



Shepard Exposition Services

1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G175780211

SHOW INFORMATION



EHDI Annual Conference

February 21-22, 2011
Omni Hotel @ CNN Center
Atlanta, Georgia

BOOTH PACKAGE

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

Show drape color(s): Blue, Green & White
Aisle carpet color: Facility is carpeted wall to wall.

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, February 20, 2011	6:00 PM - 8:00 PM
Exhibit Hours:	Monday, February 21, 2011	7:15 AM - 7:30 PM
	Tuesday, February 22, 2011	7:15 AM - 2:30 PM
Exhibitor Move-out:	Tuesday, February 22, 2011	2:45 PM - 3:45 PM
Freight Re-route Time:	Tuesday, February 22, 2011	4:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Monday, January 24, 2011
Discount price deadline for all Shepard orders: Monday, January 31, 2011
First day for warehouse deliveries without a surcharge: Monday, January 24, 2011
Last day for warehouse deliveries without a surcharge: Monday, February 14, 2011
First day freight can arrive at show facility: Sunday, February 20, 2011 at 6:00 PM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

EHDI Annual Conference
c/o Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318

Direct Shipments Address

The Omni Hotel does not permit direct shipments to be delivered directly to the hotel. All shipments must be delivered the advance warehouse.

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.



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ONLINE ORDERING INSTRUCTIONS



EHDI Annual Conference

February 21-22, 2011




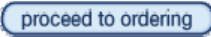
Omni Hotel @ CNN Center

Atlanta, Georgia



ATTENTION EXHIBITORS


ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on 
3. Click on [EHDI Annual Conference](#)
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking 
If you do not have a password, you will need to do one of the following:
 - a. Create a profile with Shepard by clicking  and following the prompts.
 - OR
 - b. Get a previously generated password by clicking "[Forgot your password?](#)" and following the prompts.
6. Once you log in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Now you can begin your online ordering experience.

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.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on 

If you wish to delete an item from your shopping cart, click  next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service

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PAYMENT AUTHORIZATION



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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 - **EHDI Annual Conference**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: Bank of America, Atlanta, Georgia USA

Routing Number: 0260-0959-3 Account Number: 3278494077

SWIFT CODE (US): BOFAUS3N SWIFT CODE (INTL): BOFAUS6S

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.

CREDIT CARD INFORMATION

Type of Card:   

Credit Card #:

Expiration Date:
Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____



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 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 that 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."



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THIRD PARTY PAYMENT AUTHORIZATION



EHDl Annual Conference
February 21-22, 2011
Omni Hotel @ CNN Center
Atlanta, Georgia

Discount Deadline: January 31, 2011

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

- | | | | |
|---------------------------------------|--|---|---|
| <input type="checkbox"/> All services | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Logistics/Transportation | <input type="checkbox"/> Material Handling |
| | <input type="checkbox"/> Carpet | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor |
| | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Installation/Dismantling Labor |

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

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 #:

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 Expiration Date:

Month	Year		

Billing Address: _____ Security Code:

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City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____



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EXPO FURNISHINGS



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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	91.25	118.65	
50046			6'L X 30"H	110.00	143.00	
50050			8'L X 30"H	140.85	183.10	
50043			4'L X 42"H	110.00	143.00	
50047			6'L x 42"H	140.85	183.10	
50051			8'L x 42"H	165.65	215.35	
50052			4th Side 30"	55.00	71.50	
50171			4th Side 42"	55.00	71.50	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	63.25	82.25	
50044		6'L X 30"H	74.05	96.25	
50048		8'L X 30"H	89.00	115.70	
50041		4'L X 42"H	71.20	92.55	
50045		6'L x 42"H	89.00	115.70	
50049		8'L x 42"H	99.25	129.05	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	38.30	49.80	
50084		6'L X 6"H	48.80	63.45	
50086		8'L X 6"H	61.85	80.40	
50083		4'L X 12"H	77.50	100.75	
50085		6'L x 12"H	96.50	125.45	
50087		8'L x 12"H	107.50	139.75	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	18.40	23.90	
50078		6'L X 6"H	25.85	33.60	
50080		8'L X 6"H	33.50	43.55	
50077		4'L X 12"H	35.75	46.50	
50079		6'L x 12"H	51.00	66.30	
50081		8'L x 12"H	62.40	81.10	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	55.00	71.50	
50021		Arm Chair	75.00	97.50	
50024		Stool w/back	79.00	102.70	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	16.50	21.45	
50094		Floor Easel	32.50	42.25	
50245		Literature Rack	125.00	162.50	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	156.00	202.80	
50092		Coat Rack	55.40	72.00	
50093		Garment Rack	156.00	202.80	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	45.50	59.15	
50102		Velvet Rope, 7'	72.65	94.45	
50095		Sign Holder, 22x28	108.00	140.40	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	12.40	16.10	
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Please choose color from skirted table section.

