



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

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

[Exhibiting Co. Name & Booth Number]
Winter Simulation Conference 2017
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.



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

ONLINE ORDERING INSTRUCTIONS

Winter Simulation Conference 2017


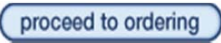
December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada



Event Code: L162191217


ATTENTION EXHIBITORS

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

- GO TO:** www.shepardes.com/intro.asp
- Click on [Winter Simulation Conference 2017](#)
- 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 = WSC2017
 - 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

(702) 507-5278

lasvegas@shepardes.com



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

PAYMENT AUTHORIZATION

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

Discount Deadline: November 13, 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 - Winter Simulation Conference 2017
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: MasterCard, VISA, American Express, Pay by Check, Pay by Wire
Credit Card #:
Expiration Date:
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: lasvegas@shepardes.com



SHEPARD TERMS & CONDITIONS

Winter Simulation Conference 2017

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

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

Discount Deadline: November 13, 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: lasvegas@shepardes.com



(702) 507-5278

(702) 948-0341

lasvegas@shepardes.com

EVENT CODE
L162191217

DISCOUNT DEADLINE
November 3, 2017

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table



Available Colors:

Lighting & Accessories



Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	146.40	190.30	
50705	Natural Feel Business Stool	178.25	231.75	
50706	Natural Feel Business Table 30"	299.15	388.90	
50707	Natural Feel Business Table 40"	311.90	405.45	

Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	159.10	206.85	
50710	Natural Feel Table Lamp	114.60	149.00	
50708	Natural Feel Waste Receptacle	70.00	91.00	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	248.30	
	Red - Fabric Table Cover w/ Table	248.30	
	Blue - Fabric Table Cover w/ Table	248.30	
	Black - Fabric Table Cover w/ Table	248.30	

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: _____

Total Signature Furnishings:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____

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.



(702) 507-5278

(702) 948-0341

lasvegas@shepardes.com

EVENT CODE
L162191217

DISCOUNT DEADLINE
November 3, 2017

Signature Series Flooring

Elevated
Hardwood Flooring

Premium Plush Carpet
50 oz.



Light Maple

Rustic Cherry

Blackwood

Barnwood

Checkerboard



Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

X = sq. ft.
length width

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(03)	White	9.65	
(06)	Black	9.65	
(74)	Crimson	9.65	
(35)	Dark Grey	9.65	
(91)	Electric Blue	9.65	
(34)	Silver Dollar	9.65	
(33)	Sand	9.65	
(22)	Navy	9.65	

Actual colors may vary

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	12.50	
(84)	Rustic Cherry	12.50	
(80)	Blackwood	12.50	
(85)	Barnwood	12.50	
(82)	Checkerboard	12.50	

Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor		Call for Quote
50711	Dark Oak - Elevated Hardwood Floor		Call for Quote

* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

Total Signature Flooring:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.



(702) 507-5278

(702) 948-0341

lasvegas@shepardes.com

EVENT CODE
L162191217

DISCOUNT DEADLINE
November 13, 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	0.48	0.60	
47051	400-900 sq ft	0.45	0.60	
47052	900+ sq ft	0.40	0.50	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.58	0.75	
47046	400-900 sq ft	0.55	0.70	
47047	900+ sq ft	0.50	0.65	

*Touch Up Service Date: _____

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	1.44	1.85	
47056	400-900 sq ft	1.30	1.70	
47057	900+ sq ft	1.20	1.55	

Porter Service



Booth Porter Services				
Sq Ft	Item	Discount	Amount	
47030	Porter Service Once	0.50	0.65	
47031	Daily Porter Service	1.45	1.90	

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.	1.55	2.00	

Shampooing				
Sq Ft	Item	Discount	Amount	
47003	Once Before Initial Opening per sq ft	0.65	0.85	

Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	104.25	156.50	
Hrs per day	Item	ST	OT	
47044	Daily service	104.25	156.50	

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: _____

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

BOOTH CARPETING

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

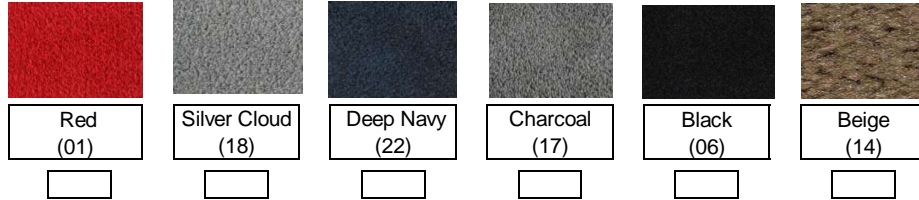
Event Code: L162191217

Discount Deadline: November 13, 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:



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.80	8.85	
46003	Rental 1000+/sq ft	5.90	7.65	
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	16.60	21.60	
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.)?

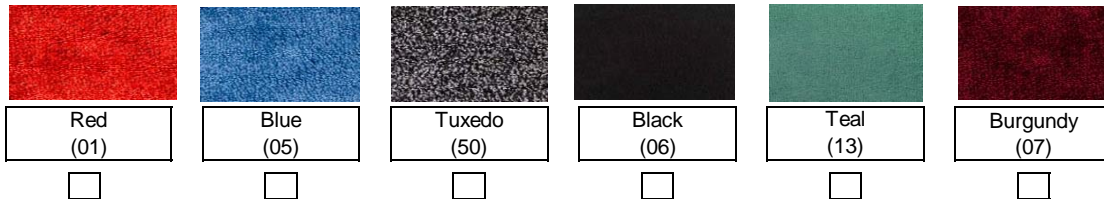
X = sq. ft.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.20	1.55	
50008	1" Padding	2.40	3.10	
50010	Visqueen	0.35	0.45	

EXPO CARPET - 13 OZ.

