THE DESIGN EXPO
October 29-30, 2020
Hilton Anatole
Dallas, Texas

Our Design Expo Theme for 2020 is: "Catalyst"

Join us in Dallas as we engage in this new world of possibility.

Our 81st Annual Convention is anticipated to draw over 3,500 professionals from the Southwest, all gathering under ONE roof at the Hilton Anatole in Dallas to learn about industry resources and success tactics, to nurture relationships, to build new business, and to network with peers. By exhibiting with us, your company's sales representatives will have the opportunity to mingle with top industry executives and make connections that will propel your business into the future.

This is your 2020 TxA EXHIBITOR SERVICES MANUAL. Inside are the forms for services you may wish to take advantage of during the show — everything from ordering electrical service to any catering needs you may have for your booth. Please take just 30 minutes to read this information thoroughly, then place your orders promptly to assure discounted rates! If you have questions or concerns, call Tod Stehling at 512.478.7386.

Shepard Decorating Company’s forms for booth services are also attached. If you have questions involving booth services, please call their Exhibitor Services Department.

Thank you again for exhibiting with TxA — it is our goal to provide your company the best possible return on your booth investment. We value and appreciate your partnership!

Tod Stehling
Director of Expo and Business
tod@texasarchitects.org
direct 512.615.7745
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**BOOTH PACKAGE**

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

Show drape color(s): Black
Aisle carpet color: Tuxedo

Booth 100 - 1424 will be in the Trinity Exhibit Hall which is not carpeted. Aisle carpet is Tuxedo. Booths 1500 - 2016 will be in the Trinity Ballroom which is carpeted.

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**Exhibit Show Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Exhibitor Move-in</td>
<td>Wednesday, Oct 28</td>
</tr>
<tr>
<td></td>
<td>12:00 PM to 5:00 PM</td>
</tr>
<tr>
<td>Thursday, Oct 29</td>
<td>8:00 AM to 3:00 PM</td>
</tr>
<tr>
<td>Exhibit Hours</td>
<td>Thursday, Oct 29</td>
</tr>
<tr>
<td></td>
<td>4:00 PM to 6:30 PM</td>
</tr>
<tr>
<td>Friday, Oct 30</td>
<td>11:00 AM to 4:00 PM</td>
</tr>
<tr>
<td>Exhibitor Move-out</td>
<td>Friday, Oct 30</td>
</tr>
<tr>
<td></td>
<td>4:00 PM to 9:00 PM</td>
</tr>
<tr>
<td>Freight Reroute Begins*</td>
<td>Friday, Oct 30</td>
</tr>
<tr>
<td></td>
<td>8:00 PM</td>
</tr>
</tbody>
</table>

*All outbound carriers must be checked in by this time

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**Shipping Addresses**

**Advance Shipments Address**

[TxA Exhibiting Co. Name & Booth Number] c/o Shepard Exposition Services
Shepard Exposition c/o UPSF c/o Crane
4050 Valley View Ln. Ste 100
Irving, TX 75038

**Direct Shipments Address**

[TxA Exhibiting Co. Name & Booth Number] c/o Shepard Exposition Services
Hilton Anatole Trinity Exhibit Hall & Ballroom
1378 Wycliff Avenue
Dallas, TX 75207

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**Important Deadlines**

- Discount price deadline for custom Shepard rentals: Tuesday, September 29, 2020
- Exhibitor appointed contractor notification deadline: Tuesday, September 29, 2020
- First day for warehouse deliveries without a surcharge: Tuesday, September 29, 2020
- Discount price deadline for standard Shepard orders: Thursday, October 8, 2020
- Last day for warehouse deliveries without a surcharge: Wednesday, October 21, 2020
- Last day for warehouse deliveries*: Monday, October 26, 2020
- Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

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**First day freight can arrive at show facility:**

Wednesday, October 28, 2020 at 8:00 AM
Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Friday, October 30, 2020, 8:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during Shepard's warehouse to await disposition at the exhibitor's expense, please have all carriers checked in with Shepard no later than Friday, October 30, 2020, 8:00 PM.

Post Show Paperwork & Labels

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

Outbound Shipping

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

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

Pick Up Address

Hilton Anatole Trinity Exhibit Hall & Ballroom
1378 Wycliff Avenue
Dallas, TX 75207

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  TxA Annual Convention and Design Expo

Login 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 = TxA20  

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

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

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

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

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

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

Confirm your order, click  and complete the payment process.

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

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

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

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service  
(832) 799-5700  
houston@shepardes.com
Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

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

Please complete the following information:

### Exhibiting Company Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>City, St, Zip:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Credit Card Information

(Required for all forms of payment)

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Expiration Date:</th>
<th>Security Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month</td>
<td>Year</td>
</tr>
<tr>
<td>City, ST, Zip:</td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Name on Card:</td>
<td>(Please Print)</td>
<td></td>
</tr>
</tbody>
</table>

**Signature:**

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

### Wire Transfers

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:

<table>
<thead>
<tr>
<th>Name of show that you are attending:</th>
<th>TxA Annual Convention and Design Expo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhbiting Company Name:</td>
<td></td>
</tr>
<tr>
<td>Booth Number:</td>
<td></td>
</tr>
<tr>
<td>Account Name:</td>
<td>Shepard Exposition Services, Inc.</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>041000124</td>
</tr>
<tr>
<td>SWIFT CODE (US):</td>
<td>PNCCUS33</td>
</tr>
<tr>
<td>Bank Name:</td>
<td>PNC Bank N.A., Pittsburgh, PA 15219 USA</td>
</tr>
<tr>
<td>Account Number:</td>
<td>42-6061-9772</td>
</tr>
<tr>
<td>SWIFT CODE (INTL):</td>
<td>PNCCUS33</td>
</tr>
</tbody>
</table>

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
Equipment Audits: Definitions and Shepard Responsibilities:

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.

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

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 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 shall be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations:

Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.  Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.  Equipment and Furnishings:  There are no exchanges or refunds once item has been delivered to your booth.  Cancellations must be received in writing 14 days before first exhibitor move in day.  Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, 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 materials 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 skating and carpet colors are not selected, show colors will prevail.

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

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

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

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

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

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

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

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

Limits of Liability: If found liable for any loss, Shepard’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.  All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.  Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials.  Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed.  Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage.  Affixing 'Empty' storage labels to containers is the sole responsibility of the exhibitor or their representative.  All previous labels should be removed.  Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled 'empty.'
Both parties MUST sign this form indicating acceptance; otherwise, request will be denied. When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

**Step 1:** Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: ___________________________ Booth #: _________
Exhibiting Company Address: ___________________________
Phone: ___________________________
Email Address: ___________________________
Exhibiting Company Authorized Name - Please Print: ___________________________
Signature from Exhibiting Company: ___________________________

**Step 2:** Check Services Below to Bill to the Third Party

☐ Booth Cleaning  ☐ Carpet  ☐ Exhibit Rentals  ☐ Installation/Dismantling Labor
☐ Material Handling  ☐ Furniture  ☐ Overhead Rigging/Labor  ☐ Logistics/Transportation
☐ All Services  ☐ Other (please specify): ___________________________

**Step 3:** Provide Third Party Contact Information

3rd Party Company Name: ___________________________
Contact Name: ___________________________
Address: ___________________________ Email Address: ___________________________
Phone: ___________________________

**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) ___________________________
Signature: ___________________________
This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting

Company Name ________________________________

Booth # ________________________________

Email Address: ________________________________

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

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

Exhibitor Appointed Contractor

Contact Name ________________________________

Street Address ________________________________

City ________________________________

Phone # ________________________________

Description of proposed service for Exhibitor ________________________________

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

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

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

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

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

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

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

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

Exhibitor Signature: ________________________________
### TxA Annual Convention and Design Expo
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

<table>
<thead>
<tr>
<th>Event Code</th>
<th>T165601020</th>
</tr>
</thead>
<tbody>
<tr>
<td>email</td>
<td><a href="mailto:houston@shepardes.com">houston@shepardes.com</a></td>
</tr>
<tr>
<td>phone</td>
<td>(832) 799-5700</td>
</tr>
<tr>
<td>fax</td>
<td>(832) 415-0517</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 #

#### Below Booth #

#### Right Booth #
Relax with our Carefree Logistics!

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

Inbound & Outbound Services

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

Shepard Value-Added Services

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

Have a Logistics Question?
Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

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

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

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

Step 1: Complete Exhibiting company information:

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

Company

<table>
<thead>
<tr>
<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>
</tr>
</tbody>
</table>

☐ 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 4: Tell us Where this is going:

☐ Advance Warehouse  ☐ Direct to showsite  Wednesday, October 28, 2020

Step 5: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Crates  ☐ Cartons (cardboard)  ☐ Cases/trunks  ☐ Skids/pallets

☐ Carpet (color): ☐ Monitors  ☐ Other  ☐ Total

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

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

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

Step 7: After the event is over, are we going to Ship Back to you?

☐ YES!  ☐ No, I will arrange another carrier

Company

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

<table>
<thead>
<tr>
<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>
</tr>
</tbody>
</table>

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

**TxA Annual Convention and Design Expo**
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

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

All outbound shipments require a Shepard Outbound Material Handling Authorization 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:**

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<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>
</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: Tell us What we are shipping:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crates</th>
<th>Cartons (cardboard)</th>
<th>Cases/trunks</th>
<th>Skids/pallets</th>
<th>Carpet (color)</th>
<th>Monitors</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 5: How many Labels do you need?**

**Step 6: Who is picking up your shipment?**

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Ground</th>
<th>2nd Day</th>
<th>Exped. Ground (3-5 days)</th>
<th>Overnight</th>
</tr>
</thead>
</table>

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

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

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

TO: ________________
(Exhibiting Company Name)
Booth #: ________________
Shepard Exposition c/o UPSF c/o Crane
4050 Valley View Ln. Ste 100
Irving, TX 75038
Delivery Hours: M-F, 8-4:00 PM
For: TxA Annual Convention and Design Expo
First day freight can arrive w/o a surcharge: September 29, 2020
Last day freight can arrive w/o a surcharge: October 21, 2020

TO: ________________
(Exhibiting Company Name)
Booth #: ________________
Shepard Exposition c/o UPSF c/o Crane
4050 Valley View Ln. Ste 100
Irving, TX 75038
Delivery Hours: M-F, 8-4:00 PM
For: TxA Annual Convention and Design Expo
First day freight can arrive w/o a surcharge: September 29, 2020
Last day freight can arrive w/o a surcharge: October 21, 2020
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.

TxA Annual Convention and Design Expo

MUST NOT BE DELIVERED PRIOR TO:
October 28, 2020 @ 8:00 AM

Hilton Anatole Trinity Exhibit Hall & Ballroom
1378 Wycliff Avenue
Dallas, TX 75207

c/o Shepard Exposition Services

(Exhibiting Company Name)
Booth #:

(Exhibiting Company Name)
Booth #:
TxA Annual Convention and Design Expo  
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas  
October 29 - 30, 2020

Material Handling Rates

First date freight can arrive: Tuesday, September 29, 2020
Last date freight can arrive: Monday, October 26, 2020

**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 or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

**Advance Warehouse Shipments**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35010</td>
<td>x</td>
<td>$94.90</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td>x</td>
<td>$123.25</td>
<td></td>
</tr>
</tbody>
</table>

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

**Direct to Showsite Shipments**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35030</td>
<td>x</td>
<td>$92.30</td>
<td></td>
</tr>
<tr>
<td>Uncrated</td>
<td>35043</td>
<td>x</td>
<td>$138.50</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35038</td>
<td>x</td>
<td>$120.00</td>
<td></td>
</tr>
</tbody>
</table>

Large pieces of machinery and uncrated shipments can be accepted at showsite.

**Light Weight (Shipments 40 pounds or less)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipments</td>
<td>35400</td>
<td>x</td>
<td>$47.50</td>
<td></td>
</tr>
</tbody>
</table>

**Other Material Handling Services**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banding Service per 4x4 skid/pallet</td>
<td>35490</td>
<td>Qty</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Shrink-wrap Service per 4x4 skid/pallet</td>
<td>35491</td>
<td>Qty</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

**Only Shepard personnel are allowed to operate mechanical equipment.**

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

All Material Handling charges are billable and will be charged to the credit card on file.

Contact Name: ____________________________

Email: ____________________________

Signature: ____________________________
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 show hours at the show facility. 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.

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

 mencrated 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.

Special Handling Definitions
Shipment Integrity - Shipment 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).

Overtime/Double-time
Surcharge: Overtime: 30%  Double Time: 50%

如果您对图像中的内容有任何疑问，欢迎随时提问。
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

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

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

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

What is the difference between material handling and shipping?

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

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

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

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

How do I calculate material handling charges?

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

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

What are Light Weight shipments?

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

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

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

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded without proper lifting bars and/or hooks.

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, 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.

Crate, 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.

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

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

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

TxA Annual Convention and Design Expo
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

Labor Hours
ST - Straight time: All hours between 8AM - 5PM.
OT - Overtime: All hours between 5PM - 8AM.
DT - Double-time: Holidays.
Holidays All days declared National Holidays by the U.S. Government.

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th># of Trips</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dock to Booth ST</td>
<td>35151</td>
<td></td>
<td>$141.13</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock ST</td>
<td>35152</td>
<td></td>
<td>$141.13</td>
<td></td>
</tr>
<tr>
<td>Dock to Booth OT</td>
<td>35153</td>
<td></td>
<td>$191.70</td>
<td></td>
</tr>
<tr>
<td>Booth to Dock OT</td>
<td>35154</td>
<td></td>
<td>$191.70</td>
<td></td>
</tr>
</tbody>
</table>

Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Company Name: ________________________________ Booth # __________________
Contact Name: ________________________________
Email: _______________________________________
Signature: ____________________________________

Event Code: T165601020
email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517

8.250% Tax*

Total Estimate: $ __________________
Amount Due: $ __________________
Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

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

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

All vehicles must be removed no later than **Friday, October 30, 2020 9:00 AM**

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

**Important Rules and Regulations**
- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Qty</th>
<th>Roundtrip</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorized Unit/Vehicle Spotting</td>
<td>35106</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Event Code:</th>
<th>T165601020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:houston@shepardes.com">houston@shepardes.com</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(832) 799-5700</td>
</tr>
<tr>
<td>Fax:</td>
<td>(832) 415-0517</td>
</tr>
</tbody>
</table>
**Forklift and Ground Rigging**

**Ground Rigging and Forklift Rental**

**Step 1**: Describe the work:
- Uncrating Materials
- Spotting Equipment
- Booth work/ground rigging

**Weight of Heaviest Piece:**
- Will you need:  
  - Straps
  - Extended Blades

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

**Step 3**: Choose your lift size:

<table>
<thead>
<tr>
<th>Forklift Rental - Up To 5,000 # Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>35028</td>
</tr>
<tr>
<td>35039</td>
</tr>
<tr>
<td>35067</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift Rental - Up To 10,000 # Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>35029</td>
</tr>
<tr>
<td>35049</td>
</tr>
<tr>
<td>35069</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift Rental - Up To 15,000 # Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>35455</td>
</tr>
<tr>
<td>35456</td>
</tr>
<tr>
<td>35457</td>
</tr>
</tbody>
</table>

**Forklift Rental - Up To 20,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$923.10</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>35066</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,150.65</td>
<td>$1,495.75</td>
</tr>
<tr>
<td>35070</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,378.15</td>
<td>$1,791.50</td>
</tr>
</tbody>
</table>

**Forklift Rental - Up To 30,000 # Capacity**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35255</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$1,230.80</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>35256</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,534.15</td>
<td>$1,994.50</td>
</tr>
<tr>
<td>35257</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,837.55</td>
<td>$2,388.75</td>
</tr>
</tbody>
</table>

**4 Stage Forklift Rental**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35593</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$461.55</td>
<td>$600.00</td>
</tr>
<tr>
<td>35594</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$575.30</td>
<td>$748.00</td>
</tr>
<tr>
<td>35595</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$689.10</td>
<td>$895.75</td>
</tr>
</tbody>
</table>

**Rate structure includes forklift and (1) operator only.**

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

**Rigging Supervisor Rates (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$126.41</td>
<td>$164.35</td>
</tr>
<tr>
<td>35086</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$189.62</td>
<td>$246.50</td>
</tr>
<tr>
<td>35099</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$252.83</td>
<td>$328.65</td>
</tr>
</tbody>
</table>

**Riggers and Material Handlers (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$101.13</td>
<td>$131.45</td>
</tr>
<tr>
<td>35100</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$151.70</td>
<td>$197.20</td>
</tr>
<tr>
<td>35101</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$202.26</td>
<td>$262.95</td>
</tr>
</tbody>
</table>

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

**Only Shepard personnel are allowed to operate mechanical equipment.**

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

**Forklift Estimate**

8.250% Tax:

**Amount Due:**

Company Name:  
Contact Name:  
Email:  
Signature:  

---

**TxA Annual Convention and Design Expo**

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas  
October 29 - 30, 2020

**Discount Deadline**: Thursday, October 8, 2020

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

**Labor Hours**
- ST - Straight time: All hours between 8AM - 5PM.
- OT - Overtime: All hours between 5PM - 8AM.
- DT - Double-time: Holidays.

