

2007 CorrExpo®



2007 CorrExpo®

October 30 -31, 2007
Indiana Convention Center and RCA Dome
Indianapolis, Indiana, USA

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2007 CorrExpo®

I. Location

Indiana Convention Center and RCA Dome
Indianapolis, Indiana, USA
October 30 – 31, 2007

II. Official Service Contractor

Shepard Exposition Services (SES) is the official service contractor for the CorrExpo® 2007. All on-site drayage and rigging must be done by SES.

III. Exhibit Hours

Move-In	Monday, October 29	8:00 am – 5:00 pm
	Tuesday, October 30	8:00 am – 2:00 pm

It is important that you be in the hall early to check your orders and to correct any problems that might occur with drayage, signage, etc. **All set-ups must be completed by Tuesday, October 30 at 2:00 pm. If you have not started set-up on your booth by Noon, your booth will be set for you (at your expense) or can be resold or eliminated.**

Show Hours	Tuesday, October 30	2:30 pm – 5:30 pm
	Wednesday, October 31	2:30 pm – 5:30 pm

Admission to Exhibit

Exhibitors will be allowed to remain in the hall one (1) hour after the exhibit closes. Exhibitors may enter the hall one (1) hour before the exhibit opens in the morning. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

Move-Out	Wednesday, October 31	5:30 pm – 10:00 pm
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Dismantling of your booth may not begin before 5:30 p.m. on Wednesday, October 31.

Anyone dismantling their booth before 5:30 p.m. will jeopardize their company's participation in future TAPPI exhibits.

Exhibits must be removed by **10:00 p.m. on Wednesday, October 31** from the Exhibit Hall. Please do not leave your booth unattended at anytime before your materials are completely packed and ready to ship. Please contact someone at the Shepard Exposition Services (SES) Service Desk for shipping information and a bill of lading.

IV. Booth Package and Facility Information

The exhibit will be held in **Hall B of the Indiana Convention Center**. Included in the booth rental will be teal & white drape, general security, insertion in the show guide, one 7" X 44" identification sign (see SES order form for free I.D. sign), 6' white skirted table, 2 side chairs, wastebasket, and booth carpet. **The hall is not carpeted.** The aisle carpet will be teal. No other drape colors will be allowed for the back and side drapes. The height restriction for all row booths is 8 ft., and for perimeter wall booths the height restriction is 12 ft. as ceiling height permits. Call Kirstin Lewis at +1-410-730-8881 to verify ceiling height if you think you have a perimeter wall booth.

V. Shipping and Drayage

Please pay close attention to the **Shipping and Drayage** forms in the service contractor's order forms section of this manual. The **Shipping and Drayage** form in this manual has all the instructions and addresses for shipping. **The Indiana Convention Center CANNOT accept exhibit freight before the 1st day or move in.** If you will be shipping your freight to the Indiana Convention Center, you must consign the freight to Shepard Exposition Services and it should arrive no earlier than **8:00 a.m. Monday, October 29, 2007** or delivery will be refused.

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

VI. Contacts

Overall Logistics Management

Questex Media Group *
Kirstin Lewis
Group Operations Director
9562 Longlook Lane
Columbia, MD 21045 USA
Phone: +1-410-730-8881
Fax: +1-443-583-0258
Email: kirstin.lewis@questex.com

Exhibit Facility

Indiana Convention Center and RCA Dome
Chad Wilke
Senior Event Coordinator Event Manager
100 South Capitol Avenue
Indianapolis, IN 46225 USA
Phone: +1-317-262-3358
Fax: +1-317-262-3685
Email: cwilke@iccrd.com

Service Contractor

Shepard Exposition Services
Customer Service
1531 Carroll Drive NW
Atlanta, GA 30318 USA
Phone: +1-404-720-8600
Fax: +1-404-720-8755
Email: vmcbroom@shepardes.com

*TAPPI has partnered with Questex Media to manage exhibit operations and sales for its annual CorrExpo® show and Corrugated Packaging Division Conference. Questex Media owns and manages 23 trade shows and conferences in various industries. Questex is also the owner and parent company of *Official Board Markets* and *Paperboard Packaging*, publications serving the corrugating and converting industries. The

VII. Supplier Hosted Events

As a courtesy to all conference participants, TAPPI requires that companies planning to host extracurricular events schedule them so as not to conflict with scheduled TAPPI activities such as technical sessions, committee meetings, receptions, exhibit hours, award ceremonies, group meals, or other conference functions.

If you are planning to host a group event, please check with the Operations Director, Kirstin Lewis, to avoid a conflict. Kirstin can be reached at +1-410-730-8881 or kirstin.lewis@questex.com.

VIII. Insurance Claims

All exhibitors are strongly urged to secure their own insurance pursuant to exhibit damage, personal injury, fire, theft, etc. TAPPI assumes NO responsibility whatsoever pursuant to such insurance claims (see Rule 5 of the Show Rules). If, however, visible damage to an exhibit results from the witnessed negligence by drayage or facility personnel, the exhibitor is directed to coordinate subsequent settlement action with the appropriate contacts as listed herein.

IX. Live Music/Sound Reproduction

TAPPI has entered into a Music License Agreement with the (ASCAP) American Society of Composers, Authors & Publishers and (BMI) Broadcast Music, Inc. Between them, they license the performing rights to most of the copyrighted music played in the U.S. today. TAPPI's agreement covers all music licensed by ASCAP or BMI reproduced in any way on the exhibit floor (by TAPPI or your company).

Because of the high cost involved in this agreement for live music, TAPPI does not allow any live music to be performed on the exhibit floor.

Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside of the exhibit hall (i.e., hospitality suites, special events sales meetings). For example, if your company hosts an evening event in a hotel ballroom and you hire a harp player to play background music, you are required by law to have a music license agreement, contact both ASCAP 1-800-505-4052 (US and Canada) and BMI 1-800-925-8451 (US and Canada). If you play music and decide not to enter into a license agreement, you may be liable for copyright infringement. Please consult your legal counsel for advice on your company's liability.

X. Gratuities

The solicitation of gratuities by service personnel for services to be rendered is against TAPPI policy. Persons soliciting gratuities should be reported to the TAPPI Exhibits Manager immediately. Exhibitors should note that advance gratuities given to service personnel (with or without their solicitation) will not expedite the service the exhibitor will receive. The instructions contained in this manual clearly define the procedure exhibitors are to follow in arranging for the equipment and manpower required. Exhibitors may be subject to cancellation of their display in the event that the aforementioned rules are violated (refer to Rule 32). Service personnel violating these rules will be subject to immediate dismissal by Show Management.

XI. Food & Beverage

Centerplate is the exclusive caterer for the Indiana Convention Center. You may purchase food or beverages to give away at the exhibit from Centerplate, but you may not bring food or beverage products onto the premises to be sold, given away, or used without the consent of Centerplate.

XII. Security

TAPPI will provide overall security guard service for the show period, but neither TAPPI, the contracted security company or their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provision for the safeguarding of his goods, material, equipment, and display at all times.

XIII. Registration

For information on registering for the conference or to receive an exhibitor's badge visit our web site at: http://www.tappi.org/s_tappi/doc_events.asp?CID=9658&DID=553357.

As a valued exhibitor, we would like to offer you one FREE conference registration. To register for this badge, please bring the completed form enclosed in this packet entitled "Complimentary VIP Conference Pass" with you to the registration counters on site. Here a conference badge will be given to you. Please note that only ONE complimentary conference registration will be allowed per exhibiting company.

In this packet, you will also find a "Box Plant Visitor Coupon". This coupon can be sent to your customers to invite them to come see your booth at the show and to take advantage of some of the free offerings that are available to them should they attend. To invite a customer, please print both pages of the Box Plant Employee Free Offer Form. Write in your booth number on the designated line of both the 1st and 2nd page of the form. Send the form to the customer you would like to see at the event and instruct them to complete the second page and fax it to the number on the top of the form.

XIV. Hotel Accommodations

The Westin Indianapolis
50 South Capitol Avenue
Indianapolis, IN 46204 USA

US\$159 for Single or Double occupancy

Reserve your room online by visiting

http://www.tappi.org/s_tappi/doc_events.asp?CID=9658&DID=553357, or contact the Hotel's Reservation Department by calling +1-317-263-8100. Please mention that you are making reservations for the TAPPI Corrugated Packaging Conference & CorrExpo® 2007.

XV. Official Airline

Delta is the official airline for all TAPPI events. Book your flight online by visiting http://www.tappi.org/s_tappi/doc_events.asp?CID=9658&DID=553357

XVI. CorrExpo® 2007 Rules & Regulations

TAPPI Exhibits are by definition educational events. These events are intended to update pulp, paper, and related industry personnel with the latest technological developments.

1. Sponsor.

The word "Sponsor" as used herein shall mean Technical Association of the Pulp and Paper Industry, Inc. ("TAPPI"). In all matters pertaining to the exhibit, the actions of the Sponsor shall be taken by TAPPI Show Management whose decisions shall be final and binding on all parties.

2. Eligible Exhibits.

The Sponsor reserves the right to determine the eligibility of any company or product for inclusion in the exhibit. Eligibility will be determined by the Sponsor in accordance with the TAPPI Constitution and Bylaws and applicable eligibility standards.

3. Appearance.

Displaying an unfinished surface to neighboring booths will not be permitted and the offending exhibitor will be responsible for masking off unsightly areas at their own expense.

4. Booth Location.

The exhibitor shall accept such modifications in position and area as circumstances may call for. Possible complaints regarding the allocated exhibit booth are to be lodged before the space is occupied.

5. Limitation of Liability.

The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to exhibitors or exhibitor's employees, agents or invitee while in the exhibition facility. Fire and theft insurance, if so desired, should be taken out by each exhibitor at his own expense.

6. Defacing of Building.

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. See the facility rules and regulations.

7. Removal of Goods.

Goods on exhibition may not be removed during the exhibition except by special permission of the Sponsor.

8. Sales Prohibited.

Selling and order taking at the exhibit are not permitted.

9. Display Dimensions.

ROW BOOTHS

Maximum exhibit height for row booths is 8 feet (2.44m). All display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram A for a standard booth).

PERIMETER WALL BOOTHS

Perimeter wall booths may extend up to 12 feet where ceiling height permits (3.66m), but all display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram B for a perimeter wall booth). Call Kirstin Lewis at +1-410-730-8881 to verify ceiling height if you have a perimeter booth.

10. VCRs, Sound devices.

Sound of any kind must not be projected outside the confines of the exhibit booth. If sound is determined by Show Management to project into the aisle or another booth, the exhibitor will not be allowed further use of the sound projection device. If VCRs / Monitors are used, all viewers (exhibit attendees) must be within the booth and not in the aisle.

11. Music Licensing.

The Sponsor has entered into a Music License Agreement with the American Society Composers, Authors, & Publishers (ASCAP) and Broadcast Music Incorporated (BMI). These two organizations license the performing rights to most of the copyrighted music played in the U.S. today. The Sponsor's music license agreement covers all music licensed by ASCAP and BMI reproduced in any way on the exhibit floor. Because of the high cost of this agreement for live music, the Sponsor does not allow any live music to be performed on the exhibit floor. Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside the exhibit hall (i.e., hospitality suites, special events, etc.).

12. Congestion of aisle traffic.

Aisles must not be obstructed at any time. Exhibitors may not conduct any activity that leads to congestion or obstruction of aisles.

13. Photography.

An exhibitor may not photograph or videotape the exhibits or products of other exhibitors without that exhibitor's approval.

14. Rejected Displays.

The exhibitor agrees that his exhibit shall be admitted and shall remain during show days solely on strict right of sponsor to reject, eject or prohibit any exhibit in whole or in part. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

15. Use of TAPPI's Logo.

Exhibitors may not duplicate the TAPPI Association logo in any form. However, exhibitors may use the TAPPI show logo to promote their participation in the show.

16. Americans with Disabilities Act.

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold TAPPI harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against TAPPI, its officers, directors, agents or employees on the basis of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

17. Exhibitor Representatives Responsibility.

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible.

18. Character of Displays.

Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Decals or stickers with pressure sensitive adhesives are prohibited. Noisemakers or anything not in keeping with the technical character and high standards of the Sponsor may not be distributed or utilized by any exhibitor in the exhibit area. No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs, banners, company or product logos, or placards may be displayed on persons or otherwise outside exhibit spaces.

Please note that the only machinery allowed to be displayed in a booth at this event is machinery that will fit in the confines of a 10X10 or a 10X20 booth space and can operate using only 110Volts of electrical power.

19. Labor.

Exhibitors must comply with union work rules where applicable.

20. Attendance.

The Sponsor shall have sole control over attendance policies at all times.

21. Sub-Leasing.

Unless otherwise consented to in advance by the Sponsor, exhibitors may not sublet their space without the expressed written consent of the Sponsor, and each sublessor must contract with and be approved by the Sponsor. Exhibitors may not sublet their space for an amount in excess of the square footage amount charged by the Sponsor.

22. Fire & Safety Laws.

Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits may be forbidden. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Smoke alarms and ABC-type fire extinguisher will be required in two-story ("double-decker") booths.

23. Occupancy.

The exhibitor may not occupy the exhibit until the rent is paid in full. The exhibitor must occupy his booth during stated show hours. Any exhibit that is dismantled and/or unoccupied prior to the official closing of the show shall be subject to expulsion from other TAPPI shows.

24. Failure to Hold Exhibit.

In the event the exhibit is not held for any reason, the Sponsor may retain such part of exhibitor's rental that is required to recompense the Sponsor for expenses incurred up to the time such contingency shall have occurred.

25. Exhibit Removal.

Objects that have been left behind in the exhibit space after the last date for removal stated in the contract may be removed by the Sponsor on the responsibility and at the expense of the exhibitor.

26. Access to Exhibit Hall.

After the opening of the show, exhibitors are allowed to enter the exhibit area one hour prior to opening time and to remain one hour after closing time. Exhibitors who have planned press conferences, training sessions, or special customer demonstrations prior to approved access times should notify Show Management at least 14 days prior to the show. It must be clearly understood that the person to whom special permission is granted must go directly to and stay in his exhibit area for the purpose for which he applies for special permission from Show Management to enter the exhibit. Any person found outside of the booth they have been granted permission to enter after hours will be asked to leave the floor immediately.

27. Admission of Children.

Under no circumstances will children under 16 years of age be admitted to the exhibit floor during move-in and move-out times. While the show is open, children under 12 years of age will not be admitted to the exhibit hall.

28. Scheduling of Exhibitor Hospitality or Other Functions.

Exhibitors or other suppliers attending TAPPI meetings are not allowed to schedule hospitality or other functions when official TAPPI functions are scheduled (i.e., during technical sessions, exhibit hours, any TAPPI receptions or banquets held in conjunction with an event, etc.).

29. Taxes and/or Fees.

Should taxes or fees of any kind be levied on the exhibit for any engagements which the Sponsor may have assumed through this contract, the Sponsor reserves the right to collect the corresponding amount from the exhibitor.

30. Cancellation of Exhibit Space.

If an exhibitor cancels or reduces space at any time before July 30, 2007 50% of any payments made on the space canceled or the portion reduced up until that point in time is refundable. A reduction of exhibit space shall be looked upon as a cancellation of existing space and exhibitor will be relocated based on the judgment of Show Management. Notices of such cancellation/reductions of space must be made in writing. If an exhibitor cancels/reduces space after July 30, 2007, it is mutually agreed that the exhibitor will not be entitled to any refund.

31. Compliance with Laws.

Exhibitors must comply with all laws, rules, regulations and ordinances in force.

32. Solicitation of Gratuities.

Under no circumstances will the solicitation of gratuities by service personnel for special favors or services be tolerated by the Sponsor. Nor, shall the solicitation by exhibitors of service personnel for special favors or services be tolerated by the Sponsor. All Exhibitors will have all necessary services rendered equally as provided for in the Exhibitor Service Manual. All forms, payments, and procedures must be adhered to at all times.

33. Violation of above rules.

If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future TAPPI events.

34. Amendment to Rules.

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

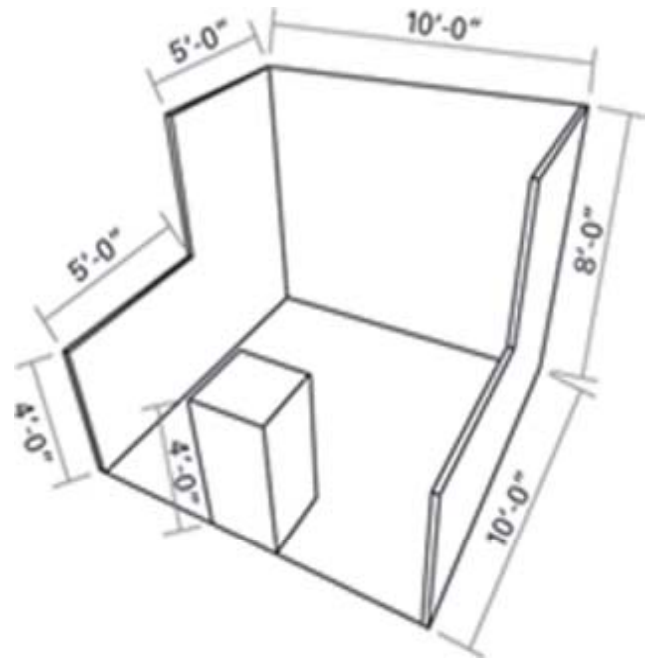
SHOW RULES

SHOW LINE-OF-SIGHT AND HEIGHT RULES

In-line or Row Booth

In-line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. In-line booths are a minimum of ten feet (10') wide and ten feet (10') deep, (10' x 10'). The maximum back wall height limitation is eight feet (8') high. Regardless of the number of In-line booths utilized, (10' x 20', 10' x 30', 10' x 40', etc.) display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.

