**2019 PDA/FDA Joint Regulatory Conference**

Renaissance Washington DC  
September 16 - 17, 2019

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**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
- (1) Side Chairs
- (1) Wastebasket

*Additional furniture is not available to rent at this conference.*

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**EXHIBIT SHOW SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Exhibitor Move-in</td>
<td>Sunday, September 15, 2019</td>
<td>2:00 PM to 8:15 PM</td>
</tr>
<tr>
<td>Exhibit Hours:</td>
<td>Monday, September 16, 2019</td>
<td>9:45 AM to 7:15 PM</td>
</tr>
<tr>
<td></td>
<td>Tuesday, September 17, 2019</td>
<td>9:45 AM to 4:00 PM</td>
</tr>
<tr>
<td>Exhibitor Move-out:</td>
<td>Tuesday, September 17, 2019</td>
<td>4:00 PM to 7:00 PM</td>
</tr>
<tr>
<td>Freight Reroute Begins*</td>
<td>Tuesday, September 17, 2019</td>
<td>7:00 PM</td>
</tr>
</tbody>
</table>

*All outbound carriers must be checked in by this time*

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**SHIPPING ADDRESSES**

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]  
2019 PDA/FDA Joint Regulatory Conference  
c/o Shepard Exposition Services  
7079 Oakland Mills Rd  
Columbia, MD 21046

**Direct Shipments Address**

[Exhibiting Co. Name & Booth Number]  
c/o Shepard Exposition Services  
2019 PDA/FDA Joint Regulatory Conference  
Renaissance-Washington DC  
999 Ninth Street NW  
Washington, DC 20001

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**IMPORTANT DEADLINES**

- Discount price deadline for custom Shepard rentals: Friday, August 16, 2019
- Exhibitor appointed contractor notification deadline: Monday, August 19, 2019
- First day for warehouse deliveries without a surcharge: Monday, August 19, 2019
- Discount price deadline for standard Shepard orders: Monday, August 26, 2019
- Last day for warehouse deliveries without a surcharge: Friday, September 6, 2019
- Last day for warehouse deliveries*: Friday, September 13, 2019

*Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.*

- First day freight can arrive at show facility: Sunday, September 15, 2019 at 8:00 AM
Exhibitors may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Exhibitor Move Out
Tuesday, September 17, 2019  4:00 PM to 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, September 17, 2019  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, September 17, 2019  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  2019 PDA/FDA Joint Regulatory Conference

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

ENTER your email address and password then click

NEW users:  
User name = Your Email Address (provided by Event Management)
Password = PDA19

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

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

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

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

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

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

Confirm your order, click and complete the payment process.

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

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

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

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(410) 737-9270
baltimore@shepardes.com
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
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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: ____________________________ Card: ________ (Please 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.

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.

Payment Authorization

Event Code: M119210919

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

TAX EXEMPT? Please submit tax exemption certificate to: baltimore@shepardes.com
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

Definitions and Shepard Responsibilities: The term 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 unhold all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

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

Payments: are due prior 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 creditor acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid within 30 days following the close of the show, then such 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 during the show, and Shepard will endeavor to collect this amount.

Show Site Orders: Services ordered at show site will require full payment when 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: Audits should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate. Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

Third Party Orders: All outstanding services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

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

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

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

Tax Exempt Status: Under law, the amount of sales tax charged may be reduced if you are tax exempt in the state where the show is held. A copy of the certificate must accompany your order.

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

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

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

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

Limits of Liability: If found liable for any loss 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 after the show. All materials will be transported at the risk of the exhibitor at the time of loading using document(s) submitted by the exhibitor notations regarding conditions of materials or piece counts will not be considered. 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.”
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Monday, August 19, 2019

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

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

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

CREDIT CARD INFORMATION (Required for all forms of payment)

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

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

**Event Code:** M119210919

**Renaissance Washington DC**

**September 16 - 17, 2019**

**Discount Deadline:** Monday, August 19, 2019

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

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

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

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

**Exhibitor Appointed Contractor**

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

**Description of proposed service for Exhibitor**

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

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

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

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

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

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

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

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

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

**Exhibitor Signature**

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Exhibitor Appointed Contractor

Connect With Us!

Email: baltimore@shepardex.com

Phone: (410) 737-9270

Fax: (410) 737-9274

Mail: 7079 Oakland Mills Rd, Columbia, MD 21046
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!

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.

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.
### Step 1: Complete Exhibiting company information:

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

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

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

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

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

**Street Address**

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

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

**Is there a loading dock?**

- [ ] Do we need a lift gate on our truck?

**Is your building in a residential area?**

- [ ] Do we need to go inside your office to pick up your items?

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

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

### Step 4: Tell us Where this is going:

- [ ] Advance Warehouse
- [ ] Direct to showsite

**Step 5: Tell us What we are shipping:**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Cartons (cardboard)</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Cases/trunks</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
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<table>
<thead>
<tr>
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<th>Skids/pallets</th>
<th>L</th>
<th>W</th>
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<th>Weight</th>
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</thead>
<tbody>
<tr>
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<th>W</th>
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</thead>
<tbody>
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<th>L</th>
<th>W</th>
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<tbody>
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<table>
<thead>
<tr>
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<th>Other</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
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<tbody>
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</table>

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

### Company

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</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.
TO: TO:

First day freight can arrive w/o a surcharge: First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge: Last day freight can arrive w/o a surcharge:

For: For:

August 19, 2019 August 19, 2019

Renaissance-Washington DC
999 Ninth Street NW
Washington, DC 20001

2019 PDA/FDA Joint Regulatory Conference

RUSH

RUSH

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: (Exhibiting Company Name)

Booth #:

________________________

c/o Shepard Exposition Services

7079 Oakland Mills Rd
Columbia, MD 21046

Delivery Hours: M-F, 8-4:30 PM

For: 2019 PDA/FDA Joint Regulatory Conference

First day freight can arrive w/o a surcharge:

August 19, 2019

Last day freight can arrive w/o a surcharge:

September 6, 2019

Shipping Labels

DIRECT TO SHOW

DIRECT TO SHOW

TO: (Exhibiting Company Name)

Booth #:

________________________

c/o Shepard Exposition Services

Renaissance-Washington DC
999 Ninth Street NW
Washington, DC 20001

For: 2019 PDA/FDA Joint Regulatory Conference

MUST NOT BE DELIVERED PRIOR TO:

September 15, 2019 @ 8:00 AM

MUST NOT BE DELIVERED PRIOR TO:

September 15, 2019 @ 8:00 AM
Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Booth #

Contact Name

Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

OTHER

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

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

Ground 2nd Day Overnight

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

Reroute via the show carrier (Shepard Logistics)

Return to warehouse ($400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling* Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$230.15</td>
<td>$299.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direct to Show Site Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$213.05</td>
<td>$319.50</td>
<td>$277.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$115.00</td>
<td></td>
</tr>
<tr>
<td>35040</td>
<td></td>
</tr>
</tbody>
</table>

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

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

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

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

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

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

Important! All Material Handling fees will be automatically billed to the credit card on file!
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

Shipping is the process of 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 two 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.

What determines how much I’m charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

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

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

What is and why would I need liability insurance?

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

Purchase 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 your choice or return to the local warehouse (whichever is indicated on your MHA).

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

Rate as shown on Material Handling Rate Form, approx 30%

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

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

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

DISPOSAL FEE

Fee: .75 Per Lb   Labor Rate $115.00   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.

OVER-TIME/DOWN 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/DOWN 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 showsite after show open will be charged a surcharge.

UNCUTRATED 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.

MARSHALING YARD

Surcharge: $30 per Shipments  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

Shipment 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.
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

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

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

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

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

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

<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>155.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td>Booth to Dock ST</td>
<td>155.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td>Dock to Booth OT</td>
<td>212.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td>Booth to Dock OT</td>
<td>212.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: after 4:30 pm; All day Saturday & Sunday
DT - Double-time: All other hours and Holidays, including Union holidays

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.
Rental items found and in use in your booth are subject to “Standard” pricing.

Company Name: _______________________________________________________________________

Contact Name ________________________________________________ Contact Email Address __________________________

Please Sign ___________________________ Card / Holder Signature __________________________
Step One: Tell us who you are:

Accessible Storage Use this type when you need to pull items out of storage during the show. Do not use this service for "Empty" storage.

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

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

Onsite Contact

Onsite Cell Phone #

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

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

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

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

Per Day

<table>
<thead>
<tr>
<th>Pallets/Skids</th>
<th>1/2 a Trailer</th>
<th>Full Trailer</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00</td>
<td>$80.00</td>
<td>$120.00</td>
<td>ST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$172.50</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>DT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$224.25</td>
</tr>
</tbody>
</table>

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

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

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

Secured Storage

Per Sq Ft

<table>
<thead>
<tr>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
</tr>
<tr>
<td>$115.00</td>
</tr>
<tr>
<td>OT</td>
</tr>
<tr>
<td>$172.50</td>
</tr>
<tr>
<td>DT</td>
</tr>
<tr>
<td>$224.25</td>
</tr>
</tbody>
</table>

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

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

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

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

CoD

Company Name: ____________________________ Booth # ____________________________

Please Sign

Credit Card Information

Card Number: ____________________________ Card Expiration: __/____

Signature: ____________________________

Contact Name: ____________________________ Contact Email Address: ____________________________
Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event. Pricing:

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

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step One: Tell Us Who You Are:**
Exhibiting Company
Name_________________________________________Booth # ____________
Onsite Contact ____________________________________________ Onsite Cell Phone # ____________
Email Address ____________________________________________

**Step Two: Tell Us What You Are Storing:**
How many pieces?
What are the dimensions of each piece?

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

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

**Step Three: How Long Are We Storing Your Items?**
From Date ____________ To ____________ Fees will continue until storage is picked up.

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

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

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

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

Estimated Warehouse Storage: $ ________
Tax*: $ ________  
Amount Due: $ ________
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

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

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

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

www.aglfairslogistics.com/usaebrochure/
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Monday, August 26, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

Booth Vacuuming

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

Daily Vacuum

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

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

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

Specialty Services

Mopping and Carpet Shampooing

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

Display Wipe Down (invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td>$149.50</td>
<td>$224.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>$149.50</td>
<td>$224.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Total Cleaning: $6.00%

Tax*: $ Amount Due: $

Company Name:_________________________________________ Booth #

Contact Name__________________________________________ Contact Email Address__________________________________

Please Sign

Card Holder Signature
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16-17, 2019

Discount Deadline Monday, August 26, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Regular Skirted Tables

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

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers for 6x30" Tables

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$162.30</td>
<td>$211.00</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$199.50</td>
<td>$259.35</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$252.90</td>
<td>$328.75</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$197.30</td>
<td>$266.50</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L X 42&quot;H X 24&quot;W</td>
<td>$252.65</td>
<td>$328.45</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L X 42&quot;H X 24&quot;W</td>
<td>$297.20</td>
<td>$386.35</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side 30&quot;</td>
<td></td>
<td></td>
<td>$98.65</td>
<td>$128.25</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot;</td>
<td></td>
<td></td>
<td>$98.65</td>
<td>$128.25</td>
<td></td>
</tr>
</tbody>
</table>

Unskirted Regular Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50040</td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$115.65</td>
<td>$150.35</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$138.00</td>
<td>$179.40</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$162.70</td>
<td>$211.50</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$130.25</td>
<td>$169.35</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td></td>
<td>6'L X 42&quot;H X 24&quot;W</td>
<td>$162.70</td>
<td>$211.50</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td></td>
<td>8'L X 42&quot;H X 24&quot;W</td>
<td>$181.55</td>
<td>$236.00</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance
Includes 6'x30" table

<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>$295.90</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$295.90</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$295.90</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$295.90</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ________________________________ Booth #: __________________

Contact Name: ________________________________ Contact Email Address: __________________

Please Sign: __________________________ Card Holder Signature: __________________

Event Code: M119210919
Connect With Us!
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Modernize your look!
Natural Feel Pedestal
Maple Top

Regular Pedestal
Gray fleck top

Side Tables
18" H X 24"W

2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline Monday, August 26, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

<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>42&quot;H X 30&quot;R</td>
<td></td>
<td>$371.65</td>
<td>$483.15</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>30&quot;H X 30&quot; R</td>
<td></td>
<td>$356.55</td>
<td>$463.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td>42&quot;H X 36&quot;R</td>
<td></td>
<td>$291.45</td>
<td>$378.90</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>30&quot;H X 36&quot; R</td>
<td></td>
<td>$272.50</td>
<td>$354.25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td></td>
<td>$137.15</td>
<td>$178.30</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Sq 18&quot;H X 24&quot; W</td>
<td></td>
<td>$137.15</td>
<td>$178.30</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $
6.000% Tax*: $
Amount Due: $

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

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

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

Company Name: ___________________________ Booth# ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Card Holder Signature: ___________________________
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Monday, August 26, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

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

Regular Seating

Specialty Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$212.40</td>
<td>$276.10</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$174.45</td>
<td>$226.80</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50224</td>
<td></td>
<td>Padded Stool</td>
<td>$175.20</td>
<td>$227.75</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$105.50</td>
<td>$137.15</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$143.80</td>
<td>$186.95</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$194.75</td>
<td>$253.20</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$108.80</td>
<td>$141.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: ___________________________ Booth# ___________________________
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Monday, August 26, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$215.40</td>
<td>$280.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$285.30</td>
<td>$370.90</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$101.25</td>
<td>$131.65</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$285.30</td>
<td>$370.90</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>$257.15</td>
<td>$348.15</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2'x8' w/o legs, each</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$17.70</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Hooks (12)</td>
<td>$56.60</td>
<td>$73.60</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>$347.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$347.15</td>
<td>$452.60</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Event Code: M119210919
Connect With Us!
email: baltimore@shepardes.com
phone: (410) 737-9270
fax: (410) 737-9274
mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Company Name: ____________________________  Booth #: ____________________________

Card Holder Signature

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

Stacking Shelves

Skirting of Exhibitor Equipment

<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>50067</td>
<td>4'</td>
<td>Full View</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6'</td>
<td>Full View</td>
<td>$1,185.75</td>
<td>$1,541.50</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4'</td>
<td>Quarter View</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6'</td>
<td>Quarter View</td>
<td>$1,185.75</td>
<td>$1,541.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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!

<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>50296</td>
<td>4'x12&quot;</td>
<td>Display Shelf</td>
<td>$120.50</td>
<td>$156.65</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6'x12&quot;</td>
<td>Display Shelf</td>
<td>$149.95</td>
<td>$194.95</td>
<td></td>
</tr>
</tbody>
</table>

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

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

Contact an ESS Representative to get started!

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Ft</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td>Sateen</td>
<td>Skirting</td>
<td></td>
<td>22.30</td>
<td>29.00</td>
<td></td>
</tr>
</tbody>
</table>

Order per linear foot

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 Showcase & Risers: $ __________
6.000% Tax**: $ __________
Amount Due: $ __________
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!

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: ___________________________
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Friday, August 16, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

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

### Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$217.75</td>
<td>$283.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horiz., 22&quot; x 28&quot;</td>
<td>$217.75</td>
<td>$283.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$331.70</td>
<td>$431.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horiz., 28&quot; x 44&quot;</td>
<td>$331.70</td>
<td>$431.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$671.30</td>
<td>$872.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Vinyl Banners with Digital Printing

<table>
<thead>
<tr>
<th>Qty</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$27.65</td>
<td>$35.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$27.65</td>
<td>$35.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$29.70</td>
<td>$38.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$29.70</td>
<td>$38.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$59.15</td>
<td>$76.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$3.85</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$65.15</td>
<td>$84.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table Clings

Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty</th>
<th>Code</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$231.65</td>
<td>$301.15</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.

Event Code: M119210919
Connect With Us!
Email: baltimore@shepardes.com
Phone: (410) 737-9270
Fax: (410) 737-9274
Mail: 7079 Oakland Mills Rd, Columbia, MD 21046

Please sign
Card Holder Signature

Company Name:

Contact Name

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

Address:  https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-
2019/09_PDA%20FDA%20Joint%20Regulatory%20Conference/Exhibitor%20Uploads
Username:  sesftp
Password:  ftpftp

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

   Failure to follow these steps could result in delayed graphics.

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

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

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

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

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

ARTWORK GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supervised Labor

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

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: after 4:30 pm; All day Saturday & Sunday
DT - Double-time: All other hours and Holidays, including Union holidays

Shepard Blue Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST $149.50</td>
<td>$194.35</td>
</tr>
<tr>
<td>68067</td>
<td>OT $224.25</td>
<td>$291.55</td>
</tr>
<tr>
<td>68068</td>
<td>DT $291.53</td>
<td>$379.00</td>
</tr>
</tbody>
</table>

(68070/68071/68072)

Step One: Choose Your Service

- Installation # ______
- Dismantling # ______
- Both # ______

Step Two: How Many People?

- How Many Hours? # ______ # ______ # ______

Step Three: Step Four:

- When Should the Build be Complete?
  - Date: ______
  - Time: ______

Step Five: Tell Us About Your Exhibit!

- (this portion must be completed before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name ___________________________ Tracking or Pro # ___________________________

# of Pieces ___________________________ Advance Warehouse or Direct to Show site? ______

Estimated Weight ___________________________

Estimated Arrival Date ___________________________

Set Up Information:

Company Contact Name: ___________________________

Email ___________________________

Cell Phone # ___________________________

Contact Arrival Date ___________________________

Booth Size: ______ X ______

Carpet: ______

Ordered from Shepard ______

Exhibitor Owned Carpet ______

Carpet Padding ______

Drawings/Photos/Instructions:

Attached ______

Emailed to Shepard ______

With the Exhibit ______

In crate # ______

Electrical Placement

(Exhibitor is responsible to order)

Emailed to Shepard ______

Drawing Attached ______

Drawing with Exhibit ______

Does Electrical go UNDER carpet? ______ Yes ______ No

Graphics: ______

With Exhibit ______

Shipped Separately ______

Other Services Ordered:

- Overhead Rigging ______
- Cleaning ______
- AV ______

Outbound Shipping:

# of Crates ______

# of Cartons ______

# of Fiber Cases ______

# of Pallets ______

Ship To: ___________________________

Phone # ___________________________

Must Arrive at Destination By: ______

Name of Carrier ___________________________

Date Carrier is Scheduled to Pick Up Freight ______

Method: ______

Common ______

Air ______

Van ______

Other ______

If Your Carrier doesn’t show? ______

Reroute with SLS ______

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

*Allow time for empty return when scheduling your pick up

Estimated SES Blue Labor: ______

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.

Company Name: ___________________________

Booth #: ___________________________

Please Sign

Card Holder Signature

Spend a Little, Save a Lot

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

Choose Shepard Blue for your labor needs and leave your worries behind!
2019 PDA/FDA Joint Regulatory Conference
Renaissance Washington DC
September 16 - 17, 2019

Discount Deadline: Monday, August 26, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

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

Labor Hours
ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: after 4:30 pm; All day Saturday & Sunday
DT - Double-time: All other hours and Holidays, including Union holidays

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>Flooring Only</td>
<td>$115.00</td>
<td>$149.50</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>Padding + Flooring</td>
<td>$172.50</td>
<td>$224.25</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>Minimum</td>
<td>$224.25</td>
<td>$291.55</td>
<td></td>
</tr>
</tbody>
</table>

Step One: Choose your service

| Installation | # |
| Dismantling  | # |
| Both         | # |

Step Two: How many people?

| Installation | # |
| Dismantling  | # |
| Both         | # |

Step Three: How many hours?

| Installation | # |
| Dismantling  | # |
| Both         | # |

Step Four: Any other details?

Any special tools needed? Ladders? Lifts?
Details:

Step Five: Schedule

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

Requested times are not guaranteed and are based on availability.

Exhibitor Owned Carpet Installation/Removal

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

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

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td></td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td></td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td></td>
<td>Minimum</td>
<td>299.00</td>
<td>388.70</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.

Company Name: ________________________________
Booth #: ________________________________

Contact Name: ________________________________
Contact Email Address: ________________________________

Please Sign

Card Holder Signature

Labor Estimate $ ________________________________
Tax*: $ ________________________________
Amount Due: $ ________________________________
**Shepard Glossary**

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

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

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

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

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

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

**Certified Weight Ticket** – A 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 “hundred weight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
Exhibitor: __________________________________ Conference Name: __________________________ Date of Form ____________

Onsite Contact: __________________________________ Email: _____________________________

Billing Address: __________________________________ Zip Code: ___________ Telephone #: (______) ________________ FAX # (______) ____________

City: __________________ State: ____________________________

Booth #: _______ Setup Date: __________ Time: ___________ Pickup Date: __________ Time: ___________

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### QTY EQUIPMENT COST # OF DAYS TOTAL

<table>
<thead>
<tr>
<th>QTY</th>
<th>EQUIPMENT</th>
<th>COST</th>
<th># OF DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>37” Screen Monitor (Tabletop Only)</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>48” Screen Monitor (with Stand)</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>55” Screen Monitor (with Stand)</td>
<td>$675.00</td>
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<tr>
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<td>60” LED Screen Monitor (with Stand)</td>
<td>$750.00</td>
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<tr>
<td></td>
<td>Laptop Computer</td>
<td>$260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19” Flat Screen Computer Monitor</td>
<td>$210.00</td>
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<tr>
<td></td>
<td>LED Uplight (Each)</td>
<td>$95.00</td>
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<tr>
<td></td>
<td>High Speed Wired Internet Line</td>
<td>$175.00</td>
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</tr>
<tr>
<td></td>
<td>Premium Wireless High Speed Internet (12-18 Mbps Total Bandwidth)</td>
<td>$35.00</td>
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**Power Request**

<table>
<thead>
<tr>
<th>QTY</th>
<th>EQUIPMENT</th>
<th>COST</th>
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<tbody>
<tr>
<td></td>
<td>Powerstrip and Extension Cord (includes up to 15 Amps)</td>
<td>$30.00</td>
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</tbody>
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**ALL PRICES ARE ON PER DAY BASIS IN THE SAME BOOTH/ROOM AND ARE SUBJECT TO 25% SERVICE AND 6% DC SALES TAX.**

*Completed forms can be emailed to Justina Guerrero at justina.guerrero@marriott.com*

**Billing Information:**

*Secure Credit Card Link will be sent via email and must be completed within 24hrs of receipt*

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Authorized Signer (Print Name) __________________________ Signature __________________________

NOTICE: You must be present in the booth at delivery time to accept and secure equipment. Please bring a copy this form with you. Also call Audio Visual Dept. 202-962-4375 when you arrive to your booth. This communication contains information from Marriott International, Inc. that may be confidential. Except for personal use by the intended recipient, or as expressly authorized by the sender, any person who receives this information is prohibited from disclosing, copying, distributing, and/or using it. If you have received this communication in error, please immediately delete it and all copies, and promptly notify the sender. Nothing in this communication is intended to operate as an electronic signature under applicable law.