**Holidays**
All days declared National Holidays by the U.S. Government.

**Rigging Supervisor Rates (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$126.41</td>
<td>$164.35</td>
</tr>
<tr>
<td>35086</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$189.62</td>
<td>$246.50</td>
</tr>
<tr>
<td>35099</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$252.83</td>
<td>$328.65</td>
</tr>
</tbody>
</table>

**Riggers and Material Handlers (per man hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$101.13</td>
<td>$131.45</td>
</tr>
<tr>
<td>35100</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$151.70</td>
<td>$197.20</td>
</tr>
<tr>
<td>35101</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$202.26</td>
<td>$262.95</td>
</tr>
</tbody>
</table>

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

---

**Tax rate subject to change. Tax rate at the time of event will be utilized.**
**On Site Storage** is used when you have product you need to replenish during the event, or if you have items you don’t want stored with the empty crates. **Do not use this service for "Empty" storage.**

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

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

**Onsite Contact:**

<table>
<thead>
<tr>
<th>Onsite Cell Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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.

Materiats 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>35166</th>
<th>Pallets/Skids</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>35348</td>
<td>1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>35349</td>
<td>Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>35087</td>
<td>Labor ST</td>
<td>$101.13</td>
</tr>
<tr>
<td>35100</td>
<td>OT</td>
<td>$151.70</td>
</tr>
<tr>
<td>35101</td>
<td>DT</td>
<td>$202.26</td>
</tr>
</tbody>
</table>

**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>35068</th>
<th>Sq Ft</th>
<th>0.80</th>
<th>Per Sq Ft</th>
<th>101.13</th>
<th>Total</th>
<th>$202.26</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td># of Days</td>
<td></td>
<td>Labor ST</td>
<td>35087</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OT</td>
<td>35100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DT</td>
<td>35101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth.

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

Only Shepard personnel are allowed to operate mechanical equipment.

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________

Email: ___________________________

Signature: ___________________________

---

**Total Onsite Storage:** $ ___________________________

8.250% **Tax:** $ ___________________________

**Amount Due:** $ ___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
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 charge) 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 $50.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step One: Tell Us Who You Are:**
Exhibiting Company
Name
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>
<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?**
- Ship to another destination via Shepard Logistics*
- Transport to another Shepard event*
- Pick-up is arranged with another carrier:

*Additional fees will apply

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

Estimated Warehouse Storage: $________
8.250% Tax*: $________
Amount Due: $________

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

Printed Name: _____________________________________________
Signature: _______________________________________________
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/
FURNISHINGS AND DECOR
Tables

UNSKIRTED

Display Table
#50040
4’ x 24” x 30”
Unskirted

Display Table
#50041
4’ x 24” x 42”
Unskirted

Display Table
#50044
6’ x 24” x 30”
Unskirted

Display Table
#50045
6’ x 24” x 42”
Unskirted

Display Table
#50046
8’ x 24” x 30”
Unskirted

Display Table
#50049
8’ x 24” x 42”
Unskirted

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

Display Table
#50042
4’ x 24” x 30”
Skirted

Display Table
#50043
4’ x 24” x 42”
Skirted

Display Table
#50046
6’ x 24” x 30”
Skirted

Display Table
#50047
6’ x 24” x 42”
Skirted

Display Table
#50050
8’ x 24” x 30”
Skirted

Display Table
#50051
8’ x 24” x 42”
Skirted

PEDESTAL & SIDE

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

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

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

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

Round Side Table
#50030
18” x 24”

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

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

STOOLS

Director’s Stool
#51096
Black Fabric, Maple Wood

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

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Director’s Stool
#51096
Black Fabric, Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

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

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

Spiral Garment Rack
#50093
30” x 70”
Silver

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

Also Available Without Legs (#50237)

3.5’ x 8’ Slatwall
#50249
3.5’ x 8’
Grey

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

6” Hooks for Peg Board
#50104
Silver

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

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

UPRIGHT, CROSSBAR, & DRAPERY

8' High Upright with Base
#50088
Crossbar rented separately

6' - 10' Crossbar
#50349
1 1/2" D

7' - 12' Crossbar
#50348
1 1/2" D

3' High Drape
#50074

8' High Drape
#50074

FOR SIGNS & LITERATURE

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

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

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

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

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

SHELVING

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

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

BARRIER

Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13' x 41'
Black Belt *17"*
Rented individually, not a set

OTHER

Natural Feel Wastebasket
#50708
Sleek Wastebasket

Wastebasket
#50091

Mini Refrigerator
#50098

Drawing Bowl
#51085

Sand Bag
#51087

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

4' Full View Showcase #50067
6' Full View Showcase #50068

4' Quarterview Showcase #50069
6' Quarterview Showcase #50070

Flooring

EXPO - 13oz

Black
Tuxedo
Grey

Blue
Eclipse
Peacock

Red
Cayenne
Burgundy

PREMIUM - 28oz

Deep Navy

Silver Cloud
Beige

Red

Black
Charcoal

EXPO - 13oz

Silver Dollar

Dark Grey

Crimson

Electric Blue

Black

Navy

PLUSH - 50oz

White

Sand

VINYL - Custom Order Only

Whitewash

Mountain Grey

Rosmary Stone

Snow

Vineyard Brown

Lauren Brown

Maple

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

<table>
<thead>
<tr>
<th>SKIRT</th>
<th>SPANDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Drape Color Options

| Gold   | Blue    | Red    |
| Green  | Teal    | Burgundy |
| Black  | Grey    | White  |

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Minimum 100 square foot order for all cleaning services.

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

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

### Booth Vacuuming

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</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>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft.</td>
<td>$0.96</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq.ft.</td>
<td>$0.85</td>
<td>$1.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft.</td>
<td>$0.80</td>
<td>$1.05</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>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td></td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td></td>
<td>$0.95</td>
<td>$1.25</td>
<td></td>
</tr>
</tbody>
</table>

### Specialty Services

#### Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</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>$1.10</td>
<td>$1.45</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 (charged per hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Hours</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$114.40</td>
<td>$171.60</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$114.40</td>
<td>$171.60</td>
<td></td>
</tr>
</tbody>
</table>

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Cleaning: $

8.250% Tax*: $

Amount Due: $

Company Name: 

Contact Name: 

Email: 

Signature: 

---

Discount Deadline Thursday, October 8, 2020

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

---

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

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

<table>
<thead>
<tr>
<th>Labor</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 68066</td>
<td>ST</td>
<td>Labor</td>
<td></td>
<td>$114.40</td>
<td>$148.70</td>
</tr>
<tr>
<td>Code 68067</td>
<td>OT</td>
<td>Labor</td>
<td></td>
<td>$171.60</td>
<td>$223.10</td>
</tr>
<tr>
<td>Code 68068</td>
<td>DT</td>
<td>Labor</td>
<td></td>
<td>$228.80</td>
<td>$297.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 35028</td>
<td>ST</td>
<td>5k Forklift</td>
<td></td>
<td>$307.70</td>
<td>$400.00</td>
</tr>
<tr>
<td>Code 35039</td>
<td>OT</td>
<td>5k Forklift</td>
<td></td>
<td>$383.55</td>
<td>$498.50</td>
</tr>
<tr>
<td>Code 35067</td>
<td>DT</td>
<td>5k Forklift</td>
<td></td>
<td>$459.40</td>
<td>$597.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dumpster Fee</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 35330</td>
<td>Per Full Dumpster</td>
<td></td>
<td>$600.00</td>
<td>$780.00</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: ___________________________ Booth # ______________
Contact Name: ___________________________
Email: _________________________________
Signature: _____________________________

Total Disposal Fee: $__________
8.250% Tax*: $__________
Amount Due: $__________

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$109.00</td>
<td>$141.70</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$134.00</td>
<td>$174.20</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$154.00</td>
<td>$200.20</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$159.00</td>
<td>$206.70</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L x 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$170.00</td>
<td>$221.00</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L x 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$196.00</td>
<td>$254.80</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td>$91.10</td>
<td>$118.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td>$91.10</td>
<td>$118.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>6'L X 30&quot;H X 24&quot;W Spandex Table Cover</td>
<td></td>
<td>$273.10</td>
<td>$355.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$106.75</td>
<td>$138.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$127.40</td>
<td>$165.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$150.20</td>
<td>$195.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$120.25</td>
<td>$156.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$150.20</td>
<td>$195.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>$167.60</td>
<td>$217.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table,42&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td>$183.00</td>
<td>$237.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal Table,30&quot;H X 36&quot;R Grey Fleck Top</td>
<td></td>
<td>$183.00</td>
<td>$237.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>$126.60</td>
<td>$164.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>$126.60</td>
<td>$164.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td></td>
<td>$329.10</td>
<td>$427.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td></td>
<td>$343.10</td>
<td>$446.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

### Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>Side Chair Grey Fabric</td>
<td></td>
<td>na</td>
<td>$63.00</td>
<td>$81.90</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>Arm Chair Grey Fabric</td>
<td></td>
<td>na</td>
<td>$132.70</td>
<td>$172.50</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>Stool w/back Grey Fabric</td>
<td></td>
<td>na</td>
<td>$111.00</td>
<td>$144.30</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>Director's Chair Black Fabric</td>
<td></td>
<td>na</td>
<td>$100.45</td>
<td>$130.60</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool Black Fabric</td>
<td></td>
<td>na</td>
<td>$179.75</td>
<td>$233.70</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td></td>
<td>na</td>
<td>$196.10</td>
<td>$254.95</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td></td>
<td>na</td>
<td>$161.05</td>
<td>$209.35</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

---

**Total Furnishings:** $\;

8.250% **Tax:** $\;

**Amount Due:** $\;

---

**Event Code:** T165601020

**Email:** houston@shepardes.com

**Phone:** (832) 799-5700

**Fax:** (832) 415-0517

---

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Specialty & Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td></td>
<td>$21.00</td>
<td>$21.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td></td>
<td>$53.90</td>
<td>$70.05</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$198.85</td>
<td>$258.50</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$263.35</td>
<td>$342.35</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$93.50</td>
<td>$121.55</td>
<td></td>
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<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$263.35</td>
<td>$342.35</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>Tensabarrier, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$111.05</td>
<td>$144.35</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td></td>
<td>$122.70</td>
<td>$159.50</td>
<td></td>
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<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td></td>
<td>$49.45</td>
<td>$64.30</td>
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</tr>
<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$111.25</td>
<td>$144.65</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$138.40</td>
<td>$179.90</td>
<td></td>
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<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$420.00</td>
<td>$546.00</td>
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</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$992.40</td>
<td>$1,290.10</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,094.50</td>
<td>$1,422.85</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$992.40</td>
<td>$1,290.10</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,094.50</td>
<td>$1,422.85</td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2'x8' w/legs, each</td>
<td>na</td>
<td></td>
<td>$237.35</td>
<td>$308.55</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>na</td>
<td></td>
<td>$177.80</td>
<td>$231.15</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td></td>
<td>$16.30</td>
<td>$21.20</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td></td>
<td>$52.25</td>
<td>$67.95</td>
<td></td>
</tr>
</tbody>
</table>

### Drapery—per linear foot, min 5’ linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$25.20</td>
<td>$32.75</td>
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</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$18.65</td>
<td>$24.25</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8' Upright w/base</td>
<td>na</td>
<td></td>
<td>$34.80</td>
<td>$45.25</td>
<td></td>
</tr>
<tr>
<td>52065</td>
<td>3' Upright w/base</td>
<td>na</td>
<td></td>
<td>$34.80</td>
<td>$45.25</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>na</td>
<td></td>
<td>$23.15</td>
<td>$30.10</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>na</td>
<td></td>
<td>$23.15</td>
<td>$30.10</td>
<td></td>
</tr>
<tr>
<td>50508</td>
<td>Sateen, per linear foot</td>
<td>na</td>
<td></td>
<td>$20.60</td>
<td>$26.80</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Furnishings: $________________________
8.250% Tax*: $________________________
Amount Due: $________________________

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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: ____________________________
Contact Name: ____________________________
Email: ____________________________
Signature: ____________________________
**Signature Flooring**

**TxA Annual Convention and Design Expo**
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

**Discount Deadline**  Tuesday, September 29, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

**Step One:** Choose the flooring to enhance your design
**Step Two:** Check the box of your selected color
**Step Three:** Determine your booth size (length x width = square footage)

---

**Premium Plush Carpet 50 oz**

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

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

---

**Premium Vinyl Flooring**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td>Premium Vinyl</td>
<td>$13.75</td>
<td></td>
</tr>
</tbody>
</table>

**Elevated Hardwood**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td>Light Oak</td>
<td>Call for Quote!</td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td>Dark Oak</td>
<td>Call for Quote!</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item Description</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>½&quot; Padding for Vinyl</td>
<td>$5.05</td>
<td></td>
</tr>
</tbody>
</table>

---

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Company Name: ___________________________  Contact Name: ___________________________
Email: ___________________________  Booth # ___________________________

Signature: ___________________________

---

**Total Signature Flooring:** $________

| Tax*: 8.250% | Amount Due: $________ |

Tax rate subject to change. Tax rate at the time of event will be utilized.
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>$6.65</td>
<td>$8.65</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>
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<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>

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

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></td>
<td>10' x 10'</td>
<td>$162.00</td>
<td>$210.60</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$501.50</td>
<td>$651.95</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$747.95</td>
<td>$972.35</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$994.45</td>
<td>$1,292.80</td>
<td></td>
</tr>
</tbody>
</table>

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

Standard Booth Sizes, Great for inline booths!

<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></td>
<td>10' x 10'</td>
<td>$162.00</td>
<td>$210.60</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$501.50</td>
<td>$651.95</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
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<td>$972.35</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$994.45</td>
<td>$1,292.80</td>
<td></td>
</tr>
</tbody>
</table>

Special Cut. Recommended for Island and large area exhibits!

<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></td>
<td>0 - 399 sq ft*</td>
<td>$5.80</td>
<td>$7.55</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$5.30</td>
<td>$6.90</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$4.85</td>
<td>$6.30</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. 100 sq ft minimum order.

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.

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

- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools
Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.
Blade, Marche 10'x10’ Booth
Beverly, Taos 10'x10’ Booth
Baja, Swanson 10'x10’ Booth
Vibe, Christopher 10’x20’ Booth
Blade, Marche 10’x10’ Booth
Malba, Beverly 10'x10’ Booth
Baja, Swanson 10'x10’ Booth
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around.
   Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected.
   Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts.
   Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep it Green.
   Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Down.
   Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Level the field!
   Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social.
   Stylize furnishings to create shareable moments worthy of Instagram.

8. Gather Round!
   Ottomans styled around a side table create an informal campfire setting for small group discussions.

9. Charge it!
   Powered tables or seating encourages clients to linger in the booth and recharge.

10. Provide a Pop!
    Colorful furnishings attract attention and help reinforce brand themes.
Roma Powered Seating and Rustique Table Booth
10'x20'

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Munich Sectional Booth
10'x10'

Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.

Malba Conference and Beverly Demonstration Booth
10'x20'

Design multi-functional booths with areas for demonstrations and a place for conferencing.
Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you Power Up the Possibilities.

Charge it!

Powered tables or seating encourages clients to linger in the booth and recharge!

**Roma Collection**

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

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

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

Roma Powered Chair & Sofa
10’x20’
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 (BNQTL7).

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 (BNQTL7).

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.
Get Connected.
Use communal tables in your design to facilitate networking.

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

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

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H
Sydney Powered Cocktail Tables (brushed steel) 48"L 26"D 18"H
F) C1WP (white top) G) C1YP (black top)
Powered Locking Pedestals

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

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

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

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.
Valencia

VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H

Fairfax

FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H
**Allegro**

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

**Roma**

- **SFAPWR Sofa, Powered** (white vinyl) 78”L 31”D 33”H
- **CHRPWR Chair, Powered** (white vinyl) 37”L 31”D 33”H

**Palm Beach**

- **PALSOF Sofa** (white vinyl) 69”L 29”D 33”H
Soft Seating

Munich Booth 10'x20'

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

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

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

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

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

POWERED DETAIL
Creature Comforts.
Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.
Soft Seating Collections

Tangiers
TANCHR Chair (beige textured) 34”L 37”D 36”H
TANLOV Loveseat (beige textured) 57.5”L 37”D 37”H
TANSOF Sofa (beige textured) 78”L 37”D 36”H

Key Largo
KEYCHR Chair (black fabric) 35”L 35”D 34”H
KEYLOV Loveseat (black fabric) 57”L 35”D 34”H
KEYSOF Sofa (black fabric) 79”L 35”D 34”H
Munich

MNCHCH Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
MNCHCC Corner Chair (gray fabric) 26”L 27”D 28.5”H
MNCHLA Loveseat (gray fabric) 45”L 27”D 28.5”H

Baja

BCHWHT Chair (white vinyl) 36”L 30.5”D 28”H
BLVWHT Loveseat (white vinyl) 61”L 30.5”D 28”H
BSFWHT Sofa (white vinyl) 86”L 30”D 28”H

Naples

NPLCHP Chair, Powered (black vinyl) 36”L 30”D 33.25”H
Also available with standard arm (NPLCHR).
NPLLOP Loveseat, Powered (black vinyl) 62”L 30”D 33.25”H
Also available with standard arms (NPLLOV).
NPLSOP Sofa, Powered (black vinyl) 87”L 30”D 33.25”H
Also available with standard arms (NPLSOF).
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35”L 27”D 40”H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31”L 24”D 31.5”H
C) OCB Key West Chair (black fabric, wood) 31”L 31”D 31”H
D) BCW Madrid Chair (white vinyl, chrome) 30”L 30”D 31”H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24”L 22”D 36”H
Palm Beach Sofa & Swanson Chairs

10'x10' Booth

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

Meeting Chairs
25.5”L 23.5”D 34”H
A) OCMTAU (taupe fabric, wenge)
B) OCMWHT (white vinyl, wenge)
C) OCMESP (espresso vinyl, wenge)

Marina Chairs
17.5”L 19.5”D 35”H
A) MARCWH (white vinyl, brushed metal)
B) MARCBK (black vinyl, brushed metal)
C) MARCBR (brown fabric, brushed metal)
D) MARCBE (ocean blue fabric, brushed metal)
E) MARCRD (red fabric, brushed metal)
A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H
H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
I) BLDSCB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H
A) XCHR Christopher Chair
   (white vinyl, chrome) 17"L 19"D 35"H
B) 30BRHC Hydraulic Cafe Table
   (red top, chrome) 30"RND 29"H
C) BLDCSB Blade Chair
   (sky blue) 20.5"L 19"D 30.5"H
D) 30WDHC Hydraulic Cafe Table
   (wood top, chrome) 30"RND 29"H
E) Duet Duet Stack Chair
   (black, chrome) 21"L 23"D 33"H
F) 30GSHC Hydraulic Cafe Table
   (green top, chrome) 30"RND 29"H
G) MALGRN Malba Chair
   (green, chrome) 20"L 20"D 32"H
H) 30MAHC Madison Hydraulic Cafe Table
   (gray acajou top, chrome) 30"RND 29"H
Style your exhibit with cafe sets that create inviting conference and meeting areas for your guests.