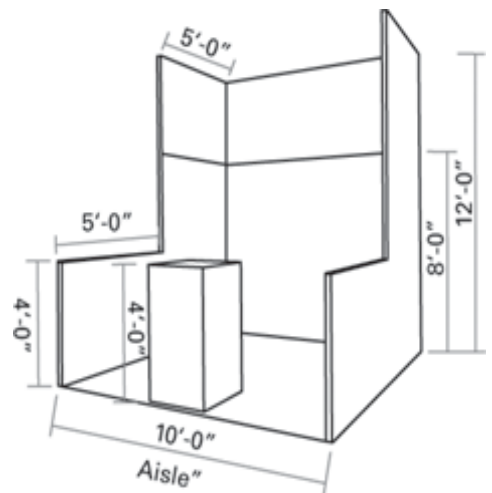
The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)



Perimeter Booth

A Perimeter Booth is simply an In-line Booth that backs up to a wall of the exhibit facility rather than another exhibit.

All guidelines for In-line Booths apply to perimeter Booths except that the maximum back wall height is twelve feet (12').



XVII. Schedule/Deadlines

THINGS TO DO / ORDER FORMS	DEADLINE (DO BEFORE)	DATE COMPLETED
READ CorrExpo® 2007 Service Manual	ASAP!	
Request For Use Of Exhibitor Appointed Contractors Fax Number: +1-404-720-8755	To Shepard Exposition Services By October 1	
Hotel Reservations http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0704274651&key=BBFB8	October 5	
Shepard Exposition Services Payment Policy Credit Card Charge Authorization Third Party Billing Request Order Recap & Exhibitor Billing Information	ALL To Shepard Exposition Services By October 9	
Furniture & Accessories Order	October 9	
Specialty Furniture Order	October 9	
Booth Carpet Order	October 9	
Standard Booth Sign Order	October 9	
Cleaning Order	October 9	
Rigging Labor Order	October 9	
Hanging Sign Order	October 9	
Machinery Drayage Rates	October 9	
Exhibit Installation & Dismantling	October 9	
All Badge And Conference Registration Forms http://www.tappi.org/s_tappi/doc_events.asp?CID=9658&DID=553357	October 15	
Electrical Order	October 19	
Internet Order	October 19	
Telephone Order	October 19	
Compressed Air/Water/Drain/Steam Order	October 19	
Material Handling - Advanced Shipments To Warehouse	October 22	
Material Handling - Direct Shipments To Exhibit Site	NOT BEFORE October 29	

Box Plant Employee FREE offer!

2007 Corrugated Packaging Conference
Oct 30 – Nov 1, 2007
Indianapolis, Indiana, USA



Visit us at booth _____ & benefit from more than just the exhibit!

All of the benefits listed below are **FREE** to box plant employees!

Come early and attend a committee lunch. This is a great way to find out what a TAPPI committee is all about and have a chance to network with your peers!

Corbotec (Corrugated Board Technical Service Committee) will meet on Tuesday from 11:30 – 1:15 (including lunch)

This committee of the Corrugated Packaging Division provides technical assistance to mills, container plants, and box customers in resolving board and container problems by promoting information exchange and communication between all elements of the process and distribution cycle.

Fiscotec (Fiberboard Shipping Container Testing Committee) will meet on Wednesday from 11:30 – 1:15 (including lunch)

This committee of the Corrugated Packaging Division provides technical assistance to mills, container plants, and box customers in resolving board and container problems by promoting information exchange and communication between all elements of the process and distribution cycle.

Industry Innovations presentations FREE to all box plant employees!

Tuesday and Wednesday 1:30 – 2:30. Topics include:

- **Lean Manufacturing – Kirt Patel, Georgia Pacific**
- **Robotics – Dave Ahrendt, Alliance Machine Systems**
- **Digital Printing – Phil Dempsey, Poteet Printing Systems**

Don't miss the over 120 exhibitors at the trade show which will be open Tuesday and Wednesday from 2:30 – 5:30 pm.

Box Plant Employee FREE offer!

2007 Corrugated Packaging Conference
Oct 30 – Nov 1, 2007
Indianapolis, Indiana, USA



Visit us at booth _____ & benefit from more than just the exhibit!

All of the above benefits are free to box plant employees! To take advantage of these benefits, simply complete this form and fax it today to **770-446-6947** to register for the event:

Name _____

Company _____

Address _____

City, State & Zip _____

Country _____

Email Address _____

Phone _____

Fax _____

Attending Corbotec Committee _____

Attending Fiscotec Committee _____

Complimentary VIP Conference Pass!

2007 Corrugated Packaging Conference
Oct 30 – Nov 1, 2007
Indianapolis, Indiana, USA



As a valued exhibitor, we invite you to register for one **FREE** conference pass to the 2007 Corrugated Packaging Conference.

To take advantage of this offer, you should simply bring this form with you to the registration counters of the 2007 Corrugated Packaging Conference during posted registration hours.

** Please note that only ONE complimentary conference registration is available per exhibiting company*

Name _____

Company _____

Exhibiting Company's Booth Number _____

Address _____

City, State & Zip _____

Country _____

Email Address _____

Phone _____

Fax _____



SHOW INFORMATION **A-1**

TAPPI CorrExpo

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600

International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Indianapolis Convention Center

Indianapolis, IN

October 30 - 31, 2007

Event Code: 00801107

To learn all you need to know about the show, please review the entire kit.
Dates are subject to change if the show schedule shifts after kit printing.

Booth equipment, per exhibitor, includes:

8' High Backwall Drape with 3' Siderails

(1) 6' Skirted Table - White

(2) Side Chairs

(1) 7"x44" ID Sign

Booth Carpet - Grey

The exhibit facility is uncarpeted.

Show color(s) chosen for:

Aisle Carpet:

Teal

Pipe & Drape:

Teal, White, White, Teal

Important Dates:

Exhibitor-appointed Contractor Deadline Date:

Monday

October 1, 2007

Discount price deadline for all Shepard orders received with payment:

Tuesday

October 9, 2007

Last day for warehouse deliveries without a surcharge:

Monday

October 21, 2007

First day freight can arrive at the show facility:

Monday

October 29, 2007

8:00 AM - 5:00 PM

Exhibitor move-in and installation:

Monday

October 29, 2007

8:00 AM - 5:00 PM

Tuesday

October 30, 2007

8:00 AM - 2:00 PM

Show days for attendees to view exhibits:

Tuesday

October 30, 2007

2:30 PM - 5:30 PM

Wednesday

October 31, 2007

2:30 PM - 5:30 PM

Exhibitor dismantling and move-out:

Wednesday

October 31, 2007

5:30 PM - 10:00 PM

Outbound Freight will be re-routed:

Wednesday

October 31, 2007

10:00 PM

Shipping Addresses:

Advance Shipments to the Warehouse:

(Company Name, Booth #)

TAPPI CorrExpo

Shepard/UPS Freight

3747 W. Morris Street

Indianapolis, IN 46241

(317) 244-3744

Direct Shipments to Convention Center:

c/o Shepard Exposition Services

(Company Name, Booth #)

TAPPI CorrExpo

Indianapolis Convention Center

100 South Capitol Avenue

Indianapolis, Indiana 46225

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY OR ANCILLARY FORMS TO SHEPARD.

Visit Shepard on-line:

www.shepardes.com

Show Code:

00801107

Visit Shepard at the Convention Center!

Service desk open:

October 30 - 31, 2007



Shepard Order Recap **A-2**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: **00801107**

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

SHOW DATE(S)

October 30 - November 1, 2007

DISCOUNT ORDER DEADLINE

Tuesday, October 09, 2007

Order Recap

Completed?	Description	Total
☐	Credit Card Authorization (A3)	\$
☐	Payment Policy (A4)	\$
☐	Third Party Payments (A5)	\$
☐	Contractor Information/Form (A7-A8)	\$
☐	Floor Coverings and Cleaning Options (F1-F3)	\$
☐	Furniture Accessories and Specialty Items (F5, F6)	\$
☐	Display Walls and Special Drapery (F7-F8)	\$
☐	Custom Furniture (F9-F16)	\$
☐	Signage and Graphics (F17-F18)	\$
☐	Hanging Signs (H1-H4)	\$
☐	Labor (L1- L4)	\$
☐	Material Handling and Rigging (M1-M9)	\$
Total		\$



PAYMENT AUTHORIZATION **A-3**

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: **00801107**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Contact Email _____

Authorized Signature _____ Fax _____

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

WIRE TRANSFER

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

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

Name of show that you are attending

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc.

Bank Name: Bank of America, Atlanta, Georgia USA

Routing Number: **0260-0959-3**

Account Number: **3278494077**

Payment is due in full no later than: **10/09/07**

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

CREDIT CARD AUTHORIZATION

☐ Check ☐ Wire Please charge my (check one): ☐ MasterCard ☐ Visa ☐ American Express

Account Number: _____

Exp. Date: month _____ year _____ V-Code for MasterCard or Visa: _____

Cardholder's Name: _____

Card Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____ Print Name: _____



PAYMENT POLICY **A-4**

TAPPI CorrExpo

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E-mail: **custsvcs@shepardes.com**

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

**Please familiarize yourself with this policy before ordering any services.
In order for our services to be provided, a credit card authorization must be on file.**

Discount Orders: Orders must be received by the discount order deadline date printed on each form, accompanied by payment, to qualify for discount pricing. You may pay by credit card, check, or bank wire; however, a credit card authorization must be on file with Shepard. Purchase orders do not qualify for discount prices. **Phone orders not accepted.**

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Floor prices will apply to all show site orders. Floor orders are limited to availability.

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

Freight Shipping/Rigging/I&D Labor: If you will be shipping to our warehouse or show site, ordering installation/dismantling labor or rigging labor, you MUST complete the credit card authorization on page A-3 and send it to Shepard. Shipment receiving also requires a completed Material Handling Authorization form on file, see page M-6. Our services cannot be performed unless we have these forms completed and returned to us.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

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

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

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

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

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

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

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

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

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



3RD PARTY PAYMENT AUTHORIZATION **A-5**

TAPPI CorrExpo

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International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

The following information must be completed and the form returned to Shepard at least 21 days prior to show opening. 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 or rigging.

ITEMS TO BE PAID BY THIRD PARTY

☐ All Services	☐ Carpet	☐ Material handling
☐ Rental furniture	☐ Signs	☐ Rigging equipment/labor
☐ Booth cleaning	☐ Exhibit Services	☐ Installation and Dismantling labor
☐ Other (please specify)		

THIRD PARTY INFORMATION

Third Party Agent: _____

Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____ Print Name: _____

Telephone: _____ Fax Number: _____

E-mail: _____

☐ Check ☐ Wire Please charge my (check one): ☐ MasterCard ☐ Visa ☐ American Express

Account Number: _____

Exp. Date: month _____ year _____ V-Code for MasterCard or Visa: _____

Cardholder's Name: _____

Card Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____ Print Name: _____



TERMS AND CONDITIONS **A-6**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

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Shepard Exposition Services

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Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Payment in full (including applicable tax) must accompany your advance order. Orders must be received three weeks prior to show opening to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be assessed a 100% pick-up fee.

TERMS AND CONDITIONS

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 the Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

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

INSURANCE

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.



TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600

International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Official Show Contractors are appointed by Show Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and show management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, furniture rental, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

Exceptions include:

- ☐ The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states).
- ☐ The exhibitor may elect to appoint an I&D contractor or exhibit builder to supervise, install and dismantle exhibit properties within their booth space.

Exhibitor Appointed Contractors

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

- ☐ The Exhibitor must notify Shepard Exposition Services of their intention to employ a non-official contractor, no later than 30 days prior to the first published move-in day, using the Exhibitor Appointed Contractor Form from the exhibitor manual.
- ☐ In the event that this notification is not received by the deadline date, or if the information contained therein is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Contractor.
- ☐ The non-official contractor must, by the deadline date above, provide Shepard Exposition Service, Inc. with a current certificate of insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, naming Show Management and Shepard Exposition Services, Inc. as additionally insured for the time period in question.
- ☐ If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Shepard Exposition Services. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided, in connection with his exhibit.
- ☐ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.
- ☐ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ☐ The non-official contractor may not solicit business on the exhibit floor.
- ☐ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.
- ☐ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ☐ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.



EXHIBITOR APPOINTED CONTRACTOR FORM

A-8**TAPPI CorrExpo**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: **00801107**

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600**International Phone: **+001 (404) 720-8600**E-mail: **custsvcs@shepardes.com**Fax: **(404) 720-8755**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Please complete and submit this form to Shepard Exposition Services at the address or fax number below by the deadline date shown. Complete one form for each non-official contractor used. Only the official contractor or the facility may provide building services, utilities, and freight handling. No other contractors will be approved for these services. THE OFFICIAL SERVICE CONTRACTOR WILL PROVIDE ALL USUAL TRADE SHOW SERVICES, INCLUDING LABOR EXHIBITORS MAY APPOINT A QUALIFIED NON-OFFICIAL CONTRACTOR TO PROVIDE INSTALLATION LABOR AND/OR SUPERVISION PROVIDED ALL OF THE FOLLOWING CONDITIONS ARE MET:

- ☐ The EXHIBITOR must inform Shepard Exposition Services that they have subcontracted a non-official contractor by completing and submitting this form by the deadline date listed above. If Shepard does not receive proper notification by the deadline date, then the non-official contractor personnel will not be allowed in the exhibit hall except to supervise the work in question, and the official contractor will provide the labor.
- ☐ The CONTRACTOR hired by the EXHIBITOR must, by the deadline date above, provide Shepard Exposition Services 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 additionally insured for the time period in question.
- ☐ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.
- ☐ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

Incomplete or Unsigned Forms will not be Accepted.

I understand and agree to the above listed conditions:

Exhibitor Signature _____ Printed Name _____

Name of Service Contractor _____ Date _____

Services to be performed _____

Contact Name: _____

Contact Phone: _____ Fax _____

Contact Address: _____

your
SUCCESS



is our
SUCCESS

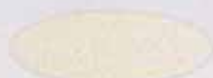
f u r n i s h i n g s

& a c c e s s o r i e s

S h e p a r d E x p o s i t i o n S e r v i c e s

Fabrics

Premium Carpet



White - 19



Cobalt - 21



Silver Cloud - 18



Red - 01



Burgundy - 07



Platinum - 20



Peacock - 13



Deep Navy - 22



Black - 06

Expo Carpet



Plum - 16



Mustard - 04



Raspberry - 23



Red - 01



Burgundy - 07



Grey - 10



Teal - 13



Blue - 05



Black - 06

Table Skirting



White - 03



Gold - 04



Raspberry - 23



Red - 01



Burgundy - 07



Green - 02



Teal - 13



Blue - 05



Black - 06



Grey - 10

Draper Backgrounds



White - 03



Gold - 04



Raspberry - 23



Red - 01



Burgundy - 07



Green - 02



Teal - 13



Blue - 05



Black - 06



Peach - 12



Grey - 10



Plum - 16

your
SUCCESS



is our
SUCCESS

Give your next exhibit the luxurious look and feel of fine carpeting from our beautiful Designer's Choice Collection. Available in 9 plush colors, these quality carpets have twice the pile weight of our standard line — a full 32 ounce face weight.

That means greater visual impact for your entire exhibit, and extra comfort especially when you include optional padding. (Logo cut-ins, borders, color combinations & special work available on request.)

Colors may vary due to lot variation.

Laminated Tables

Round 24" Side Table	50030
Square 18" Side Table	50031
2'x3' Laminated Table	50033
Pedestal Table 30" High, 36" Diameter	50032
Pedestal Table 42" High, 36" Diameter	51089



30" Pedestal Table



2'x3'
Laminated Table



42" Pedestal Table



Round 24"
Side Table



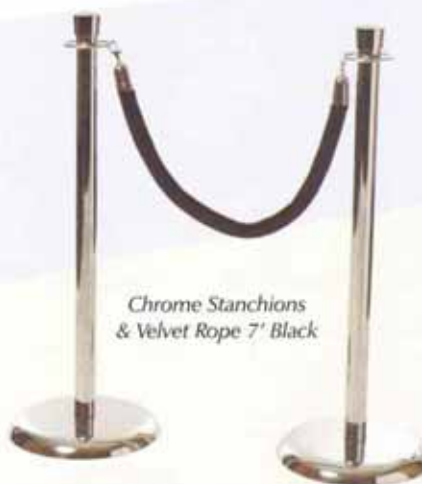
Square 18"
Side Table

Functional Accessories

Coat Rack	50092
Refrigerator	50098
Wastebasket	50091
Chrome Stanchions	50101
Velvet Rope 7' Black	50102



Refrigerator



Chrome Stanchions
& Velvet Rope 7' Black



Wastebasket



Coat Rack

Display Accessories

Full View 6'	50068
Quarter View 4'	50069
Quarter View 6'	50070
Spiral Garment Rack	50093
Bag Rack	50175
Floor Easel	50094
Vertical Chrome Sign Holder	50095
Literature Rack (6 Pockets) 54" ht	50245
Etagere, 5 Shelves, 5' ht	50106



Full View Showcase



Bag Rack



Literature Rack



Spiral Garment Rack



Etagere, 5 Shelves
5' ht



Vertical Chrome
Sign Holder



Floor Easel



2'x8' Grid Panel w/
T-base Legs



Slatwall



4'x8' Vertical
Tack Board

Display Walls

2'x8' Grid Panel w/ T-base Legs - Chrome	50236
4'x8' Horizontal Grey Velcro Tack Boards	50060
4'x8' Vertical Grey Velcro Tack Boards	50061
Slatwall - 1Mx8'	
Flat Shelf - White	50246
7 Ball Waterfall - Chrome	50242
Slatwall Hook	

Furniture not shown to scale.

