BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- 8' High backwall drape, 3' High sidewall drape
- Show drape color(s): Blue
- 7" x 44" Cardstock Identification Sign
- Aisle carpet color: Facility is carpeted
- (1) 6' x 30" Skirted Table - Blue
- (2) Side Chairs
- (1) Wastebasket

EXHIBIT SHOW SCHEDULE
General Exhibitor Move-in: Monday, April 13, 2020 12:30 PM to 4:30 PM
Tuesday, April 14, 2020 8:00 AM to 9:00 AM

Exhibit Hours:
Tuesday, April 14, 2020 9:00 AM to 1:30 PM
Tuesday, April 14, 2020 5:30 PM to 7:30 PM
Wednesday, April 15, 2020 10:00 AM to 1:00 PM

Exhibitor Move-out: Wednesday, April 15, 2020 1:15 PM to 4:30 PM

Freight Reroute Begins*: Wednesday, April 15, 2020 4:00 PM
All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
See Material Handling Rate Form for all related fees.

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
CACFP National Child Nutrition Conference
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
CACFP National Child Nutrition Conference
Hyatt Regency Atlanta
265 Peachtree St
Atlanta, GA 30303

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Friday, March 13, 2020
Exhibitor appointed contractor notification deadline: Tuesday, March 17, 2020
First day for warehouse deliveries without a surcharge: Tuesday, March 17, 2020
Discount price deadline for standard Shepard orders: Tuesday, March 24, 2020
Last day for warehouse deliveries without a surcharge: Monday, April 6, 2020
Last day for warehouse deliveries*: Friday, April 10, 2020

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: Monday, April 13, 2020 at 8:00 AM

ANCILLARY VENDOR INFORMATION
Utilities
PSAV
psav_at_hra@psav.com
psav_at_hra@psav.com
Outbound Information

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020
Discount Deadline: Tuesday, March 24, 2020

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Wednesday, April 15, 2020, 4:00 PM.

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, April 15, 2020, 4:00 PM.

Shepard Mailing Address
1531 Carroll Drive, NW Atlanta, GA 30318

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Exhibitor Move Out
Wednesday, April 15, 2020, 1:15 PM to 4:30 PM

Post Show Paperwork & Labels
Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping
It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

Pick Up Address
Hyatt Regency Atlanta
265 Peachtree St
Atlanta, GA 30303

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Online Ordering is Easy!

GO TO  www.shepardes.com/intro.asp

CLICK ON  CACFP National Child Nutrition Conference

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

ENTER your email address and password then click

NEW users:  
User name = Your Email Address (provided by Event Management)
Password = CACFP20

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

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

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

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

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

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

Confirm your order, click and complete the payment process.

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

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

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: ________________________________
Street Address: ________________________________
City, St, Zip: ________________________________
Contact Name: ________________________________
Email: ________________________________

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐
You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: ________________________________
Expiration Date: ________________________________
Billing Address: ________________________________
City, ST, Zip: ________________________________
Name on Card: ________________________________
Card #: ________________________________

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.

WIRE TRANSFER

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

The following information must be included on the bank copy of the wire transfer confirmation:
Name of show that you are attending: CACFP National Child Nutrition Conference
Exhibiting Company Name
Booth Number
Account Name: Shepard Exposition Services, Inc.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 04100124
Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33
SWIFT CODE (INTL): PNCCUS33

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

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

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

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

Definitions and Shepard Responsibilities: The 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. Exhibitors may not utilize powered mechanical equipment.

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check. Provided there is sufficient customer credit in Exhibitor’s form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Under no circumstances shall Shepard be responsible for any credit card charges or fees associated with the transaction. 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.” 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.”

Inbound and Outbound Shipments: Shepard assumes no responsibility 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 their representative. All previous labels should be removed.

Terms and Conditions
Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Exhibiting Company Address

Phone

Fax

Contact Email Address

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Step 2: Check Services Below to Invoice to the Third Party

☐ All Services

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Rental Furniture

☐ Exhibit Display Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Other (please specify):

Step 3: Provide Third Party Contact Information

3rd Party Name

3rd Party Address

3rd Contact Name

Phone

Fax

Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Credit Card #:

Expiration Date: Month Year Security Code

Billing Address:

City, ST, Zip:

Name on Card: (Please Print)

Card Holder Signature

Please Sign

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

Exhibiting Company Name

Booth #

Contact Email Address

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

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

Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

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

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

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

## Above Booth #

<table>
<thead>
<tr>
<th>Grids</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

## Right Booth #

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

## Below Booth #

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

## Left Booth #

<table>
<thead>
<tr>
<th>Grids</th>
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</tbody>
</table>
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@shepards.com
SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?
Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.

WHAT IS MATERIAL HANDLING?
Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don’t forget to add Material Handling to your budget!

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.
Step 1: Complete Exhibiting company information:

Exhibiting Company Name ____________________________ Booth # ________

Contact Name ____________________________ Phone # ____________ State ____________ Zip ________

Email Address ____________________________

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

Company ____________________________

Street Address ____________________________ City ____________________________ State ____________ Zip ________

☐ Is there a loading dock? ☐ Do we need a lift gate on our truck?

☐ Is your building in a residential area? ☐ Do we need to go inside your office to pick up your items?

☐ Any thing else we should know about your building ____________________________

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

Date ____________________________ Hours of Operation ____________________________

Step 4: Tell us Where this is going: ☐ Advance Warehouse ☐ Direct to showsite Monday, April 13, 2020

Step 5: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
<th>Qty</th>
<th>L</th>
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<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates</td>
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<td></td>
<td>Carpet (color:</td>
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<td></td>
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</tr>
<tr>
<td>Cartons (cardboard)</td>
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<td></td>
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<td>Monitors</td>
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<tr>
<td>Cases/trunks</td>
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<td></td>
<td>Other</td>
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<td></td>
</tr>
<tr>
<td>Skids/pallets</td>
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<td></td>
<td></td>
<td></td>
<td>Total</td>
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<td></td>
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</tr>
</tbody>
</table>

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? ☐ YES! ☐ No, I will arrange another carrier

Company ____________________________ Booth # ________

Street Address ____________________________ City ____________________________ State ____________ Zip ________

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Outbound Material Handling Authorization and Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name
Booth #

Contact Name
Phone #

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address
City
State
Zip

Step 3 How many Pieces are in your shipment?

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

Step 4: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
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<th>Weight</th>
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<td>Crates</td>
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<tr>
<td>Carpet (color)</td>
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<tr>
<td>Monitors</td>
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<tr>
<td>Other</td>
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<td></td>
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<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

Is there a loading dock? Do we need to go inside your office to pick up or deliver your items? Is there anything else we should know about your building? Do we need a lift gate on our truck?

Step 5: How many Labels do you need?

Step 6: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

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

Step 7: What type of Service do you need? (how fast does it need to get there?)

Ground
2nd Day
Exped. Ground (3-5 days)
Overnight

Step 8: If your carrier doesn't show up, what do we do with your items?

Reroute via the show carrier (Shepard Logistics)
Return to warehouse ($400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.

All outbound shipments require a Shepard Outbound Material Handling Authorization form 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 MHA and labels will be delivered to your booth prior to the close of the show. *Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Contact Name
Phone #

Exhibiting Company Name
Booth #

Event Code: G113890420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

G113890420
atlanta@shepardes.com
(404) 720-8600
(404) 720-8755

LW H Weight LW H Weight
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

For: CACFP National Child Nutrition Conference

First day freight can arrive w/o a surcharge: March 17, 2020
Last day freight can arrive w/o a surcharge: April 6, 2020
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

TO: __________________________
(Exhibiting Company Name)
Booth #: ______________________
c/o Shepard Exposition Services
Hyatt Regency Atlanta
265 Peachtree St
CACFP National Child Nutrition Conference
For: CACFP National Child Nutrition Conference
MUST NOT BE DELIVERED PRIOR TO:
April 13, 2020 @ 8:00 AM

TO: __________________________
(Exhibiting Company Name)
Booth #: ______________________
c/o Shepard Exposition Services
Hyatt Regency Atlanta
265 Peachtree St
CACFP National Child Nutrition Conference
For: CACFP National Child Nutrition Conference
MUST NOT BE DELIVERED PRIOR TO:
April 13, 2020 @ 8:00 AM
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**Cold Storage Shipping Labels**

**DIRECT TO SHOW**

**REFRIGERATED FOODS**

TO: ____________________________
(Exhibiting Company Name)

Booth #: ____________________________

c/o Shepard Exposition Services

Hyatt Regency Atlanta
265 Peachtree St

CACFP National Child Nutrition Conference

For: CACFP National Child Nutrition Conference

MUST NOT BE DELIVERED PRIOR TO:
April 13, 2020 @ 8:00 AM

**MUST NOT BE DELIVERED PRIOR TO:**
April 13, 2020 @ 8:00 AM

**DIRECT TO SHOW**

**REFRIGERATED FOODS**

TO: ____________________________
(Exhibiting Company Name)

Booth #: ____________________________

c/o Shepard Exposition Services

Hyatt Regency Atlanta
265 Peachtree St

CACFP National Child Nutrition Conference

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265 Peachtree St

Atlanta, GA 30303

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Material Handling Rates

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

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

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

Important! All Material Handling fees will be automatically billed to the credit card on file!

