**SHOW INFORMATION**

Winter Simulation Conference 2017  
December 3 - 6, 2017  
Red Rock Resort & Casino - Las Vegas, Nevada  
Event Code: L162191217

**BOOTH PACKAGE**

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

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

**EXHIBIT SHOW SCHEDULE**

General Exhibitor Move-in: Sunday, December 3, 2017  12:00 PM - 5:00 PM

Exhibit Hours:  
Monday, December 4, 2017  9:30 AM - 5:30 PM  
Tuesday, December 5, 2017  9:30 AM - 5:30 PM  
Wednesday, December 6, 2017  9:00 AM - 11:30 PM

Exhibitor Move-out: Wednesday, December 6, 2017  11:30 AM - 2:30 PM

Freight Re-route Time: Wednesday, December 6, 2017  2:30 PM

**IMPORTANT DEADLINES**

Discount price deadline for custom Shepard rentals: Friday, November 3, 2017

Exhibitor appointed contractor notification deadline: Monday, November 6, 2017

First day for warehouse deliveries without a surcharge: Monday, November 6, 2017

Discount price deadline for standard Shepard orders: Monday, November 13, 2017

Last day for warehouse deliveries without a surcharge: Friday, November 24, 2017

Last day for warehouse deliveries: Friday, December 1, 2017  
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, December 3, 2017  at  8:00 AM

**SHIPPING ADDRESSES**

Advance Shipments Address  
[Exhibiting Co. Name & Booth Number]  
Winter Simulation Conference 2017  
c/o Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

Direct Shipments Address  
c/o Shepard Exposition Services  
Winter Simulation Conference 2017  
[Exhibiting Co. Name & Booth Number]  
Red Rock Resort & Casino  
11011 W Charleston Blvd  
Las Vegas, NV 89135

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.
ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

2. Click on **Winter Simulation Conference 2017**

3. **LOG IN** from the Show Information page.

4. **ENTER** your email address and password then click **login**
   a. **NEW users:** User name = Your Email Address (provided by Show Management)
      Password = WSC2017
   b. **Previous users:** User name = Your Email Address
      Password = Your pre-existing password

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

6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click **proceed to ordering**
      OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.

7. **Welcome to Shepard Online Ordering!**

Some helpful tips:

Use the **previous** or **continue** buttons to scroll through all your options.

Use the **add to cart** button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on **cart**

To **DELETE** an item from your shopping cart, click **x** next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com
Please complete the information requested below 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. 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 to include 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.

** Are you tax exempt for the state this event occurs in?   [ ] Yes   [ ] No  
If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held. Please submit tax exemption certificate to: lasvegas@shepardes.com
**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

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

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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

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

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

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

**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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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**DEFINITIONS AND SHEPARD RESPONSIBILITIES**

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

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**INDEMNIFICATION**

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

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**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.

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**SHEPARD'S 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.

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**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 disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notions of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

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

### SERVICES TO BE COVERED BY THIRD PARTY

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All services</td>
<td>Rental Furniture</td>
</tr>
<tr>
<td></td>
<td>Exhibit Display Rentals</td>
</tr>
<tr>
<td></td>
<td>Overhead Rigging/Labor</td>
</tr>
<tr>
<td></td>
<td>Cleaning</td>
</tr>
<tr>
<td></td>
<td>Installation/Dismantling Labor</td>
</tr>
<tr>
<td></td>
<td>Logistics/Transportation</td>
</tr>
<tr>
<td></td>
<td>Other (please specify):</td>
</tr>
<tr>
<td></td>
<td>Material Handling *Please complete the Material Handling Authorization Form</td>
</tr>
</tbody>
</table>

Notes:

### THIRD PARTY INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td></td>
</tr>
<tr>
<td>COMPANY ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PHONE:</td>
<td></td>
</tr>
<tr>
<td>CITY, ST, ZIP:</td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>EMAIL:</td>
<td></td>
</tr>
</tbody>
</table>

### EXHIBITING COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
</tr>
<tr>
<td>BOOTH #:</td>
<td></td>
</tr>
<tr>
<td>COMPANY ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PHONE:</td>
<td></td>
</tr>
<tr>
<td>CITY, ST, ZIP:</td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME:</td>
<td></td>
</tr>
<tr>
<td>EMAIL:</td>
<td></td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE:</td>
<td></td>
</tr>
</tbody>
</table>

### THIRD PARTY CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Card:</td>
<td><img src="image" alt="MasterCard" />, <img src="image" alt="Visa" />, <img src="image" alt="AmericanExpress" />, <img src="image" alt="Discover" /></td>
</tr>
<tr>
<td>Credit Card #:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td><img src="image" alt="Month" /> <img src="image" alt="Year" /></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
</tr>
<tr>
<td>Security Code:</td>
<td></td>
</tr>
<tr>
<td>City, ST, Zip:</td>
<td></td>
</tr>
<tr>
<td>Name on Card:</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
</tr>
</tbody>
</table>

** Are you tax exempt for the state this event occurs in?  

<table>
<thead>
<tr>
<th>Option</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held. Please submit tax exemption certificate to: lasvegas@shepardes.com
**Signature Series Furniture**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50704</td>
<td>Natural Feel Business Chair</td>
<td>146.40</td>
<td>190.30</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Business Stool</td>
<td>178.25</td>
<td>231.75</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Feel Business Table 30”</td>
<td>299.15</td>
<td>388.90</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Feel Business Table 40”</td>
<td>311.90</td>
<td>405.45</td>
<td></td>
</tr>
</tbody>
</table>

**Fabric Table Covers (50700)**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White - Fabric Table Cover w/Table</td>
<td>248.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>248.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>248.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>248.30</td>
<td></td>
</tr>
</tbody>
</table>

**Natural Feel Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50709</td>
<td>Natural Feel Floor Lamp</td>
<td>159.10</td>
<td>206.85</td>
<td></td>
</tr>
<tr>
<td>50710</td>
<td>Natural Feel Table Lamp</td>
<td>114.60</td>
<td>149.00</td>
<td></td>
</tr>
<tr>
<td>50708</td>
<td>Natural Feel Waste Receptacle</td>
<td>70.00</td>
<td>91.00</td>
<td></td>
</tr>
</tbody>
</table>

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: ______________________________ Contact Name: ______________________________

Booth Number: ____________________________ Phone Number: ____________________________

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.

