



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

SHOW INFORMATION

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

(You will also be provided the furnishings package you ordered from AAEG)

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Saturday, July 22, 2017	9:00 AM - 9:00 PM
Exhibit Hours:	Sunday, July 23, 2017	8:30 AM - 7:00 PM
	Monday, July 24, 2017	8:30 AM - 5:00 PM
Exhibitor Move-out:	Monday, July 24, 2017	5:00 PM - 9:00 PM
Freight Re-route Time:	Monday, July 24, 2017	8:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, June 23, 2017

Discount price deadline for standard Shepard orders: Friday, June 30, 2017

Discount price deadline for custom Shepard rentals: Friday, June 23, 2017

First day for warehouse deliveries without a surcharge: Friday, June 23, 2017

Last day for warehouse deliveries without a surcharge: Friday, July 14, 2017

Last day for warehouse deliveries: Thursday, July 20, 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: Saturday, July 22, 2017 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

The Cobb Show (AAE)

c/o Shepard Exposition Services

1790 Marietta Blvd

Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

The Cobb Show (AAE)

Cobb Galleria Centre

2 Galleria Pkwy SE

Atlanta, GA 30339

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.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

ONLINE ORDERING INSTRUCTIONS

The Cobb Show (AAE)



July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

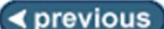

Event Code: G111110717


ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:


- 1. GO TO:** www.shepardes.com/intro.asp
- Click on [The Cobb Show \(AAE\)](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
 - NEW users :** User name = Your Email Address (provided by Show Management)
Password = TCS17
 - Previous users :** User name = Your Email Address
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
 - If your information is correct, click 
 - OR
 - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  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 

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

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

(404) 720-8600

atlanta@shepardes.com



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

PAYMENT AUTHORIZATION

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

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.**

WIRE TRANSFER

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

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

Name of show that you are attending - **The Cobb Show (AAE)**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ BOOTH # _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:    Pay by Check* Pay by Wire*

Credit Card #: Expiration Date:
 Month Year

Billing Address: _____ Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

**** 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: atlanta@shepardes.com



SHEPARD TERMS & CONDITIONS

The Cobb Show (AAE)

PAYMENT POLICY

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.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

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.

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.

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or 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."



THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

The following information must be completed and the form returned to Shepard by the deadline date.

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

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

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

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): _____

Material Handling *Please complete the Material Handling Authorization Form

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

** 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: atlanta@shepardes.com



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Deadline Date: June 23, 2017

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

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

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

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

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

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

~ The non-official contractor may not solicit business on the exhibit floor.

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

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

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

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-Official Contractor: _____

Services to be performed: _____

Contact Name: _____ Email: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



(404) 720-8600

(404) 720-8755

atlanta@shepardes.com

EVENT CODE

G11110717

DISCOUNT DEADLINE

June 30, 2017

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



Vacuum Once

Sq Ft	Item	Discount	Amount
47050	0-399 sq ft	0.45	0.60
47051	400-900 sq ft	0.40	0.50
47052	900+ sq ft	0.35	0.45

Vacuum Once with One Touch Up

Sq Ft	Item	Discount	Amount
47045	0-399 sq ft	0.55	0.70
47046	400-900 sq ft	0.50	0.65
47047	900+ sq ft	0.45	0.60

*Touch Up Service Date: _____

Daily Vacuum

Sq Ft	Item	Discount	Amount
47055	0-399 sq ft	0.90	1.15
47056	400-900 sq ft	0.80	1.05
47057	900+ sq ft	0.75	1.00

Porter Service



Booth Porter Services

Sq Ft	Item	Discount	Amount
47030	Porter Service Once	0.40	0.50
47031	Daily Porter Service	0.80	1.05

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

Mopping/Shampooing



Mopping

Sq Ft	Item	Discount	Amount
47042	Once Before Initial Opening per sq ft	0.60	0.80
47022	Daily per sq. ft.	1.05	1.35

Shampooing

Sq Ft	Item	Discount	Amount
47003	Once Before Initial Opening per sq ft	0.60	0.80

Display Wipe Down



Display Wipe Down

*2 hr minimum per day

Hours	Item	ST	OT
47043	Once Before Initial Opening	73.75	110.60
Hrs per day	Item	ST	OT
47044	Daily service	73.75	110.60

Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____

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

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Cleaning: \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

Authorized Signature: _____



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

BOOTH CARPETING

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

*Carpet lends the booth a warm, inviting atmosphere.
Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.*

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:



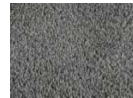
Red
(01)



Silver Cloud
(18)



Deep Navy
(22)



Charcoal
(17)



Black
(06)



Beige
(14)

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	5.65	7.35	
46003	Rental 1000+/sq ft	4.90	6.35	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	13.85	18.00	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

BOOTH DIMENSIONS

What is your booth size (ft.)?

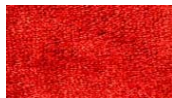
X = sq. ft.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.00	1.30	
50008	1" Padding	2.00	2.60	
50010	Visqueen	0.30	0.40	

EXPO CARPET - 13 OZ.

Choose Color:



Red
(01)



Blue
(05)



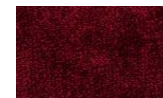
Tuxedo
(50)



Black
(06)



Teal
(13)



Burgundy
(07)

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	197.65	256.95	
50256	10' x 20'	368.85	479.50	
50257	10' x 30'	550.15	715.20	
50258	10' x 40'	731.40	950.80	

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

SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	3.60	4.70	
50581	400 - 900 sq ft	3.25	4.25	
50582	900+ sq ft	2.95	3.85	

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.

Total Carpeting	\$
6.00% Tax*	\$
Amount Due:	\$

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.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318
 Customer Service Phone: (404) 720-8600
 Customer Service Fax: (404) 720-8755
 Customer Service Email: atlanta@shepardes.com

EXPO FURNISHINGS

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

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						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	110.20	143.25	
50046			6'L X 30"H	135.45	176.10	
50050			8'L X 30"H	171.70	223.20	
50043			4'L X 42"H	133.95	174.15	
50047			6'L x 42"H	171.55	223.00	
50051			8'L x 42"H	201.75	262.30	
50052			4th Side 30"	67.00	87.10	
50171			4th Side 42"	67.00	87.10	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	78.50	102.05	
50044		6'L X 30"H	93.70	121.80	
50048		8'L X 30"H	110.45	143.60	
50041		4'L X 42"H	88.45	115.00	
50045		6'L x 42"H	110.45	143.60	
50049		8'L x 42"H	123.25	160.25	

Graphics and Signs					
Code	Qty.	Description	Discount	Regular	Amount
<i>Standard Foamcore Signs, Single-sided</i>					
70009		Vertical, 22" x 28"	147.80	192.15	
70010		Horz., 22" x 28"	147.80	192.15	
70011		Vertical, 28" x 44"	225.20	292.75	
70012		Horz., 28" x 44"	225.20	292.75	
70025		Meterboard, 39" x 90.75"	455.80	592.55	
70004		7" x 44" Horz.	44.20	57.45	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	71.60	93.10	
50021		Arm Chair	97.60	126.90	
50024		Stool w/back	118.95	154.65	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	19.50	25.35	
50094		Floor Easel	39.60	51.50	
50245		Literature Rack	146.25	190.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.15	19.70	
-------	--	-----------------	-------	-------	--

Please choose color from skirted table section: _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Total Expo Furnishings:	\$	
6.000% Tax*:	\$	
Amount Due:	\$	

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

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

Use this form to order ADDITIONAL items for your booth.

Garment Racks



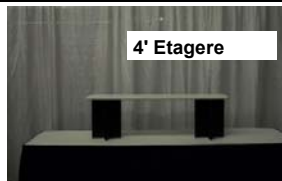
Z Rack



Rolling Rack

Qty.	Item	Discount	Regular	Amount
54044	Z Rack	78.75	85.00	
54041	Rolling Rack	78.75	85.00	

Shoe Etagere



4' Etagere



6' Etagere

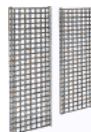
Qty.	Item	Discount	Regular	Amount
50210	Shoe Etagere 4' l x 10" w	65.00	75.00	
50211	Shoe Etagere 6' l x 10" w	65.00	75.00	