A) MARCBR Marina Chair
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
B) 30WDHC Hydraulic Cafe Table
(wood top, chrome) 30"RND 29"H
C) ZENCHR Zenith Chair
(white, chrome) 18.25"L 22"D 32"H
D) 30MAHC Madison Hydraulic Cafe Table
(gray acajou top, chrome) 30"RND 29"H
E) MALGRY Malba Chair
(gray, chrome) 20"L 20"D 32"H
F) 30BEHC Hydraulic Cafe Table
(blue top, chrome) 30"RND 29"H
G) LMCHR Laguna Chair
(maple, chrome) 18"L 19"D 34"H
H) 30OSH C Hydraulic Cafe Table
(orange top, chrome) 30"RND 29"H
Ottomans

Vibe Cubes
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) VIB04 (red vinyl)
G) VIB05 (bright yellow vinyl)
H) VIB15 (taupe vinyl)
I) VIB02 (blue vinyl)
J) VIB08 (orange vinyl)
K) VIB14 (citrus green vinyl)
L) VIB17 (desert rose vinyl)
M) VIB16 (spice orange vinyl)
N) VIB06 (gold/bronze vinyl)
O) VIB01 (green vinyl)

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

Benches
C) WHT12 Half
(white vinyl)
39"L 22"D 18"H
D) REG00N Regis
(brushed metal)
47"L 15.5"D 16"H
Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.

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

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

Ring
72"RND 18"H
D) BNQR17
(white vinyl)
(4 ottoman seats)
Beverly Bench Ottoman
10’x20’ Booth

Demo down.
Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.

Bench Ottomans
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)
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) MAR003 (linen fabric)
H) MAR004 (raspberry fabric)
I) MAR008 (meadow green fabric)
J) MAR011 (orange fabric)
K) MAR015 (black vinyl)
L) MAR012 (forest green vinyl)
M) MAR013 (teal velvet)
N) MAR014 (distressed brown vinyl)
O) MAR006 (rose quartz fabric)
Accent Table Collections

Stay Social.
Stylize furnishings to create shareable moments worthy of Instagram.

A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)

B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)

D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)

F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Mesa
Alondra
Cocktail Table
47" L 24" D 16" H
A) ALC100 (glass top, chrome)
B) ALC200 (wood top, chrome)
End Table
20" L 20" D 20" H
C) ALE100 (glass top, chrome)
D) ALE200 (wood top, chrome)

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

**Taos**

Side Tables
15.75"L 15.75"D 24"H
A) TAOBWH (white top, bronze)
B) TAOBBK (black top, bronze)
C) TAOBWD (wood top, bronze)

**Sedona**

Side Tables
15.75"L 15.75"D 24"H
A) SEDBWH (white top, bronze)
B) SEDBBK (black top, bronze)
C) SEDBWD (wood top, bronze)

**Sydney**

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

End Tables
27"L 23"D 22"H
E) E1W (white top, brushed steel)
F) E1Y (black top, brushed steel)
G) SYDBEE (blue top, brushed steel)
H) SYDWDE (wood top, brushed steel)
A) REGGEN Bench Table (brushed metal) 47"L 15.5"D 16"H
B) REGOTT End Table (brushed metal) 16"L 15.5"D 16.5"H

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

Silverado
E) ETBL E-Table (wood) 21"L 15.5"D 27.5"H
F) TMBTBL Timber Table (wood) 16"RND 17"H

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

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

Wireless Charging Table
I) CUBTBL LED Cube Table (plexi top, white plastic) 20"L 20"D 20"H (AC power only)

Edge
Bar & Cafe Tables

Style your exhibit with bar and cafe sets that create inviting conference and meeting areas for your guests.

Bar Tables
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
VTA (Madison/gray acajou top)
30BEBB (blue top)
30WDBB (wood top)
30BKSB (black top)
30AGBB (brushed gunmetal top)
30OSBB (orange top)
30YBBB (brushed yellow top)
30G5BB (green top)
36" RND 42"H
VTW (white top)
VTN (graphite nebula top)
VTP (maple top)
36BKSB (black top)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
30GRHB (graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30MAHB (Madison/gray acajou top)
30BEHB (blue top)
30WDBH (wood top)
30BKHB (black top)
30AGHB (brushed gunmetal top)
30OSHB (orange top)
30YSHB (brushed yellow top)
30G5HB (green top)
36" RND 45"H
36WTHB (white)
36GRHB (graphite nebula)
36MTHB (maple top)
36BKHB (black top)

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

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

LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H
2. Then pick a color that suits your design.

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

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

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

36" RND 29"H
36WTHC (white top)
36GRHC (graphite nebula top)
36MTHC (maple top)
36BKHC (black top)
Spin 360°

Use barstools to maximize client engagement with those all around you.

Barstool Collection

Zoey

15"L 16"D 30-34.75"H
A) BS003 (black, chrome)
B) BS002 (white, chrome)
Lift

15" RND 23-33.5" H
A) ROLLWH (white vinyl, chrome)
B) ROLLRD (red vinyl, chrome)
C) ROLLBL (black vinyl, chrome)
D) ROLLGY (gray vinyl, chrome)
Barstool Collection

Banana
21"L 22"D 41"H
A) BSS Barstool (black, chrome)
B) BST Barstool (white, chrome)

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

Apex
21"L 21"D 33"H
A) AP508 Barstool (black vinyl, silver)
B) AP559 Barstool (red vinyl, silver)
C) AP575 Barstool (white vinyl, silver)
D) APS12 Barstool (blue ultra suede, silver)
A) BSC Oslo Barstool  
(white, chrome) 17”L 20”D 45”H
B) XBAR Christopher Barstool  
(white vinyl, chrome) 19”L 15”D 41”H
C) BS001 Shark Barstool  
(white, chrome) 22”L 19”D 34-44”H
D) BSR Syntax Barstool  
(black, chrome) 23”L 19”D 43.25”H
E) RSTSTL Rustique Barstool  
(gunmetal) 13”L 13”D 30”H
F) LUBSCL Lucent Barstool  
(frosted acrylic, chrome) 22”L 22.5”D 45.5”H
G) LMBAR Laguna Barstool  
(maple, chrome) 18”L 20”D 47”H
H) BLDBRD Barstool (red)  
20.5”L 20”D 40.5”H
I) BLDBSB Barstool (sky blue)
Create comfortable productive environments in your booth or temporary show office with on-trend furnishings that reflect your sense of style.
Conference Tables

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

E) MADC05 5' Table 60"L 48"D 29"H
F) MADC08 8' Table 96"L 60"D 29"H
G) MADC10 10' Table 120"L 48"D 29"H

H) CUPCHA Cupertino Mid Back Chair
   (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
I) GENCHA Genesis Chair
   (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.
Incorporate conference tables to facilitate booth meetings and new connections.

**Table Side.**

- **Geo Rounded Square Tables**
  - 42”L x 42”D x 29”H
  - A) CE1 (glass top, chrome)
  - B) CF1 (glass top, black)

- **Geo Rectangular Tables**
  - 60”L x 36”D x 29”H
  - C) CF2 (glass top, black)
  - D) CE2 (glass top, chrome)

- **E) MERLIN Merlin Multi Use Table**
  - 46”L x 29”D x 30”H

- **F) WD3 Work Table**
  - 48”L x 24”D x 30”H

- **Conference Tables**
  - CB3 8’
    - 96”L x 48”D x 29”H
  - CB2 6’
    - 72”L x 42”D x 29”H

- **K) CT06GR 6’**
  - 72”L x 36”D x 29”H

- **PROGB Pro Guest Chair**
  - 24”L x 22”D x 36”H

- **Atomic Round Tables**
  - 42ATO 42”RND x 30”H
  - 36ATO 36”RND x 30”H

- **Conference Tables**
  - C508GR 8’
    - 96”L x 44”D x 29”H
  - CT10GR 10’
    - 120”L x 46”D x 29”H
Executive
Seating & Desks

Cupertino

CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43.5"H
Adjustable height

Pro Mid Back

Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)

A.

B.

C.

D.

Pro Guest

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

Pro High Back

Executive Chairs
25"L 24"D 45-48"H
Adjustable height
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)

A.

B.

Task

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

Genesis

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

A) JD8 Executive Desk (gray acajou) 60”L 30”D 29”H
B) CR8 Credenza (gray acajou) 60”L 20”D 29”H
C) BC8 Bookcase (gray acajou) 36”L 12”D 72”H

**Tech Desk**

A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60”L 30”D 30”H
B) TECH Desk, Powered (black top, black metal) 60”L 30”D 30”H
C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16”L 20”D 28”H
Ventura
Powered & Communal Tables

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

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

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

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

Table Top Options
Colors not available in all table options. Please check options listed.

Draw A Crowd.
Communal tables keep attendees charged while encouraging networking and genuine connections.
It’s easy to be green. Just add greenery to your booth environment for a warm and natural feel.

**Go Biophilic**

**Office Accessories & Decor**

**Mason Lamps**
- **B**) LA14 Table Lamp
  - 16” RND 26”H

**Posh Shelving**
- **A**) PSHCCS
  - Chrome, acrylic
  - 36”L 18”D 72”H

**Mason Lamps**
- **A**) LA15 Floor Lamp
  - 18” RND 55”H

**Boxwood Hedge**
- **B**) HDG7FT
  - 7’
  - 36.5”L 12”D 84”H

**Boxwood Hedge**
- **C**) HDG4FT
  - 4’
  - 46”L 9”D 47”H

**LED Light**
- Available in white, red, green, blue and rolling color.

**C) CUBL20**
- Edge LED Cube Ottoman
  - White plastic
  - 20”L 20”D 20”H
  - (AC power only)

**C) CUBL20**
- Edge LED Cube Ottoman (white plastic)
  - 20”L 20”D 20”H
  - (AC power only)

**C) CUBL20**
- Edge LED Cube Ottoman (white plastic)
  - 20”L 20”D 20”H
  - (AC power only)

**C) CUBL20**
- Edge LED Cube Ottoman (white plastic)
  - 20”L 20”D 20”H
  - (AC power only)
Midtown Bar
60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

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

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

BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)
### Cocktail Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<td></td>
<td>C1E-Silverado</td>
<td>$397.00</td>
<td>$516.10</td>
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<td>ALC100-Alondra, Glass/Chrome</td>
<td>$478.55</td>
<td>$622.10</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
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<td>$622.10</td>
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<td>C1FWB-Geo, Wood/Black</td>
<td>$418.75</td>
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<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$358.90</td>
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<td>MESCTB-Mesa Cocktail Table Black top</td>
<td>$277.20</td>
<td>$360.35</td>
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<td></td>
<td>MESECTG-Mesa Cocktail Table Glass to</td>
<td>$277.20</td>
<td>$360.35</td>
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<tr>
<td></td>
<td>MESECTW-Mesa Cocktail Table Wood to</td>
<td>$277.20</td>
<td>$360.35</td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$402.40</td>
<td>$523.10</td>
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<td>C1WP-Sydney White, Powered!</td>
<td>$511.20</td>
<td>$664.55</td>
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<td></td>
<td>C1Y-Sydney, Black</td>
<td>$402.40</td>
<td>$523.10</td>
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<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$511.20</td>
<td>$664.55</td>
<td></td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$410.60</td>
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<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
<td>$407.90</td>
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<td>SYDWDSC-Sydney Cocktail Table</td>
<td>$370.80</td>
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### Occasional End Tables

<table>
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<td>E1E-Silverado</td>
<td>$377.95</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
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<td>ALE200-Alondra, Wood/Chrome</td>
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<td>E1FWB-Geo, Wood/Black</td>
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<td>E1C-Geo, Glass/Chrome</td>
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<td>MESETB-Mesa End Table, Black top</td>
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<td>MESETEG-Mesa End Table, Glass top</td>
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<td>$238.05</td>
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<tr>
<td></td>
<td>MESETW-Mesa End Table, Wood top</td>
<td>$183.10</td>
<td>$238.05</td>
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<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$364.40</td>
<td>$473.70</td>
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<td></td>
<td>E1Y-Sydney, Black</td>
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<td>$473.70</td>
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<td>CUBTL-Edge LED Cube</td>
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<td>AURA End Table</td>
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<td>ETBL-E Table, Wood</td>
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<td>TM HTBL Timber Table, Wood</td>
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<td>REGOTT-Regis End Table</td>
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<td>CUBPOW-Wireless Chrg Tbl, Powered!</td>
<td>$615.55</td>
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<tr>
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<td>SYDBEE - Sydney End Table</td>
<td>$358.45</td>
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<td>SYDWDDE-Sydney End Table</td>
<td>$358.45</td>
<td>$466.00</td>
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Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

**Cocktail Tables**

**Occasional End Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>CUBPOW-Wireless Chrg Tbl, Powered!</td>
<td>$615.55</td>
<td>$800.20</td>
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<tr>
<td>SYDBEE - Sydney End Table</td>
<td>$358.45</td>
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<tr>
<td>SYDWDDE-Sydney End Table</td>
<td>$358.45</td>
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**Event Code:** T165601020

**Email:** houston@shepardes.com

**Phone:** (832) 799-5700

**Fax:** (832) 415-0517

**TxA Annual Convention and Design Expo**

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas

October 29 - 30, 2020

Discount Deadline: Thursday, October 8, 2020

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

**Ottomans**

**Styles and Shapes**

<table>
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<th>Item Description</th>
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<td>END02W</td>
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<td>END01B</td>
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<td>END01W</td>
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<td>CUBL20</td>
<td>Edge Lighted Cube</td>
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<td>WHT12</td>
<td>Half Bench, White Vinyl</td>
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<td>BNQ7</td>
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<td>REGBEN</td>
<td>Regis Bench, Brushed Metal</td>
<td>$410.60</td>
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**Beverly Bench**

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<td>BVLYRD</td>
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<td>BVLYWH</td>
<td>Bev Bench White Vinyl</td>
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**Marche Swivel**

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<td>MAR002</td>
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<td>Marche Swivel, Raspberry</td>
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Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Total Ottomans: $ 
8.250% Tax*: $ Amount Due: $ 

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:**

**Contact Name**

**Email:**

**Signature:**

---

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

Sofas and Sectionals  Accent Chairs

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<th>Regular</th>
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<th>Item Description</th>
<th>Discount</th>
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<td>$1,555.40</td>
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<td>$1,389.25</td>
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<tr>
<td></td>
<td>VALSOF- Valencia Sofa</td>
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Loveseats  Meeting Chairs

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Club Chairs  Modular System

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Powered Seating

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<td>NPLSOP-Naples Sofa, powered</td>
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Rental items found and in use in your booth are subject to "Regular" pricing.