Chairs

Side Chair	50020
Arm Chair	50021
Padded stool w/ Back	50024
Director's Chair	51086
Director's Stool	51090



*Side
Chair*



*Director's
Stool*



*Padded Stool
w/ back*



*Arm
Chair*



*Director's
Chair*

Tables

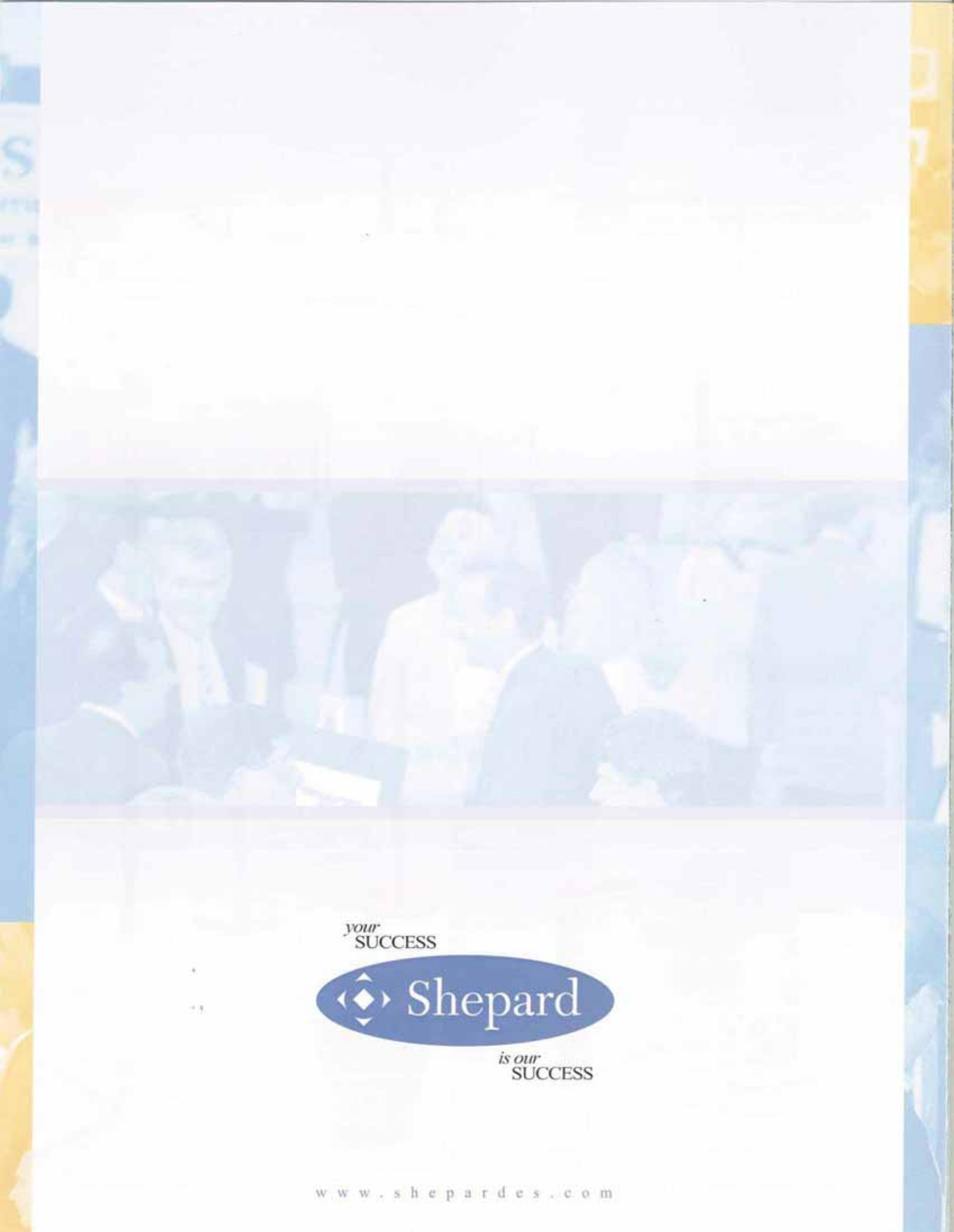
4' Standard (skirted)	50042
6' Standard (skirted)	50046
8' Standard (skirted)	50050
4' Counter (skirted)	50043
6' Counter (skirted)	50047
8' Counter (skirted)	50051



*6' Skirted Table (foreground)
4' Skirted Counter (back)*



*8' Counter w/
6" riser*



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www.shepardes.com



TAPPI CorrExpo

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: **October 9, 2007**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

EXPO 16 oz.CARPET

Prices include installation and taping front edges. All rental carpet is delivered clean to your booth space; however, during set-up, the carpet can become soiled. We therefore suggest that you order cleaning service at least once before show opening. Variation in dye lot may occur when ordering more than one cut of expo carpet.

Choose carpet color:

Red	01
Blue	05
Mustard	04

Raspberry	23
Grey	10
Burgundy	07

Teal	13
Plum	16
Black	06

	Quantity	Color	Description	Discount Price	Regular Price	Total
50255			10' x 10'	155.25	201.75	\$
50256			10' x 20'	273.50	355.50	\$
50257			10' x 30'	387.50	503.75	\$
50258			10' x 40'	517.25	672.50	\$

SPECIAL CUT CARPET

Carpet cut to your exact booth dimensions. **In order to protect this "cut and lay" carpet during setup, we will automatically install Visqueen at the published rate prior to exhibitor move-in.**

Booth dimensions:

ft. X

ft. =

Square feet

	Quantity	Color	Description	Discount Price	Regular Price	Total
50006			Special cut per square foot	2.55	3.32	\$

PADDING & VISQUEEN

	Quantity	Description	Discount Price	Regular Price	Total
50009		1/2" Carpet padding (per square foot)	0.58	0.75	\$
50010		Visqueen pre-show protective covering (per square foot)	0.32	0.42	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



PREMIUM CARPET **F-2**

TAPPI CorrExpo

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E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: **October 9, 2007**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

PREMIUM CARPET

All Premium carpet orders are subject to availability. Carpet colors shown on the color brochure are approximate only. Samples are available upon request for color match. **In order to protect Premium carpet during setup, we will automatically install Visqueen at the published rate prior to exhibitor move-in.** Carpet is 32 ounce face weight, 100% ultra nylon cut pile with action bac or jute backing. Logo cut-ins, borders, color combinations, specialty work and heavier weight carpet quoted upon request.

Minimum order of 100 square feet is required. No refunds on cancellations.

Choose carpet color:

Red	01
Black	06
Peacock	13

Silver Cloud	18
White	19
Platinum	20

Cobalt	21
Deep Navy	22
Burgundy	23

*White carpet is available for purchase only

Booth dimensions:

ft. X

ft. =

Square feet

	Quantity	Color	Description	Discount Price	Regular Price	Total
46001			Rental per square foot	4.05	5.27	\$
46003			Rental per square foot (over 1,000 sq. ft)	3.51	4.72	\$
46002			Purchase per square foot	9.35	12.25	\$

Rental carpet price includes installation and removal. Purchased carpet does not include material handling charges or any installation and dismantling. See Plan C on the labor order form for installation and dismantling of purchased carpet.

PADDING & VISQUEEN

	Quantity	Description	Discount Price	Regular Price	Total
50009		1/2" Carpet padding	0.58	0.75	\$
50010		Visqueen pre-show protective covering	0.32	0.42	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



CLEANING **F-3**

TAPPI CorrExpo

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755** Discount Order Deadline: **October 9, 2007**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: **00801107**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

To avoid any misunderstanding regarding your invoice, please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported an hour before show opening following the night the service was due.

General vacuuming of the show floor *aisle carpet* is provided.

Cleaning of your exhibit area is not included in your exhibit space rental unless otherwise stated in your booth agreement.

Prices are based on total area of booth (100 square feet minimum).

Booth dimensions: ft. X ft. = Square feet

CARPET CLEANING

Rental carpet is delivered clean to your booth space; however, carpet may become unclean during setup. We suggest that you order carpet cleaning service at least once before the show.

	Quantity	Description	Discount Price per Sq. Ft.	Regular Price per Sq. Ft.	Total
47001		Vacuuming once before show opens	\$0.29	\$0.38	\$
47002		Vacuuming daily for duration of the show *	\$0.87	\$1.13	\$
47003		Shampooing once before show opens	\$0.50	\$0.65	\$

*Daily vacuuming includes emptying of wastebaskets and a pre-show cleaning.

EXHIBIT CLEANING

Includes cleaning/dusting background and furnishings.

	Quantity	Description	Discount Price per Sq. Ft.	Regular Price per Sq. Ft.	Total
47004		Service once before the show opens	\$0.50	\$0.65	\$
47005		Daily service for the duration of the show	\$1.50	\$1.95	\$

PERIODIC PORTER SERVICE

Includes emptying wastebaskets at two-hour intervals during the show. Total charge is based on the size of your booth and the number of days you require service.

	# of days	Description	Discount Price per Sq. Ft.	Regular Price per Sq. Ft.	Total
47006		100 - 500 square feet of booth space	\$60.00	\$78.00	\$
47007		501 - 1500 square feet of booth space	\$75.00	\$97.50	\$
47008		1501 - 2500 square feet of booth space	\$89.75	\$116.75	\$
47027		Each additional 500 square-foot increment	\$14.50	\$18.75	\$

Subtotal	\$	
N/A Tax	\$	N/A
Total	\$	



CARPET TERMS AND CONDITIONS **F-4**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: **00801107**

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Payment in full (including applicable tax) must accompany your advance order. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be assessed a 100% pick-up fee.

TERMS AND CONDITIONS

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 the Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

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

INSURANCE

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.



DISPLAY TABLES AND RISERS **F-5**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

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Shepard Exposition Services

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Write in the color in the column next to quantity on this order form. **If you forget to choose a color, show colors will prevail.**

Red #01	Green #02	Blue #05	Black #06	Raspberry (not available for riser, only tables) #23
White #03	Gold #04	Burgundy #07	Grey #10	Teal (not available for riser, only tables) #13

WOODEN DISPLAY TABLES - STANDARD HEIGHT 30" AND COUNTER HEIGHT 42". ALL TABLES 2' WIDE.

	Quantity	Color	Description	Discount Price	Regular Price	Total
50040		N/A	4' standard (no skirt)	58.00	75.50	\$
50041		N/A	4' counter (no skirt)	65.50	85.25	\$
50044		N/A	6' standard (no skirt)	68.25	88.75	\$
50045		N/A	6' counter (no skirt)	81.75	106.25	\$
50048		N/A	8' standard (no skirt)	81.75	106.25	\$
50049		N/A	8' counter (no skirt)	92.00	119.50	\$
50042			4' standard (skirted - choose color from above)	105.75	137.50	\$
50043			4' counter (skirted - choose color from above)	116.75	151.75	\$
50046			6' standard (skirted - choose color from above)	123.25	160.25	\$
50047			6' counter (skirted - choose color from above)	152.50	198.25	\$
50050			8' standard (skirted - choose color from above)	152.50	198.25	\$
50051			8' counter (skirted - choose color from above)	175.75	228.50	\$
50052			Drape 4th side of standard height table (select color)	56.50	73.50	\$
50171			Drape 4th side of counter height table (select color)	56.50	73.50	\$
50058			Skirt exhibitor equipment, price per linear foot	11.75	15.25	\$

TABLE RISERS - MADE OF WOODEN PLANKING 8" WIDE

50076		N/A	4' L x 6" H (no drape)	17.00	22.00	\$
50077		N/A	4' L x 12" H (no drape)	33.00	43.00	\$
50078		N/A	6' L x 6" H (no drape)	23.75	31.00	\$
50079		N/A	6' L x 12" H (no drape)	46.75	60.75	\$
50080		N/A	8' L x 6" H (no drape)	30.75	40.00	\$
50081		N/A	8' L x 12" H (no drape)	61.50	80.00	\$
50082			4' L x 6" H (draped - choose color from above)	35.25	45.75	\$
50083			4' L x 12" H (draped - choose color from above)	71.25	92.75	\$
50084			6' L x 6" H (draped - choose color from above)	45.00	58.50	\$
50085			6' L x 12" H (draped - choose color from above)	88.75	115.50	\$
50086			8' L x 6" H (draped - choose color from above)	57.00	74.00	\$
50087			8' L x 12" H (draped - choose color from above)	107.50	139.75	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



CHAIRS, LAMINATED TABLES, AND SPECIALTY EQUIPMENT

F-6

TAPPI CorrExpo

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Indianapolis, IN

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Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

STANDARD CHAIRS, DIRECTOR'S CHAIRS, AND LAMINATED TABLES

	Quantity	Description	Discount Price	Regular Price	Total
50020		Upholstered side chair	52.25	68.00	\$
50021		Upholstered arm chair	72.50	94.25	\$
50024		Padded stool with back	57.25	74.50	\$
51086		Director's chair	54.25	70.50	\$
51090		Director's chair, counter-height	97.00	126.00	\$
50030		Coffee table, 24" round dia. X 18" high	64.50	83.75	\$
50031		Coffee table, square 18"side x 18" high	64.50	83.75	\$
50032		Pedestal table 30" high, 36" diameter	188.25	244.75	\$
51089		Pedestal table 42" high, 36" diameter	230.00	299.00	\$
50033		Display Table (2'w x 3' L)	94.00	122.25	\$

SPECIALTY EQUIPMENT

50067		Showcase, Full view 4'	516.00	670.75	\$
50068		Showcase, Full view 6'	567.25	737.50	\$
50069		Showcase, Quarter view 4'	425.25	552.75	\$
50070		Showcase, Quarter view 6'	493.25	641.25	\$
50092		Coat rack	42.00	54.50	\$
50093		Spiral garment rack	118.00	153.50	\$
54043		4' garment z-rack with wheels	90.50	117.75	\$
54044		4' garment z-rack without wheels	60.50	78.75	\$
50175		Bag rack	118.00	153.50	\$
50094		Floor easel	30.75	40.00	\$
50245		Literature rack ((6) 8.5"X11" pockets) 54" ht.	172.75	224.50	\$
50106		Etagere, 5 shelves, 5' ht.	30.75	40.00	\$
50098		Refrigerator	336.50	437.50	\$
50091		Wastebasket	16.00	20.75	\$
50096		20 gallon trash barrel	56.75	73.75	\$
50097		55 gallon trash barrel	75.25	97.75	\$
50101		Chrome stanchions	36.50	47.50	\$
50102		Velvet rope, 7' black section	70.00	91.00	\$
50095		Chrome Sign Holder (22"x28") - vertical	99.00	128.75	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



SPECIALTY DISPLAY WALLS

F-7

TAPPI CorrExpo

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E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Company Name _____

Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature

Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Grid and Grid Accessories

	Qty	Description	Discount Price	Regular Price	Total
50236		2' x 8' Grid panel with T-Base Legs - Chrome	\$121.00	\$157.25	
50237		2' x 8' Grid panel without T-Base Legs - Chrome	\$90.50	\$117.75	
50238		Six (6) 2' x 8' Grid Panels with T-Base Legs - Chrome	\$632.50	\$822.25	
50239		T-Legs, 1 pair	\$53.25	\$69.25	
50240		12" Clothing Rod - Chrome	\$29.25	\$38.00	
50241		Curved Clothing Rod-Chrome (34" clip to clip)	\$29.25	\$38.00	
50242		7 Ball Waterfall - Chrome	\$8.45	\$11.00	
50243		U Shaped Rod - Chrome (12" out/ 24" wide)	\$34.00	\$44.25	
50244		20" x 14" Slanted Shelf - White	\$46.25	\$60.25	
50246		20" x 14" Flat Shelf - White	\$46.25	\$60.25	
50247		Hangers (12) - White (not shown)	\$21.75	\$28.25	

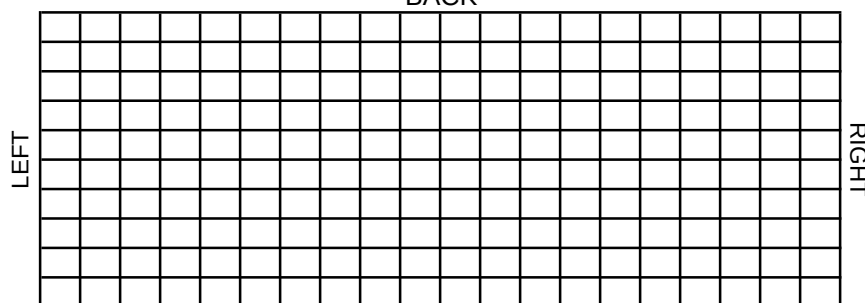
White PerfBoards and Slatwall

	Qty	Description	Discount Price	Regular Price	Total
50062		2' x 8' Horizontal White Perfboards with 1/4" holes	\$117.25	\$152.50	
50063		2' x 8' Vertical White Perfboards with 1/4" holes	\$117.25	\$152.50	
50064		4' x 8' Horizontal White Perfboards with 1/4" holes	\$163.25	\$212.25	
50065		4' x 8' Vertical White Perfboards with 1/4" holes	\$163.25	\$212.25	
50066		Shelves for White Perfboards (each)	\$42.75	\$55.50	
50103		2" Hooks (package of 12) for White Perfboards	\$16.25	\$21.25	
50104		6" Hooks (package of 12) for White Perfboards	\$26.75	\$34.75	
50105		10" Hooks (package of 12) for White Perfboards	\$24.75	\$32.25	
50248		1m x 8'h Slatwall	\$201.25	\$261.75	
50111		3" Slatwall Hooks	\$1.20	\$1.55	