Choose Color:



Qty.	Item	Discount	Regular	Amount
50401	8' x 10'	232.50	302.25	
50402	8' x 20'	442.60	575.40	
50403	8' x 30'	660.20	858.25	
50404	8' x 40'	877.70	1141.00	

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*	5.15	6.70	
50581	400 - 900 sq ft	4.70	6.10	
50582	900+ sq ft	4.25	5.55	

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	\$
8.15% 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

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

EXPO FURNISHINGS

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

Discount Deadline: November 13, 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	132.25	171.95	
50046			6'L X 30"H	162.55	211.30	
50050			8'L X 30"H	206.05	267.85	
50043			4'L X 42"H	160.75	209.00	
50047			6'L x 42"H	205.85	267.60	
50051			8'L x 42"H	242.10	314.75	
50052			4th Side 30"	80.40	104.50	
50171			4th Side 42"	80.40	104.50	

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	94.20	122.45	
50044		6'L X 30"H	112.45	146.20	
50048		8'L X 30"H	132.55	172.30	
50041		4'L X 42"H	106.15	138.00	
50045		6'L x 42"H	132.55	172.30	
50049		8'L x 42"H	147.90	192.25	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	53.35	69.35	
50084			6'L X 6"H	68.75	89.40	
50086			8'L X 6"H	92.15	119.80	
50083			4'L X 12"H	115.45	150.10	
50085			6'L x 12"H	143.75	186.90	
50087			8'L x 12"H	160.15	208.20	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	27.40	35.60	
50078		6'L X 6"H	38.60	50.20	
50080		8'L X 6"H	49.90	64.85	
50077		4'L X 12"H	53.20	69.15	
50079		6'L x 12"H	76.00	98.80	
50081		8'L x 12"H	92.80	120.65	

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.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	84.25	109.55	
50021		Arm Chair	117.10	152.25	
50024		Stool w/back	142.75	185.60	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.40	30.40	
50094		Floor Easel	47.50	61.75	
50245		Literature Rack	175.50	228.15	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	232.45	302.20	
50092		Coat Rack	82.50	107.25	
50093		Garment Rack	232.45	302.20	



Code	Qty.	Item	Discount	Regular	Amount
50427		Stanchion	98.05	127.45	
50095		Sign Holder, 22x28	108.30	140.80	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	18.20	23.65	
-------	--	-----------------	-------	-------	--

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% Tax*:	\$
Amount Due:	\$



SPECIALTY FURNISHINGS & ACCESSORIES

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

Discount Deadline: November 13, 2017

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	88.70	115.30	
51090	Director's Stool	158.70	206.30	
51089	Ped. Table, 42"	237.40	308.60	
50032	Ped. Table, 30"	222.00	288.60	
50030	Rnd Side Table	111.70	145.20	
50031	Sq. Side Table	111.70	145.20	

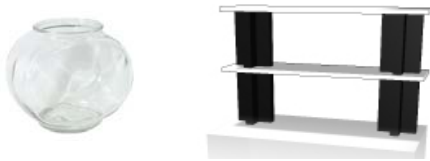
SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	875.90	1138.65	
50068	Full View 6'	966.05	1255.85	
50069	Quarter View 4'	875.90	1138.65	
50070	Quarter View 6'	966.05	1255.85	

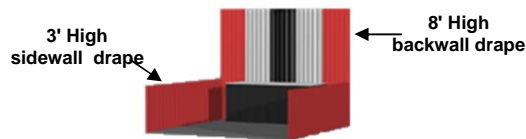
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	43.60	56.70	
50088	8' Upright	30.70	39.90	
50349	6'-10' Crossbar	20.45	26.60	
50348	7'-12' Crossbar	20.45	26.60	
50296	4' x 12" Display Riser *	98.15	127.60	
50297	6' x 12" Display Riser *	122.15	158.80	

* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	22.25	28.95	
50074	3' High	16.50	21.45	

Choose Color: Minimum 10 linear feet rental required

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

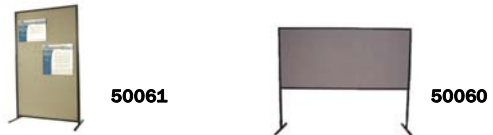
GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	209.45	272.30	
50237	2'x8' w/o legs, each	156.95	204.05	
50242	7-Ball Waterfall	14.40	18.70	

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

VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	283.60	368.70	
50061	4' x 8' Vert.	283.60	368.70	

Total Specialty Furnishings/Accessories: \$
 8.150% 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.

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

Available in Power 



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)



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)



C. 

Soft Seating Collections



HEATHROW

HS008 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



A.



B.

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



A.



B.

TANGIERS

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



A.



B.



C.

KEY LARGO

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



A.

B.

C.

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.

Denotes Powered Products



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



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H



Detail of Electrical
Charging Outlet

Accent Chairs



SWANSON

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

KEY WEST

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



MADDEN

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



Accent Chairs



A.



B.



C.



D.

**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



A.



B.



C.

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



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)

D.

C.

H.

I.

J.

E.

F.

G.

Ottomans

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

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)

G) SAL Sally Stool

(white)

12" Round 17"H

H) CUBL20 Edge

LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

Marche Swivel



Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006 (rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) **ALC100** (glass, chrome)

B) **ALC200** (wood, chrome)



B.



C.



D.



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)



A.

B.



C.



D.



GEO

End Table

26"L 26"D 20"H

C) **E1C** (glass, chrome)

D) **E1FWB** (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 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"D 18"H

20.5"L 16"D 20"H

N) AURA

Aura Round Table

(white metal)

15" Round 22"H

O) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only



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

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

SEATING

Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals				
	SO1-South Beach Sofa, P. Suede	863.45	1122.50	
	HEA08-Heathrow Sofa, Black Vinyl	851.45	1106.90	
	HS008-Heathrow 3 pc. Sectional	2265.10	2944.65	
	SFA002- Allegro Sofa	908.45	1181.00	
	NPLSOF-Naples Sofa, Black Vinyl	1088.40	1414.90	
	NPLSOP-Naples Sofa, powered	1323.80	1720.95	
	SO2-3pc. South Beach, P. Suede	2073.00	2694.90	
	TANSOF-Tangiers Sofa, Beige	863.45	1122.50	
	SFA003-Roma Sofa, White	1036.50	1347.45	
	SFAPWR-Roma Sofa, powered	1323.80	1720.95	
	KEYSOF-Key Largo Sofa	614.30	798.60	
	FAIRSW-Fairfax Sofa	621.25	807.65	
Club Chairs				
	HC008-Heathrow Corner, Black Vinyl	725.05	942.55	
	HCH08-Heathrow Chair, Black Vinyl	863.45	1122.50	
	NPLCHR-Naples Chair, Black Vinyl	759.65	987.55	
	NPLCHP-Naples Chair, powered	821.95	1068.55	
	TANCHR-Tangiers Chair, Beige	560.20	728.25	
	CHR002-Allegro Chair	638.50	830.05	
	CHR003-Roma Chair, White	707.75	920.10	
	CHRPWR-Roma Chair, powered	821.95	1068.55	
	KEYCHR-Key Largo Chair	406.60	528.60	
	FAIRCW-Fairfax Chair	448.20	582.65	
Ottomans				
	BNO08-Bench, Black Leather	534.70	695.10	
	BNO75-Bench, White Leather	534.70	695.10	
	END02B-Square, Black Leather	465.50	605.15	
	END02W-Square, White Leather	465.50	605.15	
	END01W-Curved, White Leather	543.35	706.35	
	END01B-Curved, Black Leather	543.35	706.35	
	VIB02-Vibe Cube, Blue	181.70	236.20	
	VIB04-Vibe Cube, Red	181.70	236.20	
	VIB05-Vibe Cube, Yellow	181.70	236.20	
	VIB07-Vibe Cube, Champagne	181.70	236.20	
	VIB03-Vibe Cube, Pink	181.70	236.20	
	VIB06-Vibe Cube, Gold/Bronze	181.70	236.20	
	VIB08-Vibe Cube, Orange	181.70	236.20	
	VIB01-Vibe Cube, Green	181.70	236.20	
	VIB10-Vibe Cube, Black W/Trproof	177.60	230.90	
	VIB09-Vibe Cube, White W/Trproof	177.60	230.90	
Group & Accent Chairs				
	CCE-ICE, Transparent/Chrome	322.75	419.60	
	OCH-Madrid Black Leather	971.50	1262.95	
	BCW-Madrid Chair, White	972.50	1264.25	
	LABREA-La Brea Swivel Chair	534.70	695.10	
	OCB-Key West Tub, Black	517.40	672.60	
	MADGRY-Madden Arm Chair, Grey	552.00	717.60	
	SWAN-Swanson Swivel, White Vinyl	465.50	605.15	
	HOPCH-Hopi Chair, Grey Linen	302.40	393.10	
Loveseats				
	NPLOV-Naples, Black Vinyl	914.40	1188.70	
	NPLOP-Naples Loveseat, powered	1140.35	1482.45	
	KEYLOV-Key Largo Loveseat	475.85	618.60	
	HOPLV-Hopi Loveseat, Grey Linen	470.40	611.50	
Meeting Chairs				
	OCMESP-Meeting Chair, Espresso	361.70	470.20	
	OCMTAU-Meeting Chair, Taupe	354.70	461.10	
	OCMWHM-Meeting Chair, White	326.95	425.05	
Modular System				
	BNQTL7-Center Cone	914.40	1188.70	
	BNQ417-Full Banquette	2896.80	3765.85	
	BNQR17-Ottoman Ring, White Vinyl	2227.20	2895.35	
	BNQ7-Quarter Curve, White Vinyl	621.60	808.10	
	WHT12-Half Bench, White Vinyl	475.20	617.75	
	CUBL20-Edge Lighted Cube	256.10	332.95	
	SAL Sally Stool	120.55	156.70	
	WHT12-Half Bench, White Vinyl	475.20	617.75	
	MAR010-Marche Swivel, Blue	235.20	305.75	
	MAR002-Marche Swivel, Grey	235.20	305.75	
	MAR003-Marche Swivel, Linen	235.20	305.75	
	MAR008-Marche Swivel, Mdw Grn	235.20	305.75	
	MAR009, Marche Swivel, Pear	235.20	305.75	
	MAR007-Marche Swivel, Plum	235.20	305.75	
	MAR004-Marche Swivel, Raspberry	235.20	305.75	
	MAR005-Marche Swivel, Red	235.20	305.75	
	MAR006-Marche Swivel, Rose Qtz	235.20	305.75	
	MAR001-Marche Swivel, White	235.20	305.75	
	BNQR17-Ottoman Ring, White Vinyl	2227.20	2895.35	
	BNQ7-Quarter Curve, White Vinyl	621.60	808.10	
	OTS-South Beach Wedge	413.60	537.70	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables				
	C1E-Silverado	361.70	470.20	
	ALC100-Alondra, Glass/Chrome	422.40	549.10	
	ALC200-Alondra, Wood/Chrome	422.40	549.10	
	C1FWB-Geo, Wood/Black	369.60	480.50	
	C1C-Geo Rect., Glass/Chrm	327.05	425.15	
	COLI - Oliver Cocktail Table	311.45	404.90	
	C1W-Sydney, White	366.85	476.90	
	C1Y-Sydney, Black	366.85	476.90	
	C1YP-Sydney Black, powered	465.50	605.15	
	C1WP-Sydney White, powered	465.50	605.15	
	G30CMS-Table, Maple	482.75	627.60	
	G30CMW-Table w/ Grrt, Maple	482.75	627.60	
	G30CWS-Table, White	482.75	627.60	
	G30CWW-Table w/ Grrt, White	482.40	627.10	
	REGBEN-Regis Bench Table	372.05	483.65	
Occasional End Tables				
	E1E-Silverado	344.35	447.65	
	ALE100-Alondra, Glass/Chrome	304.80	396.25	
	ALE200-Alondra, Wood/Chrome	304.80	396.25	
	E1FWB-Geo, Wood/Black	321.60	418.10	
	E1C-Geo, Glass/Chrm	320.10	416.15	
	EOLI-Oliver End Table	276.85	359.90	
	E1W-Sydney, White	330.50	429.65	
	E1Y-Sydney, Black	330.50	429.65	
	CUBTBL-Edge LED Cube	257.80	335.15	
	AURA End Table	188.65	245.25	
	ETBL-E Table, Wood	231.90	301.45	
	NEMSAC Mosaic Tables, Set of 3	378.95	492.65	
	TMBTBL Timber Table, Wood	223.20	290.15	
	REGOTT-Regis End Table	275.15	357.70	

Please complete the following:

Company Name: _____ Booth #: _____ Subtotal: \$ _____
 Contact Name: _____ Phone #: _____ 8.150% 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.

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



42" Round Conference Table

42" RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

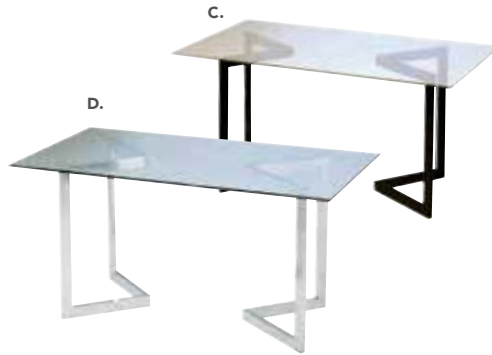
96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



Styles & Shapes



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

(gray laminate, black)

46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Mix & Match

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.



Executive Seating



A.



B.



C.



D.



E.



F.

- 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
- 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

Style & Comfort

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

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

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





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

Group Seating

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



J.

K.

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.

Denotes AC and USB charging outlets

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"
- G30DMS (solid top)
- G30DMW (grommet holes)
- G) Cocktail Table
72"L 26"D 18"H
- G30CMS (solid top)
- G30CMW (grommet holes)

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.

(Choose from solid top tables or with grommet holes)



G30 Communal Tables (white tops)

- 72"L 26"D 42"H
- H) Bar Table
G30BWS (solid top)
- G30BWW (grommets)
- I) Café Table
72"L 26"D 30"H
- G30DWS (solid top)
- G30DWW (grommets)
- J) Cocktail Table
72"L 26"D 18"H
- G30CWS (solid top)
- G30CWW (grommets)

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

30" Round 29"H

A) ZTB (red top)

B) ZTH (liquid steel blue top)

Hydraulic Chrome Base

30" Round 29"H

C) LIQ009 (liquid white top)

D) 30MAHC (Madison gray acajou top)

Malba Chair

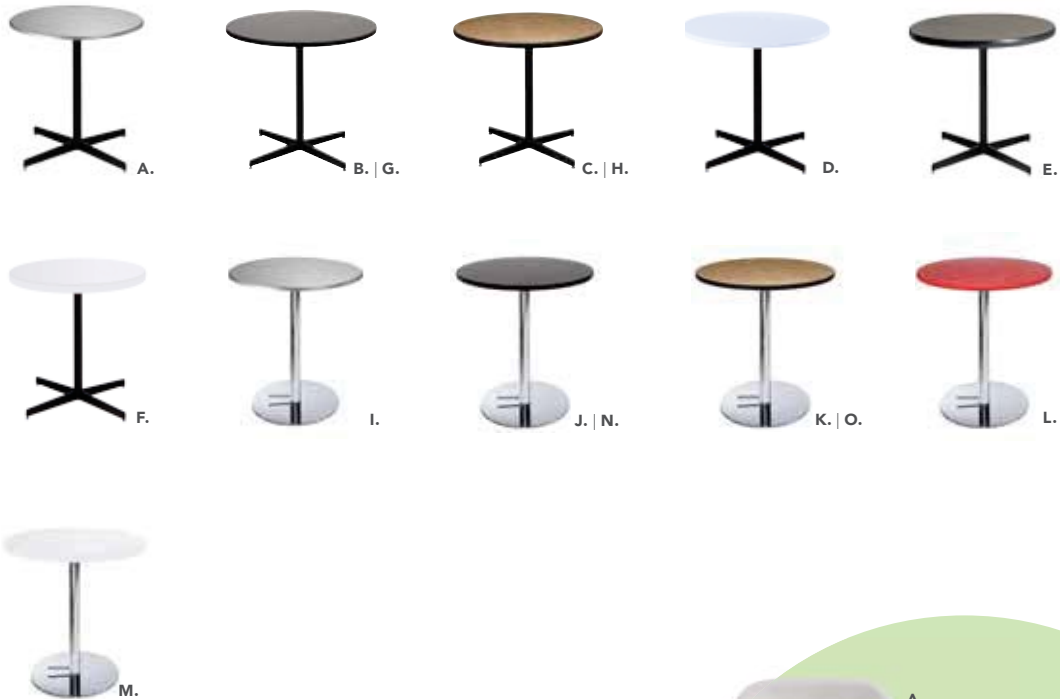
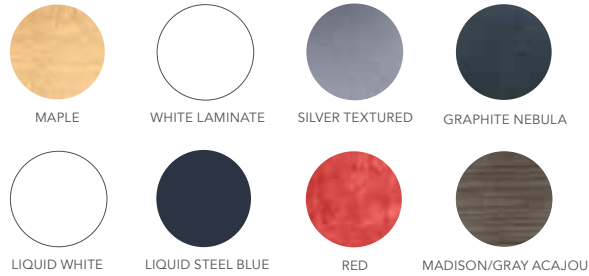
20"L 20"D 32"H

E) MALGRN (green)



Customize And Create

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) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

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





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

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

CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	586.60	762.60	
	CE1-Geo Table, Sq. Chrome	413.60	537.70	
	CF1-Geo Table, Sq. Black	586.60	762.60	
	CE2-Geo Table, Chrome	586.60	762.60	
	CB2-6' Graphite Table	614.30	798.60	
	CB3-8' Graphite Table	725.05	942.55	
	CB1-42" Round, Graphite Nebula	544.55	707.90	
	C508GR-8', Granite	725.05	942.55	
	CT10GR-10', Granite	1088.40	1414.90	
	CT06GR-6', Granite	614.30	798.60	
	PWRUSB-Powered Table Module	98.65	128.25	
	CB8-42" Round Madison, Grey	218.40	283.90	
	MADC10-10' Madison, Grey	1212.00	1575.60	
	MADC05-5' Madison, Grey	607.20	789.35	
	MADC08-8' Madison, Grey	1212.00	1575.60	
	CONF42-42" Round, White laminate	500.10	650.15	
Executive Seating				
	PROEXE-Pro Executive Chair	411.00	534.30	
	PROEXB-Executive Chair High Back	411.00	534.30	
	PROGB-Guest Executive Chair	261.85	340.40	

Qty.	Item	Discount	Regular	Amount
Group & Guest Seating				
	Duet-Black, Chrome	84.80	110.25	
	RSTDIN-Rustique w/ arms, Gunmetal	188.65	245.25	
	CS8-Berline Chair, Black	164.40	213.70	
	CS9-Berlin Chair, Red	164.40	213.70	
	XCHR-Christopher Chr, White Vinyl	136.70	177.70	
	CH002-Wendy Chair, Acrylic	154.00	200.20	
	SC10 Razor Chair	102.10	132.75	
	SC3-Brewer Chair, Onyx	226.70	294.70	
	XC3-Luxor Guest Chair	451.60	587.10	
	XC6-Altura Guest Chair	401.45	521.90	
	LMCHR-Laguna Chair, Maple/Chrome	187.20	243.35	
	MALGRY-Malba Chair, Grey	144.00	187.20	
	MALGRN-Malba Chair, Green	144.00	187.20	
	CS4-Syntax Chair, Black/Chrome	261.60	340.10	
	ZENCHR-Zenith Chair-White/Chrome	211.20	274.55	
	SY1-Altura Task Chair	257.80	335.15	
Executive Seating				
	XC1-Luxor Executive, High-back	522.60	679.40	
	XC2-Luxor Executive Chair	491.45	638.90	
	PROMDB-Exec Mid-Back, Black	290.40	377.50	
	PROMID-Executive Chair Mid Back	290.40	377.50	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	292.45	380.20	
	ZTP-36" Maple Top/Black Base	318.40	413.90	
	ZTJ-30" Graphite Top/Black Base	292.45	380.20	
	ZTN-36" Graphite Top/Black Base	318.40	413.90	
	ZTG-30" Silver Textured Top	292.45	380.20	
	ZTE-36" Brandy Top/Black Base	364.80	474.25	
	ZTQ-36" White Laminate Top	318.40	413.90	
	ZTB-30" Red Top/Black Base	292.45	380.20	
	ZTH-30" Steel Blue Top/Black Base	292.80	380.65	
	LIQ004-30" Lqd White/Black Base	465.60	605.30	
	ZTA-30" Grey Top/Black Base	292.80	380.65	

Qty.	Item	Discount	Regular	Amount
Café Tables - Chrome Base 30", Hydraulic				
	30MTHC-Maple Top, Chrome	389.35	506.15	
	30GRHC-Graphite Nebula, Chrome	389.35	506.15	
	30STHC-Silver Textured, Chrome	389.35	506.15	
	30BRHC-Brushed Red Top, Chrome	389.35	506.15	
	30SBHC-Steel Blue Top, Chrome	389.35	506.15	
	LIQ009-Liquid White Top, Chrome	588.00	764.40	
	30MAHC-Grey Top, Chrome	379.20	492.95	
Café Tables - Chrome Base 36", Hydraulic				
	36MTHC-Maple Top, Chrome	423.95	551.15	
	36GRHC-Graphite Nebula, Chrome	423.95	551.15	
	36WTHC-White Top, Chrome	423.95	551.15	

COMMUNAL TABLES

Café Tables				
	G30DMS-Café, Maple Top	690.40	897.50	
	G30DMW-Café w/ Grmt, Maple	690.40	897.50	
	G30DWS-Café, White Top	690.40	897.50	
	G30DWW-Café w/ Grmt, White	690.40	897.50	
	G30DWP-Café Table, powered	794.30	1032.60	
Cocktail Tables				
	G30CWP-Cocktail Table, powered	569.30	740.10	

Bar Tables				
	G30BWS-Bar Table, White	863.45	1122.50	
	G30BWW-Bar w/ Grmt, White	863.45	1122.50	
	G30BMS-Bar Table, Maple	863.45	1122.50	
	G30BMW-Bar w/ Grmt, Maple	863.45	1122.50	
	G30BWP-Bar Table, powered	1019.20	1324.95	

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal	\$
Contact Name: _____	Phone #: _____	8.150% Tax:	\$
Authorized Signature: _____		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 24 hours prior to first exhibitor move-in day.

Bar Tables



A) LIQ010
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

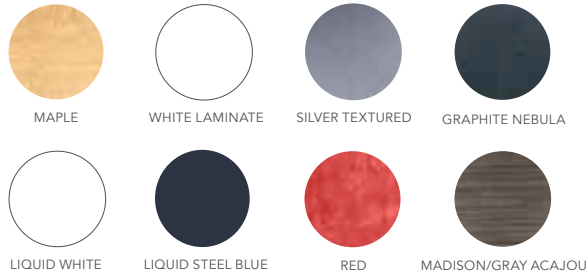
C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30"RND 45"H

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



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H

- A) VTJ (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) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

Bar Tables

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



A.

C.

B.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

Mix & Match

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

A.



D.

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREDENZA BACK

POWERED PEDESTALS

 Denotes AC and USB charging outlets

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. 



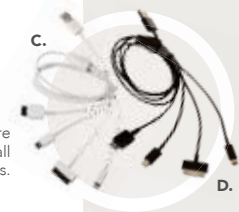
B. 

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

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) ADAPT B (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS



A.




B.

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

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

TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



B. 



C.

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) ADAPT B (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

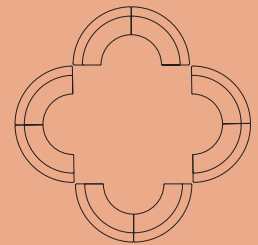
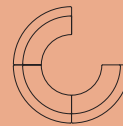
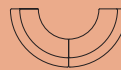
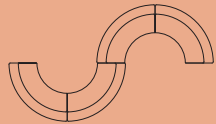
B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



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



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

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

BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Bar Tables - All Black Base				
	VTK-30" Maple Top/Black Base	320.10	416.15	
	VTP-36" Maple Top/Black Base	316.45	411.40	
	VTJ-30" Graphite Top/Black Base	320.10	416.15	
	VTN-36" Graphite Top/Black Base	344.35	447.65	
	VTG-30" Silver Textured Top	320.10	416.15	
	VTE-36" Brandy Top/Black Base	332.20	431.85	
	VTW-36" White Laminate Top	344.35	447.65	
	VTB-30" Red Top/Black Base	320.10	416.15	
	VTH-30" Steel Blue/Black Base	321.60	418.10	
	LIQ003-30" Lqd White/Black Base	436.80	567.85	
	VTA-30" Grey Top/Black Base	312.00	405.60	
Barstools				
	BST-Banana, White/Chrome	323.60	420.70	
	BSS-Banana, Black/Chrome	323.60	420.70	
	BS001-Shark, Swivel White	413.20	537.15	
	BS002-Zoey, Swivel White	378.95	492.65	
	BS003-Zoey, Swivel Black	391.50	508.95	
	RSTSTL-Rustique Barstool, Gunmetal	171.30	222.70	
	APS08-Apex Black Vinyl	290.70	377.90	
	APS59-Apex Red Vinyl	290.70	377.90	
	APS75-Apex White Vinyl	290.70	377.90	
	APS12-Apex Blue Ultra Suede	290.70	377.90	
	XBAR-Christopher White Vinyl	233.60	303.70	
	LMBAR-Laguna, Maple/Chrome	235.20	305.75	
	BSR-Syntax, Black/Chrome	285.60	371.30	
	ZENBAR-Zenith, White/Chrome	211.20	274.55	

Qty.	Item	Discount	Regular	Amount
Bar Tables - Chrome Base 30", Hydraulic				
	30GRHB-Graphite Nebula, Chrome	389.35	506.15	
	30MTHB-Maple Top, Chrome	389.35	506.15	
	30STHB-Silver Texture, Chrome	389.35	506.15	
	30BRHB-Brushed Red, Chrome	389.35	506.15	
	30SBHB-Steel Blue Top, Chrome	389.35	506.15	
	LIQ010-Liquid White Top, Chrome	588.00	764.40	
	30MAHB-Grey Top, Chrome	379.20	492.95	
Bars				
	BRC-Circle Martini Bar	5033.60	6543.70	
	BR1-Martini Bar	1749.40	2274.20	
Bar Tables - Chrome Base 36", Hydraulic				
	36GRHB-Graphite Nebula, Chrome	423.95	551.15	
	36MTHB, Maple Top, Chrome	423.95	551.15	
	36WTHB-White Top, Chrome	423.95	551.15	
Barstools				
	BSD-Oslo, Blue	340.85	443.10	
	BSC-Oslo, White	340.85	443.10	
	BSL-Gin, Maple	257.80	335.15	
	BCE-Ice, Transparent /Chrome	322.75	419.60	
	ROLLBL-Lift Barstool, Black Vinyl	275.15	357.70	
	ROLLGY-Lift Barstool, Grey Vinyl	275.15	357.70	
	ROLLRD-Lift Barstool, Red Vinyl	275.15	357.70	
	ROLLWH-Lift Barstool, White Vinyl	275.15	357.70	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Desks, Credenzas, Files, Bookcases				
	CR8-Madison Credenza, Grey	648.00	842.40	
	JD8-Madison Executive Desk, Grey	765.60	995.30	
	BC8-Madison Bookcase, Grey	554.40	720.70	
	TECH3B-Tech Desk w/drawers, Pwr	725.05	942.55	
	TECH-Tech Desk, Powered	586.60	762.60	
	TECH3-3-drawer File Cbnt w/Castors	193.80	251.95	
Product Display- Pedestals				
	PDL36B-Ped, Locking, Powered	692.90	900.75	
	PDL42B-Ped, Locking, Powered	776.95	1010.05	
	PDL36W-Ped, Locking, Powered	655.80	852.55	
	PDL42W-Ped, Locking, Powered	776.95	1010.05	
Charging Items				
	ADAPTB-Charging Adapter, black	31.15	40.50	
	ADAPTW-Charging Adapter, white	31.15	40.50	
Lighted Products				
	CUBL20-Edge Lighted Cube	256.10	389.35	
	CUBTBL-Edge LED Cube	257.80	389.35	

Qty.	Item	Discount	Regular	Amount
Lamps				
	LA15-Mason Silver Floor Lamp	285.55	371.20	
	LA14-Mason Silver Table Lamp	186.90	242.95	
Refrigerators				
	R1R-White 14 Cubic Feet	1085.05	1410.55	
	R1Q-White 4 Cubic Feet	396.25	515.15	
Work & Multi-Use Tables				
	MERLIN-Multi Use Table	448.20	582.65	
	WD3-Work Table	430.85	560.10	
Mobile Tablet Stands				
	TBSTDW-Mobile Tablet Stand, White	181.70	236.20	
	TBSTND-Mobile Tablet Stand, Black	181.70	236.20	
Mobile Tablet Accessories*				
	TBCHR-Tablet, brochure holder	84.80	110.25	
	TBSHLF-Tablet, charging shelf	84.80	110.25	
	TBPNT-Tablet, print stand	84.80	110.25	

* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Subtotal \$ _____

8.150% 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 24 hours prior to first exhibitor move-in day.



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

SIGN ORDER FORM

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

Discount Deadline: November 13, 2017

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	177.35	230.55	
70010		Horz., 22" x 28"	177.35	230.55	
70011		Vertical, 28" x 44"	270.25	351.35	
70012		Horz., 28" x 44"	270.25	351.35	
70025		Meterboard, 39" x 84"	546.95	711.05	
Accessories					
70017		Blank Foamcore, 4' x 8'	48.20	62.65	
70021		Velcro, per ft, min. 5 ft.	3.10	4.05	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	22.50	29.25	
70071		grommets, per sq. ft. - Horizontal	22.50	29.25	
70066		Pockets, per sq. ft. - Vertical	24.20	31.45	
70072		Pockets, per sq. ft.- Horizontal	24.20	31.45	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	53.05	68.95	

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

Please complete the following:

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

Subtotal	\$
8.150% 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.

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.

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ 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.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

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.



LABOR ORDER FORM

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

Discount Deadline: November 13, 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	104.25	135.55	30% **	
68067		OT	156.50	203.45	30% **	
68068		DT	208.50	271.05	30% **	

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

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	104.25	135.55	
68061		OT	156.50	203.45	
68062		DT	208.50	271.05	

Dismantle: 68063/68064/68065

****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 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	208.50	271.05	

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.



GROUND RIGGING/FORKLIFT RENTAL

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

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

Event Code: L162191217

Discount Deadline: November 13, 2017

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	312.40	406.00	
35039		Overtime Hourly Rental	390.75	508.00	
35067		Double-time Hourly Rental	468.75	609.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	624.75	812.25	
35049		Overtime Hourly Rental	781.50	1016.00	
35069		Double-time Hourly Rental	937.50	1218.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	937.15	1218.25	
35066		Overtime Hourly Rental	1172.25	1524.00	
35070		Double-time Hourly Rental	1406.25	1828.25	

CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST

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

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	130.31	169.40	
35086		Overtime Hourly Rate	195.63	254.30	
35099		Double-time Hourly Rate	260.63	338.80	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	104.25	135.55	
35100		Overtime Hourly Rate	156.50	203.45	
35101		Double-time Hourly Rate	208.50	271.05	

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 notices will be charged a one (1) hour cancellation fee.

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.

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.

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



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

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

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

Table with columns: Number of Pieces, Est. Dims, Est. Weight. Rows include Crates, Cartons, Cases/Trunks, Skids/Pallets, Carpet, TV/Monitor, Other, Total Pieces, Total Dims, Total Wt.

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 #) Winter Simulation Conference 2017 c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118

Warehouse Deadline November 24, 2017 Date

I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#) Winter Simulation Conference 2017 Red Rock Resort & Casino 11011 W Charleston Blvd Las Vegas, NV 89135

Delivery date: December 3, 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. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

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



SHIPPING LABELS

Winter Simulation Conference 2017

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	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	

R U S H	
	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

R U S H	
	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	

R U S H	
	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	



MATERIAL HANDLING AUTHORIZATION

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

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

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.

Standard Material Handling					
Weight	Description		Price	Total	
Advance Shipments to Warehouse					
	\$158.30	\$205.75			
	Crated	Special Handling			
	35010	35036			
Pieces					
Small Packages (FedEx/UPS/DHL under 30 lbs.)					
	\$79.25	\$103.00	\$158.50		
	Each carton	Special handling	Min. per shipment		
	35048	35268	35045		

Weight	Description		Price	Total	
Direct Shipments to Showsite					
	\$185.00	\$277.50	\$240.50		
	Crated	Uncrated	Special Handling		
	35030	35043	35038		
Overtime					
Overtime: 30% fee for each overtime application based on ST rate					
Double Time					
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.

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.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$
* All tax rates are subject to change.	

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

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 4 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

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

Winter Simulation Conference 2017

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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

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

DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate: 104.25

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.

UNCRAVED 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.

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

Winter Simulation Conference 2017

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 x per carton rate = \$ 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 it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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
- ~ WARRANTY ON UNCRATED SHIPMENTS
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



CARTLOAD MATERIAL HANDLING SERVICE

Winter Simulation Conference 2017

December 3 - 6, 2017

Red Rock Resort & Casino - Las Vegas, Nevada

Event Code: L162191217

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

CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	

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.



OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

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

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.

INTERNATIONAL SHIPPING

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

280 Shuman Blvd. Suite 105 | Naperville, Illinois 60563

Tel: +1 630.355.5911 | www.mlintl.net



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.



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT THE RED ROCK CASINO
5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encoreproductions.net

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE CONTACT:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:		CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

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

ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$200.00	\$300.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$310.00	\$465.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

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

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			

SUBTOTAL

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

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

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.

ENCORE



11011 W. Charleston Blvd
Las Vegas, NV 89135
(702) 797-7550



Email order to:
Cox ACS
Email: ACS@cox.com
Phone: (702) 545-1225

Advanced Convention Services - Internet Order Form

Group:	Catering Manager:	
Contact:	Phone:	
Phone:	Event Dates:	MA:
Email:		

Basic Services	Quantity	Description / Speed	First Day	Additional Day	
Wireless Access Code	1	WiFi for 1 device 10 Mbps	\$295.00	\$95.00	
	5	WiFi for 5 devices 10 Mbps	\$345.00	\$145.00	
	10	WiFi for 10 devices 10 Mbps	\$445.00	\$245.00	
	20	WiFi for 20 devices 10 Mbps	\$890.00	\$490.00	
Advanced Services	Type	Description / Speed	Advanced Rate*	Standard Rate	
Business Essential	Wired	Private VLAN 10 Mbps hardline only	First Day	\$600.00	\$720.00
			Additional Day	\$450.00	\$540.00
Business Ultimate	Wired or WiFi	Private VLAN 100+ Mbps hardline or custom WiFi	First Day	\$1,200.00	\$1,440.00
			Additional Day	\$900.00	\$1,080.00

**Orders placed 7 days in advance*

Equipment Rentals	Quantity	Description	Flate Rate		8.1% NV Tax
Ethernet Cable*		Cat5e patch cable up to 50 ft	\$25.00		
Ethernet Switch*		10/100/1000 Mbps ethernet switch	\$225.00		
Access Point*		802.11AC dual band AP	\$225.00		
Public Static IP		Public static IP address	\$125.00		
Private Static IP		Excluded IP address (for printers)	no charge		

**Includes NV state sales Tax (8.10%)*

Service	Type	Location	Setup Date/Time		End Date/Time
				Subtotal	
				Total	

Signature: Sign and date

EVENT NAME:				ROOM / BOOTH:			
COMPANY:				DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME AND STREET ADDRESS:				PICKUP DATE:		PICKUP TIME:	
CITY:		STATE:		ZIP:		ONSITE CONTACT:	
PHONE:		FAX:		EMAIL:		CONTACT PHONE:	
CARDHOLDER NAME:		CC TYPE:	CC#:				
CARDHOLDER SIGNATURE:				EXP DATE:		SECURITY CODE	

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

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
VIDEO EQUIPMENT					
22" LCD MONITOR HD (16:9)	120.00	148.00			
32" LCD HD (16:9)	300.00	360.00			
42" PLASMA (16:9)	400.00	480.00			
50" PLASMA (16:9)	525.00	605.00			
61" PLASMA (16:9)	1,260.00	1512.00			
6" PLASMA STAND FOR 42"-50" & 32" LCD	80.00	96.00			
DVD PLAYER	80.00	96.00			
BLU RAY PLAYER	105.00	126.00			
LCD PROJECTOR - 3000 LUMENS	395.00	474.00			
LCD PROJECTOR - 6000 LUMENS	660.00	792.00			
FLIPCHART PACKAGE	50.00	70.00			
COMPUTER EQUIPMENT					
19" LCD MONITOR	120.00	150.00			
LAPTOP COMPUTER	\$200 / Day				
WIRELESS PRESENTATION MOUSE	50.00	60.00			
SCREENS					
TRIPOD 6' X 6'	90.00	120.00			
TRIPOD 8' X 8'	90.00	120.00			
CRADLE 10' X 10'	125.00	150.00			

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.

DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
RIGGING & STAGING					
MOTORS (WEEKLY RATE)	160.00	192.00			
RIGGING POINTS (WEEKLY RATE)	70.00	84.00			
BANNER HANGING (WEEKLY RATE)	100.00	120.00			
LABOR		RATE		HRS	
ALL RIGGING IS SUBJECT TO AT LEAST 2 RIGGERS @ \$89.00 HOUR WITH A 4 HOUR MINIMUM.		89.00/hr	X		
CONTACT US FOR LABOR TERMS AND CONDITIONS.					
AUDIO EQUIPMENT					
UHF COMBO (CHECK ONE) <input type="checkbox"/> HH <input type="checkbox"/> LAV	135.00	162.00			
WIRED MICROPHONE	45.00	54.00			
SM. POWERED SPEAKER	50.00	60.00			
LG. POWERED SPEAKER	100.00	120.00			
DIRECT BOX FOR COMPUTER AUDIO	30.00	36.00			
12 CHANNEL MIXER	160.00	192.00			
CD PLAYER	65.00	78.00			
TOTALS					
TOTAL EQUIPMENT CHARGES					
LABOR estimate will be provided as needed.					XXXXXX
21% EQUIPMENT SERVICE CHARGE (\$20 minimum)					
8.15% Sales Tax					
TOTAL DUE					

RIGGING AND HOUSE SOUND ARE AN EXCLUSIVE SERVICE OF RED ROCK RESORT
COMPLETE THIS FORM AND FAX TO 702.797.7191

Encore Event Technologies
11011 W. Charleston Blvd.
Las Vegas, NV 89135
p | 702.797.7192
f | 702.797.7191
redrock@encore-us.com

ENCORE
EVENT TECHNOLOGIES
A Freeman Company