ADDITIONAL RACKS



Qty.	Item	Discount	Regular	Amount
50175	Bag Rack	193.70	251.80	
50092	Coat Rack	68.75	89.40	
50093	Garment Rack	193.70	251.80	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	174.55	226.90	
50237	2'x8' w/o legs, each	130.80	170.05	
50242	7-Ball Waterfall	12.00	15.60	

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

UPRIGHTS AND CROSSBARS



Upright 8'



Tele Rod 8'

Qty.	Item	Discount	Regular	Amount
50088	8' Upright	25.60	33.30	
50349	6'-10' Crossbar	17.05	22.15	
50348	7'-12' Crossbar	17.05	22.15	

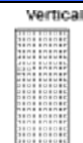
VELCRO TACK BOARD



50061



50060



Vertical



Horizontal

PERFBOARD - SINGLE SIDED

Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	236.35	307.25	
50061	4' x 8' Vert.	236.35	307.25	
50065	4'X8' Vert., 1/4"holes	235.50	306.15	
50064	4'X8' Horz., 1/4"holes	235.50	306.15	
50104	6" Hooks (12)	38.45	50.00	

Total Specialty Furnishings/Accessories:	\$
6.000% Tax*:	\$
Amount Due:	\$

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.



LABOR

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

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

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



LABOR ORDER FORM

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318
 Customer Service Phone: (404) 720-8600
 Customer Service Fax: (404) 720-8755
 Customer Service Email: atlanta@shepardes.com

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Discount Deadline: June 30, 2017

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
 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

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	73.75	95.90	30% **	
68067		OT	110.60	143.80	30% **	
68068		DT	151.50	196.95	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

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

I will need Exhibitor Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	73.75	95.90	
68061		OT	110.60	143.80	
68062		DT	151.50	196.95	

Dismantle: 68063/68064/68065

- 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 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.**

Subtotal \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

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:

Code	SQ FT	Description	Discount	Regular	Amount
Exhibitor-Owned Carpet Installation/Dismantling					
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	147.50	191.75	

Requested install date/time: _____

Flooring type(s):

Carpet Padding Other _____

What is your booth size (ft.)?

_____ X _____ = _____ SQ FT

Subtotal \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

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

Outbound Freight Information

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

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier:
 Send shipment back to Shepard warehouse: (\$400 min. fee)

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

Services You Have Ordered

(please check all that apply)

- Electrical Furniture A/V 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

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____ Departure date/time: _____

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



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

WHAT IS MATERIAL HANDLING?

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Material Handling is the fee charged by Shepard Exposition Services to handle the boxes you shipped to either the Advance Warehouse or the Event Site.

If you ship to the Advanced Warehouse

Shepard Exposition Services receives your freight in the Advance Warehouse. SES Holds your freight until show move in

Shepard Exposition Services delivers your freight to Show Site

Your Cost:
Crated per hundred pounds
200 pound min

Shepard Exposition Services delivers your Freight to your booth.

After your shipment has been packed, labeled and Shepard Material Handling Authorization completed, Shepard will load your shipment on your carrier's truck.

If you wish, after you have unpacked, Shepard comes to your booth, retrieves your empty boxes, and stores your boxes until the end of the show. All boxes must have an EMPTY sticker. When the show closes, Shepard will return your boxes to your booth.

Please see Material Handling Authorization page for details on charges.

If you ship to Show Site

Shepard Exposition Services receives your freight at Show Site.

Your Cost:
Crated per hundred pounds
200 pound min

Shepard Exposition Services delivers your Freight to your booth.

After your shipment has been packed, labeled and Shepard Material Handling Authorization completed, Shepard will load your shipment on your carrier's truck.

If you wish, after you have unpacked, Shepard comes to your booth, retrieves your empty boxes, and stores your boxes until the end of the show. All boxes must have an EMPTY sticker. When the show closes, Shepard will return your boxes to your booth.

Please see Material Handling Authorization page for details on charges.



SHIPPING LABELS

The Cobb Show (AAE)

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	1790 Marietta Blvd Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM
For: The Cobb Show (AAE)	
First day freight can arrive w/o a surcharge: June 23, 2017	
Last day freight can arrive w/o a surcharge: July 14, 2017	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	1790 Marietta Blvd Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM
For: The Cobb Show (AAE)	
First day freight can arrive w/o a surcharge: June 23, 2017	
Last day freight can arrive w/o a surcharge: July 14, 2017	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339
	For: The Cobb Show (AAE)
MUST NOT BE DELIVERED PRIOR TO: July 22, 2017 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339
	For: The Cobb Show (AAE)
MUST NOT BE DELIVERED PRIOR TO: July 22, 2017 @ 8:00 AM	



MATERIAL HANDLING AUTHORIZATION

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)

COMPUTATION 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.

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse					
	\$65.75	\$98.75	\$85.50				\$71.55	\$93.00			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime					
	\$35.75	\$46.50	\$71.50			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			Double Time					
	35048	35268	35045			Double Time: 50% fee for each double time application based on ST rate					

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

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.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

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

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

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.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

SHEPARD LOGISTICS SERVICES

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION

Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date:

Hours of Operation:

Company

Address

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Dims

Est. Weight

Table with columns for item types (Crates, Cartons, Cases/Trunks, Skids/Pallets, Carpet, TV/Monitor, Other, Total Pieces), Est. Dims, and Est. Weight.

Size of largest piece: L W H

Loading Dock Yes No Lift Gate

Residential Inside Pick up Inside Delivery

Special Instructions:

Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

SHIP TO

I will be shipping to the WAREHOUSE (Company Name, Booth #)

The Cobb Show (AAE) c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318

Warehouse Deadline July 14, 2017 Date

I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#)

The Cobb Show (AAE) Cobb Galleria Centre 2 Galleria Pkwy SE Atlanta, GA 30339

Delivery date: July 22, 2017

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.

Ship to Address:

Contact Name:

Phone:

Deliver By Date:

Number of labels:

Special Instructions:

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card MasterCard VISA

Logistics/Material Handling ONLY Authorize ALL charges

Credit Card #:

Expiration Date: Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature:

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.



Shepard Logistics

Complete Transportation Services

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



STORAGE AUTHORIZATION FORM

Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Customer Service Phone: (404) 720-8600
 Customer Service Fax: (404) 720-8755
 Customer Service Email: atlanta@shepardes.com

The Cobb Show (AAE)
July 23 - 24, 2017
Cobb Galleria Centre - Atlanta, Georgia
 Event Code: G111110717

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

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).**
(35400)

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.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

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.)** (35005)

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.
(Monthly storage is charged the current year.) (35006)

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

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Email: atlanta@shepardes.com

The Cobb Show (AAE)

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

DISPOSAL FEE

Fee: .75 Per Lb Labor Rate: 73.75 Per Hour (OT/DT rates may apply)

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

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

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. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

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

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

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 35007

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.



MATERIAL HANDLING 101

The Cobb Show (AAE)

MATERIAL HANDLING Q&A

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).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

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

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

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.

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

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

OUTBOUND SHIPMENTS

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

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

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

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
- ~ Signature Series Shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

The Cobb Show (AAE)

July 23 - 24, 2017

Cobb Galleria Centre - Atlanta, Georgia

Event Code: G111110717

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 _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ Number of Labels Requested: _____

Crate Skid Cases Carton Total Weight

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

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

Type of Service:

Ground Overnight 2nd Day

In the event your designated carrier fails to pickup:

Reroute via show carrier
 Return to Warehouse

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.

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

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

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: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

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

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

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: _____

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

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

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

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

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

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor 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 orders this service from the general contractor.

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

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

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

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

Perimeter Booth – A booth space on an outside wall.

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

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

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

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

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

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

Service Desk – The location at which exhibitors order services.

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

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

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

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

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

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.



COBB GALLERIA CENTRE
Two Galleria Parkway, Atlanta, GA 30339
Telephone (770) 989-5051 Fax (770) 989-5222
E-mail to services@cobbgalleria.com

***** ATTENTION EXHIBITORS *****

The Cobb Show (AAE)
July 23 - 24, 2017

Cobb Galleria Centre will provide all electrical, plumbing and telephone services. To order these please access their website at:

<http://www.cobbgalleria.com/exhibitors/onlineOrdering.aspx>