Grey Velcro Tack Boards

	Qty	Description	Discount Price	Regular Price	Total
50060		4'x 8' Horizontal Grey Velcro Tack Boards	\$163.50	\$212.50	
50061		4'x 8' Vertical Grey Velcro Tack Boards	\$163.50	\$212.50	

DISPLAY WALL PLACEMENT IN BOOTH BACK



Subtotal	\$
6.00% Tax	\$
Total	\$



SPECIAL DRAPERY BACKGROUNDS **F-8**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Write in the color in the column next to quantity on this order form. **If you forget to choose a color, show colors will prevail.**

Red #01	Green #02	Blue #05	Black #06	Peach #12	Plum #16
White #03	Gold #04	Burgundy #07	Grey #10	Teal #13	Raspberry #23

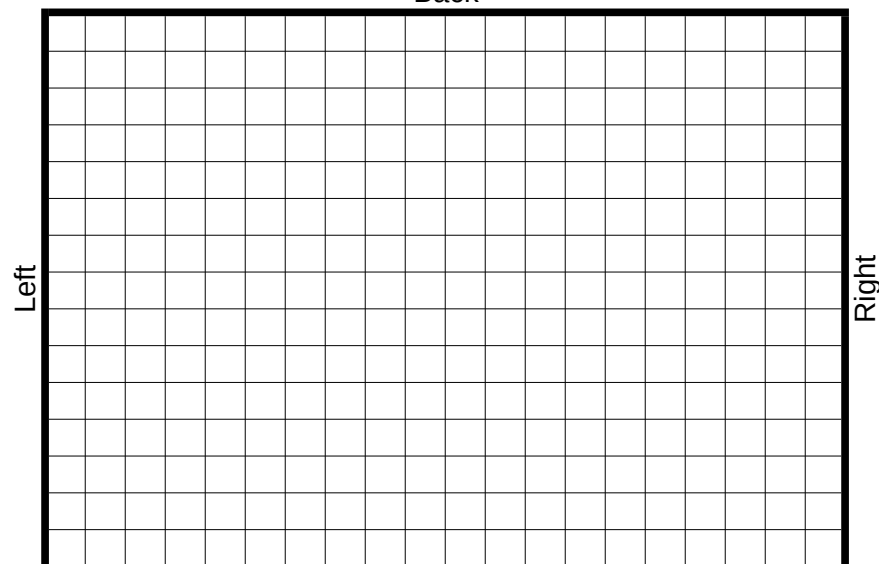
SPECIAL DRAPERY BACKGROUNDS

	Quantity	Color	Description	Discount Price	Regular Price	Total
50073			8' high background drape, price per linear foot	14.25	18.50	\$
50074			3' high drape, price per linear foot	10.75	14.00	\$

Special drapery backgrounds **require show management approval.**

DRAPERY PLACEMENT IN BOOTH:

Back



Front

Subtotal	\$
6.00% Tax	\$
Total	\$



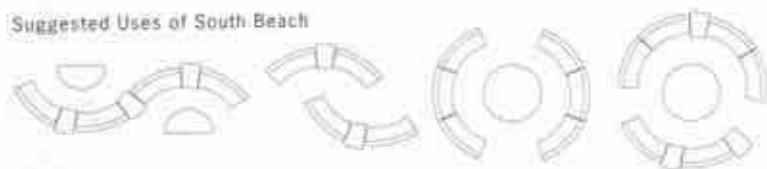
Shepard



S02

south beach

Suggested Uses of South Beach



S01



OTS



OCA

t-vac



SC9

panton

Complementary Items for South Beach Include:

C1E Silverado Cocktail Table
E1E Silverado End Table
WTN 36" Graphite Bar Table, Tulip Chrome Base
BSN Jelson Barstool

CG1 Manhattan Glass, Black Table
SC6 Manhattan Oyster Side Chair
OTH Black Leather Cube
PWB Black and Red Pinwheel Ottoman



SED



COD



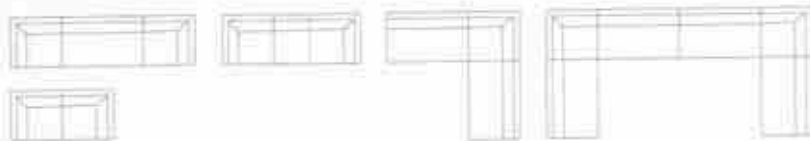
LSD



CHD

newport

Suggested Uses of Newport



Complementary Items for Newport Include:

C1D Soho Cocktail Table
E1D Soho End Table
BS3 Grey Ohio Barstool
BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

Ottomans
C1K Inspiration Cocktail Table
E1K Inspiration End Table
CC1 42" Maple Conference Table
SC1 New York Maple, Chrome Chair

cappuccino



OCL



CHG

florence



SOG



OCK



SOL

Complementary Items for Florence Include:

- C1G Paris Cocktail Table
- LAE Orange Lumalight Lamp

Complementary Items for Monaco Include:

- C1L Chestnut Cocktail Table
- E1L Chestnut End Table
- VTX 30" Maple Bar Table, Standard Black Base
- BSL Gin Barstool
- CG2 6' Maple Conference Table
- XC4 Altura High Back Chair

monaco



LSC



SOC

lisbon



LSM

key west



OCB



SOM



CHC

Complementary Items for Key West Include:

- C1M Visions Cherry Cocktail Table
- E1M Visions Cherry End Table
- CF1 42" Black Geo Conference Table
- SC3 Black Brewer Chair
- WTB 30" Brushed Red Bar Table, Tulip Chrome Base

- BS2 Black Ohio Barstool
- LAF Red Lumalight Lamp

Complementary Items for Lisbon Include:

- C1C Chrome Geo Cocktail Table
- E1C Chrome Geo End Table
- LA1 Pewter Floor Lamp
- CE1 42" Chrome Geo Conference Table

- SCB Flex Chair, With Wheels
- ET2 Black Etagere

Sofas & Sectionals



SO1



SOC



SOG



SOL



SOK



SOM



SO2



SED

Loveseats



LSD



LSM



LSC

Club Chairs



CHD



COD



CHC



CHG



CHK

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOG Florence Sofa
Cream
77"L 38"D 34"H

SOL Monaco Sofa
Gold Suede
88"L 37"D 32"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Chair Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

CHG Florence Chair
Cream
40"L 38"D 34"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

Occasional Chairs



OCA



OCH



OCB



OCX



OCK



OCL



OCY



OCC



OCZ



OCR

Ottomans



OTS



QTQ



QTN



QTP



QTM



OTF, OTD,
OTG



OTE, OTC,
OTB



OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

OCA TVac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 31"D 35"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCX Tub Chair
Black
29"L 31"D 32"H

OCK Camouflage Chair
37"L 36"D 37"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

QTQ Square Ottoman
White Leather
40"L 40"D 17"H

QTN Bench Ottoman
White Leather
24"L 60"D 17"H

QTP Square Ottoman
Black Leather
40"L 40"D 17"H

QTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OTF Cube
Chocolate Brown
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OTG Cube
Russet
17"L 17"D 18"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTB Cube
Natural
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
61.3"D 17"H

OTL Half Round Ottoman
White Leather
61.3"D 17"H

CCZ Circle Ottoman
Black/White Leather
61.6"D 17"H

CCB Circle Ottoman
Black Leather
61.6"D 17"H

CCW Circle Ottoman
White Leather
61.6"D 17"H

PWM Pinwheel Ottoman
Black/White/Red
107"L 107"D 17"H

PWB Pinwheel Ottoman
Black/Red
107"L 107"D 17"H

Custom Configurations Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1H



C1L



C1G

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1H



E1L

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1H West Indies Table
50"L 30"D 19"H

C1L Table
Chestnut, Graphite
48"L 26"D 18"H

C1G Paris Table
20" Round 20"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1H West Indies End Table
24"L 28"D 24"H

E1L End Table
Chestnut, Graphite
23"L 27"D 22"H

Conference Tables



CE2



CF2



CE1



CF1



CG1



6' - CB2
8' - CB3



6' - CD2
8' - CD3



6' - CA2
8' - CA3
10' - CA4



6' - CC2
8' - CC3
10' - CC4



CB1



CD1



CA1



CC1

Sample Conference Sets



Conference Tables

CE2 Geo Table
Rectangle Glass, Chrome
60\"/>

CF2 Geo Table
Rectangle Glass, Black
60\"/>

CE1 Geo Table
Square Rounded Glass, Chrome
42\"/>

CF1 Geo Table
Square Rounded Glass, Black
42\"/>

CG1 Manhattan Table
Glass, Black
42\"/>

CB2 Table
6' Graphite Nebula
72\"/>

CB3 Table
8' Graphite Nebula
96\"/>

CD2 Table
6' Grey Nebula
72\"/>

CD3 Table
8' Grey Nebula
96\"/>

CA2 Table
6' Rectangle, Brandy
72\"/>

CA3 Table
8' Rectangle, Brandy
96\"/>

CA4 Table
10' Rectangle, Brandy
120\"/>

CC2 Table
6' Rectangle Maple
72\"/>

CC3 Table
8' Rectangle Maple
96\"/>

CC4 Table
10' Rectangle Maple
120\"/>

CB1 Table
Graphite Nebula
42\"/>

CD1 Table
Grey Nebula
42\"/>

CA1 Table
Brandy
42\"/>

CC1 Table
Maple
42\"/>

Café Tables



30" - ZTK
36" - ZTP



30" - ZTJ
36" - ZTN



ZTM



ZTF



ZTB



ZTC



30" - XTK
36" - XTP



30" - XTJ
36" - XTN



XTM



XTF



XTB



XTC

Table Tops



Brandy



Maple



Grey
Nebula



Graphite
Nebula



Brushed
Red



Brushed
Blue



Metallic
Silver

Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options:

Brandy
Maple
Grey Nebula
Graphite Nebula
Brushed Red
Brushed Blue
Metallic Silver

Conference Chairs



SCR



SCY



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



CO4



XC3



XC2



XC1



XC6



XC5



XC4

Conference Chairs Stacking & Utility Seating



CS1



CS2



TC1



SY1



DF1

Conference Chairs

SCR Pantan Chair
Orange
20"L 24"D 33"H

SCY Pantan Chair
Yellow
20"L 24"D 33"H

SC9 Pantan Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 29"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altira Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altira Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altira Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS1 Stacking Chair
Blue
21"L 21"D 37"H

CS2 Stacking Chair
Red
21"L 21"D 37"H

TC1 Tablet Chair
Flip Top
22"L 30"D 31"H

SY1 Altira Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altira Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



30" - VTK
36" - VTP



30" - VTJ
36" - VTN



VTM



VTF



VTB



VTC



30" - WTK
36" - WTP



30" - WTJ
36" - WTN



WTM



WTF



WTB



WTC

Sample Bar Table Sets



BSD, WTF



BS2, WTB



BSL, VTK



BSN, VTJ

Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars



BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



CP5



P03



P02



P01



CP3



WD2



C04

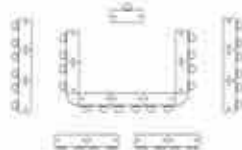
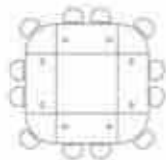
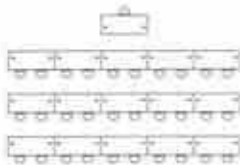


TC1



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P02 Podium
Adjustable Height
32"L 19"D 45"H

P01 Lectern Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

TC1 Tablet Chair
Flip Top
22"L 30"D 31"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



JD2



JD1



BC2



BC1

Credenzas & Lateral Files



CR2



CR1



L22



L21

Files



VF4



VF2

Desks & Bookcases

JD2 Desk
Brandy
60"L 30"D 29"H

JD1 Desk
Maple
60"L 30"D 29"H

BC2 Bookcase
Brandy
36"L 13"D 71"H

BC1 Bookcase
Maple
33"L 13"D 66"H

Credenzas & Lateral Files

CR2 Credenza
Brandy
72"L 24"D 29"H

CR1 Credenza
Maple
72"L 24"D 29"H

L22 Lateral File
Brandy
36"L 20"D 29"H

L21 Lateral File
Maple
36"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



Grey- PDA
Graphite- PDB



BC2



BC1



ET2



ET1



Grey- PDC
Graphite- PDD



Grey- PDE
Graphite- PDF



Grey- PDG
Graphite- PDH

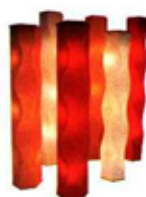


Grey- PDJ
Graphite- PDK



PDL

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2



LA3

Refrigerators



R1R



R1Q

Product Display

PDA Pedestal
Grey Nebula
12"L 12"D 42"H

PDB Pedestal
Graphite Nebula
12"L 12"D 42"H

BC2 Bookcase
Brandy
36"L 13"D 71"H

BC1 Bookcase
Maple
33"L 13"D 66"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDC Pedestal
Grey Nebula
18"L 18"D 30"H

PDD Pedestal
Graphite Nebula
18"L 18"D 30"H

PDE Pedestal
Grey Nebula
24"L 24"D 36"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDG Pedestal
Grey Nebula
24"L 24"D 42"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDJ Pedestal
Grey Nebula
30"L 30"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

LA3 Lamp
Ruby
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H





CUSTOM FURNISHINGS: COMFORT SEATING **F-9**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

SOFAS & SECTIONALS

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
SO1		South Beach Sofa Platinum Suede (69"Lx29"Dx33"H)	573.00	745.00	\$
SOC		Lisbon Sofa Black Leather (88"Lx36"Dx34"H)	667.00	867.00	\$
SOG		Florence Sofa Cream (77"Lx38"Dx34"H)	551.00	716.00	\$
SOL		Monaco Sofa Gold Suede (88"Lx37"Dx32"H)	616.00	801.00	\$
SOK		Rio Sofa Blue Suede (76"Lx34"Dx33"H)	537.00	698.00	\$
SOM		Key West Sofa Black (85"Lx35"Dx33"H)	508.00	660.00	\$
SO2		South Beach 3pc. Sect. Plat. Suede (152"Lx40"Dx33"H)	1,254.00	1630.00	\$
SED		Newport 3pc. Sect. Charcoal Leath. (113"Lx34"Dx33"H)	522.00	679.00	\$

LOVESEATS

LSD		Newport Loveseat Charcoal Leather (54"Lx34"Dx33"H)	580.00	754.00	\$
LSM		Key West Love Seat Black (57"Lx35"Dx33"H)	450.00	585.00	\$
LSC		Lisbon Loveseat Black Leather (64"Lx36"Dx34"H)	602.00	783.00	\$

CLUB CHAIRS

CHD		Newport Armless Chair Char. Leath. (54"Lx34"Dx33"H)	319.00	415.00	\$
COD		Newport Corner Charcoal Leather (34"Lx34"Dx33"H)	399.00	519.00	\$
CHC		Lisbon Chair Black Leather (40"Lx36"Dx34"H)	435.00	566.00	\$
CHG		Florence Chair Cream (40"Lx38"Dx34"H)	392.00	510.00	\$
CHK		Rio Chair Blue Suede (39"Lx34"Dx33"H)	384.00	499.00	\$

OCCASIONAL CHAIRS

OCA		T-Vac Chair Translucent, Chrome (25"Lx23"Dx30"H)	283.00	368.00	\$
OCH		Barcelona Chair Black Leather (30"Lx31"Dx35"H)	725.00	943.00	\$
OCB		Key West Tub Chair Black (31"Lx31"Dx31"H)	370.00	481.00	\$
OCX		Tub Chair Black (29"Lx31"Dx32"H)	261.00	339.00	\$
OCK		Camouflage Chair (37"Lx36"Dx37"H)	413.00	537.00	\$
OCL		Cappuccino Chair Chocolate (29"Lx29"Dx34"H)	319.00	415.00	\$
OCY		Stage Chair Onyx (24"Lx26"Dx36"H)	174.00	226.00	\$
OCC		Stage Chair Camel (24"Lx26"Dx36"H)	174.00	226.00	\$
OCZ		Stage Chair Beige (24"Lx26"Dx36"H)	174.00	226.00	\$
OCR		Stage Chair Red (24"Lx26"Dx36"H)	174.00	226.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



CUSTOM FURNISHINGS: OTTOMANS **F-10**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

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Shepard Exposition Services

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Atlanta, GA 30318

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International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