**Total Soft Seating: $**

8.25% **Tax**: $**

**Amount Due:** $**

**Company Name:**

**Contact Name**

**Email:**

**Signature:**
Conference Tables and Group Seating

TxA Annual Convention and Design Expo
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020
Discount Deadline Thursday, October 8, 2020

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

Conference Tables

<table>
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<td>CB3-8' Graphite Table</td>
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Group & Guest Seating

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Executive Seating

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Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Company Name: ___________________________  Booth #: ___________________________
Contact Name: ___________________________
Email: ___________________________
Signature: ___________________________

Total Conference: $ ___________________________
8.250% Tax*: $ ___________________________
Amount Due: $ ___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Café and Communal Tables**

**Café Tables**

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<td>ZTB-30&quot; Red Top/Black Base</td>
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<tr>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30AGBC-30&quot; Gunmetal/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BKSC-36&quot; Black Top/Black Base</td>
<td>$350.75</td>
<td>$456.00</td>
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<td></td>
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<tr>
<td>30AGBC 30&quot; Brushed Gunmetal/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
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</tr>
<tr>
<td>30BKSC 30&quot; Black Top/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30GSBC 30&quot; Orange Top/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30YSBC 30&quot; Brushed Yellow/Black Base</td>
<td>$321.35</td>
<td>$417.75</td>
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**Café Tables - Chrome Base 30", Hydraulic**

<table>
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<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>30MTHC-Maple Top, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MAHC-Grey Top, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WHHC-White Laminate</td>
<td>$465.00</td>
<td>$604.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BEHC-Blue Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WDHC-Wood Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30AGHC-Brushed Gunmetal, Chrome</td>
<td>$432.00</td>
<td>$561.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30GSHC-Green Top, Chrome</td>
<td>$432.00</td>
<td>$561.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30OSHC-Orange Top, Chrome</td>
<td>$432.00</td>
<td>$561.60</td>
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**G30 and Ventura Communal Tables**

**30" High Tables**

<table>
<thead>
<tr>
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<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>VNTCBN-Black Top, Silver Frame</td>
<td>$729.25</td>
<td>$948.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td>$729.25</td>
<td>$948.05</td>
<td></td>
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<tr>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$729.25</td>
<td>$948.05</td>
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<td></td>
</tr>
<tr>
<td>VNTCMW-Maple, w/ Grmt</td>
<td>$729.25</td>
<td>$948.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTCWW-White, w/ Grmt</td>
<td>$729.25</td>
<td>$948.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td>$828.10</td>
<td>$1,076.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTCHW-White Top-Powered!</td>
<td>$828.10</td>
<td>$1,076.55</td>
<td></td>
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**Café Tables - Chrome Base 36", Hydraulic**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
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</tr>
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<tbody>
<tr>
<td>36MTHC-Maple Top, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36GRHC-Graphite Nebula, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36WTHC-White Top, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
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<td></td>
</tr>
<tr>
<td>36BKHC Black Top, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
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</table>

**42" High Tables**

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<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td>$949.00</td>
<td>$1,233.70</td>
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<td></td>
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<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td>$949.00</td>
<td>$1,233.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTWNP Communal Table White Top</td>
<td>$949.00</td>
<td>$1,233.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$949.00</td>
<td>$1,233.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$949.00</td>
<td>$1,233.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Powered! 42" High Tables**

<table>
<thead>
<tr>
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<th>Item Description</th>
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<tr>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,120.30</td>
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</tr>
<tr>
<td>VNTWHT Communal Table White Top</td>
<td>$1,120.30</td>
<td>$1,456.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received 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: ____________________________

Email: ____________________________

Signature: ____________________________

Event Code: T165601020

Email: houston@shepardes.com

Phone: (832) 799-5700

Fax: (832) 415-0517

Discount Deadline: Thursday, October 8, 2020

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas

October 29 - 30, 2020

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$353.50</td>
<td>$459.55</td>
<td></td>
</tr>
<tr>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$377.95</td>
<td>$491.35</td>
<td></td>
</tr>
<tr>
<td>VJT-30&quot; Graphite Top/Black Base</td>
<td>$353.50</td>
<td>$459.55</td>
<td></td>
</tr>
<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$377.95</td>
<td>$491.35</td>
<td></td>
</tr>
<tr>
<td>VTW-36&quot; White Laminate Top</td>
<td>$377.95</td>
<td>$491.35</td>
<td></td>
</tr>
<tr>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$353.50</td>
<td>$459.55</td>
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</tr>
<tr>
<td>30WH42 30&quot; White Laminate,</td>
<td>$372.55</td>
<td>$484.30</td>
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</tr>
<tr>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$353.50</td>
<td>$459.55</td>
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<tr>
<td>RSTSQL Rustique Square Metal Bar Table</td>
<td>$391.55</td>
<td>$509.00</td>
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<tr>
<td>30BEBB-Blue Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>30WDBB-Wood Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>30BKSB Black Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>30AGBB Brushed Gunmetal/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
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</tr>
<tr>
<td>30YBB Brushed Yellow/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>30GSBB Green Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>30OSBB Orange Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
<td></td>
</tr>
<tr>
<td>36BKHB Black Top/Black Base</td>
<td>$358.45</td>
<td>$466.00</td>
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</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
</tr>
<tr>
<td>30MTHB-Maple Top, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
</tr>
<tr>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
<td></td>
</tr>
<tr>
<td>30WHHB White Laminate,</td>
<td>$465.00</td>
<td>$604.50</td>
<td></td>
</tr>
<tr>
<td>30MAHB-Grey Top, Chrome</td>
<td>$429.65</td>
<td>$558.55</td>
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<tr>
<td>30BEHB-Blue Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30WDBH-Wood Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30BKHB-Black Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30AGHB Brushed Gunmetal, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30YSHB Brushed Yellow, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30GSHB Green Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
</tr>
<tr>
<td>30OSHB Orange Top, Chrome</td>
<td>$432.60</td>
<td>$562.40</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
<td></td>
</tr>
<tr>
<td>36MTHB-Maple Top, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
<td></td>
</tr>
<tr>
<td>36WHB-White Top, Chrome</td>
<td>$467.70</td>
<td>$608.00</td>
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</tbody>
</table>

### Bar Stools

### Bars and Counters

<table>
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<th>Item</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>BST-Banana, White/Chrome</td>
<td>$356.20</td>
<td>$463.05</td>
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<tr>
<td>BSS-Banana, Black/Chrome</td>
<td>$356.20</td>
<td>$463.05</td>
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</tr>
<tr>
<td>BS01-Shark, Swivel White</td>
<td>$454.10</td>
<td>$590.35</td>
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<tr>
<td>BS02-Zoey, Swivel White</td>
<td>$416.05</td>
<td>$540.85</td>
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</tr>
<tr>
<td>BS03-Zoey, Swivel Black</td>
<td>$416.05</td>
<td>$540.85</td>
<td></td>
</tr>
<tr>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$206.65</td>
<td>$268.65</td>
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</tr>
<tr>
<td>APS08-Apex Barstool, Black Vinyl</td>
<td>$320.90</td>
<td>$417.15</td>
<td></td>
</tr>
<tr>
<td>APS59-Apex Barstool, Red Vinyl</td>
<td>$320.90</td>
<td>$417.15</td>
<td></td>
</tr>
<tr>
<td>APS75-Apex Barstool, White Vinyl</td>
<td>$320.90</td>
<td>$417.15</td>
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</tr>
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<td>APS12-Apex Barstool, Ultra Suede</td>
<td>$320.90</td>
<td>$417.15</td>
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<tr>
<td>XBAR-Christopher Barstool, White Vinyl</td>
<td>$258.30</td>
<td>$335.80</td>
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<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$266.45</td>
<td>$346.40</td>
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<tr>
<td>BSR-Syntax, Black/Chrome</td>
<td>$332.60</td>
<td>$420.70</td>
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<td>ZENBAR, White/Chrome</td>
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<td>$311.10</td>
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<td>BSC-Oslo, White</td>
<td>$375.25</td>
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<tr>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
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<td>$392.40</td>
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<tr>
<td>ROLLGY-Lift Barstool, Grey Vinyl</td>
<td>$301.85</td>
<td>$392.40</td>
<td></td>
</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$301.85</td>
<td>$392.40</td>
<td></td>
</tr>
<tr>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$301.85</td>
<td>$392.40</td>
<td></td>
</tr>
<tr>
<td>BLBDBR-Blade, Red</td>
<td>$185.40</td>
<td>$241.00</td>
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<tr>
<td>BLDBSB-Blade, Sky Blue</td>
<td>$185.40</td>
<td>$241.00</td>
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<tr>
<td>LUBSCL- Frosted, Acrylic</td>
<td>$370.80</td>
<td>$482.05</td>
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<tr>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$2,113.55</td>
<td>$2,747.60</td>
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<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$1,977.60</td>
<td>$2,570.90</td>
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<tr>
<td>MTCLPI-Midtown Counter, Lighted</td>
<td>$2,113.55</td>
<td>$2,747.60</td>
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<tr>
<td>MTCPUL-Midtown Counter, Unlighted</td>
<td>$1,989.95</td>
<td>$2,586.95</td>
<td></td>
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</tbody>
</table>

This form reflects the total value of your order. You will be charged 8.250% sales tax and total bar amount.

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.

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
Executive Accessories

TxA Annual Convention and Design Expo
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

Discount Deadline  Thursday, October 8, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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>$734.15</td>
<td>$954.40</td>
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</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$867.40</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$628.15</td>
<td>$816.60</td>
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<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$796.75</td>
<td>$1,035.80</td>
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<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$644.45</td>
<td>$837.80</td>
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<td></td>
<td>TECH3-3-drawer File Cbnt w/Castors</td>
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Work & Multi-Use Tables

<table>
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<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$492.20</td>
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<td>WD3-Work Table</td>
<td>$473.15</td>
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Product Display-Shelving

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<th>Amount</th>
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</thead>
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<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$736.90</td>
<td>$957.95</td>
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Product Display-Pedestals

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<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$720.60</td>
<td>$936.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$853.80</td>
<td>$1,109.95</td>
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</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$720.60</td>
<td>$936.80</td>
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</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$853.80</td>
<td>$1,109.95</td>
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</tbody>
</table>

Lamps

<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>LA15-Mason Silver Floor Lamp</td>
<td>$315.40</td>
<td>$410.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$206.65</td>
<td>$268.65</td>
<td></td>
</tr>
</tbody>
</table>

Hedge Walls

<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>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$630.35</td>
<td>$819.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,025.90</td>
<td>$1,333.65</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Accessories: $8,250 Tax*: $853.80 Amount Due: $

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: _______________________________
Email: _______________________________
Signature: _______________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Graphics and Signs

### TxA Annual Convention and Design Expo

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas  
October 29 - 30, 2020

**Discount Deadline** Tuesday, September 29, 2020  
Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

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

**Foam Core Signs, Single sided**

<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>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$201.00</td>
<td>$261.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$201.00</td>
<td>$261.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$306.20</td>
<td>$398.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$306.20</td>
<td>$398.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70027</td>
<td>Meterboard, 38.25&quot; x 90.75&quot;, trovicil panel</td>
<td>$619.70</td>
<td>$805.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70138</td>
<td>39&quot;x84&quot; Meterboard, Ultradoboard</td>
<td>$360.00</td>
<td>$468.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl Banners with Digital Printing**

<table>
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<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$25.50</td>
<td>$33.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$25.50</td>
<td>$33.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$27.40</td>
<td>$35.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$27.40</td>
<td>$35.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
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<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$54.60</td>
<td>$71.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft, min. 5 ft.</td>
<td>$3.55</td>
<td>$4.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$60.10</td>
<td>$78.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel</td>
<td>$53.90</td>
<td>$70.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$122.70</td>
<td>$159.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50508</td>
<td>Cardboard Meterboard base, blk</td>
<td>$24.00</td>
<td>$31.20</td>
<td></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>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$213.85</td>
<td>$278.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Company Name:**  
**Contact Name:**  
**Email:**  
**Signature:**
All graphic files for ordered products should be uploaded to our FTP site.


Username:  sesftp

Password:  ftpftp

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.
**Graphic Guidelines**

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

<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.
TxA Annual Convention and Design Expo
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

Order Deadline Tuesday, September 29, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Turnkey Rental Designs Make Exhibiting Easier!
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie
- 10' x 10' $3,822.65 $4,969.45
- 10' x 20' $6,224.95 $8,092.45

The Jonathon
- 10' x 10' $2,666.80 $3,466.85
- 10' x 20' $4,668.00 $6,068.40

The Pierce
- 10' x 10' $3,307.85 $4,300.20
- 10' x 20' $6,280.75 $8,165.00

The Madison
- 10' x 10' $4,011.35 $5,214.75
- 10' x 20' $6,180.40 $8,092.45

The Grant
- 10' x 10' $4,234.15 $5,504.40
- 10' x 20' $5,868.40 $7,628.90

The Harrison
- 10' x 10' $3,892.50 $5,060.25
- 10' x 20' $5,719.80 $7,435.75

The Hamilton
- 10' x 10' $2,712.40 $3,526.10
- 10' x 20' $4,754.15 $6,177.35

The Lucy
- 10' x 10' $3,892.50 $5,060.25
- 10' x 20' $5,719.80 $7,435.75

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

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

Company Name: ___________________________ Booth # ___________________________
Contact Name: ___________________________
Email: ___________________________
Signature: ___________________________

Total Inline Rentals: $______
8.250% Tax*: $______
Amount Due: $______

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Custom Exhibit Counters**

**TxA Annual Convention and Design Expo**
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

**Order Deadline** Tuesday, September 29, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

---

**Choose Your Counter & Customize to Fit Your Exhibit!**
Color choices for all products  
Metal Colors  
Black (06)  
Silver (15)  
Panel Colors  
Black (06)  
White (03)

### Locking Cabinets

- **LC1 1 Meter Wide**
- **LC2 1.5 Meters Wide**
- **LC3**

<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

- **RC2**
- **RC3**

<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>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>
<td>Contact Us to Customize</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>
<td>1075mm x 885mm</td>
</tr>
</tbody>
</table>

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

- **CS1**
- **CS2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size:</th>
</tr>
</thead>
<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>250mm x 700mm</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>380mm x 580mm</td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________ Booth # ______
Contact Name: ___________________________ Phone: ___
Email: ___________________________ Phone: ___
Signature: ___________________________ Phone: ___

---

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

*Tax rate subject to change. Tax rate at the time of event will be utilized.
Custom Display / Charging Stations

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></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>6'4&quot; L x 6' 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' 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>Panel Color</th>
<th>Graphic Size</th>
</tr>
</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>
<td></td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1'9&quot; L x 1'9&quot; D x 7' H</td>
<td>$1,368.55</td>
<td>$1,779.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Charging Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
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<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3' L x 6'3&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>

Perforated/Peg Boards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66148</td>
<td></td>
<td>PerfH</td>
<td>4'x7&quot; Pegboard panel</td>
<td>$320.15</td>
<td>$416.20</td>
</tr>
<tr>
<td>66149</td>
<td></td>
<td>PerfP</td>
<td>4'x8' Pegboard panel</td>
<td>$320.15</td>
<td>$416.20</td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Pegs</td>
<td>6&quot; Pegs 1 dozen</td>
<td>$52.25</td>
<td>$67.95</td>
</tr>
<tr>
<td>66147</td>
<td></td>
<td>Slatwall</td>
<td>8'x3.5' Slatwall grey vert</td>
<td>$320.15</td>
<td>$416.20</td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: $8,250%

<table>
<thead>
<tr>
<th>Tax*</th>
<th>Amount Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

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: ___________________________
Email: ___________________________
Signature: ___________________________

Order Deadline Tuesday, September 29, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Exhibits@shepardes.com
404-720-8652
404-720-8757

Tax rate subject to change. Tax rate at the time of event will be utilized.
**10x10 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>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
Monitor 66620

**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>
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<td>FX2M2 10' x 20' w/Monitor</td>
<td>$6,408.60</td>
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<td>66567</td>
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<td>FX2H2 10' x 20'</td>
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<tr>
<td>66563</td>
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<td>FX2M2H 20' w/Monitor</td>
<td>$6,912.80</td>
<td>$8,986.65</td>
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</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
Monitor 66620

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

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

<table>
<thead>
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<td>$5,928.05</td>
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Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor 66620

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Side panel colors are either white or black
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Header graphic size 2440mm x 380mm
Monitor 66620

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<td>FX2M1 10' w/Monitor</td>
<td>$4,560.05</td>
<td>$5,928.05</td>
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</tbody>
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Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor 66620

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

**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 an Exhibit Team member with any customization requests at 404-720-8652.

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Freestanding 8' high Backlit Backwalls with Full Color Graphics

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

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<td>$5,314.45</td>
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</table>

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

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

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**Event Code:** T165601020
**email** exhibits@shepardes.com
**phone** 404-720-8652
**fax** 404-720-8757

**TxA Annual Convention and Design Expo**
Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas
October 29 - 30, 2020

**Order Deadline** Tuesday, September 29, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

**Freestanding 8' high Backlit Backwalls with Full Color Graphics**

**FX 12- 8'h x 20'**

**FX 13- 8' h x 30'**
# Island Booth Rentals

## TxA Annual Convention and Design Expo

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas  
October 29 - 30, 2020

**Order Deadline**  
Tuesday, September 29, 2020

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

---

**Turnkey Rental Designs Make Exhibiting Easier!**

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

### The Monroe

![The Monroe](image)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<td>The Monroe</td>
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<tr>
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<td>The Washington</td>
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<td>$13,965.30</td>
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<tr>
<td>66495</td>
<td></td>
<td>The Tyler</td>
<td></td>
<td>$10,392.30</td>
</tr>
<tr>
<td>66496</td>
<td></td>
<td>The Garfield</td>
<td></td>
<td>$10,176.80</td>
</tr>
</tbody>
</table>

### The Tyler

![The Tyler](image)

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

**Total Island Rentals:** $13,229.85

8.250% Tax: $1,093.86

Amount Due: $13,923.71

---

Company Name:  
Contact Name:  
Email:  
Signature:  

---

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

EXHIBIT LABOR JURISDICTION
Exhibitors may erect or dismantle their own exhibits provided they utilize their own fulltime company personnel. All hired labor must come from the union supplied labor. 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.