<table>
<thead>
<tr>
<th>Advance Warehouse Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Direct to Show Site Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Light Weight (Shipments 40 pounds or less)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>$49.00</td>
</tr>
</tbody>
</table>

Advance Warehouse Tips
Shipments can arrive to the Advance warehouse up to 30 days prior to move in.
Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse.
Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips
Freight must arrive only during published move in dates and times.
Great for last minute shipments.
Large pieces of machinery can be accepted.

Light Weight Shipment Tips
Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing.
If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

<table>
<thead>
<tr>
<th>Banding Service per 4x4 skid/pallet</th>
<th>35490</th>
<th>$75.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime - 30% for each overtime application based on ST rate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shrinkwrap Service per 4x4 skid/pallet</th>
<th>35491</th>
<th>$75.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time - 50% fee for each double time application based on ST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Please Sign
Card Holder Signature

Company
Booth #
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 the show opening hours. Any shipment arriving to the show site after show open will be charged a surcharge.

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 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.

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

**SPECIAL HANDLING DEFINITIONS**

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

- **Constricted Space** - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** - 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.
- **Shipments 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, dolly).

- **No Documentation** - Shipments received from small package carriers (including, among others, FedEx, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

**DISPOSAL FEE**

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**

Shipment 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**

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**

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 show site after show open will be charged a surcharge.

**UNCRALED SHIPMENTS**

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**

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**

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**

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**

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

**LIGHT WEIGHT SHIPMENTS**

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**ENVELOPE DELIVERIES**

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

**MOBILE SPOTTING**

All vehicles must be escorted in and out of building by Shepard personnel.
Material Handling 101

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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

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

**What is the definition of "freight"?**

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

**What is the difference between material handling and shipping?**

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?**

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

**What does CWT mean?**

CWT is an acronym for Century Weight.

**What determines how much I'm charged?**

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

**How do I calculate material handling charges?**

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

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

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

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum.

**How do I calculate my Light Weight shipment?**

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

**What are Crated materials?**

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

**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.

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

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

All shipments must 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.)

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

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

**What are Direct Shipments?**

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

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

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

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

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

**What is and why would I need liability insurance?**

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

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 Shipping**

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

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

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

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

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td></td>
<td>Dock to Booth ST</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td></td>
<td>Booth to Dock ST</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td></td>
<td>Dock to Booth OT</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td></td>
<td>Booth to Dock OT</td>
<td>$160.00</td>
<td></td>
</tr>
</tbody>
</table>

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

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

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

Company Name: __________

Contact Name: __________

Contact Email Address: __________

Card Holder Signature: __________

Please Sign: __________

Cartload Service

Total Estimate: $ __________

NA税: $ __________

Amount Due: $ __________

Event Code: G113890420
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

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

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

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

**Step One: Tell Us Who You Are:**
Exhibiting Company
Name ___________________________ Booth # __________
Onsite Contact ___________________________ Onsite Cell Phone # __________
Email Address ___________________________

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

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

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

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

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

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

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

Estimated Warehouse Storage: $ ____________
Tax*: $ ____________
Amount Due: $ ____________

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

**Please Print**
Printed Name ___________________________

**Please Sign**
Card Holder Signature ___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
Exhibitors sending refrigerated storage to the show must complete this storage authorization order form. All refrigerated storage items can only be sent direct to show site starting at 8:00 AM on Monday, April 13, 2020. Refrigerated items will not be accepted at the advance warehouse.

**Rate Information**

- Material Handling charges will apply when freight is received and placed into storage.
- Each box (if received on a skid) must be labeled "Refrigerated Storage".
- Billing is based on the larger area required. Cold Storage ordered at show site will be charged an additional 40% and is subject to space availability.
- The rate for refrigerated or freezer storage is $2.54 per cubic feet. A minimum charge of 25 cubic feet applies per day ($63.50 minimum).

**Cubic footage is determined as follows:**
Determine measurements of each piece in inches and multiply the width times the length times the height. Divide this figure by 1,728.

**Example:** 15 cartons 20"x15"x12" = 3600 (3600 / 1728 = 2.09 cubic feet each x 15 cartons = 31 cubic feet).

**WE WILL REQUIRE:**

\[
\text{WIDTH} \times \text{LENGTH} \times \text{HEIGHT} \div 1728 = \text{CUBIC FOOTAGE}
\]

**All refrigerated storage must be sent to showsite**
*Advise Shepard of delivery needs by March 24, 2020

All shipments must be consigned as:

[Exhibiting Co. Name & Booth Number]
c/o Refrigerated Storage
Hyatt Regency Atlanta
265 Peachtree St
Atlanta, GA 30303

A work order must be placed at the Shepard customer service desk each time materials are moved into or out of storage. The work order must be signed by a representative of the Exhibiting Company each time a delivery is made. Please reference the Labor Order Form within this manual to see the hourly rates for Laborers to deliver material to and from storage. A 1 hour minimum will apply for each delivery.

**Order services**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cubic Feet</th>
<th>Price cubic feet</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35303</td>
<td>Refrigerated Storage</td>
<td>x</td>
<td>$2.54</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________ Booth # __________

Contact Name: __________________________ Contact Email Address: __________________________

Card Holder Signature: __________________________

**Total:** $ 0.00%

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

Our complete services include:

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

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

www.aglfairslogistics.com/usaebrochure/
UNSKIRTED

Display Table
#50045
4' x 24" x 30"
Unskirted

Display Table
#50046
6' x 24" x 42"
Unskirted

Display Table
#50049
8' x 24" x 42"
Unskirted

Display Table
#50041
4' x 24" x 42"
Unskirted

Display Table
#50045
6' x 24" x 42"
Unskirted

Display Table
#50046
8' x 24" x 30"
Unskirted

Display Table
#50049
8' x 24" x 42"
Unskirted

SKIRTED - 6’ & 8’ Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.

Display Table
#50042
4' x 24" x 30"
Skirted

Display Table
#50043
4' x 24" x 42"
Skirted

Display Table
#50046
6' x 24" x 30"
Skirted

Display Table
#50047
6' x 24" x 42"
Skirted

Display Table
#50050
8' x 24" x 30"
Skirted

Display Table
#50051
8' x 24" x 42"
Skirted

Display Table
#50051
6' x 24" x 30"
Skirted

Display Table
#50051
8' x 24" x 42"
Skirted

PEDESTAL & SIDE

30” Natural Pedestal Table
#50706
30” x 36”
Natural Feel Pedestal Table, Maple Top, Black Base

42” Natural Pedestal Table
#50707
42” x 36”
Natural Feel Pedestal Table, Maple Top, Black Base

30” Pedestal Table
#50032
30” x 36”
Pedestal Table, Grey Fleck Top, Chrome Base

42” Pedestal Table
#51089
42” x 36”
Round High Pedestal Table, Grey Fleck Top, Chrome Base

Round Side Table
#50030
18” x 24”

Square Side Table
#50031
18” x 18” x 24”

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Chairs

STOOLS

Director’s Stool
#51090
Black Fabric, Maple Wood

Natural Feel Stool
#50705
Light Maple Back, Black Fabric Seat

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Director’s Stool
#51086
Black Fabric, Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

Natural Feel Chair
#50704
Light Maple Back, Black Fabric Seat

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

Bag Rack
#50175
9” x 12” x 71” Adjustable Heights

Coat Rack
#50092
2” x 22” x 69” Silver

Spiral Garment Rack
#50093
30” x 70” Silver

2’ x 8’ Grid with Legs
#50236
2’ x 8’ Chrome
Also Available Without Legs (#50237)

3.5’ x 8’ Slatwall
#50249
3.5’ x 8’ Grey

4’ x 8’ Peg Board
#50594
4’ x 8’ White

6” Hooks for Peg Board
#50104
Silver

7-Ball Waterfall Grid Attachment
#50242
Silver
Also Available for Slat Wall #50243

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Display

UPRIGHT, CROSSBAR, & DRAPERY

- 8’ High Upright with Base
  - #50068
  - Crossbar rented separately

- 6’ - 10’ Crossbar
  - #50349
  - 1 3/4” D

- 7’ - 12’ Crossbar
  - #50348
  - 1 3/4” D

- 3’ High Drape
  - #50074

- 8’ High Drape
  - #50074

FOR SIGNS & LITERATURE

- Horizontal Tackboard
  - #50060
  - 4’ x 8’
  - Black Legs, Grey Fabric

- Vertical Tackboard
  - #50061
  - 8’ x 4’
  - Black Legs, Grey Fabric

- Literature Rack
  - #50245
  - 16” x 10” x 59”

- Chrome Sign Holder
  - #50985
  - Holds 22” x 28” Sign

- Floor Easel
  - #50994
  - 31” x 31” x 64”

SHELVING

- 4’ x 12” Display Shelf
  - #50296
  - 4’ x 12”
  - White Shelf with Black Bases

BARRIER

- 6’ x 12” Display Shelf
  - #50297
  - 6’ x 12”
  - White Shelf with Black Bases

