10' x 10' BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Blue
(2) Side Chairs
(1) Wastebasket

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

TABLE TOP PACKAGE
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Blue
(1) Side Chair
(1) Wastebasket

EXHIBIT SHOW SCHEDULE*
* Please note that all times are subject to change. Latest information is provided in Monthly Exhibitor Newsletter.

General Exhibitor Move-in: Sunday, October 14, 2018 12:00 PM - 7:00 PM
Exhibit Hours:
Monday, October 15, 2018 12:00 PM - 7:00 PM
Tuesday, October 16, 2018 9:00 AM - 4:15 PM
Exhibitor Move-out:
Tuesday, October 16, 2018 4:15 PM - 7:00 PM
Freight Reroute Begins* Tuesday, October 16, 2018 6:00 PM
All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
13th Annual PDA Global Conference on Pharmaceutical Microbiology
7079 Oakland Mills Rd
Columbia, MD 21046

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
Bethesda, MD 20852

It is recommended you ship any freight to the Advance Warehouse in order to ensure delivery by move-in

IMPORTANT DEADLINES
Exhibitor appointed contractor notification deadline: Monday, September 17, 2018
Discount price deadline for standard Shepard orders: Monday, September 24, 2018
Discount price deadline for custom Shepard rentals: Friday, September 14, 2018
First day for warehouse deliveries without a surcharge: Monday, September 17, 2018
Last day for warehouse deliveries without a surcharge: Friday, October 5, 2018
Last day for warehouse deliveries*: Friday, October 12, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Sunday, October 14, 2018 at 8:00 AM
Exhibitor Move Out
4:15 PM - 7:00 PM
Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the show is over.
All exhibitor materials must be removed from the facility by Tuesday, October 16, 2018 6:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Tuesday, October 16, 2018 6:00 PM

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

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

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

GO TO www.shepardes.com/intro.asp

CLICK ON 13th Annual PDA Global Conference on Pharmaceutical Microbiology

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

ENTER your email address and password then click Login

NEW users: User name = Your Email Address (provided by Event Management)
Password = PDA18

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

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

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

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

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

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

Confirm your order, click 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.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service (410) 737-9270
baltimore@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 charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Please complete the following information:

**EXHIBITING COMPANY INFORMATION**

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

**CREDIT CARD INFORMATION**

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

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

<table>
<thead>
<tr>
<th>Credit Card #:</th>
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<table>
<thead>
<tr>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Year Security Code</td>
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<td></td>
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</table>

<table>
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<tr>
<th>Billing Address:</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City, St, Zip:</th>
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<table>
<thead>
<tr>
<th>Name on Card:</th>
<th>Card:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print)</td>
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</tr>
</tbody>
</table>

Please Sign

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

**WIRE TRANSFER**

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

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

<table>
<thead>
<tr>
<th>Name of show that you are attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>13th Annual PDA Global Conference on Pharmaceutical Microbiology</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>Bank Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shepard Exposition Services, Inc.</td>
<td>PNC Bank N.A., Pittsburgh, PA 15219 USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Routing Number:</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>041000124</td>
<td>42-6061-9772</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SWIFT CODE (US):</th>
<th>SWIFT CODE (INTL):</th>
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</thead>
<tbody>
<tr>
<td>PNCCUS33</td>
<td>PNCCUS33</td>
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</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: baltimore@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

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

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR’s form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undesignated authorization acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event of other form of payment is not tendered prior to the close of the show. In the event that any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the show, these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelyvery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
13th Annual PDA Global Conference on Pharmaceutical Microbiology

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline: Monday, September 17, 2018

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

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

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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**Please Sign**

<table>
<thead>
<tr>
<th>Exhibiting Company Authorized Signature</th>
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</table>

**Exhibiting Company Authorized Name - Please Print**

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

- [ ] All Services
- [ ] Booth Cleaning
- [ ] Material Handling
- [ ] Carpet
- [ ] Rental Furniture
- [ ] Exhibit Display Rentals
- [ ] Installation/Dismantling Labor
- [ ] Overhead Rigging/Labor
- [ ] Other (please specify):

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

<table>
<thead>
<tr>
<th>3rd Party Name</th>
<th>3rd Party Contact Name</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Party Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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**Please Sign**

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

**CREDIT CARD INFORMATION**

(Required for all forms of payment)

Credit Card #: __________________________

Expiration Date: __________/________

Billing Address: ___________________________________________

City, ST, Zip: ____________________________________________

Name on Card: __________________________ (Please Print)

<table>
<thead>
<tr>
<th>Card:</th>
<th>Card Holder Signature</th>
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</table>

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.
Exhibitor Appointed Contractor

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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.

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

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

Contact Email Address
13th Annual PDA Global Conference on Pharmaceutical Microbiology

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline: Monday, September 24, 2018

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

**Save Time and Money!**

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

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

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Email Address</th>
</tr>
</thead>
</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 #

Below Booth #

Left Booth #

Right Booth #
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@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.
Step 1: Complete Exhibiting company information:

Exhibiting Company Name

Contact Name

Phone #

State

Zip

Email Address

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

Company

Street Address

City

State

Zip

Is there a loading dock? ☐

Do we need a lift gate on our truck? ☐

Is your building in a residential area? ☐

Do we need to go inside your office to pick up your items? ☐

Any thing else we should know about your building

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

Date

Hours of Operation

Step 4: Tell us Where this is going:

☐ Advance Warehouse ☐ Direct to showsite

Sunday, October 14, 2018

Step 5: Tell us What we are shipping:

Qty Crates ☐ Qty Carpet (color) ☐

L W H Weight

☐ Qty Monitors ☐ Qty Other ☐

☐ Qty Total ☐

Cartons (cardboard) ☐

Cases/trunks ☐

Skids/pallets ☐

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

Step 8: Additional information:

Street Address

City

State

Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

It is recommended you ship any freight to the Advance Warehouse in order to ensure delivery by move-in.

**Advance Warehouse**

<table>
<thead>
<tr>
<th>TO:</th>
<th>(Exhibiting Company Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #:</td>
<td>________________________</td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td></td>
</tr>
<tr>
<td>7079 Oakland Mills Rd</td>
<td>Columbia, MD 21046</td>
</tr>
<tr>
<td>Delivery Hours: M-F, 8-4:30 PM</td>
<td></td>
</tr>
<tr>
<td>For:</td>
<td>13th Annual PDA Global Conference on Pharmaceutical Microbiology</td>
</tr>
<tr>
<td>First day freight can arrive w/o a surcharge:</td>
<td>September 17, 2018</td>
</tr>
<tr>
<td>Last day freight can arrive w/o a surcharge:</td>
<td>October 5, 2018</td>
</tr>
</tbody>
</table>

**Direct to Show**

<table>
<thead>
<tr>
<th>TO:</th>
<th>(Exhibiting Company Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #:</td>
<td>________________________</td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td></td>
</tr>
<tr>
<td>Bethesda North Marriott Hotel &amp; Conference Center</td>
<td></td>
</tr>
<tr>
<td>5701 Marinelli Road</td>
<td>Bethesda, MD 20852</td>
</tr>
<tr>
<td>Delivery Hours: M-F, 8-4:30 PM</td>
<td></td>
</tr>
<tr>
<td>For:</td>
<td>13th Annual PDA Global Conference on Pharmaceutical Microbiology</td>
</tr>
<tr>
<td>MUST NOT BE DELIVERED PRIOR TO:</td>
<td>October 14, 2018 @ 8:00 AM</td>
</tr>
</tbody>
</table>
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
Exhibition: October 15 - 16, 2018

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

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

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3: How many Pieces are in your shipment?

# of Crate

# of Skids

# of Cases

# of Cartons

Approx Total Weight

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER

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

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

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

Ground

2nd Day

Overnight

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

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
Advance Warehouse Tips
Direct to Show Site Tips
Freight must arrive only during published move in dates and times.
Great for last minute shipments.
Large pieces of machinery can be accepted.

Light Weight (Shipments 40 pounds or less) Light Weight Shipment Tips
Overtime - 30% for each overtime application based on ST rate
Double Time - 50% fee for each double time application based on ST

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

Material Handling Rates
Event Code: M119221018
Connect With Us!
email baltimore@sheppardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

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

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

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

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

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35010</td>
<td>35030</td>
<td>$179.25</td>
<td>$233.00</td>
</tr>
</tbody>
</table>

Direct to Showsite Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
<td>$166.10</td>
<td>$249.25</td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total</th>
<th>Shipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$89.75</td>
<td>35400</td>
<td></td>
</tr>
</tbody>
</table>

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
What is material handling (also referred to as drayage)?

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What is the difference between material handling and shipping?

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

Will there be any additional charges?

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

What are Advance Shipment?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule). The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays. Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) 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 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.

Outbound Shipping

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
SPECIAL HANDLING DEFINITIONS  
Rate as shown on Material Handling Rate Form, approx 30% 

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

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

DISPOSAL FEE  
Fee: .75 Per Lb  
Labor Rate $108.50  
Per Hour (OT/DT may apply)
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DouBLE TIME  
Surcharge: Overtime: 30%  
Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DouBLE TIME  
Surcharge: Overtime: 30%  
Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE  
Surcharge: 25%  
Minimum: $50.00  
3503
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

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

OFF-TARGET DELIVERIES  
Surcharge: 15%  
Minimum: $50.00  
3504
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES  
Surcharge: $8.00/CWT  
3504
This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD  
Surcharge: $30 per Shipment  
3525
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS  
Surcharge: $25.00 per forklift load  
3528
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE  
Surcharge: $25.00 per piece, Minimum $50.00  
3510
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

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

ENVELOPE DELIVERIES  
Surcharge: $10.50 per envelope  
3507
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING  
Fee: $ 200.00 per round trip  
3510
All vehicles must be escorted in and out of building by Shepard personnel.
Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td></td>
<td>Dock to Booth ST</td>
<td>148.50</td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td></td>
<td>Booth to Dock ST</td>
<td>148.50</td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td></td>
<td>Dock to Booth OT</td>
<td>202.75</td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td></td>
<td>Booth to Dock OT</td>
<td>202.75</td>
<td></td>
</tr>
</tbody>
</table>

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

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

No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.
Rental items found and in use in your booth are subject to “Standard” pricing.

Company Name: ____________________________

Contact Name: ____________________________
Contact Email Address: __________________

Please Sign: ____________________________
Card Holder Signature: __________________

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

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

Exhibiting Company Name ___________________________ Booth # ___________________________

Onsite Contact ___________________________ Onsite Cell Phone # ___________________________

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

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

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

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

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

<table>
<thead>
<tr>
<th>Per Day</th>
<th>Pallets/Skids</th>
<th>1/2 a Trailer</th>
<th>Full Trailer</th>
<th>Labor ST</th>
<th>Labor OT</th>
<th>Labor DT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$35.00</td>
<td>$80.00</td>
<td>$120.00</td>
<td>$108.50</td>
<td>$162.75</td>
<td>$211.55</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>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$108.50</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$162.75</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$211.55</td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________ Booth # ___________________________

Total Onsite Storage: $ ___________________________ Tax*: $ ___________________________

Amount Due: $ ___________________________
International Shipping

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

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairseventsenquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017
Booth and Carpet Cleaning

Did you know....

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

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

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

Booth Vacuuming

Vacuum Once

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td>$0.52</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq.ft.</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td>$1.04</td>
<td>$1.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq.ft.</td>
<td>$0.95</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td>$0.85</td>
<td>$1.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td></td>
<td>One Time Porter</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td></td>
<td>Daily Porter</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
</tr>
</tbody>
</table>

Specialty Services

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td></td>
<td>Mop One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td></td>
<td>Mop Daily</td>
<td>$1.15</td>
<td>$1.50</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td></td>
<td>Sham/One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down (invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td></td>
<td>One Time</td>
<td>$108.50</td>
<td>$162.75</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td></td>
<td>Daily</td>
<td>$108.50</td>
<td>$162.75</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.

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

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

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

Vacuum Once

Daily Vacuum

Porter Service

Booth and Carpet Cleaning

Did you know....

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

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

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

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

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

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

Total Cleaning: $

6.000% Tax*: $

Amount Due: $
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
Exhibition: October 15 - 16, 2018
Discount Deadline: Friday, September 14, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)
Order must be received 30 days in advance of show move in. 100 sq ft minimum

Quick and Easy Luxury!

Premium Plush Carpet 50 oz

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td></td>
<td>Premium</td>
<td>$10.45</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>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium</td>
<td>$13.50</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>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>½&quot;</td>
<td>Padding</td>
<td>$4.95</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Signature Flooring: $
6.000% Tax*: $ 
Amount Due: $

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: ____________________________ Booth # ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________

Card Holder Signature: ____________________________
Order in just 3 Easy Steps!

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

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

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$7.55</td>
<td>$9.80</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.55</td>
<td>$8.50</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$18.55</td>
<td>$24.10</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>$1.35</td>
<td>$1.75</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$2.65</td>
<td>$3.45</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>

---

**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>$264.70</td>
<td>$344.10</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$493.85</td>
<td>$642.00</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$736.65</td>
<td>$957.65</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$979.35</td>
<td>$1,273.15</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.

---

**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>$6.25</td>
<td>$8.15</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$5.65</td>
<td>$7.35</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$5.15</td>
<td>$6.70</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.

---

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

---

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

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

---

**Total Carpet and Padding: $**

**6.000% Tax**: $ 

**Amount Due**: $
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline Monday, September 24, 2018

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

Regular Skirted Tables

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

Modernize your look!

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$147.55</td>
<td>$191.80</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H X 24&quot; W</td>
<td>$181.35</td>
<td>$235.75</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$229.90</td>
<td>$298.85</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$179.35</td>
<td>$233.15</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$229.70</td>
<td>$298.60</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L x 42&quot;H x 24&quot;W</td>
<td>$270.15</td>
<td>$351.20</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side 30&quot;</td>
<td></td>
<td></td>
<td>$89.70</td>
<td>$116.60</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot;</td>
<td></td>
<td></td>
<td>$89.70</td>
<td>$116.60</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50040</td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$105.10</td>
<td>$136.65</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td></td>
<td>6'L X 30&quot;H X 24&quot; W</td>
<td>$125.45</td>
<td>$163.10</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$147.90</td>
<td>$192.25</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$118.45</td>
<td>$154.00</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$147.90</td>
<td>$192.25</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td></td>
<td>8'L x 42&quot;H X 24&quot;W</td>
<td>$165.05</td>
<td>$214.55</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ________________________________ Booth #: ________________________________

Contact Name: ________________________________ Contact Email Address: ________________________________
Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$337.85</td>
<td>$439.20</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot;R</td>
<td>$324.10</td>
<td>$421.35</td>
<td></td>
</tr>
</tbody>
</table>

Regular Pedestal
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42&quot;H X 36&quot;R</td>
<td>$264.95</td>
<td>$344.45</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot;R</td>
<td>$247.70</td>
<td>$322.00</td>
<td></td>
</tr>
</tbody>
</table>

Side Tables
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$124.65</td>
<td>$162.05</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$124.65</td>
<td>$162.05</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________ Booth#: ___________________________

Contact Name: ___________________________________________ Contact Email Address: ___________________________________________
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline          Monday, September 24, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Natural Feel

Regular Seating

Specialty Seating

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

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

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

Event Code: M119221018

Contact Us!
email  baltimore@shepardes.com
phone  (410) 737-9270
fax    (410) 737-9274
mail   7079 Oakland Mills Rd,
        Columbia, MD 21046

Chairs and Stools

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$193.10</td>
<td>$251.05</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$158.60</td>
<td>$206.20</td>
<td></td>
</tr>
</tbody>
</table>

Code   Qty   Item          Discount  Regular   Total
50024  1      Padded Stool           $159.25  $207.05  
50020  1      Side Chair             $95.90   $124.65  
50021  1      Arm Chair             $130.70  $169.90  

Code   Qty   Item          Discount  Regular   Total
51090  1      Director Stool       $177.05  $230.15  
51086  1      Director Chair       $98.95   $128.65  

Total Chairs: $
6.000%    Tax*: $
Amount Due: $

Company Name: ____________________________  Booth# ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign: ____________________________  Card Holder Signature: ____________________________
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018
Discount Deadline: Monday, September 24, 2018

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

Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$195.85</td>
<td>$254.60</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$53.05</td>
<td>$68.95</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$120.85</td>
<td>$157.10</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$259.35</td>
<td>$337.15</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$92.05</td>
<td>$119.65</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$259.35</td>
<td>$337.15</td>
<td></td>
</tr>
</tbody>
</table>

Grids

Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2'x8' w/legs, each</td>
<td>$233.75</td>
<td>$303.90</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2'x8' w/o legs, each</td>
<td>$175.10</td>
<td>$227.65</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$16.05</td>
<td>$20.85</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Hooks (12)</td>
<td>$51.50</td>
<td>$66.95</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4' x 8' Horz.</td>
<td>$316.50</td>
<td>$411.45</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$316.50</td>
<td>$411.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Event Code: M119221018
Connect With Us!
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Total Display Furnishings: $
6.000% Tax*: $
Amount Due: $

Company Name: ___________________________  Booth #: ___________________________

Contact Name ___________________________  Contact Email Address ___________________________

Please Sign
Card Holder Signature
Showcases

Stacking Shelves

Skirting of Exhibitor Equipment

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

Showcases & Risers

Event Code: M119221018

Connect With Us!
email baltimore@shepardes.com
phone (410) 737-9270
fax (410) 737-9274
mail 7079 Oakland Mills Rd, Columbia, MD 21046

13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
Exhibition: October 15 - 16, 2018
Discount Deadline: Monday, September 24, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Order per linear foot

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

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

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Company Name: _____________________________ Booth# _____________________________

Contact Name: _____________________________ Contact Email Address: _____________________________

Please Sign: _____________________________ Card Header Signature: _____________________________
Drapes and Bars

3' High sidewall drape
8' High backwall drape

Drape is per linear foot, 10’ minimum order

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Order per linear foot

Skirting of Exhibitor Equipment

- Red 01
- Green 02
- Blue 05
- Grey 10
- White 03
- Black 06
- Teal 13

Accessories

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

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<th>Code</th>
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<tr>
<td>50091</td>
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<td>Wastebasket</td>
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<td>50185</td>
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<td>Drawing Bowl</td>
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<td>$63.30</td>
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<td>50427</td>
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<td>Tensa Stanchion, each</td>
<td>$109.40</td>
<td>$142.20</td>
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Total Drape and Accessories: $________

6.000% Tax*: $________

Amount Due: $________

Company Name: ___________________________ Booth#: ___________________________

Contact Name ___________________________ Contact Email Address ___________________________

Please Sign Card Holder Signature
Power Up In Style.

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

**Powered Seating**

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
**Powered Tables**

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

**Charging Adapters**
F) ADAPTW (white)
G) ADAPTBl (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQL7 Center Cone w/Electrical Charging Outlet (white vinyl) 38" RND 51" H

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

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

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

WHT12 Half Bench Ottoman (white vinyl) 39" L 22" D 18" H
Soft Seating
Create Engaging Booth Environments

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

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

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

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

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

BAJA
A) BCHWHT Chair  
  (white vinyl)  
  36"L 30.5"D 28"H  
  NPLCHR  
  (Powered)
B) BLVWHT Loveseat  
  (white vinyl)  
  61"L 30.5"D 28"H  
  NPLCHP  
  (Powered)

FAIRFAX
A) FAIRSW Sofa  
  (white vinyl, brushed metal)  
  62"L 26"D 30"H  
  NPLSOP
B) FAIRCW Chair  
  (white vinyl, brushed metal)  
  27"L 26"D 30"H

NAPLES
A) NPLCHR Chair  
  (black vinyl)  
  36"L 30.5"D 33.25"H  
  NPLCHR
B) NPLSOF Sofa  
  (black vinyl)  
  87"L 30"D 31.25"H  
  NPLSOFP (Powered)
C) NPLLOV Loveseat  
  (black vinyl)  
  62"L 30"D 33.25"H  
  NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

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

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

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

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

**SOUTH BEACH**
A) SO1 Sofa (platinum suede)
   69"L 32"D 33"H
B) OTS Ottoman (platinum suede)
   25"L 31"D 18"H
C) SO2 Sofa Sectional 3pc. (platinum suede)
   152"L 40"D 33"H
Accent Chairs

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

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

SWANSON
SWAN Swivel Chair
(white vinyl)
28”L 25”D 30”H
**Accent Chairs**

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

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

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

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

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

F) HOPCH, Chair (gray linen)
21”L 25”D 34”H

**Meeting & Stage Chairs**

Meeting Chair
25.5”L 23.5”D 34”H

A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Group Seating

ZENITH
A) ZENCHR Chair (white, chrome) 18.25”L 22”D 32”H
B) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30”RND 29”H

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

MALBA
MALGRY Chair (gray) 20”L 20”D 32”H
MALGRN Chair (green) 20”L 20”D 32”H
Styles & Shapes

Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair (black, chrome)
23"L 19"D 32.25"H
D) XCHR
Christopher Chair (white vinyl, chrome)
17"L 19"D 35"H
E) CH002
Wendy Chair (clear acrylic)
15"L 20"D 36"H
F) SC10
Razor Armless Chair (white)
15.38"L 15.5"D 30.5"H
G) SC3
Brewer Chair (onyx, black)
20"L 20"D 32"H
H) XC6
Altura Guest Chair (black crepe)
25"L 20"D 34"H

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

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronz vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

Beverly Bench
60" L 20" D 18" H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
H) WHT12 Half Bench (white vinyl)
39" L 22" D 18" H

ENDLESS Square
34" L 34" D 15" H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5" L 37.5" D 15" H
K) END01B (black)
L) END01W (white)

Beverly Bench
60" L 20" D 18" H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
H) WHT12 Half Bench (white vinyl)
39" L 22" D 18" H

ENDLESS Square
34" L 34" D 15" H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5" L 37.5" D 15" H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve (white vinyl)
53" L 22" D 18" H
N) BNQR17 Ring (4 ottoman seats) (white vinyl)
72" RND 18" H
O) SAL Sally Stool (white)
12" Round 17" H
P) CUBL20 Edge LED Cube (white plastic)
20" L 20" D 20" H
A/C power only
Q) REGBEN Regis Bench (brushed metal)
47" L 15.5" D 16" H

Marche Swivel

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

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

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

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

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

**SYDNEY**
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
B) C1Y (black)

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

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

**SILVERADO**
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 19"H

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

**RUSTIC**
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBSTBL Timber Table
16" Round 17"H

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

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

**Powered Conference Table Module**
- **Dimensions:** 5"L x 2.5"D x 2"H
- Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

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

**MADISON**
- D) MADC05 5' Table
  - 60"L x 48"D x 29"H
- E) MADC08 8' Table
  - 96"L x 48"D x 29"H
- F) MADC10 10' Table
  - 120"L x 48"D x 29"H
**Styles & Shapes**

- **Pro Executive High Back Chair**
  - Black vinyl
  - 25"L 24"D 48"H Adjustable.

- **Pro Executive Mid Back Chair**
  - White vinyl
  - 24"L 22"D 40"H Adjustable.

- **Atomic Round Tables**
  - Glass, chrome
    - 42"ATO 42"RND 30"H
    - 36"ATO 36"RND 30"H

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

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

- **MERLIN Merlin Multi Use Table**
  - Gray laminate, black
  - 46"L 29"D 30"H

- **Work Table**
  - White laminate, white
  - 48"L 24"D 30"H

- **Conference Tables**
  - Graphite nebula
    - I) CB3 8'
      - 96"L 48"D 29"H
    - J) CB2 6'
      - 72"L 42"D 29"H
  - Granite
    - K) C508GR 8'
      - 96"L 44"D 29"H
    - L) CT10GR 10'
      - 120"L 46"D 29"H
    - M) CT06GR 6'
      - 72"L 36"D 29"H

**Mix & Match**

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

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

PROMB Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H Adjustable

PROMID Pro Executive Mid White Chair
:white vinyl
24"L 22"D 40"H Adjustable

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

SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H
Café Tables

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

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

30" Round Café Tables
Standard Black Base
30" Round 29"H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

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

E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H
Choose your base, black or chrome, then pick a color that suits your design.

- **MAPLE**
- **WHITE LAMINATE**
- **SILVER TEXTURED**
- **GRAPHITE NEBULA**
- **LIQUID STEEL BLUE**
- **RED**
- **MADISON/GRAY ACAJOU**

### Café Tables
- **Standard Black Base**: 30" Round 29"H
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white laminate)
  - E) ZTA (Madison/gray acajou)

- **36" Round 29"H**
  - F) ZTQ (white laminate)
  - G) ZTN (graphite nebula)
  - H) ZTP (maple)

- **Hydraulic Chrome Base**: 30" Round 29"H
  - I) 30SBHC (liquid steel blue)
  - J) 30GRHC (graphite nebula)
  - K) 30MTHC (maple)
  - L) 30BRHC (red)

- **36" Round 29"H**
  - M) 36WTHC (white laminate)
  - N) 36GRHC (graphite nebula)
  - O) 36MTHC (maple)

### Mix & Match
**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

A) **ZENCHR Zenith Chair** (white, chrome) 18.25"L 22"D 32"H  
B) **DUET Duet Chair** (black, chrome) 21"L 23"D 33"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
A) VNTBLK (black top)
B) VNTWHT (white top)
C) VNTMNP (solid)
D) VNTBMW (grommets)
E) VNTBWW (grommets)
F) VNTBNP (solid)

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

G30 Café Tables
72"L 26"D 30"H
A) G30DWP (silver frame, white top)
B) G30DMS (solid)
C) G30DMW (grommets)
D) G30DWS (solid)
E) G30DWW (grommets)

Denotes AC and USB charging outlets.
Charging adapters are available to rent for all Powered Table Products.
Bar Tables

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

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

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

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

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

F) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30” H
Customize And Create

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

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA

LIQUID STEEL BLUE  RED  MADISON/GRAY ACAJOU

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

36” Round 42”H
H) VTW (white laminate)
I) VTN (graphite-nebula)
J) VTP (maple)

36” Round 45”H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36” Round 45”H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

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

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

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

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
P) LIMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60" L 30" D 29" H
B) CR8 Madison Credenza
   (gray acajou) 60" L 20" D 29" H
C) PROMDB Pro Executive Mid Back Chair
   (black vinyl) 24" L 22" D 40" H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl) 25" L 24" D 48" H Adjustable
**TECH COLLECTION**

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

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

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

Charging Adapters are available to rent for all powered products.

**LIGHTING & PRODUCT DISPLAY**

A) LA15 Floor Lamp  
18" Round 55"H

B) LA14 Table Lamp  
16" Round 26"H

**ACCENT LAMPS**

MAISON LAMPS  
(brushed silver)

A) LA15 Floor Lamp  
18" Round 55"H

B) LA14 Table Lamp  
16" Round 26"H

**SHELVING**

C) PSHCCS  
Posh Shelving  
(Chrome, Acrylic)  
36"L 18"D 72"H

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

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.

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)
Charging adapters are available to rent for all powered products.

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

Charging Adapter
D) ADAPTB (black)
Charging adapters are available to rent for all powered products.

Powered Tech Desk

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

Charging Adapters
D) ADAPTB (black)
Charging adapters are available to rent for all powered products.

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

MARTINI BAR
A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

REFRIGERATORS

C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
20”L 20”D 20”H
A/C power only

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

MOBILE TABLET STANDS & ACCESSORIES

Denotes AC and USB charging outlets

A) TBSTND (black)
14”L 13”D 44.5”H

B) TBSTDW (white)
14”L 13”D 44.5”H

ACCESSORIES

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

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

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

TABLET STANDS

A) TBSTND (black)
14”L 13”D 44.5”H

B) TBSTDW (white)
14”L 13”D 44.5”H
### Cocktail Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td></td>
<td>C1E-Silverado</td>
<td>$379.60</td>
<td>$493.50</td>
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<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$457.60</td>
<td>$594.90</td>
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<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$457.60</td>
<td>$594.90</td>
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<td>C1FWB-Geo, Wood/Black</td>
<td>$400.40</td>
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<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$343.20</td>
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<td>COLI - Oliver Cocktail Table</td>
<td>$327.60</td>
<td>$425.90</td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$384.80</td>
<td>$500.25</td>
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<tr>
<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$488.80</td>
<td>$635.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$384.80</td>
<td>$500.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$488.80</td>
<td>$635.45</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$392.60</td>
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### Adapters/Chargers

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<td>$33.80</td>
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<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$33.80</td>
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### Occasional End Tables

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<td>E1E-Silverado</td>
<td>$361.40</td>
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<tr>
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<td>ALE100-Alondra, Glass/Chrome</td>
<td>$330.20</td>
<td>$429.25</td>
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<tr>
<td></td>
<td>ALE200-Alondra, Wood/Chrome</td>
<td>$330.20</td>
<td>$429.25</td>
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</tr>
<tr>
<td></td>
<td>E1FWB-Geo, Wood/Black</td>
<td>$348.40</td>
<td>$452.90</td>
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<tr>
<td></td>
<td>E1C-Geo, Glass/Chrome</td>
<td>$338.00</td>
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<td></td>
<td>EOLI-Oliver End Table</td>
<td>$291.20</td>
<td>$378.55</td>
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<td></td>
<td>E1W-Sydney, White</td>
<td>$348.40</td>
<td>$452.90</td>
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<td></td>
<td>E1Y-Sydney, Black</td>
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<td></td>
<td>CUBTBL-Edge LED Cube</td>
<td>$270.40</td>
<td>$351.50</td>
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<td></td>
<td>AURA End Table</td>
<td>$197.60</td>
<td>$256.90</td>
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<td>ETBL-E Table, Wood</td>
<td>$244.40</td>
<td>$317.70</td>
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<td></td>
<td>TMBTBL Timber Table, Wood</td>
<td>$234.00</td>
<td>$304.20</td>
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<td></td>
<td>REGOTT-Regis End Table</td>
<td>$288.60</td>
<td>$375.20</td>
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Don't forget device adapters/chargers for your powered tables!
<table>
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<tr>
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<th>Item Description</th>
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<tbody>
<tr>
<td>END02B-Square, Black Leather</td>
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<td>$466.45</td>
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<tr>
<td>END02W-Square, White Leather</td>
<td>$358.80</td>
<td>$466.45</td>
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<tr>
<td>END01B-Curved, Black Leather</td>
<td>$572.00</td>
<td>$743.60</td>
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<tr>
<td>END01W-Curved, White Leather</td>
<td>$572.00</td>
<td>$743.60</td>
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<tr>
<td>SAL Sally Stool</td>
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<td>CUBL20-Edge Lighted Cube</td>
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<tr>
<td>WHT12-Half Bench, White Vinyl</td>
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<td>BNQ7-Quarter Curve, White Vinyl</td>
<td>$673.40</td>
<td>$875.40</td>
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<td>BNRQ17-Ottoman Ring, White Vinyl</td>
<td>$2,412.80</td>
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<tr>
<td>REGBEN Regis Bench, Brushed Metal</td>
<td>$392.60</td>
<td>$510.40</td>
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</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>MAR003-Marche Swivel, Linen</td>
<td>$254.80</td>
<td>$331.25</td>
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<tr>
<td>MAR004-Marche Swivel, Raspberry</td>
<td>$254.80</td>
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<tr>
<td>MAR005-Marche Swivel, Red</td>
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<tr>
<td>MAR006-Marche Swivel, Rose Qtz</td>
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<td>MAR007-Marche Swivel, Plum</td>
<td>$254.80</td>
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<tr>
<td>MAR008-Marche Swivel, Mdw Grn</td>
<td>$254.80</td>
<td>$331.25</td>
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</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

Company Name: ________________________________          Booth# ________________________________

Contact Name: ________________________________  Contact Email Address: ________________________________
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline Monday, September 24, 2018

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

**Soft Seating**

<table>
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<tr>
<td>MNCHSC Munich Sectional, 3 pc</td>
<td>$2,540.20</td>
<td>$3,302.25</td>
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<tr>
<td>SFA002- Allegro Sofa</td>
<td>$956.80</td>
<td>$1,243.85</td>
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<tr>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,144.00</td>
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<td>SO2-3pc. South Beach, P. Suede</td>
<td>$2,181.40</td>
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<tr>
<td>TAN5OS-Tangiers Sofa, Beige</td>
<td>$907.40</td>
<td>$1,179.60</td>
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<tr>
<td>KEYSOF-Key Largo Sofa</td>
<td>$647.40</td>
<td>$841.60</td>
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<tr>
<td>FAI5RSW-Fairfax Sofa</td>
<td>$652.60</td>
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<tr>
<td>S01- South Beach Sofa, P. Suede</td>
<td>$907.40</td>
<td>$1,179.60</td>
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**Accent Chairs**

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<tr>
<td>SWAN-Swanson Swivel, White Vinyl</td>
<td>$488.80</td>
<td>$635.45</td>
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<tr>
<td>OCB-Key West Tub, Black</td>
<td>$543.40</td>
<td>$706.40</td>
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<tr>
<td>MADGRY-Madden Arm Chair, Grey</td>
<td>$579.80</td>
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<tr>
<td>BCW-Madrid Chair, White</td>
<td>$1,021.80</td>
<td>$1,328.35</td>
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<tr>
<td>LABREA-La Brea Swivel Chair</td>
<td>$561.60</td>
<td>$730.10</td>
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<tr>
<td>HOPCH-Hopi Chair, Grey Linen</td>
<td>$327.60</td>
<td>$425.90</td>
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<tr>
<td>MNCCHCC Munich Corner Chair</td>
<td>$637.00</td>
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<tr>
<td>MNCCHCH Munich Armless Chair</td>
<td>$772.20</td>
<td>$1,003.85</td>
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**Meeting Chairs**

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<tr>
<td>OCMTAU-Meeting Chair, Taupe</td>
<td>$374.40</td>
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<td>OCMWHT-Meeting Chair, White</td>
<td>$343.20</td>
<td>$446.15</td>
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<tr>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$379.60</td>
<td>$493.50</td>
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**Loveseats**

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<th>Item</th>
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</thead>
<tbody>
<tr>
<td>KEYLOV-Key Largo Loveseat</td>
<td>$501.80</td>
<td>$652.35</td>
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<tr>
<td>HOPLV-Hopi Loveseat, Grey Linen</td>
<td>$509.60</td>
<td>$662.50</td>
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<tr>
<td>TAN5OV Tangiers Loveseat</td>
<td>$946.40</td>
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<tr>
<td>BLVWHT Baja Loveseat White Vinyl</td>
<td>$1,089.40</td>
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<td>MNCHEL- Munich Armless Loveseat</td>
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<td>NPLLOV- Naples Loveseat, Blk Vinyl</td>
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**Club Chairs**

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<tr>
<td>BCHWHT Baja Chair, White Vinyl</td>
<td>$743.60</td>
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<td>NPLCHR-Naples Chair, Black Vinyl</td>
<td>$798.20</td>
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<tr>
<td>TANCHR-Tangiers Chair, Beige</td>
<td>$590.20</td>
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<tr>
<td>CHR002-Allegro Chair</td>
<td>$670.80</td>
<td>$872.05</td>
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<tr>
<td>KEYCHR-Key Largo Chair</td>
<td>$429.00</td>
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<tr>
<td>FAIRCW-Fairfax Chair</td>
<td>$470.60</td>
<td>$611.80</td>
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**Powered Seating**

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<th>Item</th>
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<th>Amount</th>
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<td>CHRPWR- Roma Chair, powered</td>
<td>$865.80</td>
<td>$1,125.55</td>
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<tr>
<td>SFAPWWR-Roma Sofa, powered</td>
<td>$1,393.60</td>
<td>$1,811.70</td>
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<tr>
<td>NPLCHR-Naples Chair, powered</td>
<td>$865.80</td>
<td>$1,125.55</td>
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<tr>
<td>NPLSOP-Naples Sofa, powered</td>
<td>$1,393.60</td>
<td>$1,811.70</td>
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<tr>
<td>NPLLOV- Naples Loveseat, powered</td>
<td>$1,198.60</td>
<td>$1,558.20</td>
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</tbody>
</table>

Signature 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: ___________________________  Contact Email Address: ___________________________

Please Sign

Card Holder Signature

Event Code: M119221018

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Total Soft Seating: $________  Tax*: $________

Amount Due: $________
### Conference Tables

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF2-Geo Table, Black</td>
<td>$616.20</td>
<td>$801.05</td>
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<td></td>
</tr>
<tr>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$434.20</td>
<td>$564.45</td>
<td></td>
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<tr>
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<td>$434.20</td>
<td>$564.45</td>
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<tr>
<td>CE2-Geo Table, Chrome</td>
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<tr>
<td>CB2-6' Graphite Table</td>
<td>$647.40</td>
<td>$841.60</td>
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<tr>
<td>CB3-8' Graphite Table</td>
<td>$761.80</td>
<td>$990.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB1-42'' Round, Graphite Nebula</td>
<td>$525.20</td>
<td>$682.75</td>
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<tr>
<td>C508GR-8', Granite</td>
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<td>$990.35</td>
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<tr>
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<td>36ATO Atomic 36'' Round, Glass</td>
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<td>$564.45</td>
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<tr>
<td>42ATO Atomic 42'' Round, Glass</td>
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<td>$564.45</td>
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### Group & Guest Seating

<table>
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<tr>
<th>Qty</th>
<th>Item</th>
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<tbody>
<tr>
<td>Duet-Black, Chrome</td>
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<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
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<td>CS9-Berlin Chair, Red</td>
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<td>CH002-Wendy Chair, Acrylic</td>
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<td>SC10 Razor Chair</td>
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<tr>
<td>MALGRY-Malba Chair, Grey</td>
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<td>MALGRN-Malba Chair, Green</td>
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<td>CS4-Syntax Chair, Black/Chrome</td>
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<td>SY1-Altura Task Chair</td>
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### Executive Seating

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<tr>
<td>PROEXB-Executive Chair High Back</td>
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<tr>
<td>PROGB-Guest Executive Chair</td>
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<td>PROMDB-Exec Mid-Back, Black</td>
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<tr>
<td>PROMID-Executive Chair Mid Back</td>
<td>332.80</td>
<td>432.65</td>
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</table>

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

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

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

Company Name: ___________________________ Booth# ____________

Please Sign

Card Holder Signature

Event Code: M119221018

Connect With Us!

email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Discount Deadline Monday, September 24, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

6.000% Tax: $ 

Amount Due: $ 

Total Conference: $ 

13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
Exhibition: October 15 - 16, 2018
Café Tables
Café Tables - Chrome Base 30", Hydraulic

Café Tables - Chrome Base 36", Hydraulic

G30 and Ventura Communal Tables
30" High Tables

30" High Tables

42" High Tables

Adapters/Chargers

Don't forget device adapters/chargers for your powered tables!

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

Company Name: ___________________________ Booth# ___________________________

Card Holder Signature

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

Contact Name ___________________________ Contact Email Address ___________________________

Please Sign
### Bar Tables - All Black Base

<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$361.40</td>
<td>$469.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
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<tr>
<td></td>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$361.40</td>
<td>$469.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$338.00</td>
<td>$439.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36&quot; White Laminate Top</td>
<td>$361.40</td>
<td>$469.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$338.00</td>
<td>$439.40</td>
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<tr>
<td></td>
<td>VTH-30&quot; Steel Blue/Black Base</td>
<td>$348.40</td>
<td>$452.90</td>
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<tr>
<td></td>
<td>30WH42 30&quot; White Laminate,</td>
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<td>$463.05</td>
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<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
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<td>$439.40</td>
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<tr>
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### Bar Tables - Chrome Base 30", Hydraulic

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<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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<tr>
<td></td>
<td>30SBHB-Steel Blue Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$444.60</td>
<td>$578.00</td>
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</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$410.80</td>
<td>$534.05</td>
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### Bar Tables - Chrome Base 36", Hydraulic

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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$447.20</td>
<td>$581.35</td>
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<tr>
<td></td>
<td>36MTHB, Maple Top, Chrome</td>
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<tr>
<td></td>
<td>36WHHB-White Top, Chrome</td>
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<td>$581.35</td>
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### Barstools

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<td>BST-Banana, White/Chrome</td>
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<td></td>
<td>BSTSS-Banana, Black/Chrome</td>
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<td>$442.80</td>
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<tr>
<td></td>
<td>BS01-Shark, Swivel White</td>
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<tr>
<td></td>
<td>BS02-Zoey, Swivel White</td>
<td>$397.80</td>
<td>$517.15</td>
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</tr>
<tr>
<td></td>
<td>BS03-Zoey, Swivel Black</td>
<td>$397.80</td>
<td>$517.15</td>
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<tr>
<td></td>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$197.60</td>
<td>$256.90</td>
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<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
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<td>$398.85</td>
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<td>APS59-Apex Red Vinyl</td>
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<td>$398.85</td>
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<td>APS75-Apex White Vinyl</td>
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<td>APS12-Apex Blue Ultra Suede</td>
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<td>XBAR-Christopher White Vinyl</td>
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<td>LMBAR-Laguna, Maple/Chrome</td>
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<td>BSR-Syntax, Black/Chrome</td>
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<td>ZENBAR-Zenith, White/Chrome</td>
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<td>BSD-Oslo, Blue</td>
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<td>BSC-Oslo, White</td>
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<td>ROLLRD-Lift Barstool, Red Vinyl</td>
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<td>$375.20</td>
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<td>ROLLWH-Lift Barstool, White Vinyl</td>
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### Bars

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<tr>
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<td>BRC-Circle Martini Bar</td>
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<td>BR1-Martini Bar</td>
<td>$1,840.80</td>
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Total Bar: $6,000.00  Tax*: $600.00  Amount Due: $6,600.00

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

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Company Name: ___________________________  Booth# ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign
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Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland
Exhibition: October 15 - 16, 2018
Discount Deadline: Monday, September 24, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Desks, Credenzas, Files, Bookcases

<table>
<thead>
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<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
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<tr>
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<td>JD8</td>
<td>Madison Executive Desk, Grey</td>
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<td>BC8</td>
<td>Madison Bookcase, Grey</td>
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<td>TECH3B</td>
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<td>$990.35</td>
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<td>TECH</td>
<td>Tech Desk-Powered</td>
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<td>TECH3-3</td>
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Product Display- Pedestals

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<td>Ped, Locking-Powered!</td>
<td>$689.00</td>
<td>$895.70</td>
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<tr>
<td>PDL42B</td>
<td>Ped, Locking-Powered!</td>
<td>$816.40</td>
<td>$1,061.30</td>
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<tr>
<td>PDL36W</td>
<td>Ped, Locking-Powered!</td>
<td>$689.00</td>
<td>$895.70</td>
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</tr>
<tr>
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<td>Ped, Locking-Powered!</td>
<td>$816.40</td>
<td>$1,061.30</td>
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Product Display- Shelving

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<th>Discount</th>
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<tr>
<td>PSHCCS</td>
<td>Posh Shelving</td>
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<td>$916.00</td>
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Refrigerators

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<td>White 14 Cubic Feet</td>
<td>$1,185.60</td>
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<td>R1Q</td>
<td>White 4 Cubic Feet</td>
<td>$416.00</td>
<td>$540.80</td>
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Lamps

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<td>Mason Silver Floor Lamp</td>
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<td>LA14</td>
<td>Mason Silver Table Lamp</td>
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Mobile Tablet Stands

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<td>TBSTND</td>
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Mobile Tablet Accessories*

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<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBBCHR</td>
<td>Tablet, brochure holder</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
<tr>
<td>TBSHLF</td>
<td>Tablet, charging shelf</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
<tr>
<td>TBPNTR</td>
<td>Tablet, print stand</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
</tbody>
</table>

Chargers and Adapters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAPTB</td>
<td>Charging Adapter, black</td>
<td>$33.80</td>
<td>$43.95</td>
<td></td>
</tr>
<tr>
<td>ADAPTW</td>
<td>Charging Adapter, white</td>
<td>$33.80</td>
<td>$43.95</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERLIN-Multi Use Table</td>
<td>$470.60</td>
<td>$588.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WD3-Work Table</td>
<td>$452.40</td>
<td>$611.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ____________________________ Booth# ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________

Please Sign
Card/Holder Signature

Event Code: M119221018
Connect With Us!
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Have a Powered product? Order the Adapter to make charging easy!

Ordering Tablet Accessories?
Don't forget to also order the Tablet Stand!

Total Exec Accessories: $ __________
6.00% Tax*: $ __________
Amount Due: $ __________
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline Friday, September 14, 2018

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

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

---

**Foam Core Signs, Single sided**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td>7009 Vertical, 22&quot; x 28&quot;</td>
<td>$197.95</td>
<td>$257.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>70010 Horz., 22&quot; x 28&quot;</td>
<td>$197.95</td>
<td>$257.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>70011 Vertical, 28&quot; x 44&quot;</td>
<td>$301.55</td>
<td>$392.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>70012 Horz., 28&quot; x 44&quot;</td>
<td>$301.55</td>
<td>$392.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70025</td>
<td>70025 Meterboard, 39&quot; x 90.75&quot;</td>
<td>$610.30</td>
<td>$793.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl Banners with Digital Printing**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>70065 Grommets, per sq. ft. - Vertical</td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>70071 Grommets, per sq. ft. - Horizontal</td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>70066 Pockets, per sq. ft. - Vertical</td>
<td>$27.00</td>
<td>$35.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>70072 Pockets, per sq. ft. - Horizontal</td>
<td>$27.00</td>
<td>$35.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>70017 Blank Foamcore, 4' x 8'</td>
<td>$53.75</td>
<td>$69.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>70021 Velcro, per ft. min. 5 ft.</td>
<td>$3.50</td>
<td>$4.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>70004 7&quot; x 44&quot; ID Sign</td>
<td>$59.20</td>
<td>$76.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>50094 Floor Easel</td>
<td>$53.10</td>
<td>$69.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>50095 22x28 Sign Holder</td>
<td>$120.85</td>
<td>$157.10</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 Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034</td>
<td>70034 36&quot;x36&quot; Rnd Table Cling</td>
<td>$210.60</td>
<td>$273.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Total Graphics: $6.000% Tax*: $Amount Due: $

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

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

Company Name: ___________________________ BOOTH: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

Card Holder Signature
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:  baltimore@shepardes.com
   As the subject line use:  "Show Name" FTP Upload

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.
ACCEPTABLE FILE FORMATS
Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

<table>
<thead>
<tr>
<th>Program</th>
<th>File Extension</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat</td>
<td>.pdf</td>
<td>Create using a high-quality output.*</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>.ai, .eps</td>
<td>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 600 dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

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

ARTWORK FILE TYPES & RESOLUTION
Artwork can be created in several ways. Here are some things to consider.

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

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

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
LABOR
Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

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

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
13th Annual PDA Global Conference on Pharmaceutical Microbiology
Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Discount Deadline: Monday, September 24, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$108.50</td>
<td>$141.05</td>
<td>$211.60</td>
</tr>
<tr>
<td>68067</td>
<td>$162.75</td>
<td>$211.60</td>
<td>$275.00</td>
</tr>
<tr>
<td>68068</td>
<td>$211.55</td>
<td>$275.00</td>
<td>$30%</td>
</tr>
</tbody>
</table>

Step One: Choose Your Service
Step Two: How Many People?
Step Three: How Many Hours?
Step Four: When Should the Build be Complete?

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

Spend a Little, Save a Lot
Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

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

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

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

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

Electrical Placement
Yes No
Does Electrical go UNDER carpet? (exhibitor is responsible to order)

Graphics: With Exhibit Shipped Separately

Other Services Ordered:
Overhead Rigging Cleaning AV

Outbound Shipping:
# of Crates # of Cartons # of Fiber Cases # of Pallets
Ship To: Phone #

Must Arrive at Destination By:
Name of Carrier

If Your Carrier doesn't show? Reroute with SLS
*Allow time for empty return when scheduling your pick up
Send to warehouse for pick up ($400 minimum charge)

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

Company Name: Booth #

Contact Name Contact Email Address

Please Sign
Exhibitor Supervised Labor

Step One: Choose your service

- Installation
- Dismantling
- Both

Step Two: How many people?

- #

Step Three: How many hours?

- #

Step Four: Any other details?

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

Step Five: Schedule

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

Requested times are not guaranteed and are based on availability.

Helpful Hints!

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

Exhibitor Owned Carpet Installation/Removal

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

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

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
<th>Flooring Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
<td>Carpet Rolls</td>
</tr>
<tr>
<td>68083</td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
<td>Carpet Squares</td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>217.00</td>
<td>282.10</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign: ___________________________
### Turnkey Rental Designs Make Exhibiting Easier!

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie - 10’ x 10’</td>
<td>$3,764.75</td>
<td>$4,894.20</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie - 10’ x 20’</td>
<td>$6,130.60</td>
<td>$7,969.80</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10’ x 10’</td>
<td>$2,626.40</td>
<td>$3,414.30</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10’ x 20’</td>
<td>$4,597.25</td>
<td>$5,976.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10’ x 10’</td>
<td>$3,257.75</td>
<td>$4,235.10</td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10’ x 20’</td>
<td>$6,185.60</td>
<td>$8,041.30</td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10’ x 10’</td>
<td>$3,950.55</td>
<td>$5,135.70</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10’ x 20’</td>
<td>$4,682.15</td>
<td>$6,086.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66486</td>
<td></td>
<td>The Grant - 10’ x 10’</td>
<td>$4,170.00</td>
<td>$5,421.00</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Grant - 10’ x 20’</td>
<td>$5,779.50</td>
<td>$7,513.35</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10’ x 10’</td>
<td>$3,833.50</td>
<td>$4,983.55</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10’ x 20’</td>
<td>$5,633.15</td>
<td>$7,323.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66467</td>
<td></td>
<td>The Hamilton - 10’ x 10’</td>
<td>$2,671.30</td>
<td>$3,472.70</td>
</tr>
<tr>
<td>66468</td>
<td></td>
<td>The Hamilton - 10’ x 20’</td>
<td>$4,679.80</td>
<td>$6,083.75</td>
</tr>
<tr>
<td>66473</td>
<td></td>
<td>The Lucy - 10’ x 10’</td>
<td>$3,833.50</td>
<td>$4,597.25</td>
</tr>
</tbody>
</table>

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

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

**Total Inline Rentals:** $6,000.00  
**Tax**: $  
**Amount Due**: $
Choose Your Counter & Customize to Fit Your Exhibit!

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

### Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3'6&quot; L x 3'6&quot; H x 1'9&quot; D</td>
<td>$925.60</td>
<td>$1,203.30</td>
<td>Black (06)</td>
<td>Silver Only</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>$1,123.20</td>
<td>$1,460.15</td>
<td>Black (06)</td>
<td>Silver Only</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>$682.75</td>
<td>$887.60</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

### Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>9'L x 2'3&quot;D x 3'3&quot;H x 2'3&quot;D</td>
<td>$951.85</td>
<td>$1,237.40</td>
<td>Black (06)</td>
<td>White (03)</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>$2,064.75</td>
<td>$2,684.20</td>
<td>Black (06)</td>
<td>White (03)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<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>$1,200.75</td>
<td>$1,561.00</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>$699.85</td>
<td>$909.80</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

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

Contact Name: ___________________________  Contact Email Address: ________________  Booth #: ____________________________

Please Sign

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

Total Counter Rentals: $ 6.00% Tax*: $  Amount Due: $
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>$648.55</td>
<td>$843.10</td>
<td>NA</td>
<td>Silver Only</td>
<td>NA 674mm x 1682mm</td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5' 4&quot; L x 8' H x 1' 3&quot; D</td>
<td>$641.15</td>
<td>$833.50</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>$1,105.20</td>
<td>$1,436.75</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
</tbody>
</table>

Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</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>$1,248.80</td>
<td>$1,623.45</td>
<td>Black Only</td>
<td>NA</td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1' 9&quot; L x 1' 9&quot; D x 7&quot; H</td>
<td>$1,347.80</td>
<td>$1,752.15</td>
<td>Black Only</td>
<td>NA</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

Charging Units

<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>66166</td>
<td></td>
<td>SCS3</td>
<td>20&quot; L x 2' H x 20&quot; D</td>
<td>$455.00</td>
<td>$591.50</td>
<td>Black Only</td>
<td>NA</td>
</tr>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3&quot; L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$2,121.60</td>
<td>$2,758.10</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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

Event Code: M119221018
Connect With Us!
- Email: baltimore@shepardes.com
- Phone: (410) 737-9270
- Fax: (410) 737-9274
- Mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Custom Product Display Rentals: $6,000% Tax*: $Amount Due: $
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>FX21</td>
<td>10' x 10'</td>
<td>$2,482.50</td>
<td>$3,227.25</td>
</tr>
<tr>
<td>66558</td>
<td>FX2M1</td>
<td>10' w/Monitor</td>
<td>$4,491.00</td>
<td>$5,838.30</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black

Backwall graphic size: 3042mm x 2432mm
Counter graphic size: 1070mm x 1020mm

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td>FX22</td>
<td>10' x 20'</td>
<td>$4,303.00</td>
<td>$5,593.90</td>
</tr>
<tr>
<td>66560</td>
<td>FX2M2</td>
<td>10' x 20' w/Monitor</td>
<td>$6,311.50</td>
<td>$8,204.95</td>
</tr>
<tr>
<td>66567</td>
<td>FX2H2</td>
<td>10' x 20'</td>
<td>$4,799.55</td>
<td>$6,239.40</td>
</tr>
<tr>
<td>66563</td>
<td>FX2M2H</td>
<td>20' w/Monitor</td>
<td>$6,808.05</td>
<td>$8,850.45</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black

Backwall graphic size: 6012mm x 2432mm
Counter graphic size: 1070mm x 1020mm
Header graphic size: 2440mm x 380mm

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

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

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

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

Contact Name: _______________________________ Contact Email Address: _______________________________

Please Sign: [Card Holder Signature]
Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1: Choose Your Booth Size**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>66564</td>
<td></td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,503.20</td>
<td>$3,254.15</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,868.55</td>
<td>$5,029.10</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,233.95</td>
<td>$6,804.15</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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

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Company Name: ___________________________  BOOTH: ___________________________

---

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

FX 12- 8'h x 20'

FX 13- 8' h x 30'

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

13th Annual PDA Global Conference on Pharmaceutical Microbiology

Bethesda North Marriott Hotel & Conference Center - Bethesda, Maryland

Exhibition: October 15 - 16, 2018

Order Deadline: Friday, September 14, 2018

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

Total Fabex Backlit: $ __________

6.000%  Tax*: $ __________

Amount Due: $ __________

Contact Name ___________________________  Contact Email Address ___________________________
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION
Address: ___________________________________City:_____________________State: ____________________Zip code: _______________
Email: ___________________________________Country: _______________Telephone: _______________________

Description of Business/Exhibit: __________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO
Alcohol Serving       Amusement Devices       Animals Athletic Participation Mazes
Disc-Jockeys       Bands       Entertainment & Film Industry Equipment Rental Tobacco
Fireworks, Firearms, Weapons       Health Supplements       Massage Inflatables
Installation/Service/Repair       Mechanical/Amusement Devices Water Activities
Medical Testing       Motor Sport Activities       Oxygen / Aromatherapy Storefront Operations
Tattooing or Piercing       Vehicles in Motion Weight-Loss Products Watercraft Exhibits on Water

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD
Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to “Insurance for Exhibitors”)
Card Number __________________________ Expiration Date: ___________ Security Code: ___________
Cardholder Name: __________________________ Cardholder Address: __________________________

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

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

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

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

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139
Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650  Fax: 440-815-2154
Shepard Glossary

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

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

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

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

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

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

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

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

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

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Perimeter Booth** – A booth space on an outside wall.

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

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

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

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

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

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

**Service Desk** – The location at which exhibitors order services.

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

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

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

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

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

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
### 2018 AUDIO VISUAL EXHIBIT ORDER FORM

All Charges are on a per day basis. A 6% State Tax & 23% Service Charge which includes set-up & Teardown will be applied to all orders.

All Cancellations require 72 hours notice or full rental charges will apply.

<table>
<thead>
<tr>
<th>INTERNET - DATA</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Connections(Wired)</td>
<td>$75.00</td>
<td></td>
<td></td>
<td>Event Name:</td>
</tr>
<tr>
<td>Internet Connections/Wireless</td>
<td>$12.95</td>
<td></td>
<td></td>
<td>Company:</td>
</tr>
<tr>
<td>Power</td>
<td></td>
<td></td>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td>110V 20AMP dedicated circuit</td>
<td>$100.00</td>
<td></td>
<td></td>
<td>City: State: Zip:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
<th>Phone #: Fax #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer</td>
<td>$250.00</td>
<td></td>
<td></td>
<td>Email: On Site Contact:</td>
</tr>
<tr>
<td>Laser Jet Printer (black &amp; white)</td>
<td>$250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Jet Printer (color)</td>
<td>$350.00</td>
<td></td>
<td></td>
<td>Event Room: Booth #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
<th>SET UP Date: Time: Removal Date: Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' Brass Easel</td>
<td>$15.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>42&quot; Monitor/DVD Package</td>
<td>$430.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Monitor/DVD Package</td>
<td>$690.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (3200 Lumens)</td>
<td>$750.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>19&quot; Flat Panel Monitor</td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Monitor and Stand</td>
<td>$600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Monitor and Stand</td>
<td>$350.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct-In-Dial (own phone #)</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference phone</td>
<td>$250.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT BY CHECK**

PLEASE MAIL FORM & CHECK TO: Bethesda North Marriott Hotel, 5701 Marinelli Road, North Bethesda, MD 20852

*Please include a copy of the Audio Visual Exhibit Order Form when mailing check*

**PAYMENT BY CREDIT CARD**

Credit Card #: Type:

Expiration Date: Name on Card: Signature:

### SUBTOTAL

### NUMBER OF DAYS NEEDED

x

### Service Charge 23%

x

### SALES TAX 6%

+ 

### TOTAL $

### HOTEL USE ONLY

Event Manager: PMS#:

All Orders MUST be received at least 7 days prior to installation date.

*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE*

Updated: 7/14/10