Exhibitors may unload their own privately owned vehicles provided they do not use any material handling equipment (forklifts, dollies, flat beds, pallet jacks, etc)

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

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

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

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

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

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

**Step One:**
Choose Your **Service**
- Installation
- Dismantling
- Both

**Step Two:**
How Many **People**?

**Step Three:**
How Many **Hours**?

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

**Step Five:** Tell Us About Your Exhibit!

Inbound Freight
- Advance Warehouse
- Direct to Show site

Carrier Name
Estimated Arrival Date
# of Pieces
Estimated Weight

**Set Up Information:**
Company Contact Name:
Email
Cell Phone #

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

**Graphics:**
- With Exhibit
- Shipped Separately

**Electrical Placement**
(exhibitor is responsible to order)
- Email to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

**Other Services Ordered:**
- Overhead Rigging
- Cleaning
- AV
- AV

**Carpet:**
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

**Outbound Shipping:**
- Method:
  - Ground
  - 2-Day Air
  - Next Day Air
  - Other

# of Crates
# of Cartons
# of Fiber Cases
# of Pallets

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

**Estimated SES Blue Labor:**

<table>
<thead>
<tr>
<th>Labor Hours</th>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
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<tr>
<td>ST</td>
<td>68066</td>
<td>$114.40</td>
<td>$148.70</td>
<td></td>
</tr>
<tr>
<td>OT</td>
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<td>$171.60</td>
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<tr>
<td>DT</td>
<td>68068</td>
<td>$228.80</td>
<td>$297.45</td>
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<tr>
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<tbody>
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<td>ST</td>
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<td>$228.80</td>
<td>$297.45</td>
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Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas

October 29 - 30, 2020

Discount Deadline Thursday, October 8, 2020

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

Labor Hours
- ST - Straight Time: Monday - Friday 8AM - 5PM.
- OT - Overtime: Monday - Friday 5PM - Midnight. Saturday and Sunday 8AM - Midnight.
- DT - Double-time: All hours between Midnight and 8AM. Holidays.

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

Company Name: Booth #
Contact Name:
Email:
Signature:

---

Event Code: T165601020
Email houston@shepardes.com
Phone (832) 799-5700
Fax (832) 415-0517

---

TxA Annual Convention and Design Expo

Discount Deadline Wednesday, October 8, 2020

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

Labor Hours
- ST - Straight Time: Monday - Friday 8AM - 5PM.
- OT - Overtime: Monday - Friday 5PM - Midnight. Saturday and Sunday 8AM - Midnight.
- DT - Double-time: All hours between Midnight and 8AM. Holidays.

**Estimated SES Blue Labor:**

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- DT - Double-time: All hours between Midnight and 8AM. Holidays.

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

Company Name: Booth #
Contact Name:
Email:
Signature:
Exhibit Supervised Labor

**Exhibitor Supervised Install Labor**

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**Exhibitor Supervised Dismantle Labor**

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<tr>
<td>68065</td>
<td>$176.00</td>
<td>$228.80</td>
<td></td>
</tr>
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</table>

**Step One:**
Choose your service

- Installation
- Dismantling
- Both

**Step Two:**
How many people?

- #

**Step Three:**
How many hours?

- #

**Step Four:**
Carpets:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

**Step Five:**
Any other details?

- Ladders
- Lifts
- Special Tools:

**Step Six:**
Schedule

<table>
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<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
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<td>Installation Request</td>
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<tr>
<td>Dismantle Request</td>
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Requested times are not guaranteed and are based on availability.

**Step Seven:**
Onsite Contact Info

Name: ____________________________

Cell: ____________________________

Email: ____________________________

Company Name: ____________________

Contact Name: ____________________

Email: ____________________________

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

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed on site will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and Service charge will be applied to all orders.

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.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

RIGGING
All rigging requests need to be submitted thru our on-line portal listed below.
https://www.psav.com/riggingform

INTERNET (Connections Per Device)  PRICE  QTY  TOTAL
- Wired internet connection  $580  $  
- Wireless internet connection  $160  $  
- Dedicated bandwidth  Please contact PSAV for quote

SPECIAL REQUESTS
Please add any items not listed above that you require.

Simon Giles
Director of Sales - PSAV®
Hilton Anatole
2201 N. Stemmons Freeway, Dallas, TX 75207
• office: 214.761.5820 • email: sgiles@psav.com

POWER DISTRIBUTION SERVICES
Exhibitor Power – 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 specialists will monitor your power use throughout the entire event.

Power – Advanced pricing available 21 days prior to first day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales Tax and ETS Service Charge will be applied to all orders. Labor charges may apply.

*Please circle power drop required and list QTY. Pricing is per show.

SINGLE PHASE

<table>
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<th>VOLTAGE</th>
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<th>ADVANCE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR 25%</th>
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THREE PHASE

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MISCELLANEOUS

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Electrician Rates – Labor is included in pricing above, but additional labor rates will apply for additional support.

PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution PSAV uses will be UL/ETL listed and will meet or exceed 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 service.
Hilton Anatole Banquet Menus 2018 – 2019

ON THE RUN BUFFET
Freshly Squeezed Orange, Grapefruit, Cranberry Juices
Spinach, Feta & Leek Parmesan Savory Pastry CD, CG
Low Fat Raisin Bran Muffin, Greek Yogurt Cherry Danish CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Seasonal Selection of Whole Fruit GF, DF
Individual Greek & Fruit Yogurt CD, CG
House Made Granola Bars GF, DF
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
36

CONTINENTAL BREAKFAST BUFFET
Freshly Squeezed Orange, Grapefruit, Cranberry Juices
Fresh Baked Croissant, Chocolate Croissant, Blueberry Muffin, Apple Cinnamon Muffin CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Seasonal Cut Fruit, Vine Ripened Berries GF, DF
Individual Greek & Fruit Yogurt CD, CG
House Made Granola Bars GF, DF
Individual Assorted Cereal, Whole & 2% Milks, Bananas
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
39

ANATOLE CONTINENTAL BREAKFAST BUFFET
Freshly Squeezed Orange, Grapefruit, Cranberry Juices
Fresh Baked Multigrain Croissant, Maui Morning Muffin, Cream Cheese Blueberry Danish CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Seasonal Cut Fruit, Vine Ripened Berries GF, DF
Locally Cured Texas Meats GF, DF,
Texas Cheeses, Toasted Honey Pecans, Dried Fruit GF, CD
New York Style Bagels CG, DF
Plain, Strawberry, Dill Cream Cheeses GF, CD
Oatmeal Texas French Toast, Maple Syrup, Strawberry Compote, Texas Honey CD, CG
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
46

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AMERICAN BREAKFAST BUFFET
Freshly Squeezed Orange, Grapefruit, Cranberry Juices
Fresh Chocolate Croissant, Tomato Olive Savory Pastry CD, CG
Carrot Nut Muffin, Half Moon Apple Turnover CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Seasonal Cut Fruit, Vine Ripened Berries GF, DF
Individual Greek & Fruit Yogurt, House Made Granola CD, CG
Individual Assorted Cereal, Whole & 2% Milks, Banana
Cage Free Scrambled Eggs GF, CD
Breakfast Meat by Day, choice below
Breakfast Potato by Day, choice below
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
54

Monday: Bacon GF, DF & Hash Browns GF, CD

Tuesday: Herbed Pork Sausage GF, DF & Roasted Red Potato GF, DF

Wednesday: Jalapeno Chicken Sausage GF, DF & Lyonnaise Potato GF, DF

Thursday: Country Virginia Ham GF, DF & Skillet Country Potato GF, CD

Friday: Turkey Sage Sausage CG, DF & Tater Tots CG, DF

Additional Protein for Breakfast
6

SPA BREAKFAST
Choice of Freshly Squeezed Orange Juice or Strawberry Banana Chia Seed Smoothie
Individual Greek & Fruit Yogurt, House Made Granola CD, CG
Steel-Cut Oatmeal, Brown Sugar, Toasted Pecans, Raisins DF, GF
Zucchini Muffin, Carrot Quinoa Breakfast Bread Whole Wheat, Multigrain Bread, Toaster CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Cage Free Egg White Frittata, Spinach, Farm Tomato, Mushroom DF, GF
Turkey Sausage DF, CG
Charred Grilled Asparagus DF, GF
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
54

GF = Gluten Free, DF = Dairy Free, CD = Contains Dairy, CG = Contains Gluten, CN = Contains Nuts, CS = Contains Seafood, V = Vegetarian, VG = Vegan

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Breakfast Enhancements
12 Each

Breakfast Burrito CD, CG
Egg, Chorizo, Monterrey Jack Cheese, Black Bean, Salsa

Menemen DF, GF
Turkish-Style Scrambled Egg, Tomato, Onion, Chile

Breakfast Strata CD, CG
Blueberry Sausage, Gruyere Cheese & Eggs

Original Austin Migas CD, GF
Scrambled Egg, Peppers, Onion, Shredded Beef
Corn Tortilla Strips, Pepper Jack Cheese

Breakfast Frittata CD, GF
Spinach, Tomato, Feta served in Mini Skillet

Shakshuka DF, GF
North African–Style Poached Egg, Spicy Tomato Sauce Served in Mini Skillet

South of the Border Eggs Benedict CD, CG
Crisp Corn Sope, Pinto Bean, Cage Free Poached Egg, Queso Fresco
Avocado Cream, Tomatillo Salsa

Spanish Tortilla DF, GF
Potato, Egg, Caramelized Onion

Meat Enhancements
6 Each
Blueberry Maple Sausage Patty DF
Apple Chicken Sausage DF, CG
Ranch Style Jalapeño Sausage DF, GF
Hill Country Steak Ham DF, GF
Cured Pepper Thick Cut Bacon DF, GF

Executive Upgrade
10 Each
Sliced Smoked NY Strip DF, GF

Potato Enhancements
4 Each
Roasted Poblano Fingerling Potato DF, GF
Roasted Shallot, Sweet Potato, Pepper Hash DF, GF
Baby Roasted Cilantro, Lime, Olive Oil Potato DF, GF

Sweet Potato Tots DF, GF

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**CONTINENTAL & BREAKFAST BUFFET ENHANCEMENTS**

* **Omelet Barn** CD, GF
  Cage Free Egg, Egg White, Egg Beaters
  Country Ham, Smoked Bacon, Dry Beef
  Texas Seasonal Peppers, Vidalia Onion, Mushroom, Spinach, Tomatoes, Scallion
  Texas Sharp Cheddar, Pepper Jack Cheese, Roasted Tomato Salsa
  18

* **Chicken Waffle Station** DF, CG
  Made to Order, Warm Maple Syrup, Honey Butter
  16

* **House Cured Gravlax 3 Ways** DF, CG
  10 day advance notice required
  Cilantro Tequila
  Tito’s Vodka & Dill
  Moonshine Peppercorn
  Honey Mustard, Pickled Onion, Lemon, Pumpernickel Bread
  18

* **Southern Biscuits & Gravy** CD, CG
  Fresh Baked Buttermilk Biscuits, Pork Sausage Black Pepper Gravy
  Whipped Butter, Texas Honey
  12

* **Hot Cereal** GF, DF
  Steel Cut Irish Oatmeal, Golden Raisins, Apple Cinnamon Compote
  Blueberry Compote, Texas Honey, Brown Sugar
  10

* **Crêpe Station** CD, CG
  Choice of
  Savory
  Hill Country Woodland Mushroom, Herbed Cream Sauce
  or
  Sweet
  Orange-Strawberry Grand Marnier Compote
  Chocolate Sauce, Vanilla Cream Anglaise
  16

* **Street Breakfast Taco Station** CD, CG
  Cage Free Scrambled Egg, Chorizo, Grilled Beef, Roasted Potato
  Black Bean, Shredded Pepper Jack Cheese, Flour Tortilla
  Pico de Gallo, Guacamole, Morita, Guajillo Salsa
  14

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  All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
  Prices valid through June 30, 2019
Hot Breakfast Sandwich
14 per selection
Cage Free Scrambled Egg, Applewood Bacon, Texas Mozzarella, Heirloom Tomato, Fresh Basil
Grilled English Muffin CD, CG
Cage Free Scrambled Egg, Shaved Country Ham
Brazos Valley Cheddar Cheese, Flaky Fresh Baked Croissant CD, CG
Cage Free Scrambled Egg, Pork Sausage, Tomato, Pickled Jalapeño
Pepper Jack Cheese, Texas Toast CD, CG

Individual Oatmeal Brûlée CD, GF
Crème Brûlée, Steel Cut Oatmeal, Spiked Grand Marnier Berries
8

* Huevos Rancheros Con Chorizo Made to Order CD, GF
Crispy Fried Tortilla, Chorizo Ranchero Sauce, Queso Fresco, Fried Cage Free Egg
16

* Stuffed Waffle French Toast CD, CG, CN
Banana, Strawberry, Peaches & Cream
Nutella, Caramel, Chocolate Sauce
10x Sugar
16

* Mexican Benedict CD, GF
Sope Corn Masa, Black Bean, Shredded Beef, Cage Free Poached Egg, Tomatillo Salsa, Queso Fresco
Cilantro, Pickled Radish
16
PLATED BREAKFAST

Cage Free Scrambled Egg CD, GF
Choice of Applewood Smoked Bacon, Country Pork Sausage or Grilled Ham
Pan Fried Redskin Breakfast Potato
42

Open Face Texas Benedict CD, CG
BBQ Pork Sliced Brisket, Poached Cage Free Egg, Chipotle Hollandaise
Grilled Texas Brioche Toast
44

Eggs on the Saddle CD, GF
Cage Free Scrambled Egg, Shredded Beef, Crisp Corn Tortilla, Queso Fresco
Tomatillo Salsa, Avocado Cilantro Cream
46

Vegetable & Labneh Quiche CD, GF
Cage Free Egg, Spinach, Mushroom, Labneh, Sautéed Onion
Blistered Heirloom Tomato, Roasted Fingerling Potato
42

Chicken & Waffle, Bacon & Eggs DF, GF
Southern Style Fried Chicken, House Made Buttermilk Waffles
Cage Free Fried Egg, Apple Wood Smoked Bacon
Bourbon Maple Syrup
46

Accompanied By

Freshly Squeezed Orange Juice
Basket of House Baked Savory Pastries CD, CG
Sweet Cream Butter, Honey, Artisan Preserves
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon

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**MORNING BREAKS**

**Hole On the Wall**

10x Sugar, Chocolate, Cinnamon Sugar Donut Holes *CD, CG*
Chocolate Dipped Crispy Bacon Strip *CD*
Sausage Brioche, Stone Ground Mustard *CD, CG*
Mixed Fruit Shooter, Toasted Coconut Honey Lime Syrup *GF, DF*
Whole Milk, Chocolate Milk  
* 24

**Sunrise Verandah**

Mixed Berry Smoothie *GF, DF*
Banana Peanut Butter Chia Pudding *CN, CD*
Multigrain Croissant, Banana Nut Bread, Mini Bran Muffin *CD, CG*
Sweet Cream Butter, Honey, Artisan Preserves
Bananas, Seasonal Apples
Iced & Hot Green Tea  
* 26

**Coffee Clutch**

Mocha Chocolate Chip Coffee Cake *CD, CG, V*
Cappuccino Mousse Shooter *CD, CG, V*
Coffee Hazelnut Biscotti *CD, CG, CN, V*
Chocolate Covered Coffee Beans *CD, CG, V*
Starbuck Cold Coffee Drinks  
* 28

**Fruit & Savory**

Greek Fruit Yogurt Parfait, Strawberry Compote, Orange Zest *CD, CG, V*
Miniature Fruit Tart *CD, CG, V*
Seasonal Fruit Skewer, Pickled Mint Syrup
House Baked Granola Bars *CD, CG, V*
Celery Stick, Almond Butter *CN, V*
Apple, Watermelon Infused Water
House Made Basil Lemonade  
* 28

**Build Your Own Trail Mix** *CD, CG, CN, V*
Dried Apple, Cherry, Apricot, Cashew, Toasted Almond, Sunflower Seed, Pecan, Vegetable Mix
M&M’s, Yogurt Covered Raisin, Mini Quinoa Square  
* 20

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Prices valid through June 30, 2019
AFTERNOON BREAKS

Nacho & Salsa Fiesta Bar CD, CG
House Made Corn Truffle Tortilla Chip DF, GF, VG
Chili Con Queso CD, GF
Chili Con Carne DF, GF
Chicken Taquito CD, CG
Salsa Fresca DF, GF, VG
Pineapple Relish DF, GF, VG
Sour Cream CD, GF
Fruit Empanada CD, CG, V
Churro, Cinnamon Crispy Chip, Agave Caramel Sauce CD, CG, V

Seventh Inning Stretch

Mini Corn Dogs CD, CG
Mustard & Ketchup in Squeeze Bottles
Bagged Shelled Peanuts DF, GF, CN
Warm Soft Sea Salt Pretzel CG, CD
Root Beer Bottle
Strawberry Red Bull Jell-O

Midday Energy

Traditional Hummus DF, GF, VG
Sweet Pea Avocado Hummus DF, GF, VG
Roasted Garlic Baba Ganoush DF, GF, VG
Tzatziki CD, GF, V
Baked Pita Chip DF, CG, VG
Assorted Olives DF, GF, VG
Endive, Celery, Carrot, Grape Tomato
Honey Pistachio Baklava CD, CG, V, CN
Blueberry Greek Yogurt Verrine CD, CG, V