- Tensa Barrier Stanchion
  - #50427
  - Barrier with Black Belt
  - Barrier 13’ x 41’
  - Black Belt “17”
  - Rented individually, not a set

OTHER

- Natural Feel Wastebasket
  - #50708
  - Stone Wastebasket

- Wastebasket
  - #50091

- Mini Refrigerator
  - #50998

- Drawing Bowl
  - #51085

- Sand Bag
  - #51087

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
# Showcase

4’ Full View Showcase #50067

6’ Full View Showcase #50068

4’ Quarterview Showcase #50069

6’ Quarterview Showcase #50070

## Flooring

**EXPO - 13oz**
- Black
- Blue
- Red
- Tuxedo
- Eclipse
- Cayenne
- Grey
- Peacock
- Burgundy

**PREMIUM - 28oz**
- Deep Navy
- Silver Cloud
- Red
- Black
- Charcoal
- Beige

**PLUSH - 50oz**
- Silver Dollar
- Dark Grey
- Crimson
- Black
- Navy
- Electric Blue
- White
- Sand

**VINYL - Custom Order Only**
- Whitewash
- Mountain Grey
- Rosmary Stone
- Snow
- Vineyard Brown
- Lauren Brown
- Maple

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
# Skirt Color Options

<table>
<thead>
<tr>
<th>Skirt Color</th>
<th>Spandex Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
</tbody>
</table>

# Drape Color Options

<table>
<thead>
<tr>
<th>Gold</th>
<th>Blue</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Teal</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
<td>White</td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Booth and Carpet Cleaning

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Discount Deadline: Tuesday, March 24, 2020

Order with complete Payment Authorization and graphics must be received before
Discount Deadline date to receive discounted pricing.

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

Minimum 100 square foot order for all cleaning services.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

**Booth Vacuuming**

Vacuum Once

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td>$1.65</td>
<td>$2.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td>$1.50</td>
<td>$1.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td>$1.40</td>
<td>$1.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>$1.60</td>
<td>$2.10</td>
<td></td>
<td></td>
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</tbody>
</table>

**Specialty Services**

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td>$0.70</td>
<td>$0.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td>$1.80</td>
<td>$2.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td>$0.70</td>
<td>$0.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down (invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td>$104.00</td>
<td></td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td>$104.00</td>
<td>$156.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds once the service has been performed in your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: $

NA  Tax*: $

Amount Due: $

Company Name: ________________________________  Booth #: ______________

Contact Name ________________________________  Contact Email Address ______________

Please Sign ________________________________

Card Holder Signature ________________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
ABANDONED CARPET / FLOOR COVERINGS & DISPLAY MATERIALS
Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.
Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td></td>
<td>ST Labor</td>
<td>$104.00</td>
<td>$135.20</td>
</tr>
<tr>
<td>68067</td>
<td></td>
<td>OT Labor</td>
<td>$156.00</td>
<td>$202.80</td>
</tr>
<tr>
<td>68068</td>
<td></td>
<td>DT Labor</td>
<td>$208.00</td>
<td>$270.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>ST 5k Forklift</td>
<td>$310.50</td>
<td>$403.75</td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>OT 5k Forklift</td>
<td>$378.00</td>
<td>$491.50</td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>DT 5k Forklift</td>
<td>$445.50</td>
<td>$579.25</td>
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<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35330</td>
<td></td>
<td>Per Full Dumpster</td>
<td>$675.00</td>
<td>$877.50</td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________ Booth #: ___________________________
Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

Card  Holder Signature

Total Disposal Fee: $ ___________________________
0.000% Tax*: $ ___________________________
Amount Due: $ ___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
CACFP National Child Nutrition Conference

Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Discount Deadline: Tuesday, March 24, 2020

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

### Tables

<table>
<thead>
<tr>
<th>Code</th>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
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<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td>$168.55</td>
<td>$219.10</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H 24&quot;W Skirted Table</td>
<td>$207.15</td>
<td>$269.30</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H 24&quot;W Skirted Table</td>
<td>$262.65</td>
<td>$341.45</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H 24&quot;W Skirted Table</td>
<td>$204.85</td>
<td>$266.30</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L x 42&quot;H 24&quot;W Skirted Table</td>
<td>$262.35</td>
<td>$341.05</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L x 42&quot;H 24&quot;W Skirted Table</td>
<td>$308.60</td>
<td>$401.20</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td></td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td>$102.45</td>
<td>$133.20</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td></td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td>$102.45</td>
<td>$133.20</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H 24&quot;W Spandex Table Cover</td>
<td>$307.25</td>
<td>$399.45</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td></td>
<td>na</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$120.10</td>
<td>$156.15</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td></td>
<td>na</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$143.30</td>
<td>$183.30</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td></td>
<td>na</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$168.95</td>
<td>$219.65</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td></td>
<td>na</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$135.25</td>
<td>$175.85</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td></td>
<td>na</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$188.55</td>
<td>$245.10</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td></td>
<td>na</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$168.95</td>
<td>$219.65</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td></td>
<td>na</td>
<td>Pedestal Table, 42&quot;H 36&quot;R Grey Fleck Top</td>
<td>$302.65</td>
<td>$393.45</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>na</td>
<td>Pedestal. Table, 30&quot;H 36&quot;R Grey Fleck Top</td>
<td>$282.95</td>
<td>$367.85</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td></td>
<td>na</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td>$142.45</td>
<td>$185.20</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>na</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td>$142.45</td>
<td>$185.20</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>na</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td>$370.25</td>
<td>$481.35</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td></td>
<td>na</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td>$385.95</td>
<td>$501.75</td>
<td></td>
</tr>
</tbody>
</table>

**Skirt Colors:** (6’ and 8’ Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)

- Red (01)
- Green (02)
- White (03)
- Gold (04)
- Blue (05)
- Black (06)
- Burgundy (07)
- Grey (10)
- Teal (13)
- Spandex
- Red (01)
- White (03)
- Blue (05)
- Black (06)

### Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>na</td>
<td>na</td>
<td>Side Chair Grey Fabric</td>
<td>$109.55</td>
<td>$142.40</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>na</td>
<td>na</td>
<td>Arm Chair Grey Fabric</td>
<td>$149.30</td>
<td>$194.10</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>na</td>
<td>na</td>
<td>Stool w/back Grey Fabric</td>
<td>$181.90</td>
<td>$236.95</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>na</td>
<td>na</td>
<td>Director's Chair Black Fabric</td>
<td>$113.00</td>
<td>$146.90</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>na</td>
<td>na</td>
<td>Director's Stool Black Fabric</td>
<td>$202.25</td>
<td>$262.95</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>na</td>
<td>na</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>$202.25</td>
<td>$286.80</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>na</td>
<td>na</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat $181.15</td>
<td>$235.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________ Booth # ___________________________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign

---

Total Furnishings: $________

0.000% Tax*: $________

Amount Due: $________

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Specialty & Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>na</td>
<td></td>
<td>Wastebasket</td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>na</td>
<td></td>
<td>Floor Easel, Chrome</td>
<td>$60.60</td>
<td>$78.80</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>na</td>
<td></td>
<td>Literature Rack Silver, Glass</td>
<td>$223.70</td>
<td>$290.80</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>na</td>
<td></td>
<td>Bag Rack, Chrome</td>
<td>$296.25</td>
<td>$385.15</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>na</td>
<td></td>
<td>Coat Rack, Chrome</td>
<td>$105.15</td>
<td>$136.70</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>na</td>
<td></td>
<td>Garment Rack, Chrome</td>
<td>$296.25</td>
<td>$385.15</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>na</td>
<td></td>
<td>Tensabarrier, Per Stem, Black</td>
<td>$124.95</td>
<td>$162.45</td>
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</tr>
<tr>
<td>50095</td>
<td>na</td>
<td></td>
<td>Sign Holder, 22x28 Chrome</td>
<td>$138.05</td>
<td>$179.45</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>na</td>
<td></td>
<td>Drawing Bowl, Clear</td>
<td>$55.60</td>
<td>$72.30</td>
<td></td>
</tr>
<tr>
<td>50296</td>
<td>na</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>$125.15</td>
<td>$162.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>na</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>$155.70</td>
<td>$202.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50098</td>
<td>na</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>$472.50</td>
<td>$614.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>na</td>
<td>4' Full View Showcase, White</td>
<td>$1,116.45</td>
<td>$1,451.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>na</td>
<td>6' Full View Showcase, White</td>
<td>$1,231.35</td>
<td>$1,600.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>na</td>
<td>4' Quarter View Showcase, White</td>
<td>$1,116.45</td>
<td>$1,451.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>na</td>
<td>6' Quarter View Showcase, White</td>
<td>$1,231.35</td>
<td>$1,600.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>na</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>$361.55</td>
<td>$470.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>na</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>$361.55</td>
<td>$470.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>na</td>
<td>Grids 2'x8' w/o legs, each</td>
<td>$267.05</td>
<td>$347.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>na</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>$200.00</td>
<td>$260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>na</td>
<td>7-Ball Waterfall for Grids</td>
<td>$18.35</td>
<td>$23.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>na</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>$58.80</td>
<td>$76.45</td>
<td></td>
<td></td>
</tr>
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</table>