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OTTOMANS

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
OTS		South Beach Ott. Wedge Plat. Suede (25":x31"Dx18"H)	218.00	283.00	\$
OTQ		Square Ottoman White Leather (40"Lx40"Dx17"H)	312.00	406.00	\$
OTN		Bench Ottoman White Leather (24"Lx60"Dx17"H)	348.00	452.00	\$
OTP		Square Ottoman Black Leather (40"Lx40"Dx17"H)	312.00	406.00	\$
OTM		Bench Ottoman Black Leather (24"Lx60"Dx17"H)	348.00	452.00	\$
OTF		Cube Chocolate Brown (17"Lx17"Dx18"H)	94.00	122.00	\$
OTD		Cube Blueberry (17"Lx17"Dx18"H)	94.00	122.00	\$
OTG		Cube Russett (17"Lx17"Dx18"H)	94.00	122.00	\$
OTE		Cube Raspberry (17"Lx17"Dx18"H)	94.00	122.00	\$
OTC		Cube Lemon (17"Lx17"Dx18"H)	94.00	122.00	\$
OTB		Cube Natural (17"Lx17"Dx18"H)	94.00	122.00	\$
OTH		Cube Black Leather (17"Lx17"Dx18"H)	94.00	122.00	\$
OTK		Half Round Ottoman Black Leather (6'Lx3'Dx17"H)	363.00	472.00	\$
OTL		Half Round Ottoman White Leather (6'Lx3'Dx17"H)	363.00	472.00	\$
CCZ		Circle Ottoman Black/White Leather (6'Lx6'Dx17"H)	566.00	736.00	\$
CCB		Circle Ottoman Black Leather (6'Lx6'Dx17"H)	566.00	736.00	\$
CCW		Circle Ottoman White Leather (6'Lx6'Dx17"H)	566.00	736.00	\$
PWM		Pinwheel Ott. Black/White/Red (10'7"Lx10'7"Dx17"H)	1,443.00	1876.00	\$
PWB		Pinwheel Ottoman Black/Red (10'7"Lx10'7"Dx17"H)	1,443.00	1876.00	\$

Subtotal \$

6.00% Tax \$

Total \$



CUSTOM FURNISHINGS: OCCASIONAL TABLES **F-11**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

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Shepard Exposition Services

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Atlanta, GA 30318

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International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

OCCASIONAL COCKTAIL TABLES

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
C1E		Silverado Table (36"Dia.x17"H)	247.00	321.00	\$
C1D		Soho Table Steel Base Choc. Top (38"Lx38"Dx18.5"H)	326.00	424.00	\$
C1K		Inspiration Table (42"Lx28"Dx18"H)	283.00	368.00	\$
C1F		Geo Rectangle Table Glass, Black (50"Lx22"Dx16"H)	225.00	293.00	\$
C1C		Geo Rectangle Table Glass, Chrome (50"Lx22"Dx16"H)	232.00	302.00	\$
C1M		Visions Table Cherry (48"Lx28"Dx17"H)	225.00	293.00	\$
C1H		West Indies Table (50"Lx30"Dx19"H)	268.00	348.00	\$
C1L		Table Chestnut, Graphite (48"Lx26"Dx18"H)	239.00	311.00	\$
C1G		Paris Table (20"Dia.x20"H)	145.00	189.00	\$

OCCASIONAL END TABLES

E1E		Silverado End Table (24"dia.x22"H)	232.00	302.00	\$
E1D		Soho End Table, Steel Base, Choc. Top (26"Lx26"Dx27"H)	283.00	368.00	\$
E1K		Inspiration End Table (24"Lx28"Dx22"H)	268.00	348.00	\$
E1F		Geo End Table glass, black (26"Lx26"Dx20"H)	210.00	273.00	\$
E1C		Geo End Table glass, chrome (26"Lx26"Dx20"H)	210.00	273.00	\$
E1M		Visions End Table Cherry (22"Lx24"Dx21"H)	196.00	255.00	\$
E1H		West Indies End Table (24"Lx28"Dx24"H)	218.00	283.00	\$
E1L		End Table Chestnut, Graphite (23"Lx27"Dx22"H)	210.00	273.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



CUSTOM FURNISHINGS: CONFERENCE AND CAFÉ TABLES

F-12

TAPPI CorrExpo

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600 International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com Fax: (404) 720-8755 Discount Order Deadline: October 9, 2007

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

CONFERENCE TABLES

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
CE2		Geo Table, rect. Glass, chrome (60"Lx36"Dx29"H)	377.00	490.00	\$
CF2		Geo Table, rect. Glass, Black (60"Lx36"Dx29"H)	363.00	472.00	\$
CE1		Geo Table Square rounded glass chrome (42"Lx42"Dx29"H)	261.00	339.00	\$
CF1		Geo Table Square rounded glass black (42"Lx42"Dx29"H)	247.00	321.00	\$
CG1		Manhattan Table Glass Black (42"roundx29"H)	276.00	359.00	\$
CB2		Table 6' Graphite Nebula (72"Lx36"Dx29"H)	406.00	528.00	\$
CB3		Table 8' Graphite Nebula (96"Lx36"Dx29"H)	493.00	641.00	\$
CD2		Table 6' Grey Nebula (72"Lx36"Dx29"H)	406.00	528.00	\$
CD3		Table 8' Grey Nebula (96"Lx36"Dx29"H)	493.00	641.00	\$
CA2		Table 6' Rectangle, Brandy (72"Lx36"Dx29"H)	377.00	490.00	\$
CA3		Table 8' Rectangle, Brandy (96"Lx36"Dx29"H)	464.00	603.00	\$
CA4		Table 10' Rectangle, Brandy (120"Lx36"Dx29"H)	609.00	792.00	\$
CC2		Table 6' Rectangle Maple (72"Lx36"Dx29"H)	377.00	490.00	\$
CC3		Table 8' Rectangle Maple (96"Lx36"Dx29"H)	464.00	603.00	\$
CC4		Table 10' Rectangle Maple (120"Lx36"Dx29"H)	609.00	792.00	\$
CB1		Table Graphite Nebula (42"roundx29"H)	334.00	434.00	\$
CD1		Table Grey Nebula (42"roundx29"H)	334.00	434.00	\$
CA1		Table Brandy (42"roundx29"H)	334.00	434.00	\$
CC1		Table Maple (42"roundx29"H)	334.00	434.00	\$

CAFÉ TABLES

ZTK		Table Standard Black Base Maple Top (30"roundx29"H)	189.00	246.00	\$
ZTP		Table Standard Black Base Maple Top (36"roundx29"H)	210.00	273.00	\$
ZTJ		Table Stand. Black Base Graph. Neb. Top (30"roundx29"H)	189.00	246.00	\$
ZTN		Table Stand. Black Base Graph. Neb. Top (36"roundx29"H)	210.00	273.00	\$
ZTM		Table Stand. Black Base Grey Neb. Top (36"roundx29"H)	210.00	273.00	\$
ZTF		Table Stand. Black Base Met.Silver Top (30"roundx29"H)	225.00	293.00	\$
ZTB		Table Stand. Black Base brushed Red Top (30"roundx29"H)	189.00	246.00	\$
ZTC		Table Stand. Black Base brushed Blue Top (30"roundx29"H)	189.00	246.00	\$
XTK		Table, Tulip Chrome Base, Maple Top (30"Roundx29"H)	261.00	339.00	\$
XTP		Table, Tulip Chrome Base, Maple Top (36"Roundx29"H)	283.00	368.00	\$
XTJ		Table, Tulip Chr. Base, graph. Neb. Top (30"Roundx29"H)	261.00	339.00	\$
XTN		Table, Tulip Chr. Base, graph. Neb. Top (36"Roundx29"H)	283.00	368.00	\$
XTM		Table, Tulip Chr. Base, grey Neb. Top (36"Roundx29"H)	283.00	368.00	\$
XTF		Table, Tulip Chr. Base, Met Sil. Top (30"Roundx29"H)	283.00	368.00	\$
XTB		Table, Tulip Chr. Base, Brushed Red Top (30"Roundx29"H)	261.00	339.00	\$
XTC		Table, Tulip Chr. Base, Brushed Blue Top (30"Roundx29"H)	261.00	339.00	\$

Subtotal \$

6.00% Tax \$

Total \$

**CUSTOM FURNISHINGS: CONFERENCE AND UTILITY SEATING****F-13****TAPPI CorrExpo**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600

International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

CONFERENCE CHAIRS

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
SCR		Panton Chair Orange (20"Lx24"Dx33"H)	174.00	226.00	\$
SCY		Panton Chair Yellow (20"Lx24"Dx33"H)	174.00	226.00	\$
SC9		Panton Chair White (20"Lx24"Dx33"H)	174.00	226.00	\$
SC8		Flex Chair with wheels (24"Lx22"Dx31"H)	145.00	189.00	\$
SC1		New York Chair onyx/maple/chrome (23"Lx32"Dx33"H)	167.00	217.00	\$
SC4		Jetson Chair Black (19"Lx18"Dx31"H)	167.00	217.00	\$
SC6		Manhattan Chair Oyster (26"Lx22"Dx34"H)	203.00	264.00	\$
SC2		Brewster Chair Grey, Chrome (20"Lx20"Dx32"H)	152.00	198.00	\$
SC3		Brewster Chair Onyx, Black (20"Lx20"Dx32"H)	152.00	198.00	\$
SC5		Tilt Exec. Chair w/arms onyx, black (26"Lx25"Dx34"H)	290.00	377.00	\$
CO4		Iso Mesh Chair, Black (26"Lx24"Dx38"H)	276.00	359.00	\$
XC3		Luxor Guest Chair, black Lthr (27"Lx28"Dx40"H)	319.00	415.00	\$
XC2		Luxor Exec. Chair, Mid back, blk lthr (27"Lx28"Dx41"H)	348.00	452.00	\$
XC1		Luxor Exec. Chair, Mid back, blk lthr (27"Lx28"Dx47"H)	370.00	481.00	\$
XC6		Altura Guest Chair, Black crepe (25"Lx20"Dx34"H)	290.00	377.00	\$
XC5		Altura Guest Chr MidBack Blk crepe (25"Lx20"Dx34"H)	319.00	415.00	\$
XC4		Altura Guest Chr HighBack Blk crepe (25"Lx20"Dx34"H)	348.00	452.00	\$

STACKING AND UTILITY SEATING

CS1		Stacking Chair, Blue (21"Lx21"Dx37"H)	102.00	133.00	\$
CS2		Stacking Chair, Red (21"Lx21"Dx37"H)	102.00	133.00	\$
TC1		Tablet Chair, flip top (22"Lx30"Dx31"H)	174.00	226.00	\$
SY1		Altura Task Chair, black crepe (25"Lx26"Dx21"H)	181.00	235.00	\$
DF1		Altura Drafting Stool, black crepe (25"Lx26"Dx34"H)	268.00	348.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



CUSTOM FURNISHINGS: BAR FURNITURE **F-14**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

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Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

BAR TABLES

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
VTK		Table, Stand. Black base, Maple Top (30"Roundx42"H)	218.00	283.00	\$
VTP		Table, Stand. Black base, Maple Top (36"Roundx42"H)	225.00	293.00	\$
VTJ		Table, Stand. Black base, graph. Neb. Top (30"Roundx42"H)	218.00	283.00	\$
VTN		Table, Stand. Black base, graph. Neb. Top (36"Roundx42"H)	225.00	293.00	\$
VTM		Table, Stand. Black base, grey Neb. Top (36"Roundx42"H)	225.00	293.00	\$
VTF		Table, Stand. Black Base, silver Top (30"Roundx42"H)	247.00	321.00	\$
VTB		Table, Stand. Black Base, brush Red Top (30"Roundx42"H)	218.00	283.00	\$
VTC		Table, Stand. Black Base, brush Blue Top (30"Roundx42"H)	218.00	283.00	\$
WTK		Table, Tulip Chr. Base, Maple Top (30"Roundx42"H)	261.00	339.00	\$
WTP		Table, Tulip Chr. Base, Maple Top (36"Roundx42"H)	305.00	397.00	\$
WTJ		Table, Tulip Chr. Base, Graph. Neb. Top (30"Roundx42"H)	276.00	359.00	\$
WTN		Table, Tulip Chr. Base, Graph. Neb. Top (36"Roundx42"H)	305.00	397.00	\$
WTM		Table, Tulip Chr. Base, Grey Neb. Top (36"Roundx42"H)	305.00	397.00	\$
WTF		Table, Tulip Chr. Base, Silver Top (30"Roundx42"H)	305.00	397.00	\$
WTB		Table, Tulip Chr. Base, brush. Red Top (30"Roundx42"H)	276.00	359.00	\$
WTC		Table, Tulip Chr. Base, brush. Blue Top (30"Roundx42"H)	276.00	359.00	\$

BARS

BRC		Circle Martini Bar (100"Lx100"Dx47"H)	2,936.00	3817.00	\$
BR1		Martini Bar (50"Lx50"Dx47"H)	1,124.00	1461.00	\$

BAR STOOLS

BS3		Ohio Barstool Grey, chrome (18"Roundx31"H)	167.00	217.00	\$
BS1		Ohio Barstool Red, Chrome (18"Roundx31"H)	167.00	217.00	\$
BS2		Ohio Barstool Black, Chrome (18"Roundx31"H)	167.00	217.00	\$
BST		Banana Barstool White, Chrome (21"Lx22"Dx30"H)	218.00	283.00	\$
BSS		Banana Barstool Black, Chrome (21"Lx22"Dx30"H)	218.00	283.00	\$
BSD		Oslo Barstool, Blue (17"Lx20"Dx30"H)	232.00	302.00	\$
BSC		Oslo Barstool White (17"Lx20"Dx30"H)	232.00	302.00	\$
BSL		Gin Barstool Maple, Chrome (16"Lx16"Dx29"H)	174.00	226.00	\$
BSN		Jetson Barstool Black (18"Lx19"Dx29"H)	247.00	321.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$

**TAPPI CorrExpo**

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TRAINING ROOM

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
CP5		Computer Table, Graphite Nebula (36"Lx30"Dx42"H)	363.00	472.00	\$
PO3		Kiosk, Black, Maple (24"Lx21"Dx42"H)	435.00	566.00	\$
PO2		Podium, Adj. Height (32"Lx19"Dx45"H)	573.00	745.00	\$
PO1		Lecturn Podium, Cherry (24"Lx19"Dx50"H)	276.00	359.00	\$
WD2		Writing Desk, Graphite (48"Lx24"Dx30"H)	319.00	415.00	\$
CO4		Flex Back Chair, char. Mesh, black (26"Lx24"Dx38"H)	276.00	359.00	\$
TC1		Tablet Chair, Flip Top (22"Lx30"Dx31"H)	174.00	226.00	\$
CP3		Training Table, grey (48"Lx24"Dx30"H)	283.00	368.00	\$
CP4		Connector Wedge for training table (24"Lx24"Dx30"H)	129.00	168.00	\$

DESKS AND BOOKCASES

JD2		Desk, Brandy (60"Lx30"Dx29"H)	486.00	632.00	\$
JD1		Desk, Maple (60"Lx30"Dx29"H)	508.00	660.00	\$
BC2		Bookcase, Brandy (36"Lx13"Dx71"H)	305.00	397.00	\$
BC1		Bookcase, Maple (33"Lx13"Dx66"H)	305.00	397.00	\$

CREDENZAS AND LATERAL FILES

CR2		Credenza, Brandy (72"Lx24"Dx29"H)	479.00	623.00	\$
CR1		Credenza, Maple (72"Lx24"Dx29"H)	508.00	660.00	\$
L22		Lateral file Brandy (36"x20"Dx29"H)	363.00	472.00	\$
L21		Lateral File Maple (36"Lx24"Dx29"H)	384.00	499.00	\$

FILES

VF4		Vertical File, 4 Drawer (27"Lx19"Dx52"H)	239.00	311.00	\$
VF2		Vertical File, 2 Drawer (27"Lx19"Dx28"H)	174.00	226.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$

**TAPPI CorrExpo**

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Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

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PRODUCT DISPLAY

Brochure #	Quantity	Description	Discount Price	Regular Price	Total
PDA		Pedestal Grey Nebula (12"Lx12"Dx42"H)	218.00	283.00	\$
PDB		Pedestal Graphite Nebula (12"Lx12"Dx42"H)	218.00	283.00	\$
BC2		Bookcase, Brandy (36"Lx13"Dx71"H)	305.00	397.00	\$
BC1		Task chair, Altura in black	305.00	397.00	\$
ET2		Etagere Black (30"Lx16"Dx70"H)	312.00	406.00	\$
ET1		Etagere Pewter (30"Lx16"Dx70"H)	312.00	406.00	\$
PDC		Pedestal Grey Nebula (18"Lx18"Dx30"H)	290.00	377.00	\$
PDD		Pedestal, Graphite Nebula (18" x 18" x 30")	290.00	377.00	\$
PDE		Pedestal Grey Nebula (24"Lx24"Dx36"H)	363.00	472.00	\$
PDF		Pedestal Graphite Nebula (24"Lx24"Dx36"H)	363.00	472.00	\$
PDG		Pedestal Grey Nebula (24"Lx24"Dx42"H)	377.00	490.00	\$
PDH		Pedestal Graphite Nebula (24"Lx24"Dx42"H)	377.00	490.00	\$
PDJ		Pedestal Grey Nebula (30"Lx30"Dx42"H)	406.00	528.00	\$
PDK		Pedestal Graphite Nebula (30"Lx30"Dx42"H)	406.00	528.00	\$
PDL		Locking Door Pedestal, Black (24"x24"x42")	406.00	528.00	\$

LAMPS

LAF		Lumalight Lamp, Red (15"Lx13"Dx90"H)	290.00	377.00	\$
LAD		Lumalight Lamp, White (15"Lx13"Dx90"H)	290.00	377.00	\$
LAE		Lumalight Lamp, Orange (15"Lx13"Dx90"H)	290.00	377.00	\$
LA1		Floor Lamp, Pewter (58"H)	138.00	179.00	\$
LA2		Parisian Lamp, Pewter (28"H)	138.00	179.00	\$
LA3		Lamp, Ruby (28"H)	138.00	179.00	\$

REFRIGERATORS

R1R		Refrigerator, White, 14 cubic feet (20"Lx30"Dx65"H)	761.00	989.00	\$
R1Q		Refrigerator, White, 4 cubic feet (20"Lx22"Dx33"H)	254.00	330.00	\$

Subtotal	\$
6.00% Tax	\$
Total	\$



SIGNAGE INFORMATION **F-17**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

General Graphics Information:

- △ Discount prices apply only to orders received with full payment 21 days prior to show open.
- △ Signs are based on one color copy, white background and 10 words or less per sign.
- △ Signs Digitally Printed and Laminated on White Cardstock.
- △ Other Substrates and custom sizes are available.
- △ Large Format Digital Printing Available
- △ On-site orders taken at Shepard Service Desk and delivered in 24 hours or less.

Graphic Services:

- △ Graphic Design Services (70067)
- △ Disc or E-Mail Transfer of Your Designs to signage (70068)
- △ Computer Scanned artwork(70064) and logo reproduction(70052)
- △ Special Artwork mounting (70069)
- △ Custom and PMS full color match (70054)

Submission Recommendations:

Following these recommendations will ensure that we can efficiently process your order.

- △ Do not compress files.
- △ Include a color hard copy of your layout.
- △ The files you send should be the only files on the disc.
- △ Vector artwork (outlined) should be used whenever possible, except for 4 color process or photographic images.
- △ Resolution for bitmap images for inkjet printers 100-300 pixels per inch at final size.
- △ Please specify target color as PMS C or U, or provide a quality Iris or Matchprint to ensure our output matches your expectations. Color output may vary between processes and devices.
- △ **Remember to order in advance to save money.**
- △ **Orders received after the deadline date or without payment will be charged the floor price.**
- △ **There is a one time graphics surcharge of \$75 to \$150, depending on the layout and or design time required on the client supplied art work. Floor items will be charged the Rush price + 25%.**



SIGN ORDER FORM **F-18**

TAPPI CorrExpo

Indianapolis Convention Center

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Phone: **(404) 720-8600**International Phone: **+001 (404) 720-8600**E-mail: **custsvcs@shepardes.com**Fax: **(404) 720-8755****Discount Order Deadline: October 9, 2007**

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Shipping Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

SIGNS

	Quantity	Description	Discount Price	Regular Price	Total
70004		7" x 44" (Replacement ID only)	34.50	44.75	
70005		11" x 14" Vertical	58.00	75.50	
70006		11" x 14" Horizontal	58.00	75.50	
70007		14" x 22" Vertical	106.75	138.75	
70008		14" x 22" Horizontal	106.75	138.75	
70009		22" x 28" Vertical	115.25	149.75	
70010		22" x 28" Horizontal	115.25	149.75	
70011		28" x 44" Vertical	178.50	232.00	
70012		28" x 44" Horizontal	178.50	232.00	
70025		36" x 90.75" Meter Board	355.00	461.50	

SIGN ACCESSORIES

70014		Cardboard Table Easel (each)	7.25	9.45	
70026		Adjustable Arrows (each)	7.25	9.45	
70017		Blank Foam core (4' x 8' - white)	50.50	65.75	
70021		Velcro Male and Female (per ft) - min 5 feet	1.65	2.15	

VINYL BANNERS WITH DIGITAL PRINTING - Minimum 2' x 8'

70065		With Grommets	Vertical	14.50	sq.ft.	18.75	sq.ft.	
70071		With Grommets	Horizontal	14.50	sq.ft.	18.75	sq.ft.	
70066		Pockets (top and bottom)	Vertical	15.75	sq.ft.	20.50	sq.ft.	
70072		Pockets (top and bottom)	Horizontal	15.75	sq.ft.	20.50	sq.ft.	

Please specify color for lettering:

☐	white	☐	Yellow	☐	Light blue	☐	Green
☐	Black	☐	Red	☐	Dark blue	☐	Orange

Please specify color for background:

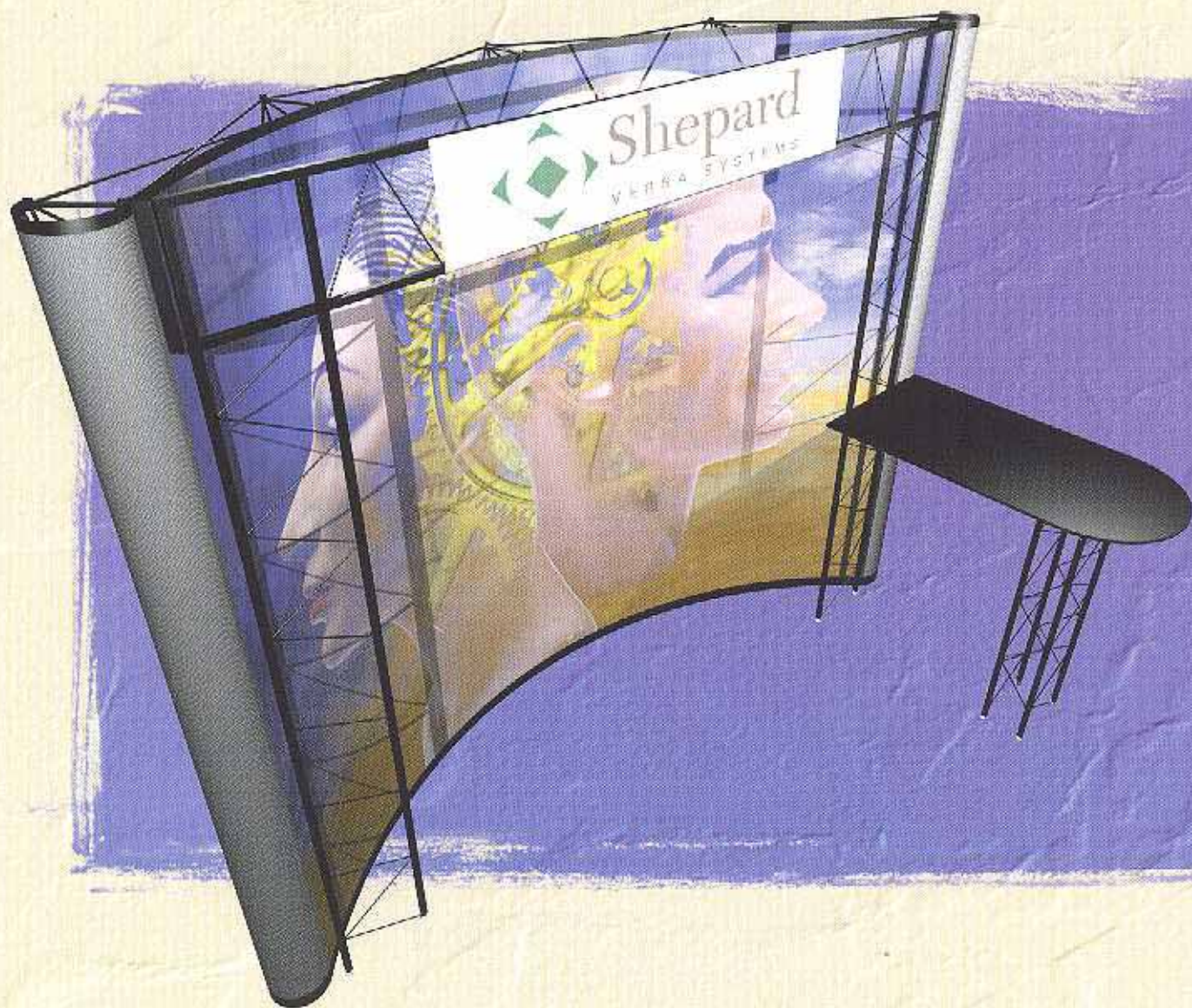
☐	white	☐	Yellow	☐	Light blue	☐	Green
☐	Black	☐	Red	☐	Dark blue	☐	Orange

Indicate your sign copy here:

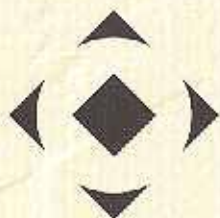
Please feel free to attach additional sign copy on a separate page.

Subtotal	\$	
6.00% Tax	\$	
Total	\$	

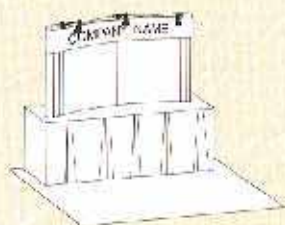
Exhibit Rental Packages



*Easy-Order Packages
That Fit Your Exhibiting Needs!*



Shepard
VERSA SYSTEMS



Package #1

6' Tabletop Four 46" tall panels feature flexible hinges. Great for inexpensive exhibiting. Includes skirted table and 1-color graphic header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving, cabinet.

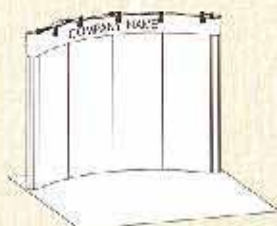


Package #2

6' Curved Tabletop A great look for smaller spaces and budgets. 52" tall display showcases graphics, literature and product. Includes skirted table and 1-color graphic header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving, cabinet.

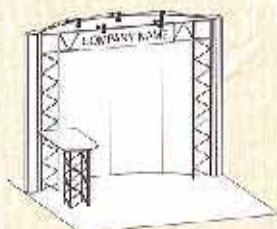
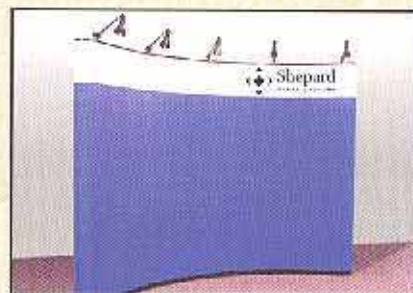


Package #3

10' Curved Backwall The classic curve is great for graphic presentation and product display. Includes 1-color graphic header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.

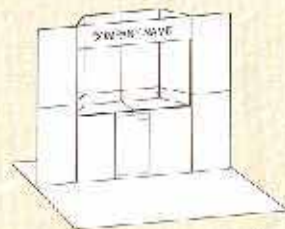


Package #4

10' Curved Backwall With Truss A unique, new look for the curved backwall. Features sturdy counter with black counter top. Truss allows for magnet-attached graphics.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.



Package #5

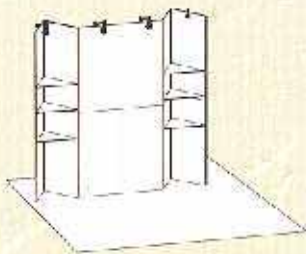
10' Backwall With Counter 39" counter is great for showcasing product. Counter features wire management and lockable storage area. Includes 1-color header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.



Shown with optional graphics.

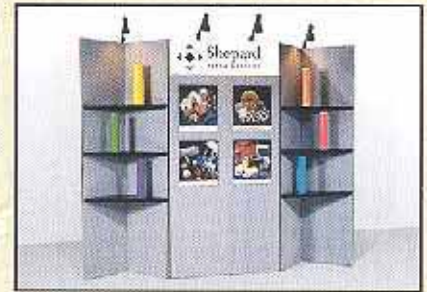


Package #6

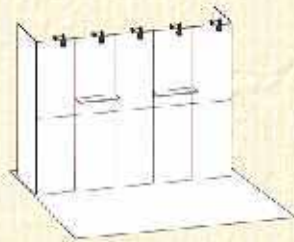
10' Backwall With Triangle Shelves Six shelves are great for displaying product.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.



Shown with optional graphics.

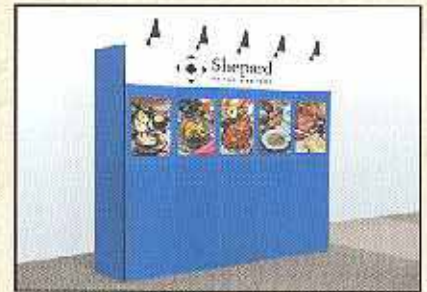


Package #7

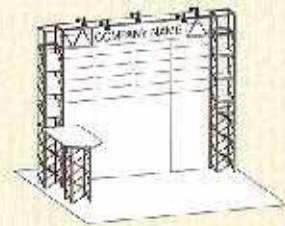
10' Flat Backwall Great for displaying detachable graphics and showcasing product. Includes 1-color graphic header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.



Shown with optional graphics.



Package #8

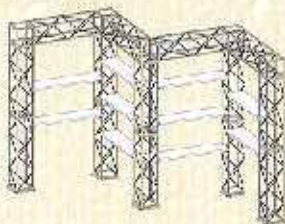
10' Laminate Slatwall Built-in slats on upper half of backwall use standard slatwall accessories and are great for product display. Includes 1-color graphic header.

Laminate Panel Colors Available:
Woodgrain, graphite tale

Optional Accessories Available:
Peg bar, waterfall bracket, apparel rack, additional shelving.



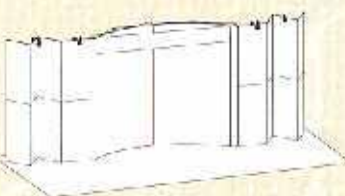
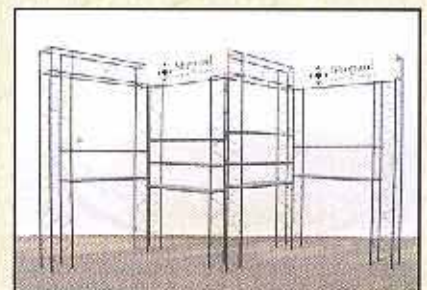
Shown with optional waterfall brackets.



Package #9

16' Truss Backwall With Shelves Sturdy truss backwall with heavy-duty shelving for product display.

Optional Accessories Available:
Cabinet, additional shelving.



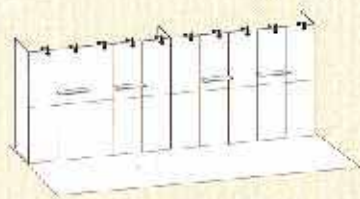
Package #10

20' Backwall Curved backwall with backlit Marquee header flanked by hinged panels.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Cabinet, additional shelving.





Package #11

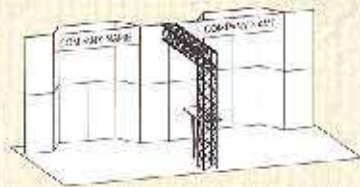
20' Flat Backwall Great for displaying detachable graphics and showcasing product. Includes 1-color graphic header.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Additional shelving.



Shown with optional graphics.

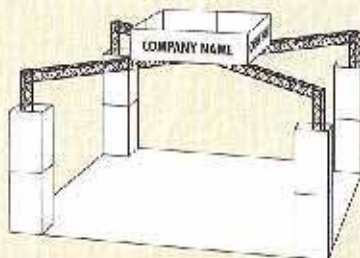
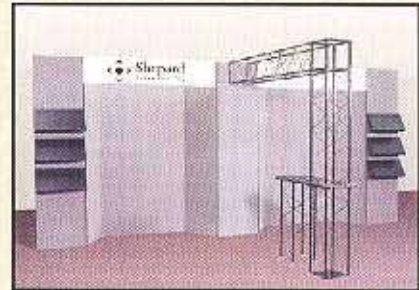


Package #12

20' Backwall With Truss Tower Great look! Tower/bridge has counter for extra work-space. Includes two 1-color graphic headers.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Cabinet, additional shelving.

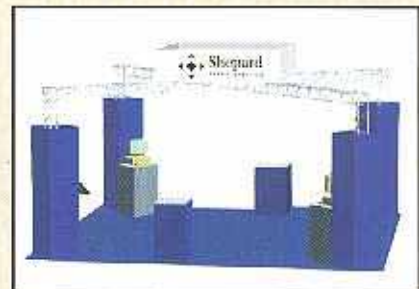


Package #13

20' x 20' Truss With Covered Towers
Truss towers and bridges with fabric panels surrounding towers and square graphic sign.

Fabric Panel Colors Available:
Black, dark gray, silver, blue

Optional Accessories Available:
Cabinet, additional shelving.



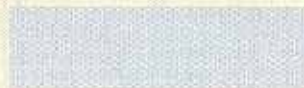
Fabric Color Choices



Black



Dark Gray



Silver



Blue

Graphics

All display packages include header graphics (black Helvetica type on a white background). See package descriptions for placement and quantity. Custom graphics are available for those who want logos, multi-colors and detachable panels. Call Shepard for more information.

COMPANY NAME

Your display package includes black and white header(s)...



or, you can upgrade to color graphics and even include your logo.

◀ Rental Displays To Fit Your Exhibiting Needs

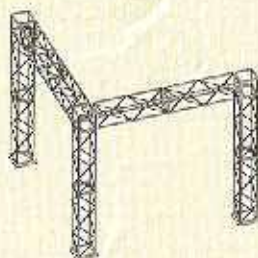
We want your show to be a success. We have assembled a variety of display packages that you can rent for your show – from tabletops to islands. Whether you need a heavy-duty, weight-bearing display to showcase your product or you need a display that will carry your graphics and message, we are sure to have a package for you. Custom displays are also available for special needs. Call Shepard for more information.