Longhorn

Mini Brisket Slider, Shiner Bock Sauce CD, CG
Build Your Own Chili Frito Pie, Cheddar Cheese, Onions, Stuffed Jalapeño CD, CG
Apple Bourbon Turnover CD, CG, V
Pecan Praline CD, CN, V
Pumpkin Cookie CD, CG, V

Chocoholic

Chocolate Dipped Pretzel CD, CG, V
Double Chocolate Chip Cookie CD, CG, V
Chocolate Fudge Brownie CD, CG, V
Chocolate Pop Rock Strawberry CD, V
Chocolate Marshmallow V
Salted Peanut Chocolate Fudge CD, CN, V

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BEVERAGE BREAKS

Half Day Beverage Service  
*three hours continuous*
Freshly Brewed Coffees & Selection of Fine Hot Teas  
Assorted Sodas & Bottled Waters  
28

Full Day Beverage Service  
*seven hours continuous*
Freshly Brewed Coffees & Selection of Fine Hot Teas  
Assorted Sodas & Bottled Waters  
50

All Day Continuous Breaks  
*seven hours continuous*
Freshly Brewed Coffees & Selection of Fine Hot Teas  
Assorted Sodas & Bottled Waters  
Morning Break of Your Choice for 30 Minute Service Period  
Afternoon Break of Your Choice for 30 Minute Service Period  
78

BREAKS À LA CARTE

BEVERAGE SELECTIONS

Starbucks® Brewed Coffee **124 per gallon**  
Freshly Brewed Regular, Decaffeinated Coffee, Fine Hot Teas **112 per gallon**  
Freshly Brewed Iced Tea with Mint & Lemon **112 per gallon**  
Fruit Punch **112 per gallon**  
Lemonade **112 per gallon**  
Five Gallon Water Bubbler **200 each**  
*Fruit Juices:* Orange, Cranberry, Apple, Grapefruit, Tomato & V8® **45 per liter**  
Whole Milk, 2% Milk or Skim Milk **6 each**  
Assorted Soft Drinks, Sparkling Water, Bottled Water **7 each**  
Assorted Bottled Iced Teas & Juices **8 each**  
Energy Drinks: Regular & Sugar Free **9 each**  
Starbucks® Bottled Specialty Drinks **9 each**  
Odwalla® & Protein Bottled Drinks **9 each**  
*Fruit Infused Waters:* Strawberry Basil, Cucumber Mint, Lemony Thyme **260 per three gallons**

Coffee is served with 2% and Cream

Coffee Enhancements  
Almond Milk, Soy Milk and Fat-Free Milk  
Select one - $2.00 per person  
Select two - $3.00 per person  
Select three - $3.50 per person

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BAKED SELECTIONS
- Miniature Cinnamon Rolls
- Fresh Daily Breakfast Breads & Muffins
- Mocha Chocolate Chip Coffee Cake
- Cranberry Scones
- Apple, Peach or Cherry Turnovers
- House Made Granola Bars
- Chocolate Fudge Brownies
- Blondies
- Assorted Homestyle Cookies
- Lemon Bars
- Milk Chocolate & White Chocolate Dipped Rice Krispie Treats
- Miniature French Pastries
  - 72 per dozen

FRUIT SELECTIONS
- Whole Hand Fruit 5 each
- Fruit Skewers, Honeyed Yogurt Dressing 8 each
- Sliced Fresh Seasonal Fruit & Berries 16 per person
- White Chocolate & Dark Chocolate Dipped Strawberries 76 per dozen
- Individual Minted Fruit Salad, Lime & Honey 10 each
- Strawberries with Vanilla Whipped Cream 76 per dozen

SAVORY SELECTIONS
- Individually Packaged:
  - Beef Jerky
  - Wrapped String Cheese
  - Mixed Nuts
  - Candy Bars
  - Dark Chocolate & White Chocolate Pretzels
  - Trail Mix
  - Goldfish©
  - Yogurt Covered Raisins
  - Chips & Pretzels
  - Chocolate Covered Espresso Beans
  - Gourmet Popcorn
  - 7 each

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Prices valid through June 30, 2019
IndividualCrudité with Creamy Red Pepper Coulis 14 each
Assorted Cheese with Lavosh & Crackers 18 per person
Celery Sticks with Avocado Hummus & Pita Chips 14 per person
Buddha Bowl: Roasted Cauliflower, Freekeh, Crispy Chickpeas, Pickled Turnip, Dill Cucumber, Garlic Spinach, Spicy Harissa 15 each

Hard Boiled Eggs
Deviled Eggs with Pickled Okra & Sweet Pepper
72 per dozen

Potato & Pea Samosa, Mango Chutney
Avocado Toast: Creamy Avocado Spread, Queso Fresco, Smoked Chorizo, Ciabatta
Caprese Tea Sandwiches in Mini Pita Pocket
96 per dozen

Red Pepper & Parmesan Cheese Straws
Arancini Balls with Tomato Basil
Pretzel Bites with Stoneground Mustard or Queso Loco
78 per dozen
LUNCH SELECTIONS
PLATED LUNCH
Select One Salad, Entrée & Dessert

SALAD OPTIONS
Watermelon, Feta, Charred Pepper CD, GF
Olive, Red Onion, Cucumber, Chili Flake, Oregano Vinaigrette

Baby Wedge Candied Bacon CD, GF
Cave Blue Cheese, Roasted Marinated Tomato, Pickled Onion, Blue Cheese Dressing

Boston Lettuce, Orange, Jicama DF, GF
Shaved Fennel, Radish, Roasted Coriander Vinaigrette

Roasted Golden & Red Beet CD, GF
Baby Watercress, Goat Cheese Crumble, Pine Nuts, Shallot Vinaigrette

Tijuana Caesar CD, CG, CS
Baby Romaine, Jalapeño Cornbread Crouton, Roasted Pepper Purée, Caesar Dressing

Spinach Strawberry CD, GF, CN
Baby Spinach, Macerated Strawberry, Manchego, Sliced Almond
Chia Seed, Cara Cara Orange Vinaigrette

Poached Apple CD, GF
Apple Cider Confit Apple, English Cucumber, Leaf Safari “All Star Mix” Lettuce
Sesame Brittle, Texas Blue Cheese Crumble
Applewood Smoked Bacon, Apple Cider Vinaigrette

Soup Enhancement
Additional 8 Each

Shrimp Poblano Bisque CD, CG
Roasted Poblano Pepper, Shrimp, Seasonal Vegetable, Fresh Tomato

Cream of Asparagus Soup CD, GF, CN
Roasted Almond, Basil Oil

Roasted Tomato Basil Soup DF, GF, VG
Parmesan Grissini CD, CG

Smoked Cauliflower Soup CD, GF
Red Pepper Oil, Chive

Hearty Chicken Noodle Soup DF, CG
Ditalini

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ENTRÉE OPTIONS

Pan Seared Salmon CD, GF
Herb Boiled Baby Potato, Sautéed Green Bean, Bell Pepper
Tomato Olive Butter Sauce
58

Pecan Crusted Chicken Breast CD, GF
Horseradish Potato Mash, Roasted Brussels Sprout, Lemon, Thyme Cream
54

72 Hour Braised Short Rib DF, GF
Grilled Asparagus, Baby Squash, Pinot Noir Reduction
58

Layered Grilled Eggplant, Portobello & Texas Burrata CD, GF
San Marzano Tomato Basil Sauce
52

Hazelnut Potato Gnocchi CD, GF, V
Roasted Seasonal Vegetable, Blistered Tomato, Truffle Cream
52

Chargrilled Butler Steak GF, CD
Cheddar Polenta Cake, Collard Green, Beef Jus
65

Seasonal White Fish GF, CD, CN
Apricot, Raisin, Walnut Basmati Rice, Grilled Squash Medley, Saffron Cream Sauce
58
CHILLED LUNCH ENTRÉES
Select One Salad Entrée & Dessert

Dry Rub Grilled Marinated Flat Iron Steak CD, GF
Romaine, Roasted Corn, Red Onion, Diced Tomato
Crisp Tortilla Strip, Black Bean, Chipotle Dressing
48

Pan Seared Atlantic Salmon DF, CG
Dill, Apple Cucumber Salad, Couscous, Baby Heirloom Tomato
46

Caesar Salad CD, CG, CS
Romaine Lettuce, Herb Crostini, Heirloom Tomatoes, Chives, Classic Caesar Dressing

Served with choice of protein
Dry Rub Grilled Steak 48
Grilled Marinated Chicken Breast 44
Grilled Chili Rub Shrimp 48

Chimichurri Grain Bowl DF, GF, VG
Freekeh, Tomato, Cranberry Bean, Roasted Yellow Peppers, Parsley, Cucumber
Chimichurri Vinaigrette

Served with choice of protein
Dry Rub Grilled Flank Steak 48
Grilled Marinated Chicken Breast 44
Seared Salmon 46

DESSERT OPTIONS
Caramel Apple Tatin CD, CG, V
Vanilla Anglaise, Cinnamon Twist, Vanilla Ice Cream

Spiced Chocolate Mousse Dome CD, CG, CN, V
Dark Chocolate Sauce, Milk Chocolate Whipped Ganache, Almond Florentine

Pumpkin Cheesecake CD, CG, CN, V
Salted Crumble, White Chocolate Sauce, Cinnamon Ganache

Banana Raisin Bread Pudding CD, CG, V
Caramel Sauce, Cinnamon Ice Cream

Key Lime Pie CD, CG, V
Vanilla Chantilly, Fresh Berries, Raspberry Sauce

Milk Chocolate Brownie Cake CD, CG, V
Caramel Corn, Decadent Chocolate Sauce, Chocolate Whipped Ganache

Vanilla Crème Brûlée CD, CG, CN, V
Caramel Almond Tuile, Fresh Raspberries

Fresh Seasonal Fruit Tart CD, CG, V
Vanilla Rosewater Cream, Strawberry Foam, Mango Pasion Fruit Coulis

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon, Iced Tea upon Request

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MONDAY LUNCH BUFFET
BACKYARD BBQ
68 Monday
74 for Alternate

Salads
Baby Iceberg Wedge Deconstructed
Hickory Smoked Bacon, Pickled Sweet Vidalia Onion, Grape Tomato
Ranch & Balsamic Dressing CD, GF

Country Potato Salad Composed
Free Range Boiled Egg, Pickled Relish, Mayo, Mustard DF, GF

Brussel Sprout & Apple Slaw Composed
Red Onion and Apple Cider DF, GF

Entrées
Buttermilk Fried Chicken Breast
Jalapeño Maple Honey CD, CG

House Smoked Brisket of Beef
TX BBQ Sauce DF, GF

Local Texas Sausage DF, CG

Sides
Baked Beans DF, GF, VG
Grilled Corn on the Cob CD, GF
Three Cheese Mac & Cheese CD, CG
Pepper Cornbread Squares CD, CG

Desserts
Mini Chocolate Tart CD, CG, V
Blueberry Cheesecake CD, CG, V
Vanilla Profiterole CD, CG, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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Prices valid through June 30, 2019
TUESDAY LUNCH BUFFET
THE OAK CLIFF
68 Tuesday
74 for Alternate

Salads
Greek Arugula Salad Deconstructed
Sliced Kalamata Olive, Quick Pickled Cucumber, Red Onion, Pepperoncini
Minted Feta Cheese, Oregano Vinaigrette CD

Lemon Broccoli & Chickpea Couscous Composed
Walnut Basil Pesto CD, CG, CN

Entrées
Seasonal White Fish
Spicy Arrabbiata Sauce, Manzanilla Olive Tapenade GF, DF

Chicken Piccata
Fried Lemon Caper Sauce CD, CG

Braised Shirt Rib Pappardelle
Merlot Sauce CD, CG

Sides
Grilled Radicchio, Red Wine Gastrique, Fresh Basil GF, DF, VG
Charred Garlic Broccolini GF, DF, VG
Lemon & Thyme Fingerling Potatoes GF, DF, VG

Artisan Breads
Desserts
Lemon Meringue Pie CD, CG, V
Seasonal Fresh Fruit Tart CD, CG, V
Chocolate Profiteroles CD, CG, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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Prices valid through June 30, 2019
**WEDNESDAY LUNCH BUFFET**
**THE ARTS DISTRICT**
68 Wednesday
74 for Alternate

**Salads**
Asian Crisp Salad *Composed*
Shredded Cabbage, Mushroom, Bell Pepper, Green Onion, Mandarin Orange, Soy Ginger Vinaigrette *GF, DF, VG*

Butternut Tataki & Rice Noodle Salad *Composed*
Radish, Snow Pea, Bean Sprout, Sweet Chilies *GF, DF, VG*

**Entrées**
Sautéed Ginger Beef, Black Bean Sauce *GF, DF*
Pan Seared Red Fish, Red Curry Sauce *GF, DF*
Char Siu Pork Shoulder *GF, DF*

**Sides**
Ponzu Glazed Baby Bok Choy *CG, DF, VG*
Sautéed Beans, Mushroom, Sesame Seeds, Garlic Oil *DF, VG*
Steamed Basmati Rice *CG, DF, VG*
Ginger & Spring Onion Udon Noodles *CG, DF*

**Desserts**
Mango Coconut Tapioca Shooter *CD, CG, V*
Spiced Chocolate Cake *CD, CG, V*
Green Tea Raspberry Tart *CD, CG, V*

*Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request*
THURSDAY LUNCH BUFFET
SOUTH OF THE BORDER
68 Thursday
74 for Alternate

Salads
Tijuana Caesar Salad *Deconstructed*
Baby Romaine, Ancho Crouton, Cotija, Morita Caesar Dressing CD, CG, CS, V

Tricolor Salad *Composed*
Baby Tomato, Queso Fresco, Onion, Cilantro
Toasted Pepitas, Ranch Avocado Dressing CD, V

Entrées
Cilantro Lime Marinated Chicken Fajita GF, DF
Ancho Marinated Beef Fajita GF, DF
Mojo Marinated Seasonal White Fish GF, DF
Sautéed Bell Pepper, Onion GF, DF
Flour Tortilla CG, DF

Sides
Baked Squash, Oregano GF, DF, VG
Frijoles Charros GF, DF, VG
Arroz Rojo GF, DF, VG
Salsa Verde Cruda, Pico de Gallo, Salsa Roja de Arbol GF, DF, VG
Charred Jalapeño Guacamole GF, DF, VG
Sour Cream, Pepper Jack, Cheddar Cheese CD, GF, V

Desserts
Mini Cajeta Flan CD, CG, V
Tres Leches Cake CD, CG, V
Cinnamon Churros, Hot Caramel Sauce CD, CG, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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Prices valid through June 30, 2019*
FRIDAY LUNCH BUFFET
LE BOULEVARDIER
68 Friday
74 for Alternate

Salads
Salade Niçoise Deconstructed
Butter Lettuce, Haricot Vert, Cage Free Egg, Potato, Caper, Tomato
Chablis Vinaigrette GF, DF, VG

French Fingerling Potato Salad Composed
Dijon Mustard, Frisée, Caramelized Onion
Sherry Vinegar GF, DF, VG

Entrées
Poulet au Vin Blanc CG, CD
Flax & Pumpkin Seed Crusted Strip Loin, Braised Red Cabbage, Beef Jus GF, DF
Seasonal White Fish, Cilantro Pistou GF, DF
Vegan Portobello Mushroom Cassoulet GF, DF, VG

Sides
Courgettes à la Provençale GF, DF, VG
Creamy Goat Cheese, Thyme Polenta GF, CD

Desserts
Praline Cream Puff CD, CG, CN, V
Vanilla Crème Brûlée CD, CG, V
Raspberry Chocolate Sacher Torte CD, CG, CN, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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SATURDAY LUNCH BUFFET
FLAVORS OF THE CARRIBEAN
68 Saturday
74 for Alternate

Salads
Tropical Salad Deconstructed
Iceberg, Grilled Pineapple, Roma Tomato,
Pickled Red Onion, Sherry Thyme Vinaigrette GF, DF

Chayote & Papaya Salad Composed
Onion, Tricolored Peppers, Honey Lime Vinaigrette GF, DF

Entrées
Griot: Deep Fried Haitian Spiced Pork Loin, Pickled Cabbage, Carrot, Habanero CG, DF
Grilled Jamaican Jerk Chicken, Creole Sauce GF, DF
Caribbean Flank Steak, Sweet & Sour Compote GF, DF

Sides
Coconut Haitian Rice & Beans GF, DF, VG
Herb Roasted Fingerling Potato GF, DF, VG
Bodi: Sautéed Green Bean, Onion, Tomato GF, DF, VG

Desserts
Pineapple Upside Down Cake CD, CG, V
Caribbean Rum Cake CD, CG, V
Chocolate Pudding CD, CG, V
Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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SUNDAY LUNCH BUFFET
UPTOWN DELICATESSEN
68 Sunday
74 for Alternate

Salads
House Made Crunchy Slaw GF, CD
Tuna Salad GF, CD
Bacon, Potato, Vidalia Onion Salad GF, DF

Delicatessen Cuts
Black Forest Ham
Roasted Beef
Maple Turkey

Condiments
Boston Lettuce, Sliced Heirloom Tomato, Kosher Sliced Pickle
Sliced Red Onion, Sliced Pickled Jalapeño GF, DF, VG