## Drapery

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td>$28.35</td>
<td>$36.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td>$21.00</td>
<td>$27.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8' Upright w/base</td>
<td>$39.15</td>
<td>$50.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52065</td>
<td>3' Upright w/base</td>
<td>$39.15</td>
<td>$50.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>$26.05</td>
<td>$33.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>$26.05</td>
<td>$33.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td>$23.15</td>
<td>$30.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Drape and Sateen Colors**
- Red (01)
- White (03), (04)
- Blue (05)
- Black (06)
- Burgundy (07)
- Grey (10)

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

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

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

Company Name: ___________________________ Booth # ____________

Contact Name: ___________________________ Contact Email Address: ___________________________

---

**Specialty, Display, Drapes**

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Discount Deadline: Tuesday, March 24, 2020
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

---

**Total Furnishings:**

0.000% **Tax:**

**Amount Due:**
CACFP National Child Nutrition Conference  
Hyatt Regency Atlanta - Atlanta, Georgia  
April 14 - 15, 2020  
Discount Deadline  
Friday, March 13, 2020  
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Order must be received 30 days in advance of show move in. 100 sq ft minimum

**Step One:** Choose the flooring to enhance your design  
**Step Two:** Check the box of your selected color  
**Step Three:** Determine your booth size (length x width = square footage)

**Premium Plush Carpet 50 oz**

![Color swatches for Premium Plush Carpet 50 oz](image)

**Premium Vinyl Flooring**

![Color swatches for Premium Vinyl Flooring](image)

**Elevated Hardwood**

![Image of Elevated Hardwood](image)

Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.  
Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

**Company Name:**

**Contact Name:**

**Contact Email Address:**

---

**Code** | **Sq Ft** | **Item** | **Per Sq Ft** | **Amount**
---|---|---|---|---
46004 | | Premium Plush | $11.95 | 

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

**Code** | **Sq Ft** | **Item** | **Per Sq Ft** | **Amount**
---|---|---|---|---
46005 | | Premium Vinyl | $15.45 | 

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

**Code** | **Sq Ft** | **Item** | **Per Sq Ft** | **Amount**
---|---|---|---|---
46007 | ½” Padding for Vinyl | | $5.65 | 

**Total Signature Flooring:** 

| 0.000% Tax* | $ | Amount Due: $ |

---

Please Sign

Card Holder Signature

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Carpet and Padding

**CACFP National Child Nutrition Conference**

Hyatt Regency Atlanta - Atlanta, Georgia  
April 14 - 15, 2020

**Discount Deadline**  
Tuesday, March 24, 2020

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

**Step One:** Choose the carpet to fit your budget  
**Step Two:** Check the box of your selected color  
**Step Three:** Determine your booth size (length x width = square footage)

### Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$8.65</td>
<td>$11.25</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$7.50</td>
<td>$9.75</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$21.20</td>
<td>$27.55</td>
<td></td>
</tr>
</tbody>
</table>

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

### Padding & Visqueen  
Entice attendees to linger in your space with soft, comfortable padding!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>1/2&quot; Padding</td>
<td>$1.55</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1&quot; Padding</td>
<td>$3.05</td>
<td>$3.95</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of padding/visqueen. Minimum 100 sq. ft. required.

### Expo Carpet 13 oz, 2 Options: Regular and Special Cut!

#### Standard Booth Sizes, Great for inline booths!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>10' x 10'</td>
<td>$302.35</td>
<td>$393.05</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10' x 20'</td>
<td>$564.15</td>
<td>$733.40</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10' x 30'</td>
<td>$841.45</td>
<td>$1,093.90</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10' x 40'</td>
<td>$1,118.75</td>
<td>$1,454.40</td>
<td></td>
</tr>
</tbody>
</table>

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

#### Special Cut, Recommended for Island and large area exhibits!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td></td>
<td>0 - 399 sq ft*</td>
<td>$7.35</td>
<td>$9.55</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$6.70</td>
<td>$8.70</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$6.15</td>
<td>$8.00</td>
<td></td>
</tr>
</tbody>
</table>

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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.**

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

**Total Carpet and Padding:** $  
**Tax:** 0.00%  
**Amount Due:** $

Company Name:  
Booth #  
Contact Name  
Contact Email Address

---

Please Sign Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

**Powered Seating**

- **ROMA**
  - **CHRWR Chair, Powered**
    - (white vinyl) 37”L 31”D 33”H

- **WIRELESS CHARGING TABLE, POWERED**
  - **CUBPOW**
    - (white, ac plug-in) 20”L 20”D 18”H

- **HEDGE**
  - **HDG4FT**
    - Boxwood Hedge, 4’
    - 46”L 9”D 47”H

- **POWERED DETAIL**

- **POWERED DETAIL**
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) NPLCHP  
Naples Chair, Powered  
(black vinyl)  
36”L 30”D 33.25”H

B) NPLSOP  
Naples Sofa, Powered  
(black vinyl)  
87”L 30”D 33.25”H

C) NPLLOP  
Naples Loveseat, Powered  
(black vinyl)  
62”L 30”D 33.25”H

Ventura Powered  
Bar Tables  
72.25”L 26.25”D 42”H  
(silver frame)  
A) VNTWHT (white top)  
B) VNTBLK (black top)

Ventura Powered  
Café Tables  
72.25”L 26.25”D 30”H  
(silver frame)  
C) VNTCBK (black top)  
D) VNTCWH (white top)

Sydney Powered  
Cocktail Tables  
48”L 26”D 18”H  
(brushed steel)  
E) C1WP (white)  
F) C1YP (black)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.

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

- **BNQ7 Quarter Curve Ottoman**
  - (white vinyl)
  - 53"L 22"D 18"H

- **BNQ7 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"D 18"H
Powered Pedestals

- A) PDL36W (white)
  - 24"L 24"D 36"H
- B) PDL42W (white)
  - 24"L 24"D 42"H
- C) PDL36B (black)
  - 24"L 24"D 36"H
- D) PDL42B (black)
  - 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Mobile devices must be compatible with Qi wireless charging pad.

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.

Powered Tech Desk

- 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

(With Qi wireless charging)

Trade Show Furnishings | 7
Soft Seating
Create Engaging Booth Environments

HEDGE
HDG7FT
Boxwood Hedge, 7'
36.5’L 12’D 84’H

PEDESTAL
PDL42W
Powered Locking
(white)
24’L 24’D 42’H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(laminate white top)
30’Round 29’H

HOPI
(gray linen)
HOPCH, Chair
21’L 22’D 34’H
HOPLV, Loveseat
48’L 22’D 34’H

REGIS
REGOTT End Table
(brushed metal)
16’L 15.5’D 16.5’H

MARCHÉ
MAR010 Swivel Ottoman
(blue fabric)
17’RND 18’H

10’x20’ Hopi Lounge & Zenith Café Booth
Soft Seating Collections

**NAPLES**
A) NPLCHR Chair  
black vinyl  
36"L 30.5"D 33.25"H  
NPLCHP (Powered)

B) NPLSOF Sofa  
black vinyl  
87"L 30"D 33.25"H  
NPLSOP (Powered)

C) NPLLOV Loveseat  
black vinyl  
62"L 30.5"D 33.25"H  
NPLLOP (Powered)

**FAIRFAX**
A) FAIRSW Sofa  
white vinyl, brushed metal  
62"L 26"D 30"H

B) FAIRCW Chair  
white vinyl, brushed metal  
27"L 26"D 30"H

**BAJA**
A) BCHWHT Chair  
white vinyl  
36"L 30.5"D 28"H

B) BSFWHT Sofa  
white vinyl  
86"L 28"D 30"H

C) BLVWHT Loveseat  
white vinyl  
61"L 30.5"D 28"H

Available in Power
Munich Collection

Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc. (gray fabric)
93.5"L 27"D 28.5"H

MNCHLV Munich Armless Loveseat (gray fabric)
45"L 27"D 28.5"H

MNCHCC Munich Corner Chair (gray fabric)
26"L 27"D 28.5"H

MNCHCH Munich Armless Chair (gray fabric)
22.5"L 27"D 28.5"H

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

Denotes Powered Products
Soft Seating Collections

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

TANGIERS
A) TANSOF Sofa
   (beige textured)
   78”L 37” D 36” H
B) TANCHR Chair
   (beige textured)
   34”L 37” D 36” H
C) TANLOV Loveseat
   (beige textured)
   57.5”L 37” D 37” H

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

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

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

LA BREA
LABREA Chair
(charcoal gray, fabric)
35" L 27" D 40" H

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

WENTWORTH
WENCHA Chair
(brown vinyl)
32.1" L 26" D 31.5" H

AURA
AURA Round Table
(white metal)
15" Round 22" H
Accent Chairs

- **Madrid Chair**
  - A) BCW (white vinyl)
  - 30”L 30”D 31”H
  - B) OCH (black vinyl)
  - 30”L 30”D 31”H

- **Fairfax Chair**
  - C) FAIRCW
  - Fairfax Chair (white vinyl, brushed metal)
  - 27”L 26”D 30”H

- **Munich Armless Chair**
  - D) MNCHCH
  - Munich Armless Chair (gray fabric)
  - 22.5”L 27”D 28.5”H

- **Hopi Chair**
  - E) HOPCH
  - Hopi Chair (gray linen)
  - 21”L 25”D 34”H

- **Pro Executive Guest Chair**
  - F) PROGB
  - Pro Executive Guest Chair (black vinyl)
  - 24”L 22”D 36”H

Meeting & Stage Chairs

- **Marina Chair**
  - A) MARCBK (black vinyl)
  - 17.5”L 19.5”D 35”H
  - B) MARCBR (brown fabric)
  - C) MARCWH (white vinyl)

- **Meeting Chair**
  - D) OCMESP (espresso vinyl)
  - E) OCMTAU (taupe fabric)
  - F) OCMWHT (white vinyl)
Group Seating

ZENITH
A) ZENCHR Chair (white, chrome)
18.25"L 22"D 32"H
B) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30"RND 29"H

LAGUNA
C) LMCHR Chair (maple, chrome)
18"L 19"D 34"H
D) 30WHHC Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

MALBA
20"L 20"D 32"H
A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARGBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)
Styles & Shapes

<table>
<thead>
<tr>
<th>Style</th>
<th>Chair Name</th>
<th>Color(s)</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CS8 Berlin Chair</td>
<td>(black, white)</td>
<td>18”L 22”D 32”H</td>
</tr>
<tr>
<td>B</td>
<td>CS4 Syntax Chair</td>
<td>(black, chrome)</td>
<td>23”L 19”D 32.25”H</td>
</tr>
<tr>
<td>C</td>
<td>XCHR Christopher Chair</td>
<td>(white vinyl, chrome)</td>
<td>17”L 19”D 35”H</td>
</tr>
<tr>
<td>D</td>
<td>SC3 Brewer Chair</td>
<td>(onyx, black)</td>
<td>20”L 20”D 32”H</td>
</tr>
<tr>
<td>E</td>
<td>XC6 Altura Guest Chair</td>
<td>(black crepe)</td>
<td>25”L 20”D 34”H</td>
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<tr>
<td>F</td>
<td>RSTDIN Rustique Chair w/arms</td>
<td>(gunmetal)</td>
<td>20”L 18”D 31”H</td>
</tr>
<tr>
<td>G</td>
<td>SC10 Razor Armless Chair</td>
<td>(white)</td>
<td>15.38”L 15.5”D 30.5”H</td>
</tr>
<tr>
<td>H</td>
<td>BLDCSB Blade Chair</td>
<td>(sky blue)</td>
<td>20.5”L 19”D 30.5”H</td>
</tr>
<tr>
<td>I</td>
<td>BLDCRD Blade Chair</td>
<td>(red)</td>
<td>20.5”L 19”D 30.5”H</td>
</tr>
<tr>
<td>J</td>
<td>LUCHCL Lucent Chair</td>
<td>(frosted, acrylic)</td>
<td>19.5”L 19.75”D 32.5”H</td>
</tr>
<tr>
<td>K</td>
<td>DUET Duet Chair</td>
<td>(black, chrome)</td>
<td>21”L 23”D 33”H</td>
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</tbody>
</table>

Mix & Match

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

VIBE CUBE
18"L 18"D 18"H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Marche Swivel**

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 fabric)
K) MAR011 (orange fabric)

**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 fabric)
K) MAR011 (orange fabric)
Accent Tables

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

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

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

GEO
End Table
26”L 26”D 20”H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
**Sydney Cocktail Tables**
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
   C1WP (Powered)
B) C1Y (black)
   C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

**Sydney End Tables**
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

**Regis Tables**
(brushed metal)
I) REGBEN Bench Table
   47"L 15.5"D 16"H
J) REGOTT End Table
   16"L 15.5"D 16.5"H

**Silverado Tables**
(glass, chrome)
K) E1E End Table
   24" Round 22"H
L) C1E Cocktail Table
   36" Round 17"H

**Oliver Tables**
(walnut finish)
M) EOLI End Table
   22" Round 22"H
N) COLI Cocktail Table
   47"L 27"D 19"H

**Rustic Tables**
(wood)
O) ETBL E-Table
   21"L 15.5"D 27.5"H
P) TMBTBL Timber Table
   16" Round 17"H

**Aura Round Table**
Q) AURA
   (white metal)
   15" Round 22"H

**Edge LED Cube Table**
R) CUBTBL
   (plexi top, white plastic)
   19"L 19"D 19"H
   A/C power only

**Wireless Charging Table, Powered**
S) CUBPOW
   (white, AC plug-in)
   20"L 20"D 18"H
Café Tables

A) 30MAHC Madison Hydraulic Café Table  
(chrome base, gray acajou top)  
30" RND 29"H

B) MALGRN Malba Chair  
(green)  
20"L 20"D 32"H

A) 30BEHC Blue Hydraulic Café Table  
(chrome base, blue top)  
30" RND 29"H

B) MALGRY Malba Chair  
(grey)  
20"L 20"D 32"H

30" Round Café Tables  
Standard Black Base  
30" RND 29"H
A) 30WDBC (wood top)  
B) ZTB (red top)

Hydraulic Chrome Base  
30" RND 29"H
C) 30WHHC (white top)  
D) 30STHC (silver textured)

E) CS4 Syntax Chair  
(black, chrome)  
23"L 19"D 32.25"H

A) 30MAHC Madison Hydraulic Café Table  
(chrome base, gray acajou top)  
30" RND 29"H

B) MALGRN Malba Chair  
(green)  
20"L 20"D 32"H

HDG7FT  
Boxwood Hedge, 7'  
36.5"L 12"D 84"H

LUCHCL Lucent Chair  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H
**Customize and Create**

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

- **MAPLE**
- **WHITE LAMINATE**
- **SILVER TEXTURED**
- **GRAPHITE NEBULA**
- **BLUE LAMINATE**
- **RED**
- **MADISON/GRAY ACAJOU**
- **WOOD LAMINATE**

**Café Tables**
- Standard Black Base
  - 30" RND 29"H
  - A) ZTG (silver textured)
  - B) ZTJ (graphite nebula)
  - C) ZTK (maple)
  - D) 30WH29 (white)
  - E) ZTA (Madison/gray acajou)
  - F) 30BEBC (blue)
  - G) 30WDBC (wood)
  - 36" RND 29"H
  - H) ZTQ (white)
  - I) ZTN (graphite nebula)
  - J) ZTP (maple)

- Hydraulic Chrome Base
  - 30" RND 29"H
  - K) 30GRHC (graphite nebula)
  - L) 30MTHC (maple)
  - M) 30BRHC (red)
  - N) 30BEHC (blue)
  - O) 30WDHC (wood)
  - 36" RND 29"H
  - P) 36WTHC (white)
  - Q) 36GRHC (white)
  - R) 36MTHC (maple)

**Mix & Match**

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

- **S** ZENCHR Zenith Chair (white, chrome) 18.25" L 22" D 32"H
- **T** BLDCRD Blade Chair (red) 20.5" L 19" D 30.5"H
Bar Tables

A) 30WHHB
30” Round Bar Table
(white top, chrome hydraulic base)
30” RND 45”H

B) APS12
Apex Barstool
(blue ultra suede)
21”L 21”D 33”H

C) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75”L 23.75”D 41.25”H

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

E) 30BEHB
30” Round Bar Table
(blue top, chrome hydraulic base)
30”RND 45”H

F) LMBAR
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H

HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**

- **Standard Black Base**
  - 30" RND 42"H
  - A) VTU (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white)
  - F) VTA (Madison/gray acajou)

- **Hydraulic Chrome Base**
  - 30" RND 45"H
  - G) 30BEHB (blue)
  - H) 30WDHB (wood)
  - I) VTW (white)
  - J) VTN (graphite nebula)
  - K) VTP (maple)

- **36" RND 42"H**
  - L) 30GRHB (graphite nebula)
  - M) 30MTHB (maple)
  - N) 30STHB (silver textured)
  - O) 30BRHB (red)
  - P) 30BEHB (blue)
  - Q) 30WDHB (wood)

- **36" RND 45"H**
  - R) 36WTHB (white)
  - S) 36GRHB (graphite nebula)
  - T) 36MTHB (maple)

**Style & Design**

Choose from a wide variety of table tops and colors for the perfect look.

- U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base
  (Madison/gray acajou) 30" RND 45"H
- V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15” Round 23-33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLGY (gray vinyl)
Styles & Shapes

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS78 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21"L 22"D 41.75"H
G) BSS (white, chrome)
H) BST (white, chrome)

I) BSC Oslo Barstool (white)
17"L 20"D 45"H
J) XBAR Christopher Barstool (white, chrome)
19"L 15"D 41"H
K) BS001 Shark Barstool (white, chrome)
22"L 19"D 34-44"H
L) BSR Syntax Barstool (black, chrome)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool (white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool (gunmetal)
13"L 13"D 30"H

O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H
Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H
Conference Tables

**PWRUSB**
Powered Conference Table Module
(8 pack) 5”L x 2.25”W x 2”H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic, 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 x 48”D x 29”H
E) MADC08 8’ Table
96”L x 60”D x 29”H
F) MADC10 10’ Table
120”L x 48”D x 29”H
Styles & Shapes

**Atomic Round Tables** (glass, chrome)
- A) 42ATO 42”RND 30”H
- B) 36ATO 36”RND 30”H

**Geo Rounded Square Tables**
- 42”L 42”D 29”H
- C) CE1 (glass, chrome)
- D) CF1 (glass, black)

**Geo Rectangular Tables** (glass, chrome)
- 60”L 36”D 29”H
- E) CF2 (glass, black)
- F) CE2 (glass, chrome)

**G) MERLIN Merlin Multi Use Table** (gray laminate, black)
- 46”L 29”D 30”H

**H) WD3 Work Table** (white laminate, white)
- 48”L 24”D 30”H

**Conference Tables** (granite)
- I) CB3 8’ 96”L 48”D 29”H
- J) CB2 6’ 72”L 42”D 29”H

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

**Mix & Match**

- NI PROEXB Pro Executive High Back Chair (black vinyl) 25”L 24”D 48”H Adjustable.
- O) PROMID Pro Executive Mid Back Chair (white vinyl) 24”L 22”D 40”H Adjustable.
Executive Seating

Pro Executive High Back Chair
25" L 24" D 48" H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

Task Stool
TASKST
(black fabric)
27.5" L 27.5" D 32.75"-40.25" H
Adjustable height

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

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

Choose from Powered, Solid or Grommet Hole Table Tops.

**Ventura BAR TABLES**

- **A.** LMBAR Laguna Barstool (maple; chrome) 18”L 20”D 47”H

**Ventura CAFÉ TABLES**

**Table Top Options**

Colors not available in all table options. Please check options listed to the right.

- **A.** Ventuno Powered Café Tables (silver frame) 72.25”L 26.25”D 30”H
  - Black Top: VNTCBK
  - White Top: VNTCWH

- **B.** Ventuno Communal Café Tables (silver frame) 72.25”L 26.25”D 30”H
  - Maple Top: VNTCMN
  - White Top: VNTCMW

**Ventura Powered Bar Tables (silver frame)**

- **A.** VNTBLK (black top)
- **B.** VNTWHT (white top)

**Ventura Powered Bar Tables**

- **A.** Ventura Powered Bar Tables (silver frame) 72.25”L 26.25”D 42”H
  - **A.** Black Top: VNTBLK
  - **B.** White Top: VNTWHT

**Ventura Communal Bar Tables**

- **B.** Ventura Communal Bar Tables (silver frame) 72.25”L 26.25”D 42”H
  - Maple Top: VNTMNP
  - White Top: VNTBMW

- **C.** Ventura Communal Bar Tables (silver frame) 72.25”L 26.25”D 42”H
  - Maple Top: VNTBMN
  - White Top: VNTCWN

- **D.** Ventura Communal Bar Tables (silver frame) 72.25”L 26.25”D 42”H
  - Black Top: VNTCBN

**Denotes AC and USB charging outlets**
Office Essentials

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) TASKST Task Stool
   (black fabric) 27.5”L 27.5”D 32.75”-40.25”H Adjustable
D) PROEXE Pro Executive
   High Back Chair
   (white classic vinyl) 25”L 24”D 48”H Adjustable
TECH POWERED DESK

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

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

A. Mason Lamps
   (brushed silver)
   A) LA15 Floor Lamp
      18” RND 55”H
   B) LA14 Table Lamp
      16” RND 26”H

ACCENT LAMPS

C) PSHCCS Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H
D) BC8 Madison Bookcase
   (gray acajou)
   36”L 12”D 72”H

SHELVING
Show Essentials

Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

Midtown Powered Counter
60”L 18”D 42”H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

LMBAR
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H

Denotes AC and USB charging outlets
Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

Midtown Bar
60"L 18”D 42”H
(pewter/glass)
A) MTBUUL
(unlighted)
B) MTBLPI
(lighted with plug-in)

Apex Barstool
C) APS12
(blue ultra suede)
21"L 21"D 33"H

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

A) CUBL20 Edge
LED Cube Ottoman
(white plastic)
19”L 19”D 19”H
A/C power only

B) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
19”L 19”D 19”H
A/C power only

C) HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

D) HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H

C. (lit-blue)
C. (lit-red)
C. (lit-green)
C. (lit-white)
Cocktail and Occasional Tables

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Discount Deadline Tuesday, March 24, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Cocktail Tables

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Occasional End Tables

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

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

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

Company Name: ____________________________ Booth# ______________

Contact Name ____________________________ Contact Email Address __________________

Please Sign

Card: [Signature]

Total Exec Tables Furnishings: $ ____________________________

0.000% Tax*: $ ______________________

Amount Due: $ ______________________

* Card: [Signature]
**CACFP National Child Nutrition Conference**

Hyatt Regency Atlanta - Atlanta, Georgia

April 14 - 15, 2020

**Discount Deadline**  **Tuesday, March 24, 2020**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

### Styles and Shapes

<table>
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<td>BNQR17-Ottoman Ring, White Vinyl</td>
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<td>BVLYBN Bev Bench Brown Fabric</td>
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<td></td>
<td>BVLYGR Bev Bench Grey Fabric</td>
<td>$629.65</td>
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<td></td>
<td>BVLYLN Bev Bench Linen Fabric</td>
<td>$629.65</td>
<td>$818.55</td>
<td></td>
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<tr>
<td></td>
<td>BVLYOB Bev Bench Ocean Fabric</td>
<td>$629.65</td>
<td>$818.55</td>
<td></td>
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<tr>
<td></td>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$629.65</td>
<td>$818.55</td>
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<tr>
<td></td>
<td>BVLYWH Bev Bench White Vinyl</td>
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### Vibes

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<td>VIB03-Vibe Cube, Pink</td>
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<td></td>
<td>VIB04-Vibe Cube, Red</td>
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<td>VIB05-Vibe Cube, Yellow</td>
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<td>VIB06-Vibe Cube, Gold/Bronze</td>
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<td>VIB10-Vibe Cube, Black Wtrproof</td>
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### Marche Swivel

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<td>MAR002-Marche Swivel, Grey</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Company Name: _______________________________  Booth#: __________________

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>BVLYOB Bev Bench Ocean Fabric</td>
<td>$629.65</td>
<td>$818.55</td>
<td></td>
</tr>
<tr>
<td>BVLYRD Bev Bench Red Fabric</td>
<td>$629.65</td>
<td>$818.55</td>
<td></td>
</tr>
<tr>
<td>BVLYWH Bev Bench White Vinyl</td>
<td>$629.65</td>
<td>$818.55</td>
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**Ottomans**

**Total Ottomans:** $________  **0.000%**  **Tax:** $________  **Amount Due:** $________

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**Contact Name** _______________________________ **Contact Email Address** _______________________________
### Sofas and Sectionals

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### Accent Chairs

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### Loveseat

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### Meeting Chairs

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### Club Chairs

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### Modular System

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### Powered Seating

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<td>NPLSOP-Naples Sofa, powered</td>
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<td>NPLLOP-Naples Loveseat, powered</td>
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</table>

**Total Soft Seating:** $0.00

**Tax:** $0.00

**Amount Due:** $0.00

---

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

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

**Company Name:** __________________________  **Booth #:** __________________

**Contact Name:** __________________________  **Contact Email Address:** __________________

---

**Hyatt Regency Atlanta - Atlanta, Georgia**

**April 14 - 15, 2020**

**Discount Deadline:** Tuesday, March 24, 2020

*Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.*

---

**CACFP National Child Nutrition Conference**

**Event Code:** G113890420

**email:** atlanta@shepardes.com

**phone:** (404) 720-8600

**fax:** (404) 720-8755

---

**Tax rate subject to change. Tax rate at the time of event will be utilized.**

---

**Soft Seating**

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## Conference Tables

<table>
<thead>
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<td>CF1-Geo Table, Sq. Black</td>
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<td></td>
<td>CE2-Geo Table, Chrome</td>
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<td>CB2-6' Graphite Table</td>
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<td>MADC10-10' Madison, Grey</td>
<td>$1,499.85</td>
<td>$1,949.80</td>
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<tr>
<td></td>
<td>MADC05-5' Madison, Grey</td>
<td>$751.40</td>
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<tr>
<td></td>
<td>MADC08-8' Madison, Grey</td>
<td>$1,499.85</td>
<td>$1,949.80</td>
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<tr>
<td></td>
<td>CONF42-42&quot; Round, White lam</td>
<td>$599.95</td>
<td>$779.95</td>
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<tr>
<td></td>
<td>36ATO Atomic 36&quot; Round, Glass</td>
<td>$496.00</td>
<td>$644.80</td>
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</tr>
<tr>
<td></td>
<td>42ATO Atomic 42&quot; Round, Glass</td>
<td>$496.00</td>
<td>$644.80</td>
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</tbody>
</table>

## Group & Guest Seating

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Duet-Black, Chrome</td>
<td>$101.00</td>
<td>$131.30</td>
<td></td>
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<tr>
<td></td>
<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
<td>$204.95</td>
<td>$266.45</td>
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<tr>
<td></td>
<td>CS8-Berlin Chair, Black</td>
<td>$199.00</td>
<td>$258.70</td>
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<tr>
<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$163.35</td>
<td>$212.35</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
<td>$121.75</td>
<td>$158.30</td>
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<tr>
<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$273.25</td>
<td>$355.25</td>
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<tr>
<td></td>
<td>XC6-Altura Guest Chair</td>
<td>$481.15</td>
<td>$625.50</td>
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<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$231.65</td>
<td>$301.15</td>
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<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$178.20</td>
<td>$231.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
<td>$178.20</td>
<td>$231.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CS4-Syntax Chair, Black/Chrome</td>
<td>$323.75</td>
<td>$420.90</td>
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<tr>
<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
<td>$261.35</td>
<td>$339.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLDCRD-Blade Chair</td>
<td>$105.30</td>
<td>$136.90</td>
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<tr>
<td></td>
<td>BLDCSB-Blade Chair</td>
<td>$105.30</td>
<td>$136.90</td>
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<tr>
<td></td>
<td>LUCHCL-Lucent Chair</td>
<td>$283.50</td>
<td>$368.55</td>
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<tr>
<td></td>
<td>MARCBE-Marina Chair, Ocn Blue</td>
<td>$229.50</td>
<td>$298.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCBK-Marina Chair, Black Vinyl</td>
<td>$229.50</td>
<td>$298.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCBA-Marina Chair, Brown</td>
<td>$229.50</td>
<td>$298.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCRD-Marina Chair, Red</td>
<td>$229.50</td>
<td>$298.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCWH-Marina Chair, White Vinyl</td>
<td>$229.50</td>
<td>$298.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TASKST-Task Stool</td>
<td>$298.35</td>
<td>$298.35</td>
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</tr>
</tbody>
</table>

## Executive Seating

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>$579.15</td>
<td>$752.90</td>
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<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>$579.15</td>
<td>$752.90</td>
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<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
<td>$406.90</td>
<td>$528.95</td>
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<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>$380.15</td>
<td>$494.20</td>
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<tr>
<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>$368.30</td>
<td>$478.80</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Total Conference: $_________  0.000% Tax*: $_________  Amount Due: $_________
## Cafe and Communal Tables

### Cafe Tables

<table>
<thead>
<tr>
<th>Cafe Tables- Black Base</th>
<th>30&quot; High Tables</th>
<th>Cafe Tables- Chrome Base 30&quot;, Hydraulic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qty.</strong></td>
<td><strong>Discount</strong></td>
<td><strong>Regular</strong></td>
</tr>
<tr>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td>$350.45</td>
<td>$455.60</td>
</tr>
<tr>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$383.15</td>
<td>$498.10</td>
</tr>
<tr>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$350.45</td>
<td>$455.60</td>
</tr>
<tr>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$383.15</td>
<td>$498.10</td>
</tr>
<tr>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$350.45</td>
<td>$455.60</td>
</tr>
<tr>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$383.15</td>
<td>$498.10</td>
</tr>
<tr>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$350.45</td>
<td>$455.60</td>
</tr>
<tr>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$362.35</td>
<td>$471.05</td>
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<tr>
<td>30WH29-30&quot; White Laminate</td>
<td>$371.25</td>
<td>$482.65</td>
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<tr>
<td>30BEBC-30&quot; Blue Top/Black Base</td>
<td>$351.00</td>
<td>$456.30</td>
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<tr>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
<td>$351.00</td>
<td>$456.30</td>
</tr>
</tbody>
</table>

### G30 and Ventura Communal Tables

<table>
<thead>
<tr>
<th>30&quot; High Tables</th>
<th>42&quot; High Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qty.</strong></td>
<td><strong>Discount</strong></td>
</tr>
<tr>
<td>VNTPBN-Black, Silver Frame</td>
<td>$796.50</td>
</tr>
<tr>
<td>VNTPMN-Maple Top, Silver Frame</td>
<td>$796.50</td>
</tr>
<tr>
<td>VNTHCN-White, w/ Grmt</td>
<td>$796.50</td>
</tr>
<tr>
<td>VNTHCM-BLack Top-Powered!</td>
<td>$904.50</td>
</tr>
<tr>
<td>VNTHCH-White Top-Powered!</td>
<td>$904.50</td>
</tr>
</tbody>
</table>

### Powered! 42" High Tables

<table>
<thead>
<tr>
<th><strong>Qty.</strong></th>
<th><strong>Discount</strong></th>
<th><strong>Regular</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTHBK Comm Table Black Top</td>
<td>$1,223.65</td>
<td>$1,590.75</td>
<td>Powered! 42&quot; High Tables</td>
</tr>
<tr>
<td>VNTHWHT Comm Table White Top</td>
<td>$1,223.65</td>
<td>$1,590.75</td>
<td></td>
</tr>
</tbody>
</table>

---

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

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

**Total Cafe:** $0

**Amount Due:** $

**Tax Rate:** 0.000%  
**Tax:** $

**Company Name:** __________________________  
**Booth #** __________________________

**Contact Name:** __________________________  
**Contact Email Address:** __________________________

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Bar Tables, Barstools, Bars**

**CACFP National Child Nutrition Conference**

Hyatt Regency Atlanta - Atlanta, Georgia

April 14 - 15, 2020

**Discount Deadline** Tuesday, March 24, 2020

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

<table>
<thead>
<tr>
<th>Bar Tables - All Black Base</th>
<th>Barstools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty.</td>
<td>Qty.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bar Tables - All Black Base</th>
<th>Barstools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty.</td>
<td>Qty.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bar Tables - Chrome Base 30&quot;, Hydraulic</th>
<th>Barstools</th>
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<tbody>
<tr>
<td>Qty.</td>
<td>Qty.</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bar Tables - Chrome Base 30&quot;, Hydraulic</th>
<th>Barstools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty.</td>
<td>Qty.</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<table>
<thead>
<tr>
<th>Bars and Counters</th>
<th>Bars and Counters</th>
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<tbody>
<tr>
<td>Qty.</td>
<td>Qty.</td>
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<tr>
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<tr>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign

Card Holder Signature

---

Total Bar: $ 0.000% Tax*: $ 0.000% Amount Due: $
# Executive Accessories

**CACFP National Child Nutrition Conference**

Hyatt Regency Atlanta - Atlanta, Georgia  
April 14 - 15, 2020

**Discount Deadline**  
Tuesday, March 24, 2020

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

## Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$801.90</td>
<td>$1,042.45</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$947.45</td>
<td>$1,231.70</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$686.05</td>
<td>$891.85</td>
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</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers- Powered!</td>
<td>$870.20</td>
<td>$1,131.25</td>
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</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$703.90</td>
<td>$915.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Castor</td>
<td>$231.65</td>
<td>$301.15</td>
<td></td>
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</tbody>
</table>

## Work & Multi-Use Tables

<table>
<thead>
<tr>
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<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$537.55</td>
<td>$698.80</td>
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<td></td>
<td>WD3-Work Table</td>
<td>$516.80</td>
<td>$671.85</td>
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## Product Display-Shelving

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$804.85</td>
<td>$1,046.30</td>
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</table>

## Product Display-Pedestals

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$787.05</td>
<td>$1,023.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$932.60</td>
<td>$1,212.40</td>
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<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$787.05</td>
<td>$1,023.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$932.60</td>
<td>$1,212.40</td>
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</tbody>
</table>

## Lamps

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$344.50</td>
<td>$447.85</td>
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</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$225.70</td>
<td>$293.40</td>
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</tbody>
</table>

## Hedge Walls

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$688.50</td>
<td>$895.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,120.50</td>
<td>$1,456.65</td>
<td></td>
</tr>
</tbody>
</table>

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

---

Please Sign

Card Holder Signature

---

Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

---

Event Code: G113890420  
email atlanta@shepardes.com  
phone (404) 720-8600  
fax (404) 720-8755

**Total Exec Accessories:** $________  
0.000% Tax*: $________  
Amount Due: $________
## Graphics and Signs

CACFP National Child Nutrition Conference  
Hyatt Regency Atlanta - Atlanta, Georgia  
April 14 - 15, 2020

**Discount Deadline:** Friday, March 13, 2020

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

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

<table>
<thead>
<tr>
<th>Foam Core Signs, Single sided</th>
<th>Vinyl Banners with Digital Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. Code Item</td>
<td>Discount</td>
</tr>
<tr>
<td>70009 Vertical, 22'' x 28''</td>
<td>$226.15</td>
</tr>
<tr>
<td>70010 Horz., 22'' x 28''</td>
<td>$226.15</td>
</tr>
<tr>
<td>70011 Vertical, 28'' x 44''</td>
<td>$344.45</td>
</tr>
<tr>
<td>70012 Horz., 28'' x 44''</td>
<td>$344.45</td>
</tr>
<tr>
<td>70027 Meterboard, 38.25'' x 90.75'', trovicil panel</td>
<td>$697.15</td>
</tr>
<tr>
<td>70138 39''x84'' Meterboard, Ultraboard</td>
<td>$405.00</td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017 Blank Foamcore, 4' x 8'</td>
<td>$61.45</td>
<td>$79.90</td>
<td></td>
</tr>
<tr>
<td>70021 Velcro, per ft, min. 5 ft.</td>
<td>$4.00</td>
<td>$5.20</td>
<td></td>
</tr>
<tr>
<td>70004 7'' x 44'' ID Sign</td>
<td>$67.65</td>
<td>$87.95</td>
<td></td>
</tr>
<tr>
<td>50094 Floor Easel</td>
<td>$60.60</td>
<td>$78.80</td>
<td></td>
</tr>
<tr>
<td>50095 22x28 Sign Holder</td>
<td>$138.05</td>
<td>$179.45</td>
<td></td>
</tr>
<tr>
<td>50508 Cardboard Meterboard base, blk</td>
<td>$27.00</td>
<td>$35.10</td>
<td></td>
</tr>
</tbody>
</table>

### Table Clings

Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034 36''x36'' Rnd Table Cling</td>
<td>$240.55</td>
<td>$312.70</td>
<td></td>
</tr>
</tbody>
</table>

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

Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Company Name: ____________________________

Total Graphics: $_______  
0.000% Tax: $_______  
Amount Due: $_______  
BOOTH: ____________________________

Contact Name: ____________________________  
Contact Email Address: ____________________________

Card Holder Signature: ____________________________
All graphic files for ordered products should be uploaded to our FTP site.


Username:  sesftp

Password:  ftpftp

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.
Graphic Guidelines

ACCEPTABLE FILE FORMATS
Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

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

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

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

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

ARTWORK GUIDELINES

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

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

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

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

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

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
LABOR

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

EXHIBIT LABOR JURISDICTION

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

Hyatt Regency Atlanta - Atlanta, Georgia

April 14 - 15, 2020

Discount Deadline      Tuesday, March 24, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

All other hours and Holidays

Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066 ST</td>
<td>$104.00</td>
<td>$135.20</td>
<td></td>
</tr>
<tr>
<td>68067 OT</td>
<td>$156.00</td>
<td>$202.80</td>
<td></td>
</tr>
<tr>
<td>68068 DT</td>
<td>$208.00</td>
<td>$270.40</td>
<td></td>
</tr>
</tbody>
</table>

Shepard Blue Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68070 ST</td>
<td>$104.00</td>
<td>$135.20</td>
<td></td>
</tr>
<tr>
<td>68071 OT</td>
<td>$156.00</td>
<td>$202.80</td>
<td></td>
</tr>
<tr>
<td>68072 DT</td>
<td>$208.00</td>
<td>$270.40</td>
<td></td>
</tr>
</tbody>
</table>

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

Step One: Choose Your Service

- Installation
- Dismantling
- Both

Step Two: How Many People?

- # __________

Step Three: How Many Hours?

- # __________

Step Four: When Should the Build be Complete?

- Date: __________
- Time: __________

Step Five: Tell Us About Your Exhibit!

- Inbound Freight: Advance Warehouse Direct to Show site
- Tracking or Pro # __________
- Estimated Arrival Date __________
- # of Pieces __________
- Estimated Weight __________

Set Up Information:

- Company Contact Name: __________
- Email: __________
- Cell Phone #: __________

Drawings/Photos/Instructions:

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate # __________

Graphics:

- With Exhibit

Electrical Placement:

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

- Method:
- # of Crates __________
- # of Cartons __________
- # of Fiber Cases __________
- # of Pallets __________

- Phone #: __________
- Must Arrange at Destination By: __________
- Name of Carrier: __________
- Date Carrier is Scheduled to Pick Up Freight: __________

If Your Carrier doesn't show? Reroute with SLS Send to advance warehouse for pick up ($400 minimum charge)

- *Allow time for empty return when scheduling your pick up

Estimated SES Blue Labor: $ __________

NA Tax*: $ __________

Booth # __________

Company Name: __________

Contact Name: __________

Contact Email Address: __________

Please sign

Card Holder Signature

Event Code: G113890420

e-mail: atlanta@shepardes.com

phone: (404) 720-8600

fax: (404) 720-8755

Tax rate subject to change. Tax rate at the time of event will be utilized.

Discount Deadline Date: Tuesday, March 24, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
Exhibitor Supervised Labor

CACFP National Child Nutrition Conference
Hyatt Regency Atlanta - Atlanta, Georgia
April 14 - 15, 2020

Discount Deadline: Tuesday, March 24, 2020
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Installation</th>
<th>Dismantling</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST $80.00</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>OT $120.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>DT $160.00</td>
<td>$208.00</td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Installation</th>
<th>Dismantling</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>ST $80.00</td>
<td>$104.00</td>
<td></td>
</tr>
<tr>
<td>68064</td>
<td>OT $120.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td>68065</td>
<td>DT $160.00</td>
<td>$208.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Step One: Choose your service
- Installation
- Dismantling
- Both

Step Two: How many people?
- #

Step Three: How many hours?
- #

Step Four: Carpet:
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five: Any other details?
Ladders: [ ]
Lifts: [ ]
Special Tools: __________________________
Details: __________________________

Step Six: Schedule
<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info
Name: __________________________
Cell: __________________________
Email: __________________________

Labor Estimate $ __________________________
Tax: $ __________________________
Amount Due: $ __________________________

Company Name: __________________________
Booth #: __________________________

Contact Name __________________________
Contact Email Address __________________________

Note: Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
FOOD SAMPLING INDEMNIFICATION

____________________ agrees to defend, indemnify and hold harmless Hyatt Corporation and Hyatt Equities, L.L.C. and their respective affiliates, subsidiaries, members, officers, directors, agents and employees (collectively “Hyatt”) from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys’ fees, arising out of or resulting from the Client’s purchase, storage, distribution and/or consumption of food at Hyatt Regency Atlanta which was not supplied or served by Hyatt in connection with the event to be held on April 12-16, 2020.

Client shall carry and maintain, during such period of time, comprehensive general liability insurance in a minimum amount of $1,000,000 and name Hyatt Corporation and Hyatt Equities, L.L.C., a Delaware limited liability company and its members as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt. Client shall provide a certificate of insurance evidencing compliance with the provisions of this paragraph. Client agrees that subrogation shall be waived against Hyatt for all insurance.

The undersigned acknowledges that he or she fully understands the terms of this agreement and has the authority to sign on behalf of the client and each of its agents or employees.

Authorized Representative/Exhibitor: ______________________________           Date___________________________

Hyatt Corporation Authorized Representative: ______________________________           Date___________________________

Return completed form to abby.olexa@hyatt.com or 404-460-6499

Any food items distributed on the show floor must be sample-sized and ready to eat. Booth setups (ice, plates, utensils, napkins, etc.) will be provided at a charge-per-use basis. You are encouraged to bring paper plates, napkins, toothpicks, etc. so that you can control your costs.

CACFP Pricing:

Disposable small plates/forks/napkins (serves 100)..........................$65

Tub of ice.................................................................$60

Serving tray.............................................................$45

Cutting board.........................................................$55

All equipment rental charges are the responsibility of each exhibitor, and billing must be arranged directly with Hyatt Regency Atlanta.

To place an order, or if you have any questions, please contact:

Abby Olexa
Event Planning Manager
Hyatt Regency Atlanta
265 Peachtree Street NE
Atlanta, GA 30303
404-460-6494
abby.olexa@hyatt.com
AUDIOVISUAL EXHIBITOR SERVICES
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

<table>
<thead>
<tr>
<th>NAME OF CONFERENCE</th>
<th>START DATE</th>
<th>END DATE</th>
<th>NO. OF EVENT DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATION NAME</td>
<td>ON-SITE CONTACT NAME</td>
<td>ROOM/EXHIBIT BOOTH NO.</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
<td>DELIVERY DATE</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td></td>
<td>PICKUP DATE</td>
</tr>
<tr>
<td>ORDERED BY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ORDERING INSTRUCTIONS
To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

**Form Submission** – Email completed forms to: psav_at_hra@psav.com

**INTERNET**

- Wired internet connection ____ $170
- Wireless internet connection ____ $85
- Dedicated bandwidth Please contact PSAV for quote

**POWER**

- 208V Single phase – 20 AMP (one day charge) ____ $140
- 208V Single phase – 60 AMP (one day charge) ____ $300
- 25’ AC cable ____ $21
- Power strip ____ $21

**CUSTOM ITEMS**

- ______________________ ____ $____
- ______________________ ____ $____
- ______________________ ____ $____
- ______________________ ____ $____
- ______________________ ____ $____

**MONITORS**

- 46” LCD monitor ____ $525
- Dual-post stand
- 55” LCD monitor ____ $725
- Dual-post stand
- 70” LCD monitor Please contact PSAV for quote
- Dual-post stand

**SPECIAL REQUESTS**

Please add any items not listed above that you require.

©2018 PSAV. All Rights Reserved.
Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

**BOOTH DIAGRAM**

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>ROOM/EXHIBIT BOOTH NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOW NAME</td>
<td>SHOW DATES</td>
</tr>
</tbody>
</table>

**Internet**

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

**Power**

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. ______________

Adjacent Booth No. ______________

Adjacent Booth No. ______________

Adjacent Booth No. ______________

Adjacent Booth No. ______________