*All tax rates are subject to change.

Authorized Signature: ______________________________

Total Signature Furnishings: $________

Tax*: $________

Amount Due: $________
### Formula to Calculate Square Footage

\[
\text{length} \times \text{width} = \text{sq. ft.}
\]

### Signature Series Flooring

#### Elevated Hardwood Flooring

- Light Oak - Elevated Hardwood Floor
- Dark Oak - Elevated Hardwood Floor

*Actual colors may vary*

#### Premium Plush Carpet

- 50 oz.
- Light Maple
- Rustic Cherry
- Blackwood
- Barnwood
- Checkerboard

*Actual colors may vary*

#### Premium Vinyl Floor Covering

- Light Maple
- Rustic Cherry
- Blackwood
- Barnwood
- Checkerboard

#### Payment Information

- Authorize Signature:

- Total Signature Flooring: 
- 8.150% Tax*: 
- Amount Due: 

*All tax rates are subject to change.

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**Please complete the following.**

- Company Name: 
- Contact Name: 
- Booth Number: 
- Phone Number: 

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

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*Call for Quote*
Booth Cleaning

Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancellations must be received 48 hours prior to show opening

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

Booth Vacuuming

<table>
<thead>
<tr>
<th>Vacuum Once</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;399 sq ft</td>
<td></td>
<td>0.48</td>
<td>0.65</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td></td>
<td>0.45</td>
<td>0.60</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td></td>
<td>0.45</td>
<td>0.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacuum Once with One Touch Up</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;399 sq ft</td>
<td></td>
<td>0.58</td>
<td>0.75</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td></td>
<td>0.55</td>
<td>0.70</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td></td>
<td>0.50</td>
<td>0.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daily Vacuum</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;399 sq ft</td>
<td></td>
<td>1.44</td>
<td>1.85</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td></td>
<td>1.30</td>
<td>1.70</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td></td>
<td>1.20</td>
<td>1.55</td>
</tr>
</tbody>
</table>

Mopping/Shampooing

<table>
<thead>
<tr>
<th>Mopping</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening per sq ft</td>
<td></td>
<td>0.60</td>
<td>0.80</td>
</tr>
<tr>
<td>Daily per sq ft</td>
<td></td>
<td>1.55</td>
<td>2.00</td>
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<table>
<thead>
<tr>
<th>Shampooing</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening per sq ft</td>
<td></td>
<td>0.65</td>
<td>0.85</td>
</tr>
</tbody>
</table>

Display Wipe Down

<table>
<thead>
<tr>
<th>Display Wipe Down</th>
<th>*2 hr minimum per day</th>
<th>Item</th>
<th>ST</th>
<th>OT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Porter Service

<table>
<thead>
<tr>
<th>Porter Service</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service Once</td>
<td></td>
<td>0.95</td>
<td>1.15</td>
</tr>
<tr>
<td>Daily Porter Service</td>
<td></td>
<td>1.45</td>
<td>1.60</td>
</tr>
</tbody>
</table>

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

Please note: booth cleaning and porter service are non-taxable for this show.

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Company Name: _____________________________
Contact Name: _____________________________
Booth Number: _____________________________
Phone Number: _____________________________

Total Cleaning: $ ___________________________
N/A Tax*: $ ___________________________
Amount Due: $ ___________________________

Authorized Signature: _____________________________

---


**Choose Color:**

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

**Premium Carpet**

- 28 oz., 100% Ultra Cut Pile with Action Back or Jute Backing

**Purchased Premium Carpet**

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

**Booth Dimensions**

What is your booth size (ft.)?

\[ \text{X} = \text{sq. ft.} \]

**Expo Carpet - 13 oz.**

**Special Cut Expo Carpet**

Rental includes installation and removal of carpet and visqueen protective covering.

*Minimum 100 square feet.

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

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**Total Carpeting**

\[ \text{Amount Due: } \]

\[ 8.15\% \text{ Tax: } \]

\[ \text{Amount Due: } \]

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**Company Name:**

**Booth #:**

**Contact Name:**

**Phone #:**

**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
## Tables - All Display Tables are 24" Wide

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

### Skirted Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
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<th>Size</th>
<th>Discount</th>
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Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

### Unskirted Tables

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## Risers - Wooden Planking, 8" Wide

### Draped Risers

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<tr>
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<td>119.80</td>
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<tr>
<td>50083</td>
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### Undraped Risers

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## Skirting of Exhibitor Equipment - per Linear Ft.