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Total Expo Furnishings: \$ _____

8.000% Tax: \$ _____

Amount Due: \$ _____

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

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

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



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CARPETING & CLEANING



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EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Blue (05)	<input type="checkbox"/>	Teal (13)	<input type="checkbox"/>
Grey (10)	<input type="checkbox"/>	Burgundy (07)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	140.00	182.00	
50256	10' x 20'	266.00	345.80	
50257	10' x 30'	399.00	518.70	
50258	10' x 40'	532.00	691.60	

Variation in dye lot may occur when ordering more than one cut of carpet.

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	2.65	3.45	
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In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

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.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Deep Navy (22)	<input type="checkbox"/>	Charcoal (17)	<input type="checkbox"/>
Silver Cloud (18)	<input type="checkbox"/>	Peacock (32)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	4.40	5.70	
46003	Rental 1000+/sq.ft	3.80	4.95	
46002	Purchase/sq.ft.	9.95	12.95	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.65	0.85	
50008	1" Padding	1.50	1.95	
50010	Visqueen	0.30	0.40	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.31	0.40	
47002	Daily Vacuum	0.62	0.80	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.35	0.45	
47031	Daily Porter Svc	0.40	0.50	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

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

Total Carpeting & Cleaning	\$
8.00% Tax:	\$
Amount Due:	\$

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

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

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

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



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SPECIALTY FURNISHINGS/ACCESSORIES



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SPECIALTY CHAIRS AND TABLES



18" H

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	59.00	76.70	
51090	Director's Stool	105.50	137.15	
50032	Ped. Table,30"	155.00	201.50	
51089	Ped. Table,42"	155.00	201.50	
50030	Rnd Side Table	75.00	97.50	
50031	Sq. Side Table	75.00	97.50	

SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	587.95	764.35	
50068	Full View 6'	648.55	843.10	
50069	Quarter View 4'	587.95	764.35	
50070	Quarter View 6'	648.55	843.10	

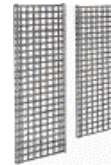
Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	34.40	44.70	
50098	Refrigerator	447.75	582.10	
50088	8' Upright	20.65	26.85	
50089	8' Crossbar	13.75	17.90	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	140.55	182.70	
50237	2'X8' w/o legs, each	105.35	136.95	
50242	7-Ball Waterfall	9.65	12.55	

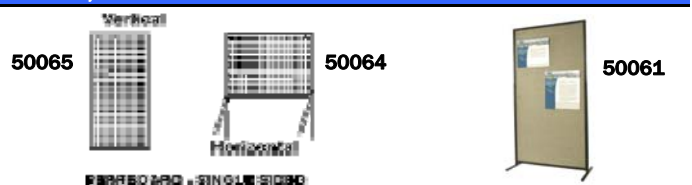
Other accessories available, please call customer service for more information.

1/4" PERFBORAD & VELCRO TACK BOARD



3' High sidewall drape

8' High backwall drape



50065

50064

50061

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	14.25	18.55	
50074	3' High	11.25	14.65	

Choose Color: Minimum 4' panel rental required.