Truss Packages

Many of the 10' backwall packages can be combined to create a 20' or even a 30' backwall. Maximize your exhibiting efforts by creating the perfect mix of product display potential with graphic opportunity!

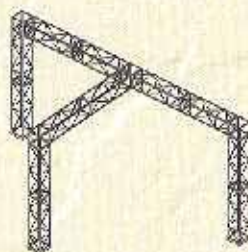
Package #TS1

10' x 10' V-Island



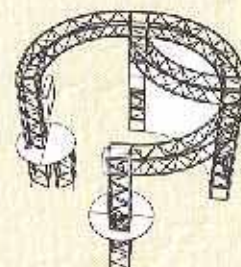
Package #TS2

10' x 20' T-Inline



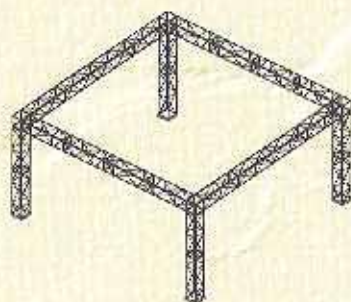
Package #TS3

10' x 10' Round Island



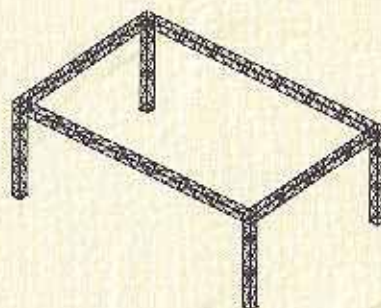
Package #TS4

20' x 20' Square Island



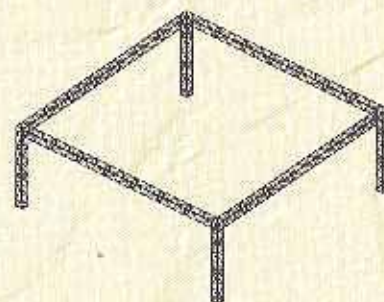
Package #TS5

20' x 30' Perimeter Island



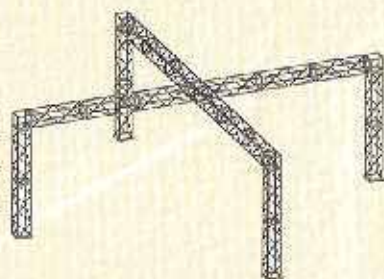
Package #TS6

30' x 30' Perimeter Island



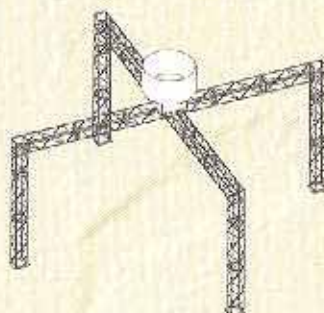
Package #TS7

20' x 20' Island



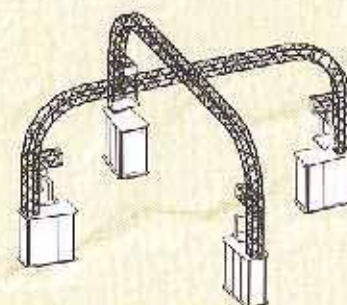
Package #TS8

20' x 20' Island With Rotating Top



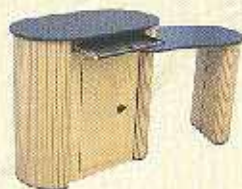
Package #TS9

20' x 20' Computer Center Island



Tables/Workstations

Fabric Panel Colors Available: Black, dark gray, silver, blue



Oval Tambour Workstation

Sturdy oval table includes black laminate top with wire management system and locking door.

Oval Tambour Workstation with Right Curved Extension

Sturdy oval table includes black laminate top with wire management system, locking door and curved extension.



Mosaic Square Workstation

23" x 23" tables are 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Mosaic Double Workstation

23" x 46" tables are 39" tall. Internal shelf available with square table. Includes wire management system and access door.



Open Rectangular Workstation

Sturdy truss workstation with laminate counter top.

Closed Rectangular Workstation

Enclosed truss workstation with laminate counter top. Includes locking door.



Truss Kiosk With Monitor Platform

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Holds up to 27" monitor. (Monitor not included.)



3' Graphic Pod™

Perfect as a table that attracts attention! The 3' tall Graphic Pod backlights graphics on both sides. Graphic panels are not included.

6' Graphic Pod™

For big backlit graphics that really attract attention! The 6' tall Graphic Pod backlights graphics on both sides. Graphic panels are not included.

Special Needs

If the packages included here do not fit your exhibiting needs, we can create a package just for you. Call Shepard for more information.



Shepard
VERSA SYSTEMS

1531 Carroll Drive, NW • Atlanta, GA 30325

Tel: (404) 720-8600 • Fax: (404) 720-8757



NU-LINE BOOTH RENTAL **E-1**

TAPPI CorrExpo

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: **October 9, 2007**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Nu-line Package #1 (66081)				
Quan.	Description	Discount. Price	Regular Price	Total
	skirted table, 4 lights, 1-color graphic header	\$896.00	\$1,120.00	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Black ☐ Red ☐ Silver			
	☐ Silver ☐ Blue ☐ White ☐ Blue			
Nu-line Package #2 (66082)				
Quan.	Description	Discount. Price	Regular Price	Total
	skirted table, 4 lights, 1-color graphic header	\$869.00	\$1,086.25	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Black ☐ Red ☐ Silver			
	☐ Silver ☐ Blue ☐ White ☐ Blue			
Nu-line Package #3 (66083)				
Quan.	Description	Discount. Price	Regular Price	Total
	five lights, 1-color graphic header	\$1,787.23	\$2,234.00	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			
Nu-line Package #4 (66084)				
Quan.	Description	Discount. Price	Regular Price	Total
	five lights, 1-color graphic header	\$2,197.25	\$2,746.50	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			
Nu-line Package #5 (66085)				
Quan.	Description	Discount. Price	Regular Price	Total
	1-color graphic header, lighted marquee	\$2,704.35	\$3,380.50	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			
Nu-line Package #6 (66086)				
Quan.	Description	Discount. Price	Regular Price	Total
	four lights, six shelves, 1-color graphic header	\$2,012.73	\$2,516.00	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			
Nu-line Package #7 (66087)				
Quan.	Description	Discount. Price	Regular Price	Total
	four lights, 1-color graphic header	\$2,168.65	\$2,710.75	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

Nu-line Package #8 (66088)				
Quan.	Description	Discount. Price	Regular Price	Total
	Slatwall, four lights & 1-color graphic header	\$2,913.08	\$3,641.25	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

Nu-line Package #9 (66089)				
Quan.	Description	Discount. Price	Regular Price	Total
	Truss backwall with shelves, two 1-color graphic headers	\$3,702.60	\$4,628.25	

Nu-line Package #10 (66090)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' backwall, two lights & 1-color graphic header	\$3,072.85	\$3,841.00	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

Nu-line Package #11 (66110)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' backwall, ten lights & 1-color graphic header	\$4,035.63	\$5,044.50	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

Nu-line Package #12 (66111)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' backwall & two 1-color graphic header	\$4,435.75	\$5,544.75	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

Nu-line Package #13 (66112)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 20' truss island with square graphics sign	\$7,226.45	\$9,033.00	
	Fabric Panel Options			
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			

*All packages include installation & dismantling, shipping and material handling
 *Custom designs and additional services including electrical supply, graphics, and furnishings may be ordered through your Exhibit Services Sales Rep or by using this form.

Banner Graphic Header

Copy for the graphic header will be produced in black Helvetica on a white background.

Write or type your header copy in this box.

Subtotal	\$
6.00% Tax	\$
Shipping	\$ 500.00
Total	\$



NU-LINE BOOTH RENTAL **E-2**

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600

International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

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Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Nu-line Truss Package #TS1 (66120)				
Quan.	Description	Discount. Price	Regular Price	Total
	10' x 10' V-Island	\$1,780.08	\$2,225.00	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS2 (66121)				
Quan.	Description	Discount. Price	Regular Price	Total
	10' x 20' T-line	\$2,045.73	\$2,557.25	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS3 (66122)				
Quan.	Description	Discount. Price	Regular Price	Total
	10' x 10' Round Island	\$4,306.78	\$5,383.50	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS4 (66123)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 20' Square Island	\$4,102.73	\$5,128.50	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS5 (66124)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 30' Perimeter Island	\$4,814.15	\$6,017.75	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS6 (66125)				
Quan.	Description	Discount. Price	Regular Price	Total
	30' x 30' Perimeter Island	\$5,550.60	\$6,938.25	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS7 (66126)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 20' Island	\$3,919.58	\$4,899.50	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS8 (66127)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 20' Island with rotating top	\$7,087.30	\$8,859.25	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Truss Package #TS9 (66128)				
Quan.	Description	Discount. Price	Regular Price	Total
	20' x 20' Computer Center Island	\$10,854.80	\$13,568.50	
	Metal Color Choice			
	☐ Black ☐ Silver			

Nu-line Oval Tambourine Workstations				
Fabric Panel Choice:				
	☐ Black ☐ Silver			
Quan.	Description	Dis.. Price	Reg. Price	Total
	Oval tambour workstation	\$825.55	\$1,032.00	
	Oval tambour wkst. w.extension	\$1,025.48	\$1,281.75	

Nu-line Mosaic and Rectangular Workstations				
Fabric Panel Choice:				
	☐ Black ☐ Dk. Grey ☐ Silver ☐ Blue			
	Mosaic Square workstation	\$726.55	\$908.25	
	Mosaic Double workstation	\$726.55	\$908.25	
	Open Rectangular Workstation	\$869.55	\$1,087.00	
	Closed Rectangular workstation	\$1,155.28	\$1,444.00	

Kiosks (66099)				
Quan.	Description	Dis.. Price	Reg. Price	Total
	Truss kiosk w/Monitor Platform	\$1,654.40	\$2,068.00	

Graphics Pods (graphic panels not included) (66101, 66102)				
Quan.	Description	Discount. Price	Regular Price	Total
	3' pod	\$796.68	\$995.75	
	6' pod	\$1,082.68	\$1,353.25	

Merchandising Accessories				
Quan.	Description	Discount. Price	Regular Price	Total
	Product Shelves	\$65.75	\$82.25	
	Literature shelves	\$65.75	\$82.25	
	2-light package	\$65.75	\$82.25	
	5-light package	\$130.00	\$162.50	
	Waterfall brackets	\$13.10	\$16.50	
	Peg Bars	\$26.75	\$33.50	

*All packages include install & dismantling, shipping and material handling.

*Custom designs and additional services including electrical supply, graphics, and furnishings may be ordered through your Exhibit Services Sales Rep or by using this form.

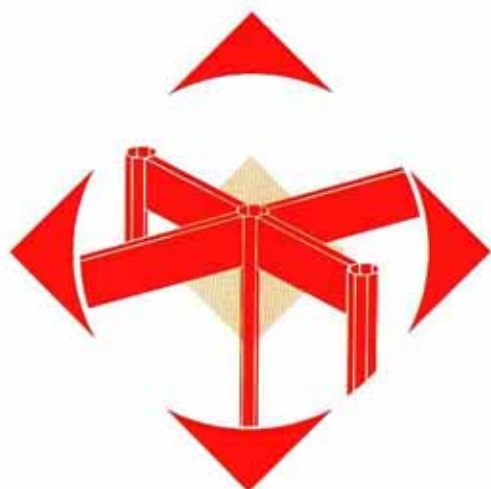
Subtotal	\$
6.00% Tax	\$
Shipping	\$500.00
Total	\$

your
SUCCESS

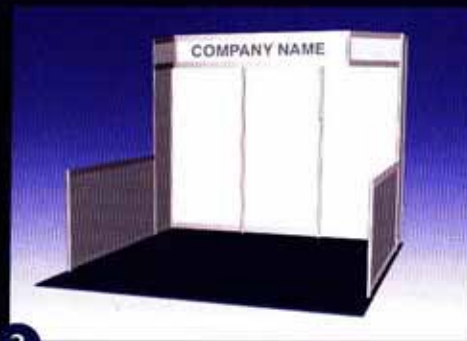


is our
SUCCESS

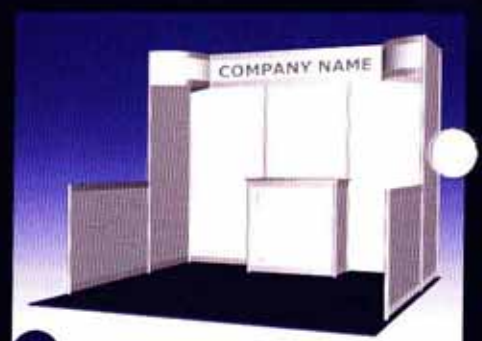
Shepard Exhibits



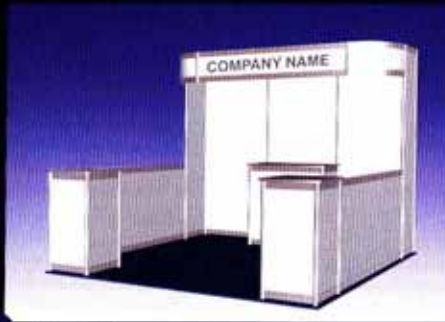
Make a *Visible Difference!*



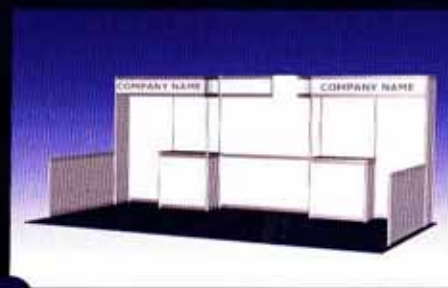
2 10' x 10'



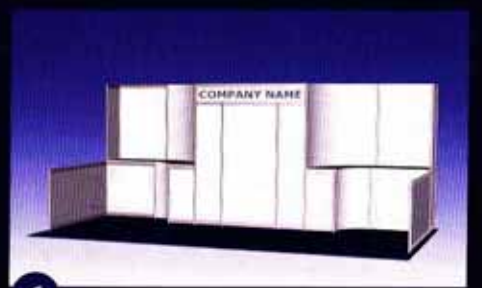
3 10' x 10'



4 10' x 10'



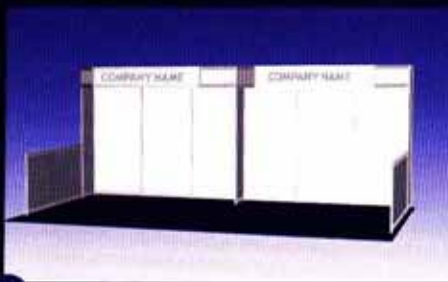
5 10' x 20'



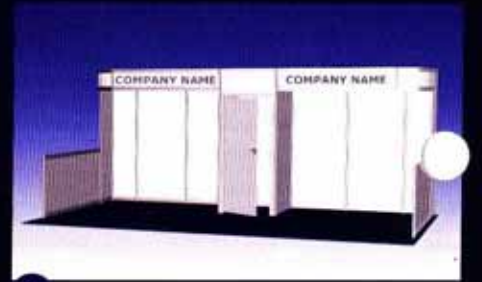
6 10' x 20'



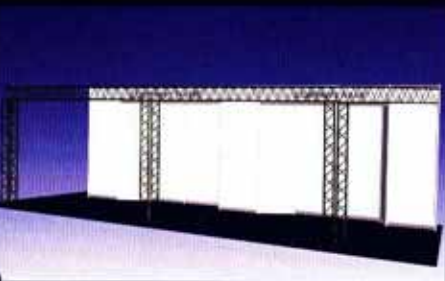
7 10' x 20'



8 10' x 20'



9 10' x 20'



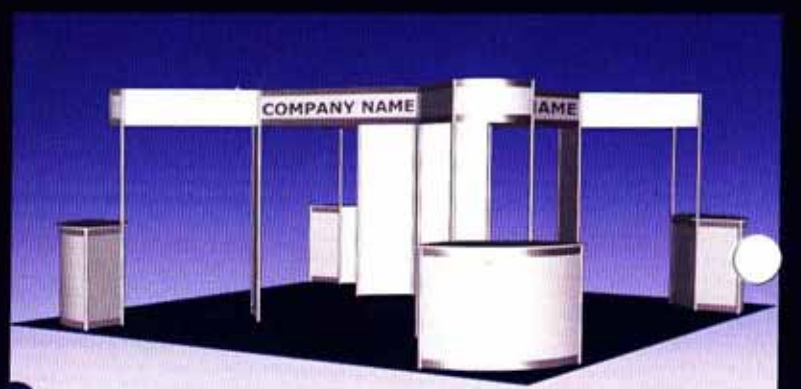
10 10' x 30' with truss structure

STANDARD EXHIBITS

Shepard Exhibit Services is a recognized industry leader in the production of trade show exhibits. One of the many great things about Shepard Exhibit Services is that we can tailor anything to fit your needs. Whether you need a 10' x 10' exhibit, or a larger International or Domestic pavilion, our products are interchangeable to take any form needed. With our products and services your options are limitless.