<table>
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<th>Code</th>
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<tr>
<td>50058</td>
<td></td>
<td>Sateen Skirting</td>
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Please select sateen color from below:
- Red (01)
- Gold (04)
- Burgundy (07)
- Green (02)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Teal (13)

**Total Expo Furnishings:** $8,150.00  
8.150% Tax: $652.50  
Amount Due: $8,802.50

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.  
* All tax rates are subject to change.
Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

SPECIALTY CHAIRS AND TABLES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td>51086</td>
<td>Director's Chair</td>
<td>88.70</td>
<td>115.30</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool</td>
<td>158.70</td>
<td>206.30</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Ped. Table, 42&quot;</td>
<td>237.40</td>
<td>308.60</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Ped. Table, 30&quot;</td>
<td>222.00</td>
<td>288.60</td>
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<tr>
<td>50030</td>
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<tr>
<td>50031</td>
<td>Sq. Side Table</td>
<td>111.70</td>
<td>145.20</td>
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</tr>
</tbody>
</table>

Minimum 10 linear feet rental required

Choose Color:
- Red (01)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Burgundy (07)

Please complete the following:

Company Name: ___________________________ Booth #: ____________
Contact Name: ___________________________ Phone #: ____________

Authorized Signature: ____________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

SPECIALTY FURNISHINGS & ACCESSORIES

Winter Simulation Conference 2017
December 3 - 6, 2017
Red Rock Resort & Casino - Las Vegas, Nevada
Event Code: L162191217
Discount Deadline: November 13, 2017

SPECIALTY CHAIRS AND TABLES

<table>
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<th>Qty.</th>
<th>Item</th>
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<th>Amount</th>
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<tr>
<td>51086</td>
<td>Director's Chair</td>
<td>88.70</td>
<td>115.30</td>
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<tr>
<td>51090</td>
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<tr>
<td>51089</td>
<td>Ped. Table, 42&quot;</td>
<td>237.40</td>
<td>308.60</td>
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<td>Ped. Table, 30&quot;</td>
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<td>50030</td>
<td>Rnd Side Table</td>
<td>111.70</td>
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<td>50031</td>
<td>Sq. Side Table</td>
<td>111.70</td>
<td>145.20</td>
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</tbody>
</table>

Minimum 10 linear feet rental required

Choose Color:
- Red (01)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Burgundy (07)

Please complete the following:

Company Name: ___________________________ Booth #: ____________
Contact Name: ___________________________ Phone #: ____________

Authorized Signature: ____________________________

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

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* All tax rates are subject to change.
Soft Seating Collections

**HOPI**
- **HOPCH Chair** (gray linen)
  - 21"L 25"D 34"H

**HOPI**
- **HOPLV Loveseat** (gray linen)
  - 48"L 25"D 34"H

**SILVERADO**
- **C1E Cocktail Table** (glass, chrome)
  - 36" Round 17"H
Soft Seating Collections

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

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

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36"L 30"D 28"H
   NPLCHP (Powered)

B) NPLLOV Loveseat
   (black vinyl)
   62"L 30"D 28"H
   NPLLOP (Powered)

C) NPLSOF Sofa
   (black vinyl)
   87"L 30"D 28"H
   NPLSOP (Powered)

ROMA
A) CHR003 Chair
   (white vinyl)
   37"L 31"D 33"H
   CHRPWR (Powered)

B) SFA003 Sofa
   (white vinyl)
   78"L 31"D 33"H
   SFAPWR (Powered)

Available in Power

A. B. C. B. A. B. C. B.
Soft Seating Collections

HEATHROW
H5008 Sectional 3pcs
(black vinyl)
72"L 48"D 28"H

HCH08 Heathrow Chair
(black vinyl)
24"L 24"D 28"H

HC008 Heathrow Corner Chair
(black vinyl)
24"L 24"D 28"H

HEA08 Heathrow Sofa
(black vinyl)
48"L 24"D 28"H
Soft Seating Collections

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

TANGIERS
A) TANSOF Sofa (beige textured)
   78"L 37"D 36"H
B) TANCHR Chair (beige textured)
   34"L 37"D 36"H

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

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

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

BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38” RND 51”H

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

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

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

WH12 Half Bench Ottoman
(white vinyl)
39”L 22.5”D 18”H

Denotes Powered Products

POWERED DETAIL

Detail of Electrical Charging Outlet
Accent Chairs

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

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

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

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

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

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

D) CCE
Ice Chair
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Ottomans

VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)  F) VIB02 (blue vinyl)
B) VIB10 (black vinyl)  G) VIB08 (orange vinyl)
C) VIB07 (beige vinyl)  H) VIB06 (gold/bronze vinyl)
D) VIB04 (red vinyl)  I) VIB01 (green vinyl)
E) VIB05 (yellow vinyl)  J) VIB03 (pink vinyl)
**Styles & Shapes**

**ENDLESS Square**
- 34"L 34"D 15"H
- A) END02B (black)
- B) END02W (white)

**ENDLESS Curved**
- 60.5"L 37.5"D 15"H
- C) END01B (black)
- D) END01W (white)

**Bench Ottomans**
- 60"L 20"D 18"H
- E) BNO08 (black vinyl)
- F) BNO75 (white vinyl)

**SAL Sally Stool**
- 12" Round 17"H

**ENDLESS Curved**
- 60.5"L 37.5"D 15"H
- C) END01B (black)
- D) END01W (white)

**Bench Ottomans**
- 60"L 20"D 18"H
- E) BNO08 (black vinyl)
- F) BNO75 (white vinyl)

**LED Cube Ottomans**
- (white plastic)
- A/C power only

**J) WHT12 Half Bench**
- (white vinyl)
- 39"L 22.5"D 18"H

**K) BNQR17 Ring**
- (4 ottoman seats)
- (white vinyl)
- 72"RND 18"H

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

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

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

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

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Sydney
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
B) C1Y (black)
End Tables
27"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

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

Silverado
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

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

Rustic
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12"L 14"D 16"H
16.5"L 15.5"D 18"H
20.5"L 16"D 20"H
N) AURA
Aura Round Table
15" Round 22"H
O) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
### Winter Simulation Conference 2017

**Red Rock Resort & Casino - Las Vegas, Nevada**

**Event Code:** L162191217

**Discount Deadline:** November 13, 2017

---

#### SEATING

<table>
<thead>
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<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<tr>
<td>Las Vegas, NV 89118</td>
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<tr>
<td>Shepard Exposition Services</td>
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<td></td>
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<td><a href="mailto:lasvegas@shepardes.com">lasvegas@shepardes.com</a></td>
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<td><strong>COCKTAIL AND END TABLES</strong></td>
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<td>549.10</td>
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<td>C11W-Geo, Wood/Black</td>
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**Executive Furniture**

**Winter Simulation Conference 2017**

**December 3 - 6, 2017**

**Red Rock Resort & Casino - Las Vegas, Nevada**

**Event Code:** L162191217

**Discount Deadline:** November 13, 2017
Conference Tables

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

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

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

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

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

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

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

**Conference Tables**
- (graphite nebula)
  - E) CB3 8’ 96"L 48"D 29"H
  - F) CB2 6’ 72"L 42"D 29"H

**Conference Tables**
- (granite)
  - G) C508GR 8’ 96"L 44"D 29"H
  - H) CT10GR 10’ 120"L 46"D 29"H
  - I) CT06GR 6’ 72"L 36"D 29"H

**J) MERLIN**
- Merlin Multi Use Table
  - 46"L 29"D 30"H

**K) WD3 Work Table**
- 48"L 24"D 30"H
Executive Seating

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
H) PROXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

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

D) XC1 Luxor High Back Executive Chair
(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair
(black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H
Group Seating

ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H

LAGUNA
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H

MALBA
MALGRN Chair
(green)
20"L 20"D 32"H
Styles & Shapes

A) CS8 (black, white)
B) CS9 (red, white)
C) CS4 Syntax Chair (black, chrome)
D) XCHR Christopher Chair (white vinyl, chrome)
E) CH002 Wendy Chair (clear acrylic)
F) SC10 Razor Armless Chair (white)
G) SC3 Brewer Chair (onyx, black)
H) XC3 Luxor Guest Chair (black vinyl)
I) XC6 Altura Guest Chair (black crepe)
J) RSTDIN Rustique Chair w/arms (gunmetal)
K) DUET Duet Chair (black, chrome)

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

G30 Powered Tables

A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

(Choose from solid top tables or with grommet holes)

E) Bar Table 72"L 26"D 42"H.
F) Café Table 72"L 26"D 30"H.
G) Cocktail Table 72"L 26"D 18"H.

Denotes AC and USB charging outlets

TABLE TOP OPTIONS
(G30 Powered Tables only available in white)

MAPLE

WHITE

(ADAPTW)

Charging adapters are available to rent for all G30 Powered Table Products.

G30 Communal Tables (maple tops)
E) Bar Table 72"L 26"D 42"H.
G30BMS (solid top)
G30BMW (grommet holes)
F) Café Table 72"L 26"D 30"H.
G30DMS (solid top)
G30DMW (grommet holes)
G) Cocktail Table 72"L 26"D 18"H.
G30CMS (solid top)
G30CMW (grommet holes)

G30 Communal Tables (white tops)
H) Bar Table 72"L 26"D 42"H.
G30BWS (solid top)
G30BWW (grommet holes)
I) Café Table 72"L 26"D 30"H.
G30DWS (solid top)
G30DWW (grommet holes)
J) Cocktail Table 72"L 26"D 18"H.
G30CWS (solid top)
G30CWW (grommet holes)

K) MERLIN Merlin Multi Use Table (gray laminate, black) 46"L 29"D 30"H.
L) WD3 Work Table (white laminate, white) 48"L 24"D 30"H.
### Café Tables

| A) 30SBHC 30" Round Café Table  
|   | (liquid steel blue top, chrome hydraulic base)  
|   | 30"RND 29"H |
| B) RSTDIN Rustique Chair w/Arms  
|   | (gunmetal)  
|   | 20"L 18"D 31"H |

#### 30" Round Café Tables
- **Standard Black Base**  
  - **A) ZTB** (red top)  
  - **B) ZTH** (liquid steel blue top)
- **Hydraulic Chrome Base**  
  - **C) LIQ009** (liquid white top)  
  - **D) 30MAHC** (Madison gray acajou top)

#### Malba Chair  
- **E) MALGRN** (green)
Choose your base, black or chrome, then pick a color that suits your design.

**Café Tables**

**Standard Black Base**
- 30" Round 29" H
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) LIQ004 (liquid white)
  - E) ZTA (Madison/gray acajou)

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

**Hydraulic Chrome Base**
- 30" Round 29" H
  - I) 30STHC (silver textured)
  - J) 30GRHC (graphite nebula)
  - K) 30MTHC (maple)
  - L) 30BRHC (red)

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

See additional options on page 21.

**Mix & Match**

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
**Winter Simulation Conference 2017**

**December 3 - 6, 2017**

**Red Rock Resort & Casino - Las Vegas, Nevada**

**Event Code: L162191217**

**Conference Deadline: November 13, 2017**

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### EXECUTIVE FURNITURE

Winter Simulation Conference 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Discount Code: L162191217

Customer Service Email: lasvegas@shepardes.com

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

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### CONFERENCE TABLES & CHAIRS

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### Café Tables - Black Base

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### Communal Tables

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### Bar Tables

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**SUBTOTAL**

**COMPANY NAME:**

**CONTACT NAME:**

**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Bar Tables

A) LIO010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45"H

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

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

D) RSTSTL
Rustique Barstool
(gunmetal)
15"L 13"D 30"H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**

Standard Black Base
30" Round 42"H
A) VTI (graphite nebula)  
B) VTK (maple)  
C) VTG (silver textured)  
D) VTB (red)  
E) LIQ003 (liquid white)  
F) VTH (liquid steel blue)

36" Round 42"H
G) VTV (white laminate)  
H) VTL (graphite nebula)  
I) VTP (maple)

Hydraulic Chrome Base
30" Round 45"H
J) 30GRHB (graphite nebula)  
K) 30MTHB (maple)  
L) 30STHB (silver textured)  
M) 30BRHB (red)

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

See additional options on page 23.

Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base  
   (Madison/gray acajou) 30" RND 45"H  
R) VTA 30" Round Bar Table w/ Standard Black Base  
   (Madison/gray acajou) 30" RND 42"H
Barstools

LIFT BARSTOOLS
15" Round 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Q) RSTSTL Rustique Barstool (gunmetal) 13”L 13”D 30”H
R) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acacia) 60"L 30"D 29"H
B) CR8 Madison Credenza
   (gray acacia) 60"L 20"D 29"H
C) BC8 Madison Bookcase
   (gray acacia) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair
   (white vinyl) 28"L 25"D 30"H
POWERED PEDESTALS

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

A) Powered Locking Pedestal
   (white)
   PDL36W 24"L 24"D 36"H
   PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal
   (black)
   PDL36B 24"L 24"D 36"H
   PDL42B 24"L 24"D 42"H

Charging Adapters
C) ADAPTW (white)
D) ADAPTB (black)

Denotes AC and USB charging outlets

(A) POWERED DETAIL

POWERED DETAIL

(B) POWERED DETAIL

Charging adapters are available to rent for all powered products.

Ac KENT LAMPS

A) LA15
Mason Floor Lamp
(brushed silver)
18" Round 55" H

B) LA14
Mason Table Lamp
(brushed silver)
16" Round 26" H

Charging adapters are available to rent for all powered products.

TECH COLLECTION

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

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

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

Charging Adapters
D) ADAPTB (black)

Denotes AC and USB charging outlets

(A) POWERED DETAIL

POWERED DETAIL

C. POWERED DETAIL

Charging adapters are available to rent for all powered products.

Please Note: Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.
Show Essentials

MARTINI BAR
A) BRC Martini Bar Circle
   Comprised of three BR1 Martini Bars
   100’L 100’D 45’H
B) BR1 Martini Bar
   (gray metal, frosted glass top)
   67’L 22’D 45’H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

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

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

TABLET STANDS

A) TBSTND (black)
   14”L 13”D 44.5”H

B) TBSTDW (white)
   14”L 13”D 44.5”H

ACCESSORIES

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

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

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

* Please note that all tablet stands must be ordered separately
### BAR TABLES, BARS, & BAR STOOLS

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### Product Display-Pedestals

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<tr>
<td>FDA6-Bar, Locking, Powered</td>
<td>655.80</td>
<td>852.55</td>
<td></td>
</tr>
<tr>
<td>FDA2-Bar, Locking, Powered</td>
<td>776.95</td>
<td>1010.05</td>
<td></td>
</tr>
</tbody>
</table>

### Charging Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAPA-Charging Adapter, black</td>
<td>31.15</td>
<td>40.50</td>
<td></td>
</tr>
<tr>
<td>KAPA-Charging Adapter, white</td>
<td>31.15</td>
<td>40.50</td>
<td></td>
</tr>
</tbody>
</table>

### Lighted Products

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUBL20-Edge Lighted Cube</td>
<td>256.10</td>
<td>389.35</td>
<td></td>
</tr>
<tr>
<td>CUBTBL-Edge LED Cube</td>
<td>257.80</td>
<td>389.35</td>
<td></td>
</tr>
</tbody>
</table>

### Lamps

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td>285.55</td>
<td>371.20</td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>186.90</td>
<td>242.95</td>
<td></td>
</tr>
</tbody>
</table>

### Refrigerators

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1R-White 14 Cubic Feet</td>
<td>1085.05</td>
<td>1410.55</td>
<td></td>
</tr>
<tr>
<td>R1Q-White 4 Cubic Feet</td>
<td>396.25</td>
<td>515.15</td>
<td></td>
</tr>
</tbody>
</table>

### Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEBIT-Multi-Use Table</td>
<td>448.20</td>
<td>582.65</td>
<td></td>
</tr>
<tr>
<td>WOB-Wood Table</td>
<td>430.85</td>
<td>560.10</td>
<td></td>
</tr>
</tbody>
</table>

### Mobile Tablet Stands

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRUSL-Two Mobile Tablet Stand, White</td>
<td>181.70</td>
<td>236.20</td>
<td></td>
</tr>
<tr>
<td>BRUSL-Two Mobile Tablet Stand, Black</td>
<td>181.70</td>
<td>236.20</td>
<td></td>
</tr>
</tbody>
</table>

### Mobile Tablet Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBSCSR-T-Like, brochure holder</td>
<td>84.80</td>
<td>110.25</td>
<td></td>
</tr>
<tr>
<td>TBSRF-T-Like, charging shelf</td>
<td>84.80</td>
<td>110.25</td>
<td></td>
</tr>
<tr>
<td>TBPR2-T-Like, print stand</td>
<td>84.80</td>
<td>110.25</td>
<td></td>
</tr>
</tbody>
</table>

* Please note that all tablet stands must be ordered separately

---

Please complete the following:

- **Company Name:**
- **Contact Name:**
- **Booth #:**
- **Subtotal:**
- **Discount:**
- **Tax:**
- **Amount Due:**
- **Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
Please complete the following:

Company Name: [ ]
Contact Name: [ ]
Authorized Signature: [ ]
Phone #: [ ]

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

**SIGN SUBMISSION INFORMATION**

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

<table>
<thead>
<tr>
<th>File Submission Media</th>
<th>Artwork Dimensions &amp; Color Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ CD-ROM</td>
<td>~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)</td>
</tr>
<tr>
<td>~ Email attachment (4 mgs or smaller only)</td>
<td>~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)</td>
</tr>
<tr>
<td>~ FTP (.zip compression), call for FTP information</td>
<td></td>
</tr>
<tr>
<td><strong>When sending disks, please label them with the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Co. Name, Booth #, Show Name, Show Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>x</th>
<th>File Submission Media</th>
<th>Artwork Dimensions &amp; Color Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Software &amp; Formats</td>
<td>Other Graphic Services Available</td>
<td></td>
</tr>
<tr>
<td>~ Adobe Illustrator (AI/EPS), InDesign, Photoshop &amp; Acrobat</td>
<td>~ Artwork/graphic design services (70067)</td>
<td></td>
</tr>
<tr>
<td>~ Files should be formatted in high-resolution quality, 100-300 dpi</td>
<td>~ Logo reproduction (70052)</td>
<td></td>
</tr>
<tr>
<td>~ Vector-based artwork preferred with fonts converted to outline</td>
<td>~ Special artwork mounting (70069)</td>
<td></td>
</tr>
</tbody>
</table>

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.
UNION LABOR
The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster 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
Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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.
INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Date of installation: ________________ Requested start time: ________________ Est. Hours ______
Date of dismantling: _____________________________ Requested start time: ________________ Est. Hours ______

I will need Shepard Supervised Labor for (please check one):
☐ Installation
☐ Dismantling
☐ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):
☐ Installation
☐ Dismantling
☐ Both Install/Dismantle

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

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

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

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68065</td>
<td></td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68063</td>
<td></td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td></td>
<td>MINIMUM</td>
<td>208.50</td>
<td>271.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested install date/time: _____________________________
Floors type(s):
☐ Carpet
☐ Padding
☐ Other

What is your booth size (ft.)?
X = SQ FT

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information
Carrier Company Name:
# of pieces: _______ Weight of Shipment: _______
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _______
Estimated arrival date: _______
Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation
Please check all that apply and provide information where requested.

Booth Size: _______ x _______
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information
Name: __________________________ Phone: __________________________
Hotel: __________________________
Arrival date/time: ________________ Departure date/time: ________________

Outbound Freight Information
Carrier Company Name:
Deliver Shipment To: __________________________
Address: __________________________
City, ST, Zip: __________________________
Type of Service (air, van line, ground, etc.):

Services You Have Ordered
☐ Electrical ☐ Furniture ☐ AV Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Please complete the following:

**Description of work to be performed:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:**
- Rate structure includes forklift and (1) operator only.
- Minimum crews are based on scope of work and area jurisdiction.
- Additional labor and groundmen will be billed at the hourly rate.
- The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.
- Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

---

### RIGGING LABOR RATES

**Please Note:**

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>Straight-time Hourly Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>Overtime Hourly Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>Double-time Hourly Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please complete the following:**

**Company Name:**

**Booth #:**

**Contact Name:**

**Phone #:**

**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
**Requested Pick Up Date:**

- Crates
- Cartons (cardboard)
- Cases/Trunks (fiber) (color)
- Skids/Pallets
- Carpet (color)
- TV/Monitor
- Other

**Number of Pieces**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Dims</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet (color)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV/Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Pieces**

**Total Dims.**

**Total Wt.**

**Hours of Operation:**

**Company Skids/Pallets**

**Address:**

- Carpet (color)

**Loading Dock:**

- □ Yes
- □ No

**Residential Inside Pick up:**

- □ Yes
- □ No

**Inside Delivery:**

- □ Yes
- □ No

**Special Instructions:**

- (City) (State) (Zip)

**Size of largest piece:**

- L __________ W __________ H __________

**Outbound Shipping Information**

- □ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**Ship to Address:**

- (Company Name, Booth #)

**Contact Name:**

**Phone:**

**Deliver By Date:**

**Number of labels:**

**Special Instructions:**

- (City) (State) (Zip)

**Delivery date:**

**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

- □ Standard Ground
- □ Other (Truck Load, Specialized)

**A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.**

Please complete the following:

- Exhibiting Co. Name: __________________________
- Booth #: __________________________
- Contact Name: __________________________
- Phone #: __________________________
- Email: __________________________
- Fax #: __________________________
- Authorized Signature: __________________________

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

**Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.**
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
ADVANCE SHIPPING ADDRESS LABELS

ADVANCE WAREHOUSE

TO: ________________________________
  (EXHIBITING CO. NAME)
Booth #: __________________________
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM
For: Winter Simulation Conference 2017

First day freight can arrive w/o a surcharge: November 6, 2017
Last day freight can arrive w/o a surcharge: November 24, 2017

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

DIRECT TO SHOW

TO: ________________________________
  (EXHIBITING CO. NAME)
Booth #: __________________________
C/O: SHEPARD EXPOSITION SERVICES
Red Rock Resort & Casino
11011 W Charleston Blvd
Las Vegas, NV 89135
For: Winter Simulation Conference 2017

MUST NOT BE DELIVERED PRIOR TO:
December 3, 2017 @ 8:00 AM

MUST NOT BE DELIVERED PRIOR TO:
December 3, 2017 @ 8:00 AM
MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Winter Simulation Conference 2017
December 3 - 6, 2017
Red Rock Resort & Casino - Las Vegas, Nevada
Event Code: L162191217

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET
SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT* ON MATERIAL HANDLING

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Discount does not apply to shipments considered small package, local deliveries or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

CALCULATION OF MATERIAL HANDLING SERVICES
The following services, whether used completely, or in part, are offered as a package. When recording 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.

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$158.30</td>
<td>Advance Shipments to Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>Crated Special Handling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$79.25</td>
<td>Small Packages (FedEx/UPS/DHL under 30 lbs.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35048</td>
<td>Each carton Special handling Min. per shipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

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.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:
Company Name: __________________________  Booth #: __________________________
Contact Name: __________________________  Phone #: __________________________
Authorized Signature: ____________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions. Sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.
STORAGE AUTHORIZATION FORM

Winter Simulation Conference 2017
December 4 - 6, 2017
Red Rock Resort & Casino - Las Vegas, Nevada
Event Code: L162191217

Please fill out the information below:

Company Name: ______________________  Booth #: ______________________
Contact Name: ______________________  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.

SHOWSITE STORAGE

- Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).
- Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. ($100.00 Minimum)

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

RETURN TO WAREHOUSE SERVICE FEE

Return to Warehouse Service Fee: At the customer’s request, each shipment returned to the Shepard warehouse will incur the following charge: $20.00 per cwt. ($400.00 min.)

Storage per Month Service Fee: Monthly storage is $10.00 per cwt per month ($100.00 min). Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- Shipped to another destination as arranged via Shepard Logistics Services
- Transport to another SES show: ______________________  Delivery Date: ______________________
- Pick-up arranged with another carrier

Please complete the following:

Company Name: ______________________  Booth #: ______________________
Contact Name: ______________________  Phone #: ______________________
Authorized Signature: ______________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

Shipment definitions for special handling:

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

- Stacked Shipments: Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

- Mixed Shipments: Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

- Shipment Integrity: Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

- Carpet/Pad Only: Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

- No Documentation: Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

- Designated Piece Unloading: Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE

Fee: $50.00

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 open. Any shipment arriving to showsite after show open will be charged a surcharge.

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: 25%
Minimum: $50.00

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.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization 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. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

OFF-TARGET DELIVERIES

Surcharge: $25.00 per piece, Minimum $50.00

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 Shipment

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

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

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.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: $10.50 per envelope

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

If you have any questions about material handling, please contact Shepard Customer Service department.
**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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### What are advance shipments?
All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

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

#### 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).

**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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### 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.

**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"?**
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**What is a "certified weight ticket"?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### LIABILITY INSURANCE

#### 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.

**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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### OUTBOUND SHIPMENTS

#### 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.

**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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### SIGNATURE SERIES SHIPPING

#### How can I make shipping my show materials easier?
Signature Series Shipping will make it easier with the following benefits:
- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volumes determined shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.
CARTLOAD MATERIAL HANDLING SERVICE

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone:  (702) 507-5278
Customer Service Fax:  (702) 948-0341
Customer Service Email:  lasvegas@shepardes.com

Winter Simulation Conference 2017
December 3 - 6, 2017
Red Rock Resort & Casino - Las Vegas, Nevada
Event Code: L162191217

CARTLOAD SERVICE

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of trips</th>
<th>Item Description</th>
<th>Rate</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>35152</td>
<td></td>
<td>Booth to Dock - ST</td>
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</tr>
<tr>
<td>35151</td>
<td></td>
<td>Dock to Booth - ST</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Overtime: Booth to Dock, 35154; Dock to Booth, 35153

Subtotal: $__________
N/A
Tax: $__________
Amount Due: $__________

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

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

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

Please complete the following:

Company Name: ___________________________ Booth #: __________________
Contact Name: ___________________________ Phone #: __________________
Authorized Signature: ____________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.
PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

SHIP TO ADDRESS:

COMPANY NAME

DELIVERY ADDRESS

CITY __________________________ STATE ________ ZIP __________

ONSITE CONTACT

NAME __________________________ BOOTH# _______________

CELL PHONE # __________________________

Number of Pieces: _____________ Number of Labels Requested: ________________

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

CARRIER SELECTION

☐ 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.

Type of Service: __________ In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day ☐ Reroute via show carrier
☐ Return to Warehouse *$400.00 minimum charge

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:
1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name __________________________________________________________

Address _________________________________________________________________

City __________________________ State ________ Zip __________

Please complete the following:

Company Name: __________________________ Booth #: __________________

Contact Name: __________________________ Phone #: __________________

Authorized Signature: __________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.
ML International Expo Logistics is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

ML International Expo Logistics has a network of agents around the world that can coordinate your shipment from your home country to the show.

ML International and our partners offer you seamless services from your door to your booth on the show floor.

SHIPMENT ARRIVAL DATES: All shipments will be delivered to the advance warehouse whenever possible.

AIRFREIGHT 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

OCEAN FREIGHT 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

Documentation needs to arrive 5 days before the actual arrival of the freight

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

Please contact us for assistance with your international shipment!

Contact Information:

John Chadwick
E-Mail: jchadwick@mlintl.net
Main office: +1-630-355-5911
Direct line: +1 479-200-0665
www.mlintl.net
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION
Address: ___________________________________  City: ___________________  State: _______________  Zip code: __________
Email: ___________________________________  Country: ___________________  Telephone: ___________

Description of Business/Exhibit: __________________________________________________________________________

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

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form:  __ American Express  __ MasterCard  __ Visa  __ Discover  __ Check (Payable to “Insurance for Exhibitors”)
Card Number ___________________  Expiration Date: __________  Security Code: __________
Cardholder Name: ___________________  Cardholder Address: ___________________

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

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

I accept and understand the terms and conditions, Cardholder Name (Print) ___________________
I understand that no property is covered on this policy: _____ I want a quote for property coverage: _______

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

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

1 Event Day: $89.00  4-10 Event Days: $119.00  6 Month Policy: $475.00
2-3 Event Days: $109.00  11-30 Event Days: $199.00  Annual Policy: $650.00

NAME OF EVENT: ___________________________________  EVENT START DATE: __________  End Date: __________
EVENT WEBSITE: ___________________  EVENT CONTACT: ___________________  PHONE #: __________

VENUE ADDRESS with City, State & Zip: ___________________  ______ 1 Event Day: $89.00 ______ 4-10 Event Days: $119.00 ______ 6 Month Policy: $475.00
____ 2-3 Event Days: $109.00 ______ 11-30 Event Days: $199.00 ______ Annual Policy: $650.00

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

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

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

Any special wording or coverage needed: ______________________________________________________________________

Any Additional Information or notes: __________________________________________________________________________
Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshals 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 exhibiting 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.
**ELECTRICAL SERVICES FORM**

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders. Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed. Installation cannot begin until order is finalized and payment method has been received.

<table>
<thead>
<tr>
<th>ELECTRICAL SERVICES</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLTS - 500 WATTS OR 5 AMPS</td>
<td>$86.00</td>
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<td></td>
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<td>120 VOLTS - 1000 WATTS OR 10 AMPS</td>
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<td>$230.00</td>
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<td></td>
<td></td>
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<tr>
<td>120 VOLTS - 2000 WATTS OR 20 AMPS</td>
<td>$200.00</td>
<td>$300.00</td>
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<td></td>
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<tr>
<td>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</td>
<td>$310.00</td>
<td>$465.00</td>
<td></td>
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</tbody>
</table>

**ELECTRICAL MATERIALS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' OUTLET PLUG STRIP</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>25' EXTENSION CORD</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

<table>
<thead>
<tr>
<th>ADDITIONAL ELECTRICAL SERVICES</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE 30 AMPS</td>
<td>$395.00</td>
<td>$590.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 60 AMPS</td>
<td>$640.00</td>
<td>$960.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 100 AMPS</td>
<td>$980.00</td>
<td>$1,475.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE**

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

<table>
<thead>
<tr>
<th>ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR</th>
<th>MATERIAL AND SERVICES TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR RATES: STRAIGHT TIME - $100.00 OVERTIME - $200.00</td>
<td>LABOR TOTAL</td>
</tr>
<tr>
<td>MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE</td>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

**Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.**

**ELECTRICAL IS AN EXCLUSIVE SERVICE OF THE RED ROCK CASINO**

Prices Subject to change without Notice

**REV 3/1/15**
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 3/1/15
## Advanced Convention Services - Internet Order Form

**Group:**

**Contact:**

**Phone:**

**Email:**

**Catering Manager:**

**Phone:**

**Event Dates:** MA:

### Basic Services

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description / Speed</th>
<th>First Day</th>
<th>Additional Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WiFi for 1 device</td>
<td>$295.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>5</td>
<td>WiFi for 5 devices</td>
<td>$345.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>10</td>
<td>WiFi for 10 devices</td>
<td>$445.00</td>
<td>$245.00</td>
</tr>
<tr>
<td>20</td>
<td>WiFi for 20 devices</td>
<td>$890.00</td>
<td>$490.00</td>
</tr>
</tbody>
</table>

### Advanced Services

<table>
<thead>
<tr>
<th>Type</th>
<th>Description / Speed</th>
<th>First Day</th>
<th>Additional Day</th>
<th>Advanced Rate*</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Essential</td>
<td>Wired</td>
<td>Private VLAN 10 Mbps hardline only</td>
<td>First Day</td>
<td>$600.00</td>
<td>$720.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional Day</td>
<td>$450.00</td>
</tr>
<tr>
<td>Business Ultimate</td>
<td>Wired or WiFi</td>
<td>Private VLAN 100+ Mbps hardline or custom WiFi</td>
<td>First Day</td>
<td>$1,200.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional Day</td>
<td>$900.00</td>
</tr>
</tbody>
</table>

*Orders placed 7 days in advance

### Equipment Rentals

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Flat Rate</th>
<th>8.1% NV Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ethernet Cable*</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethernet Switch*</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access Point*</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Static IP</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Static IP</td>
<td>no charge</td>
<td></td>
</tr>
</tbody>
</table>

*Includes NV state sales Tax (8.10%)

### Service

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Setup Date/Time</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Subtotal

Total

Signature: Sign and date
# Event Information

**Event Name:**

**Company:**

**Billing Name and Street Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Contact Phone:**

**Cardholder Name:**

**Card Type:**

**Card Number:**

**Expiration Date:**

**Security Code:**

---

**Room/Booth:**

**Delivery Date:**

**Delivery Time:**

**Pickup Date:**

**Pickup Time:**

**Onsite Contact:**

**Contact Phone:**

---

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.**

To receive PRE SHOW rates Encore must receive your order no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate.

---

### ALL EQUIPMENT PRICES ARE PER DAY

<table>
<thead>
<tr>
<th>Description</th>
<th>Pre Show</th>
<th>Late Order</th>
<th>Qty</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22&quot; LCD Monitor HD (16:9)</td>
<td>120.00</td>
<td>140.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD HD (16:9)</td>
<td>300.00</td>
<td>360.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Plasma (16:9)</td>
<td>400.00</td>
<td>480.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50&quot; Plasma (16:9)</td>
<td>525.00</td>
<td>630.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61&quot; Plasma (16:9)</td>
<td>1,260.00</td>
<td>1,512.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' Plasma Stand for 42&quot;, 50&quot;, &amp; 32&quot; LCD</td>
<td>80.00</td>
<td>96.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu Ray Player</td>
<td>80.00</td>
<td>96.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector – 3000 Lumens</td>
<td>305.00</td>
<td>474.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector – 8000 Lumens</td>
<td>660.00</td>
<td>792.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Chart Package</td>
<td>50.00</td>
<td>70.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19&quot; LCD Monitor</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>5200 / Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Presentation Mouse</td>
<td>50.00</td>
<td>60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Screens</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod 6&quot; x 6&quot;</td>
<td>90.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod 8&quot; x 8&quot;</td>
<td>90.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cradle 10&quot; x 19&quot;</td>
<td>125.00</td>
<td>156.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**CANCELLATIONS:** written cancellation of ordered equipment and services must be received 72 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

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**Rigging and House Sound are an exclusive service of Red Rock Resort.**

COMPLETE THIS FORM AND FAX TO 702.797.7191

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By signing the form, the customer agrees to all terms and conditions. Please read the form carefully prior to placing your order.