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

Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	189.75	246.70	
50064	4'X8' Horz., 1/4"holes	189.75	246.70	
50104	6" Hooks (12)	31.25	40.65	
50060	4' X 8' Horz.	190.35	247.45	
50061	4' x 8' Vert.	190.35	247.45	

Total Specialty Furnishings/Accessories	\$
8.000% Tax:	\$
Amount Due:	\$

Please complete the following:

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

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

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Shepard Exposition Services

1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G175780211

EXECUTIVE FURNITURE



EHDI Annual Conference

February 21-22, 2011

Omni Hotel @ CNN Center
Atlanta, Georgia

Discount Deadline: January 31, 2011

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	545.50	709.15	
	LSM	483.60	628.70	
	OCB	396.50	515.45	
Lisbon - Charcoal Leather				
	SOC	717.05	932.15	
	LSC	646.75	840.80	
	CHC	475.25	617.85	
Memphis				
	MPS	513.20	667.15	
	MPC	364.15	473.40	
Astro				
	SOQ	667.80	868.15	
	CHQ	441.50	573.95	
Newport				
	SED	1394.70	1813.10	
	LSD	622.85	809.70	
	CHD	343.05	445.95	
Miscellaneous Seating				
	SO1	618.60	804.20	
	OCU	381.00	495.30	
	OCW	745.20	968.75	
	OCY	185.60	241.30	
Ottomans				
	OSA	295.25	383.85	
	OTP	328.95	427.65	
	OTM	368.35	478.85	
	OTH	112.45	146.20	
	OTD	104.05	135.25	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	261.50	339.95	
	C1F	239.05	310.75	
	C1C	246.00	319.80	
	C1M	239.00	310.70	
End Tables				
	E1E	246.00	319.80	
	E1F	223.55	290.60	
	E1C	230.60	299.80	
	E1M	206.65	268.65	
Lamps				
	LA1-floor lamp	146.20	190.05	
	LA2-table lamp	146.20	190.05	



Subtotal	\$
8.000% Tax	\$
Amount Due	\$

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	399.30	519.10	
	CF2 (60"L)	385.25	500.85	
	CE1 (42"L)	275.55	358.20	
	CF1 (42"L)	261.50	339.95	
Graphite Nebula - 29" High				
	CB2 (6'L)	430.25	559.35	
	CB3 (8'L)	521.60	678.10	
	CB1 (42"RND)	352.90	458.75	
Mahogany - 29" High				
	CC6 (6'L)	399.30	519.10	
	CC7 (8'L)	492.10	639.75	
	CC8 (10'L)	783.10	1018.05	
	CC5 (42"RND)	350.90	456.15	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	284.00	369.20	



CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	421.80	548.35	
	SC9	185.60	241.30	
Luxor - Black Leather				
	XC3	345.85	449.60	
	XC2	375.40	488.00	
	XC1	399.30	519.10	
Altura - Black Crepe				
	XC6	307.90	400.25	
	XC5	338.85	440.50	
	XC4	368.35	478.85	
Brewer				
	SC3	164.50	213.85	
	SC2	164.50	213.85	
Miscellaneous Chairs				
	SC8	153.25	199.25	
	SC1	175.75	228.50	
	SC4	175.75	228.50	
	SC6	215.15	279.70	



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

Subtotal	\$
8.000% Tax	\$
Amount Due	\$

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	239.05	310.75	
	VTM	239.05	310.75	
30" Round x 42" High				
	VTK	230.60	299.80	
	VTJ	230.60	299.80	
	VTF	261.50	339.95	
	VTC	230.60	299.80	
	WTJ	292.40	380.10	
	WTF	322.00	418.60	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1339.85	1741.80	
	BRC	3856.55	5013.50	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	175.75	228.50	
	BS2	175.75	228.50	
	BS1	175.75	228.50	
Banana - Chrome, 30" High				
	BST	236.20	307.05	
	BSS	236.20	307.05	
Oslo - 30" High				
	BSD	246.05	319.85	
	BSC	246.05	319.85	
Miscellaneous				
	BSL (29"H)	187.00	243.10	
	BSN (29"H)	265.75	345.50	



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

Subtotal	\$	
8.000% Tax	\$	
Amount Due	\$	

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EXECUTIVE FURNITURE



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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	222.10	288.75	
	ZTN	222.10	288.75	
	ZTM	222.10	288.75	
	XTP	299.45	389.30	
	XTN	299.45	389.30	
	XTM	299.45	389.30	
30" Round x 29" High				
	ZTK	199.65	259.55	
	ZTJ	199.65	259.55	
	XTK	275.55	358.20	
	XTJ	275.55	358.20	
	XTF	303.65	394.75	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	106.85	138.90	
	CS9	106.85	138.90	
Altura - Black Crepe				
	SY1	192.60	250.40	
	DF1	285.40	371.00	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDF	385.25	500.85	
	PDH	399.30	519.10	
	PDK	430.25	559.35	
	PDL	440.05	572.05	
	BC6	328.95	427.65	
	BC7	322.00	418.60	
	ET1	328.95	427.65	
	ET2	328.95	427.65	
Training Room				
	CP5	385.25	500.85	
	PO3	461.15	599.50	
	PO1	292.40	380.10	
	WD2	338.85	440.50	
	CO4	292.40	380.10	
Lateral Files				
	L26	407.75	530.10	
	L27	385.25	500.85	
Refrigerator				
	R1Q	268.55	349.10	



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8.000% Tax	\$
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Exhibit Solutions Sales Fax: 404-720-8757

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Event Code: G175780211

EXHIBIT SOLUTIONS BOOTH RENTALS



EHDI Annual Conference

February 21-22, 2011

Omni Hotel @ CNN Center

Atlanta, Georgia

Discount Deadline: January 31, 2011

EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
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The San Diego



66250		10' x 10'	2213.50	2877.55	
66251		10' x 20'	3632.50	4722.25	
66252		10' x 30'	6810.95	8854.25	

The Chicago



66253		10' x 10'	2128.50	2767.05	
66254		10' x 20'	2979.75	3873.70	
66255		10' x 30'	4043.50	5256.55	

The Salt Lake City

66256		10' x 10'	1362.15	1770.80	
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The Saint Louis

66265		10' x 10'	1186.25	1542.15	
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The Las Vegas

66268		20' x 20' Island	7940.50	10322.65	
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The Phoenix

66269		10' x 10'	2497.35	3246.55	
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The Detroit

66257		10' Truss Unit	5670.15	7371.20	
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The Memphis

66258		10' Pop-up	1078.40	1401.90	
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Please choose color: Black (06) Blue (05)

The Savannah

66266		20' Pop-up	2957.15	3844.30	
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Please choose color: Black (06) Blue (05)

The Providence

66267		2m Tabletop	510.85	664.10	
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Please choose color: Black (06) Blue (05)

Code	Qty.	Description	Discount	Regular	Amount
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The Los Angeles



66259		10' x 10'	1469.35	1910.15	
66260		10' x 20'	2724.40	3541.70	
66261		10' x 30'	4114.95	5349.45	

The New York



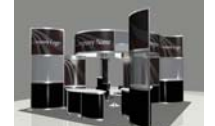
66262		10' x 10'	1929.80	2508.75	
66263		10' x 20'	3664.45	4763.80	
66264		10' x 30'	5562.30	7231.00	



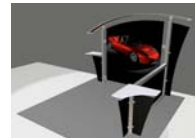
Salt Lake City



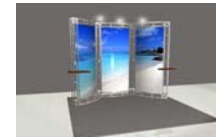
Saint Louis



Las Vegas



Phoenix

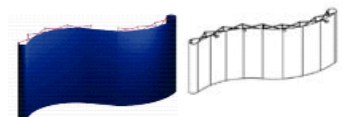


Detroit



Memphis

87.56"H x 118"W



Savannah

87.56"H x 217.75"W



Providence

59.375"H x 73"W

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.000% Tax: \$
Authorized Signature: _____		Amount Due: \$

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Event Code: G175780211

EXHIBIT SOLUTIONS ACCESSORIES



EHDI Annual Conference

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Omni Hotel @ CNN Center

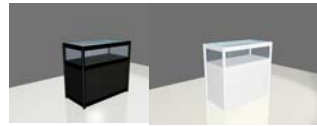
Atlanta, Georgia

Discount Deadline: January 31, 2011

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Showcases					
66270		Quartermview	788.90	1025.55	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	720.85	937.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	851.40	1106.80	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
Reception Counters					
66274		RC1	1692.15	2199.80	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	625.35	812.95	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1356.50	1763.45	
Computer Stands					
66285		CS1	788.90	1025.55	
66286		CS2	459.75	597.70	
Literature and Product Display					
66277		Gondola	417.75	543.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	737.85	959.20	
66279		GL2	698.15	907.60	
66280		LS1	222.80	289.65	
66281		LS2	147.50	191.75	
Locking Cabinets					
66282		LC1	584.65	760.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	709.50	922.35	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	431.35	560.75	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

Please fax completed form to Exhibit Solutions Department at 404-720-8757.



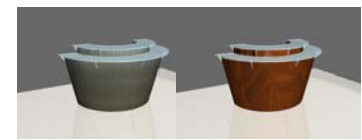
Quartermview Showcase



Triangular Showcase



Square Showcase



RC1



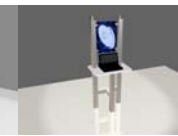
RC2



RC3



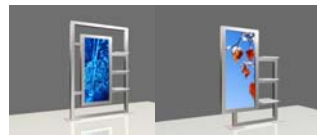
CS1



CS2



Gondola



GL1



GL2



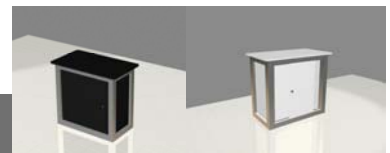
LS1



LS2



LC1 - 1 meter wide



LC3



LC2 - 1.5 meters wide

Please complete the following:

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

Subtotal	\$
8.000% Tax	\$
Amount Due	\$

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Event Code: G175780211

Discount Deadline: January 31, 2011

EXHIBIT SOLUTIONS TRAFFIC BUILDER



EHDI Annual Conference

February 21-22, 2011

Omni Hotel @ CNN Center

Atlanta, Georgia

TRAFFIC BUILDER RENTALS

INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

Looking for ways to engage attendees? This compact, custom electronic charging unit does it all. With four separate stations to charge virtually any type of electronic device, this unit sits easily in your booth space with your custom message and it's flashing light, providing an often needed convenience on the show floor to potential prospects and customers.

Prior to the opening of the show, Shepard personnel will deliver the unit to your booth in a crate and set it up. The power cord provides easy access to your electricity--minimal amounts needed. Please note electricity must be ordered separately - you may find the form in the Utilities section of the service manual.

Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		750.00	975.00	

Artwork Submission Information

Submit your company logo/branding by one of the following:

- ~ Email attachment (4 mgs or smaller to lrubin@shepardes.com)
- ~ FTP (.zip compression), for FTP information call 404-720-8652
- ~ CD-ROM, mail to address at top of page

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



Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

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

Subtotal	\$
8.000% Tax:	\$
Amount Due:	\$

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Event Code: G175780211

LABOR ORDER FORM



EHDI Annual Conference

February 21-22, 2011

Omni Hotel @ CNN Center

Atlanta, Georgia

Discount Deadline: January 31, 2011

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? Yes No

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

I will need Exhibitor 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	58.00	75.40	30% **	
68067		OT	87.00	113.10	30% **	
68068		DT	116.00	150.80	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	58.00	75.40	
68061		OT	87.00	113.10	
68062		DT	116.00	150.80	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM

OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight

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:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	116.00	150.80	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

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.

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: _____

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



Shepard Exposition Services
 1531 Carroll Drive, NW
 Atlanta, GA 30318
 Shepard Logistics Phone: 888-568-8858
 Shepard Logistics Fax: 404-720-8733
 Shepard Logistics Email: logistics@shepardes.com
 Event Code: G175780211

SHEPARD LOGISTICS SERVICES



EHDl Annual Conference
February 21-22, 2011
Omni Hotel @ CNN Center
Atlanta, Georgia

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

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		Est. Weight
Number of Pieces		
_____ Crates		
_____ Cartons (cardboard)		
_____ Cases/Trunks (fiber) (color) _____		
_____ Skids/Pallets		
_____ Carpet (color) _____		
_____ Other _____		
Total Pieces	Total Wt.	

Declared Value \$ _____
 Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

SHIP TO

Size of largest piece: L _____ W _____ H _____
 Loading Dock Yes No Lift Gate _____
 Residential _____ Inside Pick up _____ Inside Delivery _____
 Special Instructions: _____

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
EHDl Annual Conference
c/o Shepard Exposition Services
1531 Carroll Drive
Atlanta, GA 30318

Warehouse Deadline February 14, 2011
 Date

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 services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Credit Card #: _____
 Expiration Date: _____ Security Code: _____
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: _____
 Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

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.

SHIPPING LABELS

EHDI Annual Conference

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ c/o Shepard Exposition Services 1531 Carroll Drive Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM
	For: EHDI Annual Conference First day freight can arrive w/o a surcharge: January 24, 2011 Last day freight can arrive w/o a surcharge: February 14, 2011

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ c/o Shepard Exposition Services 1531 Carroll Drive Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM
	For: EHDI Annual Conference First day freight can arrive w/o a surcharge: January 24, 2011 Last day freight can arrive w/o a surcharge: February 14, 2011



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G175780211

MATERIAL HANDLING AUTHORIZATION



EHDI Annual Conference

February 21-22, 2011

Omni Hotel @ CNN Center

Atlanta, Georgia

SHIPMENT INFORMATION

Please complete the following information:

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

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling			
Weight	Description	Price	Total
Advance Shipments to Warehouse			
	\$80.00	\$104.00	
	Crated	Special Handling	
	35010 / 35013	35036	
Specialized Carrier Shipment (small packages under 50 lbs.)			
	\$40.00	\$80.00	
	Each carton	Min. per shipment	
	35048	35045	

Signature Series Material Handling			
Weight	Description	Price	Total
Advance Shipments to Warehouse			
	\$72.00	\$93.50	
	Crated	Special Handling	
	35393 / 35397	35392 / 35401	
Overtime			
	Overtime: 30% fee for every overtime application	30%	
RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM			

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

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

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

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

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

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.



Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G175780211

MATERIAL HANDLING INFORMATION



EHDI Annual Conference
February 21-22, 2011
Omni Hotel @ CNN Center
Atlanta, Georgia

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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.

LATE SHIPMENTS

Surcharge: 25%

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.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

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

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

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

MARSHALING YARD

Surcharge: Maximum \$25.00

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 fee per shipment processed 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: \$10.00 per piece, Minimum \$40.00

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.

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.

SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handle to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, 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. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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



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. For 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.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized 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 (cubic loading), 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.

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 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.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ 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
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

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).

AVT Event Technologies The Omni Hotel at CNN Center

100 CNN Center, Atlanta, GA 30303

Phone: (404) 818-4490 • Fax: (404) 818-4491 • Email: omnicnninfo@avt.com

Credit Card Authorization Form

Cardholder's Name _____

Card Number _____

Expiration Date _____

Billing Address _____

City _____ State _____ Zip _____

Telephone Number of Cardholder _____

Order Number _____

Amount _____

I, _____, hereby authorize AVT Event Technologies to
charge my credit card the amount listed above.

Authorized Signature Date

Please complete form and return via fax to (404) 818-4491



Exhibitor Order Form

Electrical Services				
120/208 Volt Single Phase Service	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
20 Amp 120v (includes one extension cord & power strip)	\$190.00		N/A	
20 Amp 208v	\$190.00		N/A	
30 Amp 208v	\$285.00		N/A	
208 Volt Three Phase Service				
60 Amp circuit	\$675.00		N/A	
100 Amp circuit	\$810.00		N/A	
200 Amp circuit	\$1,110.00		N/A	
400 Amp circuit	\$2,266.00		N/A	
Power Strips	\$25.00			
25' Extension Cord	\$25.00			
50' Extension Cord	\$50.00			
			SUBTOTAL:	

IMPORTANT: Electrical services include setup labor. Additional extension cords and power strips are extra. Five or more power strips or extension cords will require additional labor.

Labor Services				
	RATE		# OF HOURS	TOTAL
8am to 5pm	\$75.00			
5pm to 12am	\$112.50			
12am to 8am	\$150.00			
Holidays	\$150.00			
			SUBTOTAL:	

A/V Equipment				
	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
VHS/DVD Combo Player	\$95.00			
20" LCD Monitor	\$125.00			
40" LCD Monitor w/stand	\$500.00			
50" LCD Monitor w/stand	\$600.00			
Desktop/Laptop Computer	\$225.00			
12" Powered Speaker/stand	\$100.00			
4 Channel Mixer	\$50.00			
Wired Handheld Microphone	\$50.00			
Wireless Handheld/Lavalier Microphone	\$180.00			
4,000 Lumen LCD Projector Package (includes projector, projector stand, 8' screen & cables)	\$650.00			
Projector Support Package (includes projector stand, 8' screen, cables, & technical assistance)	\$180.00			
			*SUBTOTAL:	

IMPORTANT: Additional equipment available. Please call for details.

Cyber Services				
High Speed Internet	DAILY RATE	QUANTITY	# OF DAYS	SUBTOTAL
Single Line (one device)	\$350.00			
Additional Lines (per device)	\$150.00			
Wireless Internet Access				
Single Device Access (bulk rates available)	\$75.00			
Networking Services				
Static Public IP	\$500.00			
Dedicated Bandwidth	Call for details			
Custom VLAN Configurations	Call for details			
			*SUBTOTAL:	

IMPORTANT: HSPA lines are per device connected. Customer provided routers, switches, wireless access points or other similar network devices are prohibited to ensure uninterrupted operation of existing hotel network infrastructure. VPN concentrators are allowed with prior permission from AVT and require a Static Public IP Address.

Please remit to: AVT Event Technologies
c/o Omni Hotel @ CNN Center
100 CNN Center
Atlanta, GA 30303
P: (404) 818-4490 F: (404) 818-4491

Electrical Subtotal	
Labor Subtotal	
A/V Equipment Subtotal	
Cyber Services Subtotal	
22% Service Charge (A/V Equipment & Cyber Services Only)	
8% GA State Tax (Electrical, A/V Equipment, & Service Charge)	
Add 15% For On-Site Orders (Electrical, A/V Equipment, & Cyber Services)	
GRAND TOTAL:	

*Subject to 22% service charge



Exhibitor Order Form

Exhibitor Information

Name of Event: _____ Location: _____ Date(s): _____

Exhibitor: _____ Booth #: _____

Contact Name: _____ Email Address: _____

Address: _____ Phone #: _____ Fax #: _____

City: _____ State: _____ Zip: _____

Onsite Contact: _____ Phone #: _____

Terms and Conditions

ALL ORDERS ARE SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. Cancellation: Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts or repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility
4. To receive Advance Order pricing, all orders must be received with payment 7 days prior to the setup date.
5. All equipment is subject to a 15% surcharge for orders placed on-site.
6. Payment tendered for the specified equipment with this reservation form is an estimate only and any charges in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
7. It is the responsibility of the Lessee to advise a representative of AVT Event Technologies of any problems with their order at show site. Absolutely no credits will be issued after show closing.

I agree to and understand the above conditions

Authorized Signature: _____ Please Print Name: _____

Electrical Regulations

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an AVT Event Technologies representative. AVT Event Technologies will not be responsible for any damage 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 outlet by a person other than an AVT Event Technologies representative.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
3. All production companies are to provide pig tails and cables to designated power location.
4. All equipment connected by Omni Hotels must comply with NEC, Federal, State, & local codes.
5. All cords, plugs, and power strips must be UL listed.
6. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

I agree to and understand the above conditions

Authorized Signature: _____ Please Print Name: _____

Once order has been received, an email or fax will be sent with order confirmation.
 Credit card authorization form must accompany order.



Popular Packages

HD Flat Panel Package

\$300.00

HD 40" Flat Panel Display
Custom Monitor Stand
Media Player
Required Cabling/Power

Conference Room LCD Display Package

\$650.00

HD LCD Projector (4000 lumen, WXGA)
Wide Screen Projection Surface (up to 8')
Custom Projector Stand
Required Cabling/Power

Conference Room Presenter Support Package *(For customers providing own LCD projector)*

\$185.00

Wide Screen Projection Surface (up to 8')
Custom Projector Stand
Required Cabling/Power
Technical Assistance Availability

Portable Sound Reinforcement Package

\$325.00

2 Portable Powered Speakers w/Stands
Wired Microphone
6-Channel Mixer

Décor Lighting Package

\$390.00

4 LED Full Color Spectrum Lighting Instruments
Required Cabling/Power



À la Carte Prices

Audio Components

MICROPHONES	
Wired Microphone	\$50.00
Wireless UHF (Lavalier & Handheld)	\$180.00
MIXERS	
6 Channel Stereo Mixer	\$75.00
12 Channel Stereo Mixer	\$125.00
16 Channel Stereo Mixer	\$175.00
24-32 Channel Stereo Mixer	Call for details
PLAYERS/RECORDERS	
CD Player	\$75.00
Digital Audio Recorder	\$175.00
SOUND REINFORCEMENT	
Portable Powered Speakers	\$75.00

Lighting Components

CONTROL/DIMMERS	
12 Channel Control Board	\$100.00
6 Channel Dimmer Power Pack	\$50.00
LIGHTING INSTRUMENTS	
LED Full Color Spectrum Lighting Instruments	\$50.00
Source 4 Ellipsoidal or Par (19, 26, 36 degree or Par)	\$35.00
Follow Spotlight	Call for details

Video and Data Components

COMPUTER EQUIPMENT	
Standard Desktop Computer w/19" LCD Monitor	\$175.00
Standard Laptop Computer	\$225.00
Custom computer systems	Call for details
PROJECTORS	
HD LCD Projector (4000 lumen, WXGA)	\$550.00
VIDEO PLAYER/RECORDER	
DVD Player	\$95.00
DVD Recorder	Call for details
DVCAM Player/Recorder	Call for details
Other Video Formats Available	Call for details

Video and Data Components (cont.)

MONITORS	
HD 40" Flat Panel Display	\$500.00
CAMERAS	
HDV 1080i Video Camcorder (camcorder tripod included)	Call for details
Broadcast Quality Camera (Includes camera, CCU, tripod, studio kit, cabling)	Call for details
VIDEO/DATA SWITCHING AND DISTRIBUTION	
Various Seamless Systems	Call for details
PROJECTION SURFACE/DRAPES (wide screen format)	
AVT Executive Projection Surface	\$75.00
7'x12' Projection Surface w/Dress Kit	\$175.00
8.5' x 14' Projection Surface w/Dress Kit	\$225.00
10' x 17' Projection Surface w/Dress Kit	\$350.00
MISCELLANEOUS SPEAKER SUPPORT	
Flipchart w/Pad and Markers	\$55.00
Laser Pointer	\$50.00
Speaker Timer	\$75.00

High Speed Internet

WIRED INTERNET	
Single Line	\$350.00 per room
Each Additional Line	\$150.00 per room
WIRELESS INTERNET	
Wireless Access Point	\$100.00 per AP
User access (Each AP will handle up to 25 users)	\$75.00 per user
NETWORKING SERVICES	
VLAN	Call for details
Static IP	Call for details
Dedicated Bandwidth	Call for details

Labor

EVENT SET-UP/DISMANTLE (per hour)	
Straight Time	\$75.00
Overtime	\$112.50
Holiday	\$150.00
EVENT OPERATION/RIGGING	Call for details

TERMS AND CONDITIONS

It is required that AVT Event Technologies set-up, operate and strike all equipment unless requirements dictate otherwise.

All equipment prices listed are per day.

Equipment and labor pricing listed does not include an applicable service charge and sales tax.

Labor will be charged for set-up, operation and teardown of all video projection, multi-image, sound reinforcement, theatrical stage lighting, screens and drapery equipment listed herein.

All equipment and labor cancellations occurring less than 48 hours prior to scheduled function shall be billed to customer at published rates.

UNIQUE. CREATIVE. TECHNICALLY INNOVATIVE. www.avt.com 404.818.4490