Spreads
Dijon Mustards GF, DF, VG
Herb Mayonnaise GF, DF, V
Horseradish Cream GF, CD, V

Cheese Board GF, CD, V
Wisconsin Cheddar
Smoked Provolone
Jalapeño Jack Cheese

Artisan Bread CG, CD, V
Pretzel Roll, French Baguette, Multigrain, Croissant

House Made Potato Chips

Desserts
Cream Cheese Brownie CD, CG, V
White Chocolate Macadamia Nut Cookie CD, CG, CN, V
Blueberry Cream Tart CD, CG, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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BUILD YOUR OWN “BOX LUNCH”

Choice of Three Sandwiches
Roast Beef, Swiss Cheese, Pickle, Onion, Horseradish Cream, Pretzel Roll CD
Grilled Portobello, Fresh Mozzarella Cheese, Heirloom Tomato, Arugula CD
Pesto Cream, Ciabatta Bread
Honey Glazed Shaved Country Ham, Brazos Valley Cheddar Cheese CD
Lettuce, Tomato, Kaiser Roll
Peppered Bacon, Brie, Honey Mustard, Baby Lettuce, French Baguette CD
Seasonal Roasted Vegetable, Sprout, Black Garlic Hummus, Multigrain Bread DF, VG
Grilled Marinated Chicken Breast, Flour Tortilla Wrap, Romaine Lettuce CD
Morita Chile Pepper Mayo, Pepper Jack Cheese, Pico de Gallo
Molasses Baked Turkey, Manchego, Cranberry Mayonnaise, Roasted Tomato Focaccia CD, V

Choice of One Salad
House Made Crunchy Slaw CD
Greek Couscous Salad CD
Bacon, Potato, Vidalia Onion Salad CD
Texas Caviar Salad DF, VG

Seasonal Whole Hand Fruit
Assorted Bags of Kettle Chips

Choice of One Cookie
Skinny Oatmeal Raisin Cookie CD, V
Chocolate Chip Cookie CD, V

Beverages on Consumption, Menu Price

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**RECEPTION SELECTIONS**

**ACTION STATIONS**

*Minimum of 50 persons required*

* **Ahi Poke & Pepper Crusted Tuna Station**  **CG, DF**
  Fresh Wasabi, Ginger, Shallots, Avocado, Ponzu, Soy Sauce, Mango Relish
  40 per Person

* **PHO Station**  **CG, DF**
  Rice & Soba Noodles Prepared To Order
  Beef, Seasonal Vegetables
  Bean Sprouts, Jalapeños, Basil, Peanuts, Hoisin, Sriracha
  36 per Person

* **Texas Burrata Station**  **CG, CD**
  Made to Order, Texas Heirloom Tomato, Flavored Olive Oils & Vinegars
  Balsamic Pearls, Basil Crystals
  38 per Person

* **Ancient Grains & Greens Station**  **CG, CD**
  Select 2 Grains
  Quinoa, Farro, Kamut, Freekeh
  Select 2 Greens
  Arugula, Spinach, Mesclun, Baby Kale, Hearts of Romaine
  Select 4 Toppings
  Sweet Potato, Grilled Broccolini, Asparagus Tips, Avocado, Portobello Mushroom
  Cucumber, Heirloom Grape Tomato, Carrot, Red Pickled Onion
  Select 2 Vinaigrettes
  Turmeric Chia Seed, Oregano, Champagne, Buttermilk Ranch
  36 per Person

  Select 2 Additional Proteins
  Lamb Meatballs, Grilled Skirt Steak, Grilled Chicken, Fried Tofu
  15 per Person

* **Trompo Tacos al Pastor Station**  **CG, CD**
  Marinated Pork, Slow Cooked to Perfection
  Corn Tortilla, Grilled Pineapple, Cilantro, Onion, Salsa Verde Cruda, Lime
  34 per Person

* **Quesadilla Station**  **CG, CD**
  Queso Oaxaca, Chorizo, Huitlacoche, Roasted Corn, Zucchini, Flour Tortilla
  Epazote, Onion, Poblano Pepper, Jicama Chayote Slaw
  32 per Person

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* **Risotto Action Station** **CG, CD**
  Wheat Berry Risotto & Classic Risotto
  Shredded Short Rib, Herbed Shrimp
  Spinach, Peppers, Mushroom, Sweet Pea
  Goat Cheese, Pecorino Romano
  36 per Person

**CARVING STATIONS**
* **Miso Marinated Plank Sea Bass** **CG, CD**
  Ginger Lemongrass Sauce, Sesame Buns
  44 per Person

* **Brick Oven Breast of Chicken** **CG, CD**
  Maple Brined, Chive Oil, Habanero Peach Chutney, Jalapeño Bun
  28 per Person

* **Mesquite Wood Beef Strip Loin** **CG, CD**
  Boursin Popover, Chimichurri Sauce, Shiner Bock Glaze
  Fresh Grated Horseradish, Spicy Shiitake Marmalade
  38 per Person

* **Anatto Marinated Slow Roasted Pork Loin** **GF, DF**
  Dried Fruit & Sage Pepper Sauce, Pickled Onion
  32 per Person

* **Braised Lamb Shoulder** **GF, CD**
  Harissa, Mint, Lemon, Thyme, Oregano. Tzatziki, Parsley Purée
  32 per Person

* **Tellicherry Crusted Tenderloin of Beef** **CG, DF**
  Serves 15
  Green Peppercorn Demi, Fried Onions, Artisan Rolls
  40 per Person

* **Cabinet Smoked Beef Brisket** **GF, CD**
  Trio of BBQ Sauces: Carolina Vinegar, Memphis Sweet, Alabama White
  Sweet Potato Rolls
  32 per Person

**RECEPTION STATIONS**
* **Mediterranean Spreads**
  Labneh **GF, CD**, **Sweet Pea Hummus** **DF, GF**, **Garlic Hummus** **DF, GF**, **Olive Tapenade** **DF, GF**, **Baba Ganoush** **DF, GF**
  Sea Salt Pita Chips, Warm Naan Bread **DF, CG**
  28 per Person

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Artisan Cheese with Local Flair CD, CG
Brazos Valley Artisan Cheese, Toasted Nuts, Berries
Fig Jam, Quince Paste, Gourmand Cracker, Sliced Rustic Bread
32 per Person

Seafood on Ice DF, GF
Crab Leg, Fresh Shucked Oyster, Spiced Cocktail Shrimp, Green-Lipped Mussel
Cocktail Sauce, Horseradish, Lemon, Mignonette Sauce
40 per Person

Charcuterie CD, CG
Mortadella, Salami, Bresaola, Capicola, Pesto Mozzarella, Provolone, Brie
Olives, Stuffed Baby Peppers, Nuts, Fruit
32 per Person

*Tostada Shrimp Ceviche Station DF, GF
Lime Marinated Shrimp, Tomato, Onion, Cucumber, Cilantro
Habanero Pepper, Avocado, Corn Tostada
32 per Person

Dallas Farmers Market Crudité CD, GF
Seasonal Vegetables, Avocado Buttermilk Dressing, Red Pepper Aioli, Ranch
20 per Person

TexMex Asian Nachos CD, CG
Tortilla Chip, Chicken Tinga, Salsa Fresca, Queso
Guacamole, Onion, Sour Cream, Queso Fresca
Potato Chip, BBQ Shredded Beef, Sweet BBQ Sauce, Cheddar Cheese
Jalapeño, Corn, Black Bean, Pickle Relish
Wonton Chips, Char Sui Pulled Pork, Scallion, Caramelized Ginger
Julienned Water Chestnut, Sriracha Cream, Picked Cilantro, Hoisin
30 per Person

Sushi Station CG, CD
5 Pieces per Person
Assortment of Sushi, Sashimi & Nigiri
Pickled Ginger, Wasabi, Soy
40 per Person

DESSERT STATIONS
Minimum of 50 persons required

* Ice Cream Panini
Warm Brioche Ice Cream Sandwich CD, CG, V
Chocolate Sauce, Caramel Sauce, Mini Marshmallow CD, CG, V
Caramelized Pecans, Coconut, Chocolate Croquant CD, CG, CN, V
25 per Person
* S’Mores
Toasted Marshmallow Brochettes:
Pineapple & Chocolate with Cinnamon Marshmallow CD, CG, V
Chocolate & Peppermint Marshmallow CD, CG, V
Strawberry & Chocolate with Cookies &, Cream Marshmallow CD, CG, V
24 per Person

Pop Station
Cheese Pop CD, V
Cake Pop CD, CG, V
Strawberry Pop CD, V
Fruity Marshmallow Pop V
24 per Person

* Ice Cream Sundaes
Vanilla, Chocolate, Strawberry CD, CG, V
Cherry, Strawberry, Sliced Banana, Caramelized Almond, Toasted Coconut CD, CG, CN, V
Chocolate Crunch Pearls, Warm Chocolate, Warm Caramel Sauce CD, CG, V
24 per Person

Cream Puff
Chocolate Cream Puff CD, CG, V
Vanilla Cream Puff CD, CG, V
Strawberry Pistachio Cream Puff CD, CG, CN, V
Exotic Pasion Fruit Puff CD, CG, V
26 per Person

* Crêpe Station
Chocolate, Nutella, Fresh Pineapple CD, CG, CN, V
Strawberry, Orange, Local Honey, Pecan Chocolate Sauce, 10x Sugar CD, CG, CN, V
26 per Person
COLD HORS D’OEUVRE
Minimum 50 pieces each required
Grilled Polenta, Mozzarella Curd, Blistered Heirloom Tomato CG, CD
Aged Balsamic Glaze
8 each

Cilantro, Tequila Salmon GF, DF
House Pickled Pearl Onion, Plantain Cup
9 each

Melon Pop GF, CD
Lavender Compressed, Feta Snow, Micro Mint
8 each

Poke Tuna, Sesame Cone CG, CD
Wasabi Crema, Micro Shiso
10 each

Fava Bean Mousse DF, VG
Olive Caviar, French Radish, Crostini
8 each

Kalamata & Artichoke Brochette GF, DF, VG
Balsamic Reduction
8 each

Caponata Pintxo CG, DF, VG
Micro Basil
8 each

Seared Day Boat Scallop Spoon GF, DF
Champagne Gelée, Preserved Lemon
10 each

Peruvian Ceviche Spoon GF, DF
Plantain Chips
10 each

Chicken, Grape, Walnut Salad CG, CD, CN
Savory Cone
9 each

Coriander Beef Tenderloin GF, DF
Horseradish Cream, Crostini
10 each

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HOT HORS D’OEUVRE
Minimum 50 pieces of each required
Crispy Pork Belly CG, DF
Steamed Bun, Pickled Daikon Radish
10 each
Creamy Tomato Basil Shooter CG, CD, V
Gruyere Grilled Cheese
9 each
Fried Clam in Shell
Maldon Salt, Jalapeño Aioli CG, CD
10 each
Firecracker Shrimp Lollipop CG, DF
Thai Sweet Chili
10 each
Jumbo Lump Crab Cake CG, DF
Maryland Style Remoulade
10 each
Chicken & Waffle Skewer CG, CD
Bourbon and Bacon Maple Syrup
9 each
Beef Bulgogi Spring Roll
Korean BBQ Sauce
9 each
Cajun Shrimp Spoon CG, CD
Country Grits, Green Tomato Crouton
10 each
Burger Canapé CG, CD
Smoked Tomato Relish, Gruyere, Frisée Fronds, Mini Brioche
9 each
Tempura Shrimp Coconut Shooter CG, CD
Sweet chili Sauce
10 each
Moroccan Spiced Lamb Meatball CD, CG
Cucumber Tzatziki
10 each

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DINNER BUFFETS
MEDITERRANEAN NIGHTS
140

Salads
Cucumber, Watermelon, Feta, EVOO, Red Wine Vinegar Deconstructed
Red Peppers, Vidalia Onion GF, CD, V

Baby Arugula, Port Bloomed Fig, Parmigiano-Reggiano, Quick Pickled Persian Cucumber Composed
Marcona Almond, Roasted Beet, Lemon Dressing GF, CD, V, CN

Heirloom Tomato, Rapini, White Bean, Fennel
Flat Leaf Parsley, Whole Grain Mustard Vinaigrette GF, DF

Entrées
Spanish Paella
Clam, Mussel, Shrimp, Chorizo, Saffron Rice, Sweet Pea, Roasted Red Pepper
Traditional Paella Pan Presentation CG, DF

Moroccan Style Lamb, Squash, Apricot Tajine Slow Cooked in Tomato Sauce GF, DF

Sumac Chicken Shawarma & Shish Kebab
Warm Pita Pocket, Tomato, Lettuce, Tahini Sauce, Pickled Cipollini Onion CG, CD

Vegan Moussaka
Eggplant, Lentil, Zucchini, Squash, Potato, Mediterranean Tomato Sauce GF, DF, VG

Sides
Batata Harra: Spiced Potatoes, Oregano, Marjoram GF, DF, VG
Date, Almond Moroccan Couscous CG, DF, CN
Lemon Scented Asparagus Spears GF, DF, VG
Roasted Eggplant, Pepper Trio GF, DF, VG

Desserts
Crème Catalan CD, V
Orange Cake CG, CD, V
Pistachio Cherry Tart CG, CD, CN, V
Chocolate Date Delight CG, CD, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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TASTE OF THE SOUTH

150

Soup
House Gumbo
Smoked Chicken, Andouille, Okra, Steamed Rice GF, DF

Salads
Greens, Grilled Peach, Caramelized Onion, Maytag Blue, Buttered Pecan Deconstructed
Sherry Vinaigrette CD, CN
Kale, Crispy Black Eyed Pea, Shaved Carrot, Cucumber, Radish, Harissa Composed
White BBQ Vinaigrette GF, VG

Entrées
Shrimp & Grits
Grilled Peach Relish, Mascarpone, Cherry Moonshine, Crispy Onion, Tasso Ham GF, CD
Fried Chicken & Waffle
Rosemary Waffle, Bacon Lardon, Bourbon Syrup, Nashville Hot Sauce CD, CG
Braised Short Rib of Beef
Braised Eggplant, Local Peppers, Caramelized Cipollini Onion, Port GF, CD
Vegan Red Bean Chili, Tomato, Onions GF, DF, VG

Sides
Buttermilk Whipped Potato GF, CD
Spicy Collards GF, DF
Okra, Tomato GF, DF, VG
Dirty Rice GF, DF

Desserts
Raspberry Chocolate Cake CG, CD, V
PB & J Tart CG, CD, CN, V
Bourbon Profiteroles CG, CD, V

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

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<table>
<thead>
<tr>
<th><strong>Soup &amp; Salads</strong></th>
<th></th>
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<tbody>
<tr>
<td>Chili Con Carne</td>
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<tr>
<td>Smoky Cheddar, Bacon, Sour Cream, Tortilla Crisp</td>
<td>CD, GF</td>
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<tr>
<td>Corn Slaw</td>
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<tr>
<td>Radish, Carrot, Roasted Corn, Mint, Sunflower Dressing</td>
<td>VG</td>
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<tr>
<td>Texas Caviar</td>
<td></td>
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<tr>
<td>Black Eyed Pea, Corn, Onion, Mango</td>
<td>VG</td>
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<tr>
<td>House Salad</td>
<td></td>
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<tr>
<td>Greens, Praline Pecan, Cheddar, Cage Free Egg</td>
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<tr>
<td>Cornbread Croutons, Ranch &amp; House Vinaigrette</td>
<td>CD, V, CN</td>
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<tr>
<th><strong>Entrées</strong></th>
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<tr>
<td>Fresh Off the Cutting Board</td>
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<tr>
<td>BBQ Beef Brisket</td>
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<tr>
<td>Brick Oven Chicken House Rub</td>
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<tr>
<td>Moonshine Pork Belly, Chicharones, Crispy Onion</td>
<td>DF, GF</td>
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<tr>
<td>House Smoked Sausage</td>
<td>DF, CG</td>
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<tr>
<td>Mango Habanero BBQ, Tangy Carolina BBQ, Alabama BBQ</td>
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<tr>
<td>Pickle Spear, Red Onion, Pickled Jalapeño</td>
<td>DF, GF</td>
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</tbody>
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<tr>
<th><strong>Sides</strong></th>
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<tbody>
<tr>
<td>TX BBQ Beans</td>
<td>DF, GF</td>
</tr>
<tr>
<td>Maple Bacon Corn Bread</td>
<td>CD, CG</td>
</tr>
<tr>
<td>Barbacoa Mac &amp; Cheese</td>
<td>CD, CG</td>
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<tr>
<td>Fried Okra, Smoked Paprika Aioli</td>
<td>CD, CG</td>
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<tr>
<th><strong>Desserts</strong></th>
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<tbody>
<tr>
<td>Lemon Meringue Tarts</td>
<td>CG, CD, V</td>
</tr>
<tr>
<td>Anatole Chocolate Cake</td>
<td>CG, CD, V</td>
</tr>
<tr>
<td>Pecan Pie Bites</td>
<td>CG, CD, CN, V</td>
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</tbody>
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PLATED DINNER

Select One Salad, Entrée & Dessert

SALAD OPTIONS

Endive, Blood Orange GF, CD, CN
Hazelnut, Gorgonzola, Banyuls Vinaigrette

Watercress GF, CD
Macerated Berries, Feta Cheese, Watermelon Radish, Pine Nut
Raspberry Chia Vinaigrette

Fennel, Arugula, Frisée GF, CD, CN
Basil, Feta, Heirloom Tomato, Toasted Hazelnut Dressing

Autumn Tuscan Kale CD, GF
Leaf Safari Kale, Bacon Lardons, Roasted Butternut Squash
Shaved Pecorino Romano, Crisp Chickpea, Pomegranate, Honey Vinaigrette

Mesclun Mix GF, CD
Grape Tomato, Cucumber, Carrot Ribbon, Mandarin Orange, Chablis Vinaigrette

Tomato & Burrata GF, CD
Baby Spinach, Heirloom Tomato, Fresh Burrata, Garlic Ficelle
Basil, Blood Orange Balsamic Vinaigrette

Classic Caesar CG, CD, CS
Chopped Romaine, Pecorino Romano, Baguette Crisp, Caesar Dressing

ENTRÉE OPTIONS

Iron Seared Butler Steak GF, CD
Chimichurri, Butternut Squash Purée, Spiced Charred Broccoli Rabe

Lemon Thyme Rubbed Mahi-Mahi CG, CD
Lemon Caper Velouté, Saffron Israeli Couscous, Haricot Verts

Sous-Vide Airline Chicken GF, DF, Contains Seafood
Harissa Puttanesca, Rosemary Marble Potato, Lemon Cumin Broccolini

Filet of Grass Fed Beef GF, CD
Wild Mushroom Purée, Pommes Anna, Chili Romanesco

Mirin Miso Salmon CG, DF
Miso Glaze, Dashi Simmered Baby Bok Choy, Sweet Red Pepper, Sesame Rice

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
Prices valid through June 30, 2019
Grilled Lamb Loin  
GF, DF, CN  
Saffron, Pecan Basmati Rice, Pan Seared Garlic Eggplant  
Pepper Spiced Carrot  
105

Short Rib & Grilled Chicken  
GF, CD  
Burgundy Demi-Glace, Velouté, Sweet Potato Mash, Grilled Asparagus,  
Lemon Basil Grape Tomato  
110

Za’atar Sumac Lamb Chops & Prawns  
CG, CD  
Piquant Mediterranean Marinade, Parsley & Feta Polenta, Baby Vegetables  
115

Ribeye Medallion & Butter Poached Scallops  
GF, CD  
Shallot Butter, Paprika Oil, Potato Dauphinoise  
Wilted Spinach, Heirloom Tomato Confit  
125

DESSERT OPTIONS

Chocolate Rocher Bar  
CD, CN  
Intense Chocolate Mousse, Light Vanilla Cream, Milk Chocolate  
Whipped Ganache, Hazelnut Crunch

Exotic Melting Sphere  
CD  
Mango & Passiom Fruit Cremieux, Coconut Crumble, Fresh Raspberry, Hot Strawberry Sauce

Coffee Milk Chocolate Dome  
CD  
Milk Chocolate Mousse, Coffee Cremieux, Caramel Glaze, Coffee Macaron

Lemon Raspberry Macaron  
Lemon Macaron, Fresh Raspberry, Lemon Curd Berry Sauce

Tiramisu  
CD, CG  
Ladyfinger Sponge, Coffee Syrup, Kahlua Gelée, Coffee Anglaise

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Fine Teas, Honey & Lemon
Iced Tea upon Request

GF = Gluten Free, DF = Dairy Free, CD = Contains Dairy, CG = Contains Gluten, CN = Contains Nuts, CS = Contains Seafood, V = Vegetarian, VG = Vegan

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
Prices valid through June 30, 2019.
**BARS & BEVERAGES**

**PACKAGE BARS**
Package Bars are charged per person based on the duration of service. Minimum attendance of (125) guests required. Bartender fees are complimentary with Package Bar service.

**DIAMOND BAR PACKAGE**

* Spirits
  - Vodka, Tito’s
  - Gin, Hendrick’s
  - Rum, Atlantico Platino
  - Tequila, Casamigos Platino
  - Bourbon, Knob Creek
  - Whiskey, Jameson
  - Scotch, Glenmorangie Original 10 Year

* Premium Wine
  - Chardonnay, Wente Estate Grown, Livermore Valley, California
  - Cabernet Sauvignon, Wente Southern Hills, Livermore Valley, California
  - Sparkling, Domaine Ste. Michelle Brut, Columbia Valley, Washington

* Local Craft Beer
  - Texas Ale Project IPA
  - Oak Highlands Brewery Kolsch

* Imported Beer
  - Stella Artois
  - Corona Extra

* American Beer
  - Bud Light
  - Miller Lite
  - Michelob Ultra
  - Blue Moon Belgian White

* Bottled Waters & Assorted Sodas
  - $30 per Person for One Hour
  - $44 per Person for Two Hours
  - $52 per Person for Three Hours
GOLD BAR PACKAGE

Spirits
Vodka, Absolut
Gin, Tanqueray
Rum, BACARDI Superior
Tequila, 1800 Silver
Bourbon, Jack Daniel’s
Whiskey, Bulleit Rye
Scotch, Dewar’s 12 Year

Premium Wine
Chardonnay, Greystone, California
Cabernet Sauvignon, Greystone, California
Prosecco, Riondo Spumante DOC, Italy

Imported Beer
Stella Artois
Corona Extra

American Beer
Bud Light
Miller Lite
Michelob Ultra
Blue Moon Belgian White
Samuel Adams Boston Lager

Bottled Waters & Assorted Sodas

$28 per Person for One Hour
$42 per Person for Two Hours
$50 per Person for Three Hours

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
Prices valid through June 30, 2019
BLUE BAR PACKAGE

Spirits
Vodka, Smirnoff
Gin, New Amsterdam
Rum, Myer’s Platinum
Tequila, Sauza 100% Blue Agave silver
Bourbon, Jim Beam
Whiskey, Canadian Club
Scotch, J&B

Wine
Chardonnay, Proverb, California
Cabernet Sauvignon, Proverb, California
Sparkling, Wycliff Brut, California

Imported Beer
Heineken
Corona Extra

American Beer
Budweiser
Bud Light
Miller Lite

Bottled Waters & Assorted Sodas
$26 per Person for One Hour
$40 per Person for Two Hours
$48 per Person for Three Hours

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
Prices valid through June 30, 2019
**Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.**

All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.  
*Prices valid through June 30, 2019*

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**BARS & BEVERAGES**

**SPECIALTY BARS**

100 person minimum

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**BOURBON BAR**

Sample a variety of bourbons and cocktails crafted to order:

- Maker’s Mark
- Knob Creek
- Woodford Reserve
- Buffalo Trace

Specialty cocktails include:

- Classic Old Fashioned
- Manhattan
- Whiskey Berry Smash

*Served with craft one-inch cubed ice.*

$18 each

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**MARTINI BAR**

Martinis Made to Order with best that Texas, France, Poland, & Scotland have to offer:

- Tito’s Handmade Vodka
- Grey Goose Vodka
- CÎROC Vodka
- Chopin Vodka
- Hendrick’s Gin
- Tanqueray Gin

Garnish your way:

- Bleu Cheese Stuffed Olives
- Garlic Stuffed Olives & Toms
- Lemon Twist
- Cocktail Onions
- Cucumber Wheels

$18 each

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**CHAMPAGNE BAR**

Bubbles for everyone! From the perfect pour of Domaine Chandon Brut, try one of our favorites:

- Champagne Cocktail
- French 75
- Kir Royale
- Mimosa

$16 each

**Bartenders are charged at $200 each for a two hour service period.**

*$75 per additional hour per bartender.*
MARGARITA & SANGRIA BAR
Deep in the heart of Texas, enjoy our signature cocktail made with Sauza 100% Blue Agave:
- Classic Lime
- Strawberry Pineapple
- Blood Orange Jalapeño
- Mango Peach
  $16 each

Your choice of wine infused with fresh fruit & soda:
- Rioja “Red” Sangria
- Clara “White” Sangria
- Brilloso “Sparkling” Sangria
  $240 per gallon

SOME LIKE IT HOT: CORDIAL & COFFEE BAR
Warm up your evening with a variety of cognacs, cordials, specialty coffees & fresh whipped cream:

Cognacs
- Courvoisier
- Remy Martin
- Martel Bleu

Cordials
- Frangelico
- Amaretto di Saronno
- Sambuca
- Grand Marnier
  $16 each

NONALCOHOLIC OPTIONS
Add to your existing bar package:

Mocktails
- Mixed Fruit Fresca
- Texas Tea Pomegranate
- Mojita Cucumber Fresca
  $22 per Person

Coffee Service
- Roasted Coffee
- Decaffeinated Coffee
- Selection of Fine Teas
  $18 per Person

** Bartenders are charged at $200 each for a two hour service period.
  $75 per additional hour per bartender.**

GF = Gluten Free, DF = Dairy Free, CD = Contains Dairy, CG = Contains Gluten, CN = Contains Nuts, CS = Contains Seafood, V = Vegetarian, VG = Vegan

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
  All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
  Prices valid through June 30, 2019
CONSUMPTION BAR **
Diamond Cocktail  
$14 each  
Gold Cocktail  
$12 each  
Silver Cocktail  
$11.50 each  
California Premium Varietal Wines  
$15 each  
California Varietal Wines  
$13 each  
Local Craft Beer  
$10 each  
Imported Beer  
$9 each  
American Beer  
$8.50 each  
Fruit Juices  
$8 each  
Soft Drinks  
$7 each  
Bottled Waters  
$7 each  

cash bar **
Diamond Cocktail  
$14.50 each  
Gold Cocktail  
$12.50 each  
Silver Cocktail  
$12 each  
California Varietal Wines  
starting at $13.50 each  
Local Craft Beer  
$10.50 each  
Imported Beer  
$9.50 each  
American Beer  
$8.50 each  
Fruit Juices  
$8.50 each  
Soft Drinks  
$7.50 each  
Bottled Waters  
$7.50 each  

** Bartenders are charged at $200 each for a two hour service period.  
$75 per additional hour per bartender.
WINE

SPARKLING & CHAMPAGNE

CHAMPAGNE
Veuve Clicquot Yellow Label, Reims, France
$179 per bottle
Moët & Chandon Impérial Brut, Épernay, France
$165 per bottle

PROSECCO
Riondo Spumante DOC, Italy
$48 per bottle

SPARKLING
Chandon Brut Classic, California
$70 per bottle
Domaine Ste. Michelle Brut, Columbia Valley, Washington
$48 per bottle
Wycliff Brut, California
$44 per bottle

WHITE

CHARDONNAY
Decoy by Duckhorn, Sonoma County, California
$54 per bottle
Greystone, California
$48 per bottle
Sonoma-Cutrer Russian River Ranches, Sonoma County, California
$69 per bottle
Wente Estate Grown, Livermore Valley, California
$50 per bottle
Starmont, Carneros, California
$72 per bottle
Proverb, California
$44 per bottle
Quilt, Napa Valley, California
$85 per bottle

MOSCATO
Bella Sera, Italy $46 per bottle

PINOT GRIGIO
Terlato Family, Colli Orientali del Fruili DOC, Italy
$72 per bottle

REISLING
Chateau Ste. Michelle, Columbia Valley, Washington
$46 per bottle
ROSÉ
Fleur de Mer, Côtes de Provence, France
$62 per bottle
Whispering Angel, Côtes de Provence, France
$68 per bottle

SAUVIGNON BLANC
Matanzas Creek, Alexander Valley, California
$60 per bottle
Starborough, Marlborough, New Zealand
$52 per bottle

RED
CABERNET SAUVIGNON
Columbia Crest H3, Horse Heaven Hills, Washington
$55 per bottle
Greystone, California
$48 per bottle
Oberon by Michael Mondavi, Napa County, California
$69 per bottle
Wente Southern Hills, Livermore Valley, California
$56 per bottle
Conn Creek, Napa Valley, California
$78 per bottle
Proverb, California
$44 per bottle
DAOU, Paso Robles, California
$85 per bottle

MALBEC
Bodega Norton Barrel Select, Mendoza, Argentina
$62 per bottle

MERLOT
Seven Falls Cellars, Wahluke Slope, Washington
$48 per bottle
Tangley Oaks, Napa Valley, California
$54 per bottle

PINOT NOIR
Parker Station by Fess Parker, Central Coast, California
$52 per bottle
Meiomi, California
$65 per bottle
Acrobat, Oregon
$72 per bottle

BLEND
Murrietta’s Well The Spur, Livermore Valley, California
$72 per bottle

* Culinary Attendant required 200 each. For all meal functions of less than (100) persons, a $175 labor fee will apply.
All pricing exclusive of 25% Service Charge & applicable 8.25% Sales Tax.
Prices valid through June 30, 2019
### EXHIBITOR AUDIO VISUAL ORDER FORM

**DISCOUNT DEADLINE:** Friday, October 9, 2020

#### Customer Information

<table>
<thead>
<tr>
<th>Firm Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>ZIP:</td>
</tr>
<tr>
<td>Ordered By:</td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

#### Delivery Information

<table>
<thead>
<tr>
<th>Venue:</th>
<th>Hilton Anatole, Dallas, TX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room / Hall:</td>
<td></td>
</tr>
<tr>
<td>Booth #:</td>
<td></td>
</tr>
<tr>
<td>On-Site Contact:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
<td></td>
</tr>
<tr>
<td>Deliver Date</td>
<td></td>
</tr>
<tr>
<td>4-Hour Window</td>
<td></td>
</tr>
<tr>
<td>Pickup Date:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

**SOMEONE MUST BE PRESENT AT TIME OF DELIVERY**

Please note: all Power & Internet services are provided by facility.

#### COMPUTERS & ACCESSORIES - Show Rate

<table>
<thead>
<tr>
<th>Description</th>
<th>Discounted</th>
<th>Regular</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC laptop computer (with Windows/Microsoft Office)</td>
<td>$275.00</td>
<td>$325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple iPad</td>
<td>$175.00</td>
<td>$225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iPad Floor Stand (white)</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple 15” MacBook Pro</td>
<td>$450.00</td>
<td>$585.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple 17” MacBook Pro</td>
<td>$525.00</td>
<td>$682.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apple 21.5” iMac</td>
<td>$300.00</td>
<td>$390.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mac Mini Computer</td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired USB Keyboard and Mouse</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless keyboard and Mouse</td>
<td>$40.00</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser printer (black &amp; white)</td>
<td>$150.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### AUDIO - Show Rate

<table>
<thead>
<tr>
<th>Description</th>
<th>Discounted</th>
<th>Regular</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Sound System (2 spkrs w/stands, wired mic, mixer)</td>
<td>$400.00</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Sound System (4 spkrs w/stands, wired mic, mixer)</td>
<td>$500.00</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone Select: HH or Lav</td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Audio Interface</td>
<td>$35.00</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ACCESSORIES - Show Rate

<table>
<thead>
<tr>
<th>Description</th>
<th>Discounted</th>
<th>Regular</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDMI Cable (4')</td>
<td>$25.00</td>
<td>$32.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Floor Stand Dual Post w/shelf (with monitor rental)</td>
<td>$225.00</td>
<td>$292.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu-Ray Player</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Player</td>
<td>$75.00</td>
<td>$95.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Floor Stand for monitors 43” and above

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**4-Hour Window**

Orders received after **Friday, October 9, 2020** will be charged at the regular rate.

The total charge per item is determined by multiplying the Quantity x Rate.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

We will attempt to accommodate requested delivery times, but cannot guarantee them due to the volume of orders.

If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge.
### FLATSCREEN MONITORS - Show Rate

<table>
<thead>
<tr>
<th></th>
<th>Discounted</th>
<th>Regular</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24&quot; HDTV Monitor w/Table Stand or mounting bracket</td>
<td>$225.00</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; HDTV Monitor w/Table Stand</td>
<td>$375.00</td>
<td>$450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43&quot; HDTV Monitor w/Table Stand</td>
<td>$450.00</td>
<td>$550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48&quot; HDTV Monitor w/Table Stand</td>
<td>$600.00</td>
<td>$700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; HDTV Monitor w/Table Stand</td>
<td>$700.00</td>
<td>$825.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65&quot; HDTV Monitor w/Table Stand</td>
<td>$900.00</td>
<td>$1,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70&quot; HDTV Monitor</td>
<td>$1,250.00</td>
<td>$1,375.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; Touchscreen</td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40&quot; Touchscreen</td>
<td>$1,100.00</td>
<td>$1,420.00</td>
<td></td>
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<tr>
<td>46&quot; Touchscreen</td>
<td>$1,200.00</td>
<td>$1,400.00</td>
<td></td>
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<tr>
<td>55&quot; Touchscreen</td>
<td>$1,340.00</td>
<td>$1,740.00</td>
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<tr>
<td>65&quot; Touchscreen</td>
<td>$1,650.00</td>
<td>$2,100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ordering Instructions**

**CANCELLATIONS:**

A) Cancellation of order must be received 48 hours prior to delivery date to avoid a minimum one day charge.

B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.

If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!

404-720-8672 or JLBaker@shepardav.com

We have a wide range of services and solutions to help you deliver your message.

We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!

### PAYMENT

**ADVANCE PAYMENT IS DUE TO CONFIRM ORDER**

You will receive an e-mail with a link for secure online credit card payment

**RENTAL AGREEMENT:** It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.

Signature _______________________________ Date ____________

**SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY**