2018 PDA Universe of Pre-filled Syringes and Injection Devices
Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018

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

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

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 7, 2018 12:00 PM - 8:00 PM

Exhibit Hours:
Monday, October 8, 2018 9:45 AM - 5:15 PM
Tuesday, October 9, 2018 9:45 AM - 4:00 PM

Exhibitor Move-out: Tuesday, October 9, 2018 4:00 PM - 7:00 PM

Freight Reroute Begins* Tuesday, October 9, 2018 7:00 PM
All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
2018 PDA Universe of Pre-filled Syringes and Injection Devices
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

Loews Business Center hours are not open during exhibitor move in. We advise shipping to the advance warehouse to ensure your freight arrives to your booth on time.

IMPORTANT DEADLINES
Exhibitor appointed contractor notification deadline: Monday, September 10, 2018
Discount price deadline for standard Shepard orders: Monday, September 17, 2018
Discount price deadline for custom Shepard rentals: Friday, September 7, 2018
First day for warehouse deliveries without a surcharge: Monday, September 10, 2018
Last day for warehouse deliveries without a surcharge: Friday, September 28, 2018
Last day for warehouse deliveries*: Friday, October 5, 2018
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
Electrical Services
Audio Visual
Exhibitor Move Out
4:00 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 9, 2018 7:00 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 9, 2018 7:00 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  2018 PDA Universe of Pre-filled Syringes and Injection Devices
LOG IN from the Show Information page by clicking Login 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 Forgot your password? and follow the prompts to have your password sent to the registered email address.

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

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

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

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

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

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

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

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

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(407) 888-9669
orlando@shepardes.com
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Pay by Check ☐ Pay by Wire ☐

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

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

Card Holder Signature: ___________________________

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

WIRE TRANSFER

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

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

Name of show that you are attending 2018 PDA Universe of Pre-filled Syringes and Injection Devices
Exhibiting Company Name
Booth Number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
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 negligence of any labor force through the agent or the negligence of the supervisor 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 at which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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

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

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

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

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

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

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

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. Where 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 be submitted before your order will be processed.

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

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

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearances of exhibitor's materials before same have been picked up for loading. All materials will be handled and stored during the time at the time of loading using document(s) submitted by the exhibitor not exceptions to conditions of materials or piece counts will be made without said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline  Monday, September 10, 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

Exhibiting Company Name
Exhibiting Company Address
Phone
Fax
Contact Email Address

Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print

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

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

Step 3: Provide Third Party Contact Information

3rd Party Name
3rd Party Address
Phone
Fax
Contact Email Address

3rd Party Contact Name

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

CREDIT CARD INFORMATION  (Required for all forms of payment)

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

Card Holder Signature: __________

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

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

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

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.
Exhibitor Appointed Contractor

Contact Name
Street Address
City
Phone #

Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

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

Exhibitor Signature

Please Sign
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018

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

Event Code: F138621018

Connect With Us!

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

Save Time and Money!

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

Company Name: ___________________________________________  Booth #: ______________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #

Below 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.
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Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018

Step 1: Complete Exhibiting company information:

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

Email Address

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

Company

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

- Is there a loading dock?
- Is your building in a residential area?
- Any thing else we should know about your building

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

Date

Hours of Operation

Step 4: Tell us Where this is going:    ☐ Advance Warehouse

Step 5: Tell us What we are shipping:

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

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)

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

☐ YES! ☐ No, I will arrange another carrier

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
</tbody>
</table>

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

Loews Business Center hours are not open during exhibitor move in. We advise shipping to the advance warehouse to ensure your freight arrives to your booth on time.

<table>
<thead>
<tr>
<th>Advance Warehouse Label</th>
<th>Advance Warehouse Label</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TO:</strong> (Exhibiting Company Name)</td>
<td><strong>TO:</strong> (Exhibiting Company Name)</td>
</tr>
<tr>
<td><strong>Booth #:</strong></td>
<td><strong>Booth #:</strong></td>
</tr>
<tr>
<td><strong>c/o Shepard Exposition Services</strong></td>
<td><strong>c/o Shepard Exposition Services</strong></td>
</tr>
<tr>
<td><strong>1701 Boice Pond Rd STE 101</strong></td>
<td><strong>1701 Boice Pond Rd STE 101</strong></td>
</tr>
<tr>
<td><strong>Orlando, FL 32837</strong></td>
<td><strong>Orlando, FL 32837</strong></td>
</tr>
<tr>
<td><strong>Delivery Hours:</strong> M-F, 8-4:30 PM</td>
<td><strong>Delivery Hours:</strong> M-F, 8-4:30 PM</td>
</tr>
<tr>
<td><strong>For:</strong> 2018 PDA Universe of Pre-filled Syringes and Injection Devices</td>
<td><strong>For:</strong> 2018 PDA Universe of Pre-filled Syringes and Injection Devices</td>
</tr>
<tr>
<td>First day freight can arrive w/o a surcharge: September 10, 2018</td>
<td>First day freight can arrive w/o a surcharge: September 10, 2018</td>
</tr>
<tr>
<td>Last day freight can arrive w/o a surcharge: September 28, 2018</td>
<td>Last day freight can arrive w/o a surcharge: September 28, 2018</td>
</tr>
</tbody>
</table>
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 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

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.

Outbound Material Handling Authorization & Shipping Labels

Event Code: F138621018

Connect With Us!

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!
**Advance Warehouse Tips**

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

- Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site.
- Reweight of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.
- Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

**Important!**

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.

---

**Material Handling Rates**

**Event Code:** F138621018

**Connect With Us!**

- Email: orlando@shepardes.com
- Phone: (407) 888-9669
- Fax: (407) 888-2301
- Mail: 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

---

**Important!**

All Material Handling fees will be automatically billed to the credit card on file!
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 its 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 forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

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

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

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

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

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

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

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

What are Advance Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule). The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments? All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual). Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. All shipments must be prepaid, no collect on delivery shipments will be accepted.

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

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

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

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

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018

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

Shipment received that are packed in a manner 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.
- **Shipmen 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 $87.50 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/DDOUBLE 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/DDOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: $50.00 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site 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 35004

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

PADDED VAN DELIVERIES Surcharge: $8.00/CWT 35041

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 35250

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

REWEIGH OF SHIPMENTS Surcharge: $25.00 per forklift load 35282

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

EMPTY CRATE STORAGE Surcharge: $25.00 per piece, Minimum $50.00 35105

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

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 35007

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

MOBILE SPOTTING Fee: $ 200.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

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.

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td>Dock to Booth ST</td>
<td>127.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td>Booth to Dock ST</td>
<td>127.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td>Dock to Booth OT</td>
<td>171.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td>Booth to Dock OT</td>
<td>171.25</td>
<td></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:          BOOTH

Total Estimate:        
6.500% Tax*:           
Amount Due:            

Contact Name

Contact Email Address

Please Sign

Card Holder Signature
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 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>$0.42</td>
<td>$0.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>$0.35</td>
<td>$0.45</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>$0.84</td>
<td>$1.10</td>
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<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td>$0.75</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td>$0.70</td>
<td>$0.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>$0.85</td>
<td>$1.10</td>
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<td></td>
</tr>
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</table>

### Specialty Services

**Mopping and Carpet Shampooing**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td>$0.95</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Display Wipe Down (invoiced by man hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td>$87.50</td>
<td>$131.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>$87.50</td>
<td>$131.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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.

---

**Event Code:** F138621018

**Contact:**
- Email: orlando@shepardes.com
- Phone: (407) 888-9669
- Fax: (407) 888-2301
- Mail: 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

---

Please sign:

**Company Name:**

**Booth #**

---

**Discount Deadline:** Monday, September 17, 2018

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

---

**Discount**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>0-399 sq. ft</th>
<th>400-900 sq. ft</th>
<th>900+ sq. ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat and Carpet Cleaning</td>
<td>$0.84</td>
<td>$1.00</td>
<td>$1.10</td>
</tr>
<tr>
<td>Mop One Time</td>
<td>$0.55</td>
<td>$0.70</td>
<td>$0.70</td>
</tr>
<tr>
<td>Mop Daily</td>
<td>$0.95</td>
<td>$1.25</td>
<td></td>
</tr>
<tr>
<td>Sham/One Time</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>Daily Porter</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Total Cleaning:** $131.25

6.500% **Tax:** $8.64

**Amount Due:** $139.89

---

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.
Quick and Easy Luxury!

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

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

Premium Plush Carpet 50 oz

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td></td>
<td>Premium</td>
<td>$8.45</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>$10.90</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></td>
<td>½&quot; Padding for Vinyl</td>
<td>$4.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________ Booth # ___________________________

Contact Name ___________________________ Contact Email Address ___________________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Order in just 3 Easy Steps!

Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

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

- Red (01)
- Silver Cloud (18)
- Deep Navy (22)
- Charcoal (17)
- Black (06)
- Beige (14)

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

- 1/2" Padding
- 1" Padding
- Visqueen

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

- Red (01)
- Blue (05)
- Tuxedo (50)
- Black (06)
- Teal (13)
- Burgundy (07)

Discount Deadline Monday, September 17, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Discount Regular Amount
Rental/sqft Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Code Qty Item Discount Regular Amount
46001 Rental/sqft $6.10 $7.95
46003 Rental 1000+ sqft $5.30 $6.90
46002 Purchase sqft $14.95 $19.45

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

Code Qty Item Discount Regular Amount
50009 1/2" Padding $1.10 $1.45
50008 1" Padding $2.15 $2.80
50010 Visqueen $0.30 $0.40

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

Code Qty Item Discount Regular Amount
50255 10’ x 10’ $213.80 $277.95
50256 10’ x 20’ $398.90 $518.55
50257 10’ x 30’ $595.00 $773.50
50258 10’ x 40’ $791.00 $1,028.30

Special Cut, Recommended for Island and large area exhibits!

Code Qty Item Discount Regular Amount
50580 0 - 399 sq ft* $4.10 $5.35
50581 400 - 900 sq ft $3.75 $4.90
50582 900+ sq ft $3.40 $4.40

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.

Company Name: ____________________________ Booth #: __________

Total Carpet and Padding: $__________
6.500% Tax*: $__________
Amount Due: $__________

Contact Name: ____________________________ Contact Email Address: ____________________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices
Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018

Discount Deadline Monday, September 17, 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”H X 24” W</td>
<td>$119.20</td>
<td>$154.95</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6’L X 30”H X 24”W</td>
<td>$146.50</td>
<td>$190.45</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8’L X 30”H X 24”W</td>
<td>$185.70</td>
<td>$241.40</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4’L X 42”H X 24”W</td>
<td>$144.85</td>
<td>$188.30</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6’L x 42”H x 24”W</td>
<td>$185.55</td>
<td>$241.20</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8’L x 42”H x 24”W</td>
<td>$218.20</td>
<td>$283.65</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td>4th Side 30”</td>
<td>$72.45</td>
<td>$94.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td>4th Side 42”</td>
<td>$72.45</td>
<td>$94.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/Table</td>
<td>$217.25</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$217.25</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$217.25</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$217.25</td>
<td></td>
</tr>
</tbody>
</table>

Total Tables: $144.85
6.500% Tax*: $9.44
Amount Due: $154.29

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: ___________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018

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

Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$272.90</td>
<td>$354.75</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$261.75</td>
<td>$340.30</td>
<td></td>
</tr>
</tbody>
</table>

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

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>$214.00</td>
<td>$278.20</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot; R</td>
<td>$200.10</td>
<td>$260.15</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>$100.70</td>
<td>$130.90</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td>$100.70</td>
<td>$130.90</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $
6.500% Tax*: $
Amount Due: $

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

Company Name: ________________________________ Booth# ________________

Event Code: F138621018
Connect With Us!
email orlando@shepardes.com
phone (407) 888-9699
fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Specialty Tables

Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

Please Sign Card/ Header Signature
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline  Monday, September 17, 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 chairs and stools also have matching tables and accessories to complete your look!

Natural Feel

Regular Seating

Specialty Seating

Chairs and Stools

Event Code: F138621018
Connect With Us!
email  orlando@shepardes.com
phone  (407) 888-9669
fax  (407) 888-2301
mail  1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Total Chairs: $79.90
6.50% Tax*: $5.16
Amount Due: $85.06

Natural Feel Stool
Code: 50705
Qty: 1
Item: Natural Feel Stool
Discount: $156.00
Regular: $202.80
Total: $156.00

Natural Feel Chair
Code: 50704
Qty: 1
Item: Natural Feel Chair
Discount: $128.10
Regular: $166.55
Total: $128.10

Padded Stool
Code: 50024
Qty: 1
Item: Padded Stool
Discount: $128.65
Regular: $167.25
Total: $128.65

Side Chair
Code: 50020
Qty: 1
Item: Side Chair
Discount: $77.45
Regular: $100.70
Total: $77.45

Arm Chair
Code: 50021
Qty: 1
Item: Arm Chair
Discount: $105.60
Regular: $137.30
Total: $105.60

Director Stool
Code: 51090
Qty: 1
Item: Director Stool
Discount: $143.00
Regular: $185.90
Total: $143.00

Director Chair
Code: 51086
Qty: 1
Item: Director Chair
Discount: $79.90
Regular: $103.85
Total: $79.90

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Company Name: ___________________________ Booth#: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices
Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

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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>$158.20</td>
<td>$205.65</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$42.85</td>
<td>$55.70</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$97.60</td>
<td>$126.90</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$209.50</td>
<td>$272.35</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$74.35</td>
<td>$96.65</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$209.50</td>
<td>$272.35</td>
<td></td>
</tr>
</tbody>
</table>

Grids

<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>$188.80</td>
<td>$245.45</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2’x8’ w/o legs, each</td>
<td>$141.45</td>
<td>$183.90</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$12.95</td>
<td>$16.85</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6” Hooks (12)</td>
<td>$41.60</td>
<td>$54.10</td>
<td></td>
</tr>
</tbody>
</table>

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>50060</td>
<td></td>
<td>4’ x 8’ Horz.</td>
<td>$255.60</td>
<td>$332.30</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4’ x 8’ Vert.</td>
<td>$255.60</td>
<td>$332.30</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.

Company Name: ____________________________  Booth #: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign

Card Holder Signature

Event Code: F138621018

Connect With Us!

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

Total Display Furnishings: $________

Amount Due: $________

6.500% Tax*: $________
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!

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!

Wrap your stacking shelves with color to show off your products!
Drapes and Bars

3' High sidewall drape

8' High backwall drape

Drape is per linear foot, 10’ minimum order

Skirting of Exhibitor Equipment

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

Accessories

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

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

Total Drape and Accessories: $

6.50% Tax*: $

Amount Due: $

Company Name: ___________________________ Booth#: ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: ___________________________
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.

**ROMA**

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

**ROMA**

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

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 Seating**

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

<table>
<thead>
<tr>
<th>A) NPLCHP</th>
<th>Naples Chair, Powered</th>
</tr>
</thead>
<tbody>
<tr>
<td>(black vinyl)</td>
<td>36”L 30”D 33.25”H</td>
</tr>
<tr>
<td>B) NPLSOP</td>
<td>Naples Sofa, Powered</td>
</tr>
<tr>
<td>(black vinyl)</td>
<td>87”L 30”D 33.25”H</td>
</tr>
<tr>
<td>C) NPLLOP</td>
<td>Naples Loveseat, Powered</td>
</tr>
<tr>
<td>(black vinyl)</td>
<td>62”L 30”D 33.25”H</td>
</tr>
</tbody>
</table>

**Powered Tables**

<table>
<thead>
<tr>
<th>A) VNTWHT Bar</th>
<th>Ventura Powered Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>(white top)</td>
<td>A) VNTWHT Bar (white top) 72.25”L 26.25”D 42”H</td>
</tr>
<tr>
<td>B) VNTBLK Bar</td>
<td>B) VNTBLK Bar (black top) 72.25”L 26.25”D 42”H</td>
</tr>
<tr>
<td>C) G30DWP Café</td>
<td>G30 Powered Tables</td>
</tr>
<tr>
<td>(white top)</td>
<td>C) G30DWP Café 72”L 26”D 30”H</td>
</tr>
</tbody>
</table>

**Sydney Powered Cocktail Tables**

<table>
<thead>
<tr>
<th>D) C1WP</th>
<th>(white, brushed steel) 48”L 26”D 18”H</th>
</tr>
</thead>
<tbody>
<tr>
<td>E) C1YP</td>
<td>(black, brushed steel) 48”L 26”D 18”H</td>
</tr>
</tbody>
</table>

**Charging Adapters**

| F) ADAPTW (white) | Charging adapters are available to rent for all powered products. |
| G) ADAPTBL (black) | --- |
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**  
(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  

Denotes Powered Products
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 (laminated white top)
30”Round 29”H

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

**MARCHÉ**
**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
B) BLVWHT Loveseat (white vinyl)
   61"L 30.5"D 28"H

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

NAPLES
A) NPLCHR Chair (black vinyl)
   36"L 30.3"D 33.25"H
B) NPLCHP (Powered)
C) NPLSOF Sofa (black vinyl)
   87"L 30"D 31.25"H
B) NPLSOP (Powered)
C) NPLLOV Loveseat (black vinyl)
   62"L 30"D 33.25"H
B) 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) KEY SofA Sofa (black fabric)
   79”L 35”D 34”H

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

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

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"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 acaci 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
Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RST DIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Styles & Shapes**

- **Marche Swivel**
  -OTTOMANS
  - 17" RND 18" H
  - A) MAR001 (white vinyl)
  - B) MAR005 (red fabric)
  - C) MAR009 (pear yellow fabric)
  - D) MAR010 (plum fabric)
  - E) MAR007 (gray fabric)
  - F) MAR002 (blue fabric)
  - G) MAR003 (rose quartz fabric)
  - H) MAR004 (gray fabric)
  - I) MAR008 (meadow green fabric)

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

- **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) BVLYBR (raspberry fabric)
  - I) BVLYBG (meadow green fabric)

- **WHT12 Half Bench**
  - 39" L 22" D 18" H

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

- **Sally Stool**
  - 12" Round 17" H
  - P) CUBL20 Edge
  - LED Cube
  - 20" L 20" D 20" H
  - A/C power only

- **Regis Bench**
  - Brushed metal
  - 47" L 15.5" D 16" H
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)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
End Tables
27"L 22"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) TMBTBL 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

**PWRUSB**
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

42" Round Conference Table
42"RDND 29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60"L 48"D 29"H
E) MADC08 8’ Table
96"L 60"D 29"H
F) MADC10 10’ Table
120"L 48"D 29"H
styles & shapes

atomic round tables
(glass, chrome)
A) 42ATO 42" RND 30"H
(not shown)
36ATO 36" RND 30"H

geo rounded square tables
42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

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

G) MERLIN Merlin
Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
H) WD3 Work Table
(white laminate, white)
48"L 24"D 30"H

conference tables
(graphite nebula)
I) CB3 8'
96"L 48"D 29"H
J) CB2 6'
72"L 42"D 29"H

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

mix & match

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

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

B. SY1 Altura Steno Chair
   - 25"L 26"D 21"H

PROMDB 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
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
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

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)

Café Tables
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.

**G30 Communal 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)

**Ventura Powered Bar Tables**
(silver frame)
72.25"L 26.25"D 42"H
A) VNTBLK (black top)
B) VNTMNP (solid)
C) VNTBMW (grommets)
D) VNTWNP (solid)
E) VNTBNP (solid)

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

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

- BLACK
- WHITE
- MAPLE

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

Denotes AC and USB charging outlets.

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Bar Tables

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

B) APS12
Apex Barstools
(gunmetal)
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

LIENTE STEEL BLUE  RED  MADISON/GRAY ACAJOU

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)  H) 30MAHB 30” Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30” RND 45”H  I) VTN (graphite-nebula)  J) VTP (maple)  K) 30GRHB (graphite nebula)  L) 30MTHB (maple)  M) 30STHB (silver textured)  N) 30BRHB (red)  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

15" Round 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Mix & Match

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

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

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

Banana Barstools
21"L 22"D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17"L 20"D 45"H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool
   (white vinyl, chrome) 19"L 15"D 41"H

L) BS001 Shark Barstool
   (white, chrome) 22"L 19"D 34-44"H

M) BSR Syntax Barstool
   (black, chrome) 23"L 19"D 43.25"H

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

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60" L 30" D 29" H
B) CRI 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  
D) ADAPTB (black)

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

A. LAMPS
   A) LA15 Floor Lamp  
      18" Round 55"H

B) LA14 Table Lamp  
   16" Round 26"H

C. 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

Charging adapters are available to rent for all powered products.
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

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

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 Adapter

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

Suggested Uses of Martini Bar

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
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

A) TBSTND (black)
   14”L 13”D 44.5”H

B) TBSTDW (white)
   14”L 13”D 44.5”H

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

Denotes AC and USB charging outlets
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018

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

Cocktail Tables

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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<td>COLI - Oliver Cocktail Table</td>
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Adapters/Chargers

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Occasional End Tables

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<td>REGOTT-Regis End Table</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Company Name: Booth# 

Contact Name Contact Email Address

Please Sign

Please review the Vendor Contract and return the completed form to Shepard Conference Exhibits at (407) 888-9669.

Event Code: F138621018

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<th>Discount</th>
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<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$369.60</td>
<td>$480.50</td>
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<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
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<tr>
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<td>$513.25</td>
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<td></td>
<td>C1Y-Sydney, Black</td>
<td>$310.80</td>
<td>$404.05</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$394.80</td>
<td>$513.25</td>
<td></td>
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<tr>
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<td>REGBEN-Regis Bench Table</td>
<td>$317.10</td>
<td>$412.25</td>
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Adapters/Chargers

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Occasional End Tables

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<td></td>
<td>E1C-Geo, Glass/Chrome</td>
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<td>EOLI-Oliver End Table</td>
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<td>E1W-Sydney, White</td>
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<td>E1Y-Sydney, Black</td>
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<td></td>
<td>CUBTBL-Edge LED Cube</td>
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<td>AURA End Table</td>
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<td>TMBTBL Timber Table, Wood</td>
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<td></td>
<td>REGOTT-Regis End Table</td>
<td>$233.10</td>
<td>$306.60</td>
<td></td>
</tr>
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</table>

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

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

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

Company Name: Booth# 

Contact Name Contact Email Address

Please review the Vendor Contract and return the completed form to Shepard Conference Exhibits at (407) 888-9669.
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018

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

<table>
<thead>
<tr>
<th>Styles and Shapes</th>
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<td>END02W-Square, White Leather</td>
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<td>$376.75</td>
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<td>END01B-Curved, Black Leather</td>
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<td>SAL Sally Stool</td>
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<td>CUBL20-Edge Lighted Cube</td>
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<td>$283.90</td>
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<td>WHT12-Half Bench, White Vinyl</td>
<td>$415.80</td>
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<td>BQN7-Quarter Curve, White Vinyl</td>
<td>$543.90</td>
<td>$707.05</td>
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<td>BNQR17-Ottoman Ring, White Vinyl</td>
<td>$1,948.80</td>
<td>$2,533.45</td>
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<tr>
<td>REGSBN Regis Bench, Brushed Metal</td>
<td>$317.10</td>
<td>$412.25</td>
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<table>
<thead>
<tr>
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<tr>
<td>BVLYBK Bev Bench Black Vinyl</td>
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<td>$578.75</td>
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<tr>
<td>BVLYBN Bev Bench Brown Fabric</td>
<td>$445.20</td>
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<tr>
<td>BVLYGR Bev Bench Grey Fabric</td>
<td>$445.20</td>
<td>$578.75</td>
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<tr>
<td>BVLYLN Bev Bench Linen Fabric</td>
<td>$445.20</td>
<td>$578.75</td>
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<tr>
<td>BVLYOB Bev Bench Ocean Fabric</td>
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<tr>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$445.20</td>
<td>$578.75</td>
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<tr>
<td>BVLYWH Bev Bench White Vinyl</td>
<td>$445.20</td>
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<table>
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<tr>
<td>MAR010-Marche Swivel, Blue</td>
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<tr>
<td>MAR002-Marche Swivel, Grey</td>
<td>$205.80</td>
<td>$267.55</td>
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<tr>
<td>MAR003-Marche Swivel, Linen</td>
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<td>$267.55</td>
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<tr>
<td>MAR008-Marche Swivel, Mdw Grn</td>
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<tr>
<td>MAR009, Marche Swivel, Pear</td>
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<td>$267.55</td>
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<tr>
<td>MAR007-Marche Swivel, Plum</td>
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<td>MAR004-Marche Swivel, Raspberry</td>
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<td>MAR005-Marche Swivel, Red</td>
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<td>MAR006-Marche Swivel, Rose Qtz</td>
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<tr>
<td>MAR001-Marche Swivel, White</td>
<td>$205.80</td>
<td>$267.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Please Sign

6.500% Tax*: $6,500.00

Amount Due: $
2018 PDA Universe of Pre-filled Syringes and Injection Devices
Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018
Discount Deadline: Monday, September 17, 2018

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**Sofas and Sectionals**

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<tr>
<td></td>
<td>MNCHSC Munich Sectional, 3 pc</td>
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<tr>
<td></td>
<td>SFA002- Allegro Sofa</td>
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<tr>
<td></td>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
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<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$732.90</td>
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<td></td>
<td>KEYSOF-Key Largo Sofa</td>
<td>$522.90</td>
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<td>FAIRSW-Fairfax Sofa</td>
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<td>S01- South Beach Sofa, P. Suede</td>
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**Love seats**

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<td>KEYLOV-Key Largo Loveseat</td>
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<td>HOPLV-Hopi Love Seat, Grey Linen</td>
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<td>TANLOV Tangiers Loveseat</td>
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<td>MNCLHV- Munich Armless Love Seat</td>
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**Club Chairs**

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<th>Amount</th>
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<tbody>
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<td>BCHWHT Baja Chair, White Vinyl</td>
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<td>NPLCHR-Naples Chair, Black Vinyl</td>
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<td>TANCHR-Tangiers Chair, Beige</td>
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<td>CHRPWR02-Allegro Chair</td>
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<td>KEYCHR-Key Largo Chair</td>
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<td>$450.45</td>
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<td></td>
<td>FAIRCW-Fairfax Chair</td>
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**Powered Seating**

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<td>CRPRWR- Roma Chair, powered</td>
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<td></td>
<td>NPLCHR-Naples Chair, powered</td>
<td>$699.30</td>
<td>$909.10</td>
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<td>NPLSOP-Naples Sofa, powered</td>
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**Accent Chairs**

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<td></td>
<td>OCB-Key West Tub, Black</td>
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<td>MADGRY-Madden Arm Chair, Grey</td>
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<td></td>
<td>BCW-Madrid Chair, White</td>
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<td>LABREA-La Brea Swivel Chair</td>
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<td>HOPCH-Hopi Chair, Grey Linen</td>
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<td>$344.00</td>
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<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
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<td>$668.85</td>
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<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
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**Meeting Chairs**

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<th>Amount</th>
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</thead>
<tbody>
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<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
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**Modular System**

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<td>BNO07-Curve Chair, White Vinyl</td>
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<td>$707.05</td>
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<tr>
<td></td>
<td>BNQL7- Center Cone, White Vinyl</td>
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<td>$1,018.05</td>
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<tr>
<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$415.80</td>
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<tr>
<td></td>
<td>OTS-South Beach Wedge</td>
<td>$350.70</td>
<td>$455.90</td>
<td></td>
</tr>
</tbody>
</table>

**Soft Seating**

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

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: ________________________________

Company Check: ________________________________

Check: ________________________________

Amount Due: ________________________________

Total Soft Seating: $ ________________________________

6.500% Tax*: ________________________________

Amount Due: ________________________________

Event Code: F138621018

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fax: (407) 888-2301
mail: 1701 Boice Pond Rd., STE 101, Orlando, FL 32837
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Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
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**Conference Tables**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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<tr>
<td>CF2-Geo Table, Black</td>
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<tr>
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**Group & Guest Seating**

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**Executive Seating**

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

Contact Name

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Please Sign

Card Holder Signature

Event Code: F138621018

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fax (407) 888-2301
mail 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Total Conference: $ 6.500% Tax*: $ Amount Due: $
Café Tables

Café Tables - Chrome Base 30", Hydraulic

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<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$247.80</td>
<td>$322.15</td>
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<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$270.90</td>
<td>$352.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$247.80</td>
<td>$322.15</td>
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<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
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<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$247.80</td>
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<tr>
<td></td>
<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
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<td>$333.05</td>
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<td></td>
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Café Tables - Chrome Base 36", Hydraulic

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<tbody>
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<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$331.80</td>
<td>$431.35</td>
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<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$331.80</td>
<td>$431.35</td>
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<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
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<td>30SBHC-Steel Blue Top, Chrome</td>
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G30 and Ventura Communal Tables

30" High Tables

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<td>$761.65</td>
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<td>$585.90</td>
<td>$761.65</td>
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<td>G30DWS-Café, White Top</td>
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<td>$761.65</td>
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<td>G30DWW-Café w/ Grmt, White</td>
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<td>$761.65</td>
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<td>G30DWP-Café Table-Powered!</td>
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42" High Tables

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<td>Black Top</td>
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<tr>
<td>V NTMNP Communal Table</td>
<td>$732.90</td>
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<td>Maple Top</td>
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<td>VNTWNP Communal Table</td>
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<td>White Top</td>
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<td>VNTBMW Comm Table Maple</td>
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<td>$952.75</td>
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<tr>
<td>Top w/ Grom</td>
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<td>w/ Grom</td>
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Adapters/Chargers

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Powered! 42" High Tables

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<td>Black Top</td>
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<td>VNTWHT Communal Table</td>
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<td>$1,124.75</td>
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<tr>
<td>White Top</td>
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<td></td>
</tr>
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Company Name: ___________________________                  Booth# ___________________________

Contact Name: ___________________________________________  Contact Email Address: ___________________________

Please Sign: ___________________________  Card: Holder Signature: ___________________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018

Discount Deadline: Monday, September 17, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
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<tr>
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<td>30SBHB-Steel Blue Top, Chrome</td>
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<tr>
<td>30WHHB White Laminate, Chrome</td>
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<td>$466.85</td>
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<td>$5,563.75</td>
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<td>$469.55</td>
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<tr>
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<td>$469.55</td>
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<td>BS01-Shark, Swivel White</td>
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<tr>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>1</td>
<td>$159.60</td>
<td>$207.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APS08-Apex Black Vinyl</td>
<td>1</td>
<td>$247.80</td>
<td>$322.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APS59-Apex Red Vinyl</td>
<td>1</td>
<td>$247.80</td>
<td>$322.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APS75-Apex White Vinyl</td>
<td>1</td>
<td>$247.80</td>
<td>$322.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APS12-Apex Blue Ultra Suede</td>
<td>1</td>
<td>$247.80</td>
<td>$322.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XBAR-Christopher White Vinyl</td>
<td>1</td>
<td>$199.50</td>
<td>$259.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>1</td>
<td>$205.80</td>
<td>$267.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSR-Syntax, Black/Chrome</td>
<td>1</td>
<td>$249.90</td>
<td>$324.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>1</td>
<td>$184.80</td>
<td>$240.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSD-Oslo, Blue</td>
<td>1</td>
<td>$289.80</td>
<td>$376.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSC-Oslo, White</td>
<td>1</td>
<td>$289.80</td>
<td>$376.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>1</td>
<td>$233.10</td>
<td>$303.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLYG-Lift Barstool, Grey Vinyl</td>
<td>1</td>
<td>$233.10</td>
<td>$303.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>1</td>
<td>$233.10</td>
<td>$303.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>1</td>
<td>$233.10</td>
<td>$303.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bars</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRC-Circle Martini Bar</td>
<td>1</td>
<td>$4,279.80</td>
<td>$5,563.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR1-Martini Bar</td>
<td>1</td>
<td>$1,486.80</td>
<td>$1,932.85</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: ____________________________

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

Event Code: F138621018
Connect With Us!
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301
mail: 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

6.500% Tax*: $  
Amount Due: $
Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$567.00</td>
<td>$737.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$669.90</td>
<td>$870.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$485.10</td>
<td>$630.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$615.30</td>
<td>$799.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$497.70</td>
<td>$647.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$163.80</td>
<td>$212.95</td>
<td></td>
</tr>
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</table>

Product Display- Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$556.50</td>
<td>$723.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$659.40</td>
<td>$857.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$556.50</td>
<td>$723.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$659.40</td>
<td>$857.20</td>
<td></td>
</tr>
</tbody>
</table>

Product Display- Shelving

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$569.10</td>
<td>$739.85</td>
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</tr>
</tbody>
</table>

Refrigerators

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R1R-White 14 Cubic Feet</td>
<td>$957.60</td>
<td>$1,244.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R1Q-White 4 Cubic Feet</td>
<td>$336.00</td>
<td>$436.80</td>
<td></td>
</tr>
</tbody>
</table>

Lamps

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$243.60</td>
<td>$316.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$159.60</td>
<td>$207.50</td>
<td></td>
</tr>
</tbody>
</table>

Mobile Tablet Stands

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$155.40</td>
<td>$202.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSTND-Mobile Tablet Stand, White</td>
<td>$155.40</td>
<td>$202.00</td>
<td></td>
</tr>
</tbody>
</table>

Mobile Tablet Accessories*

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBBCHR-Tablet, brochure holder</td>
<td>$71.40</td>
<td>$92.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$71.40</td>
<td>$92.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBPNTR-Tablet, print stand</td>
<td>$71.40</td>
<td>$92.80</td>
<td></td>
</tr>
</tbody>
</table>

Chargers and Adapters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$27.30</td>
<td>$35.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$27.30</td>
<td>$35.50</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$380.10</td>
<td>$494.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$365.40</td>
<td>$475.00</td>
<td></td>
</tr>
</tbody>
</table>

Ordering Tablet Accessories?

Don't forget to also order the Tablet Stand!

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

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

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

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

Total Exec Accessories: $
6.500%  Tax*: $

Amount Due: $
2018 PDA Universe of Pre-filled Syringes and Injection Devices
Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida
Exhibition: October 8 - 9, 2018
Discount Deadline Friday, September 7, 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</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$159.85</td>
<td>$207.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$159.85</td>
<td>$207.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$243.55</td>
<td>$316.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$243.55</td>
<td>$316.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$492.90</td>
<td>$640.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl Banners with Digital Printing**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$20.25</td>
<td>$26.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$20.25</td>
<td>$26.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$21.80</td>
<td>$28.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$21.80</td>
<td>$28.35</td>
<td></td>
<td></td>
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</tbody>
</table>

**Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$43.40</td>
<td>$56.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$2.85</td>
<td>$3.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$47.85</td>
<td>$62.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel</td>
<td>$42.85</td>
<td>$55.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$97.60</td>
<td>$126.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$170.10</td>
<td>$221.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graphics:</td>
<td>$</td>
<td>6.500% Tax*:</td>
<td>$</td>
</tr>
</tbody>
</table>

Company Name: ____________________________

Contact Name: ____________________________

Contact Email Address: ______________________

BOOTH ____________________________

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:  orlando@shepardes.com
   As the subject line use:  "Show Name" FTP Upload

Failure to follow these steps could result in delayed graphics.

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

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

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

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

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

ARTWORK GUIDELINES
Document Size & Specs
All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 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 150 dpi 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
Florida is a “right to work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

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

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

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

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

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

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
**Supervisory fee is 30% of total cost or $60, whichever is greater.**

Shepard Blue Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$87.50</td>
<td>$113.75</td>
<td>$131.25</td>
</tr>
<tr>
<td>68067</td>
<td>$131.25</td>
<td>$170.65</td>
<td>$175.00</td>
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<tr>
<td>68068</td>
<td>$175.00</td>
<td>$227.50</td>
<td>$170.65</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

---

**Step One:** Choose Your Service

**Step Two:** How Many People?

**Step Three:** How Many Hours?

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

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

**Inbound Freight**

- **Carrier Name:**
- **Tracking or Pro #:**
- **Estimated Weight:**
- **Estimated Arrival Date:**

**Set Up Information:**

- **Company Contact Name:**
- **Email:**
- **Cell Phone #:**
- **Booth Size:**
- **Carpet:**
- **Ordered from Shepard:**
- **Exhibitor Owned Carpet:**
- **Carpet Padding:**

**Drawings/Photos/Instructions:**

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

**Electrical Placement**

- **Emailed to Shepard**
- **Drawing Attached**
- **Drawing with Exhibit**

**Graphics:**

- **With Exhibit**
- **Shipped Separately**

**Other Services Ordered:**

- **Overhead Rigging**
- **Cleaning**
- **AV**

**Outbound Shipping:**

- **# of Crates**
- **# of Cartons**
- **# of Fiber Cases**
- **# of Pallets**
- **Phone #:**
- **Must Arrive at Destination By:**
- **Date Carrier is Scheduled to Pick Up Freight:**

If Your Carrier doesn't show?

- **Reroute with SLS**
- **Send to warehouse for pick up ($400 minimum charge)**

**Estimated SES Blue Labor:**

- **6.500% Tax:**
- **Amount Due:**

**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.**

---

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

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

---

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!

---

2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

**Exhibition:** October 8 - 9, 2018

**Event Code:** F138621018

**Connect With Us!**

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

---

2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Discount Deadline: **Monday, September 17, 2018**

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

---

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

---

Contact Name: ____________

Contact Email Address: ____________
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.

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.
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Order Deadline: Friday, September 7, 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.

Turnkey Rental Designs Make Exhibiting Easier!

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

Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie - 10' x 10'</td>
<td>$3,040.75</td>
<td>$3,953.00</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie - 10' x 20'</td>
<td>$4,951.65</td>
<td>$6,437.15</td>
</tr>
<tr>
<td>66474</td>
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<td>The Jonathon - 10' x 10'</td>
<td>$2,121.30</td>
<td>$2,757.70</td>
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<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$3,713.15</td>
<td>$4,827.10</td>
</tr>
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</table>

The Jonathon

<table>
<thead>
<tr>
<th>Code</th>
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<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>$3,368.10</td>
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<td>66487</td>
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<td>The Grant - 10' x 20'</td>
<td>$4,668.05</td>
<td>$6,068.45</td>
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<tr>
<td>66492</td>
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<td>The Harrison - 10' x 10'</td>
<td>$3,096.30</td>
<td>$4,025.20</td>
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<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$4,549.85</td>
<td>$5,914.80</td>
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The Pierce

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
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<th>Regular</th>
</tr>
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<tbody>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10' x 10'</td>
<td>$2,631.25</td>
<td>$3,420.65</td>
</tr>
<tr>
<td>66478</td>
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<td>The Pierce - 10' x 20'</td>
<td>$4,996.05</td>
<td>$6,494.85</td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$3,190.85</td>
<td>$4,148.10</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$3,781.75</td>
<td>$4,916.30</td>
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The Grant

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<thead>
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<tbody>
<tr>
<td>66486</td>
<td></td>
<td>The Hamilton - 10' x 10'</td>
<td>$2,157.60</td>
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<td></td>
<td>The Hamilton - 10' x 20'</td>
<td>$3,779.85</td>
<td>$4,913.80</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$1,949.95</td>
<td>$2,534.95</td>
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<td></td>
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<td>$2,534.95</td>
</tr>
</tbody>
</table>

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

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

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

Company Name: _____________________________  Booth #: _____________________________

Contact Name: _____________________________  Contact Email Address: _____________________________

Please Sign: _____________________________

Cardholder Signature: _____________________________

Event Code: F138621018

Connect With Us!

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

Total Inline Rentals: $__________

6.500% 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>$747.60</td>
<td>$971.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$907.20</td>
<td>$1,179.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$551.45</td>
<td>$716.90</td>
<td>Silver Only</td>
<td></td>
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</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&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot;</td>
<td>$768.80</td>
<td>$999.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; D</td>
<td>$1,667.65</td>
<td>$2,167.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</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>$969.85</td>
<td>$1,260.80</td>
<td></td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$565.25</td>
<td>$734.85</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total Counter Rentals:** $6.500% 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)

<table>
<thead>
<tr>
<th>Product Displays</th>
<th>Gondolas</th>
<th>GL Display Units</th>
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</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
<td>Item</td>
</tr>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Showcases</th>
<th>Quarterview</th>
<th>Square</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
<td>Item</td>
</tr>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
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</table>

<table>
<thead>
<tr>
<th>Charging Units</th>
<th>SCS3</th>
<th>PCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
<td>Item</td>
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<tr>
<td>66166</td>
<td></td>
<td>SCS3</td>
</tr>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
</tr>
</tbody>
</table>

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

Customer Product Display Rentals: $6,500.00
6.500% Tax*: $0.00

Amount Due: $0.00

Company Name: ____________________________  Booth #: __________

Contact Name: ____________________________  Contact Email Address: ____________________________
2018 PDA Universe of Pre-filled Syringes and Injection Devices

Loews Royal Pacific Resort At Universal Orlando - Orlando, Florida

Exhibition: October 8 - 9, 2018

Order Deadline: Friday, September 7, 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.

### 10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10' x 10'</td>
<td>$2,005.10</td>
<td>$2,606.65</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10' w/Monitor</td>
<td>$3,627.35</td>
<td>$4,715.55</td>
</tr>
</tbody>
</table>

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

### 10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10' x 20'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10' x 20' w/Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66563</td>
<td></td>
<td>FX2M2H 20' w/Monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

**Total Fabex Rental:** $
6.500% **Tax:** $
**Amount Due:** $

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign

Card: Here!  Signature: Here!
Freestanding 8' high Backlit Backwalls with Full Color Graphics

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
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<tr>
<td>66564</td>
<td>1</td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,021.85</td>
<td>$2,628.40</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td>1</td>
<td>FX12 10' x 20' Backlit</td>
<td>$3,124.60</td>
<td>$4,062.00</td>
<td>6088mm x 2436mm</td>
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<tr>
<td>66566</td>
<td>1</td>
<td>FX13 10' x 30' Backlit</td>
<td>$4,227.40</td>
<td>$5,495.60</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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

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

Order Deadline: Friday, September 7, 2018

Company Name: ____________________________

Contact Name: ____________________________

Contact Email Address: ____________________

Please Sign Here: __________________________

Card Holder Signature: ____________________

Total Fabex Backlit: $________

6.500% Tax*: $________

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

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com
Exhibiting Company/Insured: ____________________________ Contact Name: ____________________________
Address: __________________________________ City: ____________________ State: ________________ Zip code: ________________
Email: ___________________________________ Country: __________________________ Telephone: _______________________

Description of Business/Exhibit: __________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? _____YES ______NO

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

Additional Insured #1: ____________________________ Additional Insured #2: ____________________________
Address, City, ST, Zip: ____________________________ Address, City, ST, Zip: ____________________________

Any special wording or coverage needed: ________________________________________________________________

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: ___________

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

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 equipment, machinery and equipment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
# Payment and Credit Card Charge Authorization

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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**Universe of Pre-Filled Syringes and Injection Devices**
Loews Royal Pacific Resort @ Universal Orlando
October 8 - 9, 2018

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<table>
<thead>
<tr>
<th>Exhibiting Firm Company Name</th>
<th>Name of Primary Contact</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State, Zip/Country</th>
<th>Primary Contact Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Name of Secondary Contact (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact at Booth/Showsite</th>
<th>Phone</th>
<th>Secondary Contact Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate if you will be using a Third Party for billing of services:
- [ ] No
- [ ] Yes - Please return Third Party Billing Request form

---

**Payment Information**

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

  - **Only submitting your Credit Card Authorization? Do it online:** [http://e.ges.com/052696148/item/2222](http://e.ges.com/052696148/item/2222)

- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

---

**Bank ACH/Wire Transfer Payment Information**

<table>
<thead>
<tr>
<th>Beneficiary: Global Experience Specialists, Inc. (GES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account #: 7188101819</td>
</tr>
<tr>
<td>Wire ABA Routing #: 026009593</td>
</tr>
<tr>
<td>ACH ABA Routing #: 071000039</td>
</tr>
<tr>
<td>SWIFT Address: BOFAUS3N</td>
</tr>
<tr>
<td>CHIPS Address: 0959</td>
</tr>
</tbody>
</table>

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

---

**Credit Card Charge Authorization (Required for All Forms of Payment)**

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

---

**Review and Return**

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693
Domestic Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Universe of Pre-Filled Syringes and Injection Devices
Loews Royal Pacific Resort @
Universal Orlando
October 8 – 9, 2018

Form Deadline Date: September 10, 2018

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

### Step 1. Provide the Exhibiting Company contact information and signature

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

Phone | Fax | Contact's Email Address |

Please X
Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print
Date

---

### Step 2. Check services below to invoice to the Third Party

- [ ] All Services
- [ ] Electrical Outlets
- [ ] Electrical Labor
- [ ] Other (Please Specify)

If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

---

### Step 3. Provide the Third Party contact information

<table>
<thead>
<tr>
<th>Third Party Company Name</th>
<th>Third Party Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

Phone | Fax | Contact's Email Address |

---

### Step 4. Complete Third Party Credit Card Charge Authorization with signature

<table>
<thead>
<tr>
<th>Cardholder Name - Please Print</th>
<th>Billing Address</th>
<th>City</th>
<th>State</th>
<th>Zip/Country</th>
</tr>
</thead>
</table>

Account Number
Expiration Date | MM/YY |

Please X
Third Party Cardholder's Signature
Third Party Cardholder's Name - Please Print
Date

---

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES’ Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

---

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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G-3 012417
072517
**Electrical Checklist**

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Universe of Pre-Filled Syringes and Injection Devices

Loews Royal Pacific Resort @ Universal Orlando

October 8 - 9, 2018

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<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Credit Card Authorization Form</td>
<td>Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.</td>
</tr>
<tr>
<td>Completed Electrical Outlet Order Forms</td>
<td>Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.</td>
</tr>
<tr>
<td>Completed Labor Order Forms</td>
<td>Labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.</td>
</tr>
<tr>
<td>Complete electrical layout</td>
<td>A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation.</td>
</tr>
<tr>
<td>Still have questions?</td>
<td>Please do not hesitate to contact us at 800-475-2098. We’re here to help!</td>
</tr>
</tbody>
</table>
Electrical Safety and Regulation

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.

2. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.

5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
   - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
   - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
   - Cube taps and multi-headed extension cords are not allowed.
   - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
   - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
   - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
   - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
     - 5 amp 120 volt: Standard U-ground cord cap
     - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
     - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
     - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH

6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.
7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

Reminder:
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
**Electrical Services Frequently Asked Questions**

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Universe of Pre-Filled Syringes and Injection Devices**
Loews Royal Pacific Resort @
Universal Orlando
October 8 - 9, 2018

**How do I know how much power I need?**

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to note where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.

- **120 Volt Single Phase**
  - Voltage: 120 Volt
  - Hertz: 60 Hz
  - Amperage: 1000 Amps

- **230 volts**
  - Voltage: 230 Volt
  - A30
  - PH3

**Is this price listed for power per day?**

No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

**Where does the power come from?**

The power sources come from different areas depending on the halls. The power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided. Hall may have catwalks available which means the power will drop from the ceiling.

**Where will my power be located?**

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first fifty feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

**What is a Main Drop Location (MDL)/Additional Drop?**

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).
How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor’s assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment and distribution above carpet. This Labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations).

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.
**Electrical Outlets Order Form**

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date: September 10, 2018

Universe of Pre-Filled Syringes and Injection Devices
Loews Royal Pacific Resort @ Universal Orlando
October 8 - 9, 2018

**Company Name**

**Email**

**Phone Number**

**Booth Number**

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### Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- Power Service and Motor Outlets - All 208V connections require labor.

### 120v Motor and Equipment Outlets

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>700001</td>
<td>005 Amp/500 Watts, 1/4 HP 120V</td>
<td>104.25</td>
<td>156.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700002</td>
<td>010 Amp/1000 Watts, 1/4 HP 120V</td>
<td>177.75</td>
<td>266.25</td>
<td>6.5</td>
<td>$</td>
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<tr>
<td>700003</td>
<td>015 Amp/1500 Watts, 1/4 HP 120V</td>
<td>230.00</td>
<td>344.50</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700004</td>
<td>020 Amp/2000 Watts, 1/4 HP 120V</td>
<td>282.00</td>
<td>422.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### 1P 208v Motor and Equipment Outlets*

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>700012</td>
<td>010 Amp, 1/2 HP 208V / 1Phase</td>
<td>245.75</td>
<td>368.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700014</td>
<td>020 Amp, 1 HP 208V / 1Phase</td>
<td>438.50</td>
<td>657.50</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700015</td>
<td>030 Amp, 2 HP 208V / 1Phase</td>
<td>563.50</td>
<td>846.25</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700016</td>
<td>060 Amp, 5 HP 208V / 1Phase</td>
<td>589.75</td>
<td>884.50</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700017</td>
<td>100 Amp, 10 HP 208V / 1Phase</td>
<td>970.75</td>
<td>1,455.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700018</td>
<td>200 Amp, 25 HP 208V / 1Phase</td>
<td>1,565.00</td>
<td>2,347.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### 3P 208v Motor and Equipment Outlets*

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Boost</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>700022</td>
<td>010 Amp, 1 HP 208V / 3Phase</td>
<td>☐</td>
<td>589.75</td>
<td>844.50</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700024</td>
<td>020 Amp, 3 HP 208V / 3Phase</td>
<td>☐</td>
<td>587.75</td>
<td>881.00</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700025</td>
<td>030 Amp, 5 HP 208V / 3Phase</td>
<td>☐</td>
<td>755.50</td>
<td>1,133.00</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700026</td>
<td>060 Amp, 10 HP 208V / 3Phase</td>
<td>☐</td>
<td>791.25</td>
<td>1,185.25</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700027</td>
<td>100 Amp, 20 HP 208V / 3Phase</td>
<td>☐</td>
<td>1,021.00</td>
<td>1,531.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700028</td>
<td>200 Amp, 50 HP 208V / 3Phase</td>
<td>☐</td>
<td>1,646.25</td>
<td>2,469.50</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received. 208v services require 1 hour minimum labor.

### Transformers

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>700114</td>
<td>Amp, Buck Boost Per Amp, 20 Amps Minimum</td>
<td>151.75</td>
<td>186.75</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### Electrical Accessories

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Qty</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>700287</td>
<td>Cube Tap, 3 Way Plug</td>
<td>12.00</td>
<td>12.00</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700130</td>
<td>Extension Cord, 14/3 120V, 15’</td>
<td>18.00</td>
<td>18.00</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>700131</td>
<td>Extension Cord, 14/3 120V, 25’</td>
<td>27.00</td>
<td>27.00</td>
<td>6.5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
## Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Discount Deadline Date:** September 10, 2018

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Contact</td>
<td>Show Site Email</td>
<td>Show Site Phone Number</td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Surcharge</th>
<th>Total Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>700132</td>
<td>Extension Cord, 14/3 120V, 50'</td>
<td>1</td>
<td>46.50</td>
<td>46.50</td>
<td>6.5</td>
<td>$</td>
</tr>
<tr>
<td>700099</td>
<td>Plug Strip, 120 Volt</td>
<td>1</td>
<td>30.00</td>
<td>30.00</td>
<td>6.5</td>
<td>$</td>
</tr>
</tbody>
</table>

☐ Will you need 24 Hour Power? Please note, this will show as doubled the published rate on your final invoice.

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

---

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.
Electrical Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date: September 10, 2018

Universe of Pre-Filled Syringes and Injection Devices
Loews Royal Pacific Resort @ Universal Orlando
October 8 - 9, 2018

Company Name
Email
Phone Number
Booth Number

Show Site Contact
Show Site Email
Show Site Phone Number

Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Time starts from the time electrician is dispatched and stops when electricians return to the desk.
- There is a (1) Hour Labor Minimum.

Step 1. Order Labor

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Show Site ($)</th>
<th># of Electricians</th>
<th># Hours</th>
<th>Tax %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>705060</td>
<td>Electrical, ST</td>
<td>86.00</td>
<td>120.75</td>
<td>160.75</td>
<td>6.5</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>705060</td>
<td>Electrical, OT</td>
<td>172.25</td>
<td>240.75</td>
<td>321.75</td>
<td>6.5</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Step 2. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation
Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor’s representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Electricians</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>PM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

Dismantle

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Electricians</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>PM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Form Continues on Next Page
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date: September 10, 2018

Company Name
Email
Phone Number
Booth Number

Show Site Contact
Show Site Email
Show Site Phone Number

Please Sign

Authorized Signature

Authorized Name - Please Print
Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

By signing and delivering the Electrical Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.
Booth Layout - Electrical

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Universe of Pre-Filled Syringes and Injection Devices
Loews Royal Pacific Resort @ Universal Orlando
October 8 - 9, 2018

Form Deadline Date:
September 10, 2018

Company Name
Email
Phone Number
Booth Number

Show Site Contact
Show Site Email
Show Site Phone Number

Main Drop Location
120 V ________ AMPS
208 V Three Phase ________ AMPS
480 V Three Phase ________ AMPS

Form Tips:
• Use bold lines to indicate the outline of your booth.
• As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
• Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
• If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
• Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information
Each square is ________ feet square since my booth is ________ feet wide by ________ feet long.

Step 2. Draw Your Booth Layout
Back of Booth Number (indicate adjacent booth or aisle number: ________)

Indicate Adjacent Booth or Aisle Number:

Please note the following requirements must be met in order for Booth Layout to be accepted:
• Orientation listed
• Main Drop Location (MDL) listed
• Power distribution points listed
• Readable/Legible

Indicate Adjacent Booth or Aisle Number:

Front of (indicate adjacent booth or aisle number: ________)

Review and Return:
Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
GES Payment Policy

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Universe of Pre-Filled Syringes and Injection Devices
Loews Royal Pacific Resort @ Universal Orlando
October 8 - 9, 2018

Payment for Services
GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices
To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment
GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $50.00 fee for returned NSF checks.

Third Party Billing
Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt
If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations
No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.
GES Terms and Conditions of Contract

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.

b. GES to Customer: To the extent of GES’ own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.
VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrunk-wrapped or shrink-wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/ Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging Items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for All Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).
IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled “Storage Agreement.” In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES’ liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES’ sole negligence. GES’ liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES’ immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information (“PI”) submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer’s future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer’s express authorization or a mandatory legal requirement; (d) GES retains PI of Customer’s primary contacts (including name and email) on an ongoing basis to better serve Customer’s future event needs until either GES’ Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at http://www.ges.com/us/legal/privacy-policy.
PSAV Audiovisual Exhibitor Order Form

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

<table>
<thead>
<tr>
<th>SHOW NAME:</th>
<th>START DATE:</th>
<th>END DATE:</th>
<th># SHOW DAYS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ON-SITE CONTACT NAME:</td>
<td>ROOM / EXHIBIT BOOTH #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS:</td>
<td>CITY &amp; STATE :</td>
<td>ZIP CODE:</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER:</td>
<td>FAX NUMBER:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORDERED BY:</td>
<td>EMAIL ADDRESS (PLEASE PRINT):</td>
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</tbody>
</table>

**Monitors**

<table>
<thead>
<tr>
<th>Day Rate</th>
<th>Show Rate</th>
<th>Qty</th>
<th>#Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>24” LCD Flat Screen Monitor</td>
<td>$145.00</td>
<td></td>
<td></td>
<td>$290.00</td>
</tr>
<tr>
<td>32” LCD Screen and Cables</td>
<td>$360.00</td>
<td></td>
<td></td>
<td>$720.00</td>
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<tr>
<td>46” LCD Screen and Cables</td>
<td>$565.00</td>
<td></td>
<td></td>
<td>$1,130.00</td>
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<tr>
<td>55” LCD Screen and Cables</td>
<td>$765.00</td>
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<td></td>
<td>$1,530.00</td>
</tr>
<tr>
<td>65” LCD Screen and Cables**</td>
<td>$885.00</td>
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<td></td>
<td>$1,770.00</td>
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<tr>
<td>70” LCD Monitor**</td>
<td></td>
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</tbody>
</table>

**Video Equipment**

<table>
<thead>
<tr>
<th>Day Rate</th>
<th>Show Rate</th>
<th>Qty</th>
<th>#Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td>$95.00</td>
<td></td>
<td></td>
<td>$190.00</td>
</tr>
<tr>
<td>Powered Speaker with Tripod</td>
<td>$115.00</td>
<td></td>
<td></td>
<td>$230.00</td>
</tr>
<tr>
<td>4 channel Mixer</td>
<td>$75.00</td>
<td></td>
<td></td>
<td>$150.00</td>
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<tr>
<td>Wireless Mic</td>
<td>$210.00</td>
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<td>$420.00</td>
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</table>

**Audio Equipment**

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<th>Day Rate</th>
<th>Show Rate</th>
<th>Qty</th>
<th>#Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>55” HD LCD Monitor **</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90” HD Monitor ***</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32”-70” Touchscreen ***</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42”-70” Smart T.V. ***</td>
<td></td>
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</tbody>
</table>

**Lighting**

<table>
<thead>
<tr>
<th>Day Rate</th>
<th>Show Rate</th>
<th>Qty</th>
<th>#Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atmospheric LED 5 light pkg.</td>
<td>$250.00</td>
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<td></td>
<td>$500.00</td>
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<tr>
<td>Additional Lighting options available</td>
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</table>

**Laptops**

<table>
<thead>
<tr>
<th>Day Rate</th>
<th>Show Rate</th>
<th>Qty</th>
<th>#Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor Chrome Plasma Stands 72”H</td>
<td>$125.00</td>
<td></td>
<td></td>
<td>$125.00</td>
</tr>
<tr>
<td>Mini Display/Apple Dapter</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Orders less than 10 days prior to show start date**

<table>
<thead>
<tr>
<th>Advance Show rates cut off 10 days prior to start of Show.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please email your orders to: <a href="mailto:LoewsOrlandoExhibits@PSAV.com">LoewsOrlandoExhibits@PSAV.com</a></td>
</tr>
</tbody>
</table>

* Price is subject to availability
** May require Additional Labor/Install

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GRAND TOTAL

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FOR PSAV USE ONLY – PSAV WILL CONTACT YOU FOR PAYMENT INFORMATION

CARDHOLDER’S NAME: 
BILLING ZIP CODE: 

AMEX MCARD
CHECK

EXP DATE: