, choose from our Dedicated Bandwidth options, ensuring your event receives the allotted bandwidth it needs, regardless of the other internet demands at the venue.

<table>
<thead>
<tr>
<th>Bandwidth</th>
<th><strong>Per-Day Flat Rate</strong></th>
<th><strong>Per-Week Flat Rate (3-7 days)</strong></th>
<th><strong>Suggested Attendance for “Medium” Bandwidth</strong></th>
<th><strong>Suggested Attendance for “Simple” Bandwidth</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Mb/s</td>
<td>$3,535</td>
<td>$10,605</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>20 Mb/s</td>
<td>$6,130</td>
<td>$18,390</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>30 Mb/s</td>
<td>$7,780</td>
<td>$23,340</td>
<td>300</td>
<td>600</td>
</tr>
<tr>
<td>40 Mb/s</td>
<td>$9,425</td>
<td>$28,275</td>
<td>400</td>
<td>800</td>
</tr>
<tr>
<td>50 Mb/s</td>
<td>$11,075</td>
<td>$33,225</td>
<td>500</td>
<td>1,000</td>
</tr>
</tbody>
</table>

*Dedicated bandwidth subject to availability from the venue’s third-party provider. Dedicated Bandwidth rates and pricing assume multiple devices per attendee. Prices include unlimited devices, Wi-Fi and the use of existing live-wired connections. Additional rental equipment and labor for wired connections will be added as required. For events greater than 50 Mb/s or groups with high-bandwidth needs, please consult with PSAV for a custom proposal.
INTERNET SPONSORSHIPS*
Generate revenue by selling network sponsorships. $1,350 per show.

<table>
<thead>
<tr>
<th>Custom wireless network name</th>
<th>Branded login/splash page</th>
<th>First-page redirect</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Custom wireless network name" /></td>
<td><img src="image2" alt="Branded login/splash page" /></td>
<td><img src="image3" alt="First-page redirect" /></td>
</tr>
</tbody>
</table>

OTHER SERVICES*
- Public IP addresses
- Private VLANs
- Custom security
- Backup bandwidth
- Custom wireless network names

*Internet Sponsorships and Other Services subject to availability from the third-party provider.

*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property’s service charge. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.
# AUDIOVISUAL SERVICES

At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we’ll bring your vision to life.

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## POPULAR PACKAGES

### Meeting Room Projector Package - $605
- AV cable lot
- LCD projector
- Tripod screen

### Projector Support Package - $180
- AV cable lot
- Projection stand

### Post-it® Flip Chart Package - $85
- Flip chart easel
- Markers
- Post-it flip chart pad

### Flip Chart Package - $65
- Flip chart easel
- Markers
- Flip chart pad

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## SMALL MEETING

### AUDIO
- Conference speaker phone $170
- Laptop computer $220
- Powered speaker $110
- Catchbox throwable microphone $365
- Presidential microphone $84
- Wired microphone $62
- Wireless microphone $190
- 4-channel mixer $68
- 12-channel mixer $140

### LIGHTING
- LED wash light $75
- 6 up-lights $745
- 10 up-lights $1,045

### SCENIC
- 10’ Décor drapery $105
- 20 Scenic Panels (sTILEr) $600

### VIDEO
- 32” LCD monitor $230
- 46” LCD monitor $465
- 8’ tripod screen $85
- Fast-Fold® screens
  - 10’6” x 14’ $365
  - 6’ x 10’5” $360
  - 7’6” x 13’4” $395
  - 9’ x 16’ $440
  - 10’6” x 18’8” $580

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## STANDARD LABOR RATES*

- Setup/Strike $80/hr
- Event Operation $95/hr

*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property’s administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

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