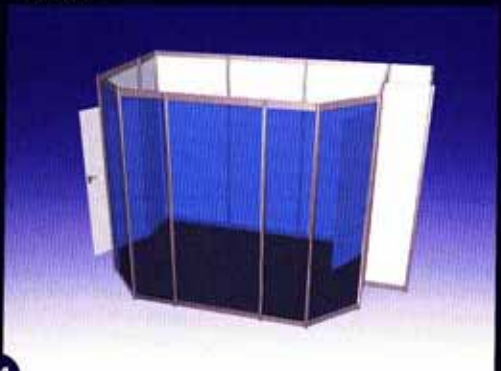
11 20' x 20'



12 20' x 20'



13 Office



14 Office



17 Office



16 Office



15 Storage



OFFICE SPACE RENTALS

Complete on site assembly of unique office structures from Shepard for your conferences and sales negotiations. Privacy and confidentiality are provided with our quality exhibit systems. Our assembly techniques also save you on installation and dismantling expenses.

ACCESSORIES



18 Halogen Lighting



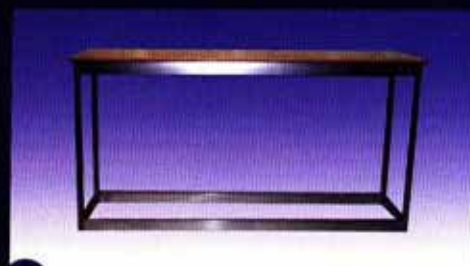
19 Track Lighting



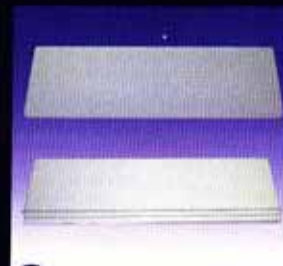
20 Stem Lighting



21 Slat Wall
96"H x 40"W



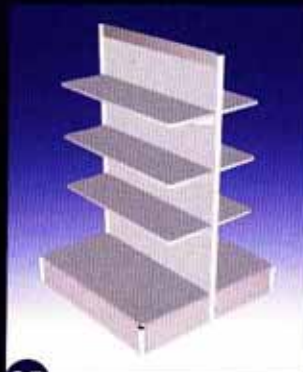
22 Maple Counter



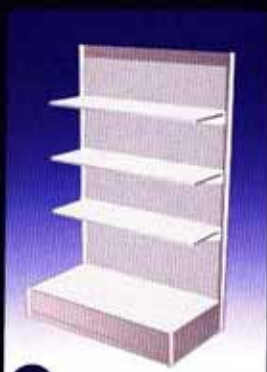
23 Straight or Slanted
Shelves



24 Storage Cabinet
with Lock
40"H x 40"W x 20"D



25 Gondola Double Sided
60"H x 40"W x 40"D



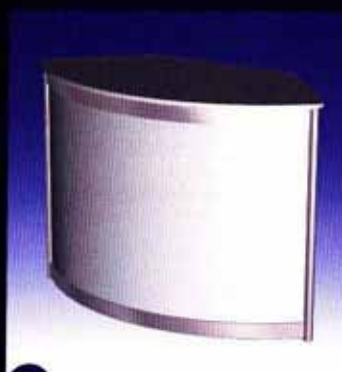
26 Gondola Single Sided
60"H x 40"W x 20"D



27 Literature Stand
60"H x 40"W x 40"D



28 Reception Counter
40"H x 78"W x 40"D



29 Reception Counter
40"H x 54"W x 24"D



30 Straight Counter
48"H x 78"L x 20"D



31 Round Table
40"H x 40" diameter



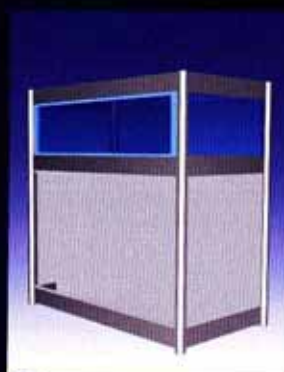
32 Computer Stand
60"H x 40"W x 40"D



33 Computer Counter
60"H x 30"W x 20"D



34 Plex Display Case
84"H x 20"W x 20"D



35 Display Case Counter
40"H x 40"W x 20"D



36 Plex Literature Stand

UNIQUE ADDITIONS
TO YOUR EXHIBIT



*AN EXTENSIVE PANEL COLOR SELECTION

STANDARD COLORS

A

B

UPGRADE COLORS

C

D

E

F

G

H

I

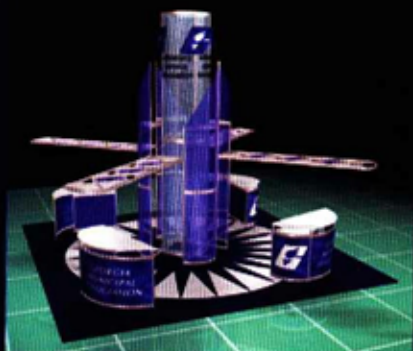
J

K

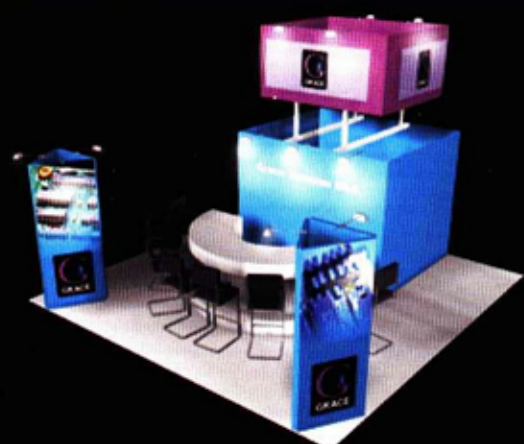
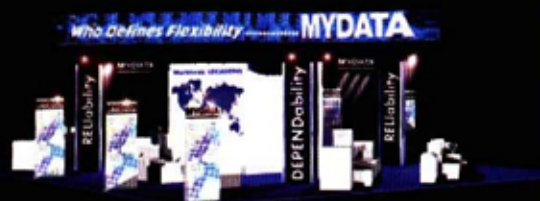
L

M

* Colors are approximate PMS matches.



No matter the size of your budget or booth space, you can make a big impact with a custom-designed rental booth from Shepard Exhibit Services. Personal attention, professional consultation and our endless resources give you a custom exhibit that capitalizes on space and economies while exceeding your show needs. Rent one of our standard packages or we'll build to your specifications. We ship the booth to the show and assemble it before you arrive. And we dismantle and remove it after the show. It's the easiest, most convenient and cost-effective way to put your products in the spotlight.



 **Shepard**

Trade Shows

Events

Corporate Functions

SHEPARD EXHIBIT SERVICES CURRENTLY OFFERS SEVERAL PACKAGES THAT ARE DEVELOPED TO MEET A VARIETY OF EVENT PLANNING NEEDS.

The Turnkey Package is our most basic and yet, most popular package. With this package we will handle all of your event planning needs for a single show. We will arrange all electric, floral, lead retrieval, plumbing/air, phone, DSL internet lines, audio/visual, and build them into the exhibit design agreed upon. With our Turnkey Package, you need not complete any additional forms, you are presented with one form to complete, and have one main contact. This package is popular due to the satisfaction and comfort you will experience throughout your event participation.

Our Multi-Show Discount Package was specifically designed to meet the needs of the trade show coordinator who is responsible for planning multiple events throughout the year. This program is simple to follow and works to your advantage. We will take your annual show schedule and organize each show well in advance. You can either use the same exhibit design or a completely different exhibit design for each show. We will show you specific ideas where you can save time and money. With this package, you are also entitled to a 10% discount off total production cost, for each show, after the first event, per calendar year.

The Lease-to-Purchase Package offers an opportunity to purchase your own exhibit display over time, as you use it. Contact your Exhibit Services Sales Manager for more details.

Our Corporate Exhibit Service Package is specifically designed for trade show participants who own their exhibit display. We will store your exhibit, manage all logistics and shipping for each of your events, and install/dismantle your exhibit display for each show **nationwide**. All this is done in-house and saves you valuable time you can use to continue to build your business.

Should you have any questions or upcoming opportunities you would like to discuss, please contact a Shepard Exhibit Sales Manager.



WWW.SHEPARDES.COM

ANAHEIM, CA • ATLANTA, GA. • BIRMINGHAM, AL. • CHARLOTTE, NC. • CHICAGO, IL.
KNOXVILLE, TN • LAS VEGAS, NV. • ORLANDO, FL. • WASHINGTON, D.C.



MODULAR EXHIBIT RENTAL FORM **E-3**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

Event Code: 00801107

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Standard Exhibits : All items include: shipping and material handling of rental items and installation and dismantling.
Exhibits 1-12 include: standard carpet, one-time vacuuming, company name graphic header.

 Std. Exhibit #1 Table Top Exhibit w/6' skrt table (66230) Please indicate table drape color choice (Refer to Page F7) ☐ \$1,397.25	 Std. Exhibit #2 10'x10' Exhibit (66231) ☐ \$1,450.75	 Std. Exhibit #3 10'x10' Exhibit (66232) ☐ \$2,146.50	 Std. Exhibit #4 10'x10' Exhibit (66233) ☐ \$2,891.00
 Std. Exhibit #5 10'x20' Exhibit (66234) ☐ \$3,225.25	 Std. Exhibit #6 10'x20' Exhibit (66235) ☐ \$3,922.75	 Std. Exhibit #7 10'x20' Exhibit (66236) ☐ \$4,033.00	 Std. Exhibit #8 10'x20' Exhibit (66237) ☐ \$2,913.00
 Std. Exhibit #9 10'x20' Exhibit (66238) ☐ \$4,173.25	 Std. Exhibit #10 10'x30' Exhibit (66239) ☐ \$4,830.00	 Std. Exhibit #11 20'x20' Exhibit (66240) ☐ \$6,537.75	 Std. Exhibit #12 20'x20' Exhibit (66241) ☐ \$5,969.00

Panel Color Choices (Circle one):

Std. Colors

Upgrade Colors (25% increase in exhibit price - not available after discount deadline.)

White **A** Grey **B**

Charcoal **C** Plum **D** Dark Blue **E** Light Blue **F** Red **G** Gold **H** Beige **I** Yellow **J** Green **K** Teal **L** Black **M**

Carpet Color Choices (Circle one)

Red **01** Green **02** Teal **13** Blue **05** Gray **10** Plum **16** Gold **04** Burgundy **07** Black **06**

Company Name Panel (Please print clearly)

Black Helvetica lettering is standard (call for quotation on colors, logos or custom graphic designs.)

Subtotal	\$
6.00% Tax	\$
Total	\$

Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability.
Cancellations received within 21 days of show will incur a charge for all expended production costs.



OFFICE EXHIBITS AND ACCESSORIES FORM

E-4

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: (404) 720-8600

International Phone: +001 (404) 720-8600

E-mail: custsvcs@shepardes.com

Fax: (404) 720-8755

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Office Exhibits: All items include: shipping and material handling of rental items and installation and dismantling.
Exhibits 13, 16, 17 include: Company name graphic panel.

 Office Exhibit #13 Office 2mx2m w/counter storage (66242) ☐ \$2,583.00	 Office Exhibit #14 Office 2mx3.5m w/storage (66243) ☐ \$3,075.00	 Office Exhibit #15 Office (66244) ☐ \$2,085.00	 Office Exhibit #16 Office (66245) ☐ \$2,878.50
 Office Exhibit #17 Office (66246) ☐ \$2,297.75	Company Name Panel (Please print clearly) Black Helvetica lettering is standard (call for quotation on colors, logos or custom graphic designs.) 		

Panel Color Choices (Circle one):

Std. Colors

Upgrade Colors (25% increase in exhibit price - not available after discount deadline.)

White **A** Grey **B**

Charcoal **C** Plum **D** Dark Blue **E** Light Blue **F** Red **G** Gold **H** Beige **I** Yellow **J** Green **K** Teal **L** Black **M**

Accessories: Electrical service not included. Order on electrical service form or call for quote.

 Accessory #18 Halogen Lighting (66055) ☐ \$109.25	 Accessory #19 Track Lighting (66058) ☐ \$75.00	 Accessory #20 Stem Lighting (66051) ☐ \$74.50	 Accessory #21 Slat Wall ☐ Not Available
 Accessory #22 Maple Counter (66153) ☐ \$316.25	 Accessory #23 Straight Shelves (66053) ☐ \$43.25	 Accessory #23 Slanted Shelves (66054) ☐ \$43.25	 Accessory #24 Cabinet w/lock (66077) ☐ \$249.50

Subtotal	\$
6.00% Tax	\$
Total	\$

Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability.
Cancellations received within 21 days of show will incur a charge for all expended production costs.



EXHIBIT ACCESSORIES (CON'T) **E-5**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Discount Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Accessories (con't): All items include: shipping and material handling of rental items and installation and dismantling. Graphics may be ordered for any panel surface for an additional charge. Call for quote.

 Accessory #25 Gondola - Double-sided (66154) \$501.50	 Accessory #26 Gondola - Single-sided (66155) \$322.00	 Accessory #27 Literature Stand (66031) \$424.25	 Accessory #28 Reception Counter (66156) \$734.75
 Accessory #29 Reception Counter (66157) \$452.00	 Accessory #30 Straight Counter (66158) \$576.25	 Accessory #31 Round Table (66159) \$273.75	 Accessory #32 Computer Stand (66160) \$399.00
 Accessory #33 Computer Stand (66161) \$334.75	 Accessory #34 Display Case (66162) \$864.75	 Accessory #35 Display Case Counter (66163) \$647.50	 Accessory #36 Plexi Lit stand (66164) \$201.25

Panel Color Choices (Circle one):

Std. Colors

White A	Grey B
----------------	---------------

Upgrade Colors (25% increase in exhibit price - not available after discount deadline.)

Charcoal C	Plum D	Dark Blue E	Light Blue F	Red G	Gold H	Beige I	Yellow J	Green K	Teal L	Black M
-------------------	---------------	--------------------	---------------------	--------------	---------------	----------------	-----------------	----------------	---------------	----------------

Subtotal	\$
6.00% Tax	\$
Total	\$

Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability.
Cancellations received within 21 days of show will incur a charge for all expended production costs.

Customized Exhibit & Component Rentals:

Custom exhibit displays and components are also available for rent. Our extensive design team can create an exhibit display to match your specific display needs. Custom components consist of non-standard designs and materials used in a particular display. Custom exhibits can be utilized for trade shows, corporate events, and client presentations. For custom exhibit displays, panels, graphics, components, and accessories, contact a Shepard Exposition Services Sales Manager. All custom items are quoted upon request.

Velcro Fabric Panel Upgrade: (circle one)

Black	Blue	Burgundy	Oyster	Dove	Platinum
-------	------	----------	--------	------	----------

Braelock Fabric Panel Upgrade: (circle one)

Black	Blue	Burgundy	Charcoal	Silver
-------	------	----------	----------	--------

Colored Metal Upgrade: (circle one)

Black	Red	Green
-------	-----	-------

Floor Covering Upgrade: (circle one)

A variety of floor coverings are also available for rent to enhance your exhibit display. Refer to the list below for some additional suggestions. For anything not listed below, please contact a Shepard Exhibit Services Sales Manager for quote.

Carpet:	Wide variety of specialty weights and codes.	Hardwood Flooring	Raised Flooring
---------	--	-------------------	-----------------

ALL CUSTOM UPGRADES WILL BE AN ADDITIONAL 25% AND WILL NOT BE AVAILABLE AFTER THE DISCOUNT DEADLINE DATE.

Wooden Panel Upgrade:

2'W x 8'H	4'W x 8'H	2'W x 10'H	4'W x 10'H
QTY: _____	QTY: _____	QTY: _____	QTY: _____

Wooden Fabric Panel Upgrade:

2'W x 8'H	4'W x 8'H	2'W x 10'H	4'W x 10'H
QTY: _____	QTY: _____	QTY: _____	QTY: _____

Wooden Panels are a seamless finish and can be painted any choice color of color for an additional charge. Colors will match to a pms number provided by the customer. Fabric panels are covered in a Charcoal, velcro-compatible fabric. You may nail and screw directly into panel.

ALL CUSTOM WOODEN PANELS WILL BE QUOTED ON REQUEST AND WILL NOT BE AVAILABLE AFTER THE DISCOUNT DEADLINE DATE.

Double-Deck Exhibit Displays:

Double-Deck exhibit displays are available. Due to specific show regulations, all double-deck exhibits must be confirmed 90 days prior to the show open date.

Stretch Fabric Elements with Graphics:

Unique shapes and graphic accents are available. For creative solutions to your specific needs, contact a Shepard Exhibit Services Sales Manager by forwarding this form to the fax number listed below.

Exhibit Packages Available:

Several cost-saving packages are available. These packages are specifically designed to assist you in making your trade show experience enjoyable and affordable.

Turnkey Package	Multi-Show Discount Package	Lease-to-Purchase Service Package	Corporate Services Package	For details on what each Exhibit Package includes, circle the package or packages, you are inquiring about, and fax this form to Shepard Exhibit Services. Fax: 404-720-8757.
-----------------	-----------------------------	-----------------------------------	----------------------------	---

Special Assistance in Exhibit Planning:

Should you need additional assistance with your exhibit planning and preparation, please complete the following information and fax directly to (404) 720.8757.

Exhibit Firm Name: _____ Exhibit Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____



SHEPARD LOGISTICS SHIPPING ORDER FORM

M-0**TAPPI CorrExpo**

Shepard Logistics Department

1531 Carroll Drive

Atlanta, GA 30318

Phone: **888-568-8858**International Phone: **+001 (404) 720-8643**E-mail: Logistics@shepardes.comFax: **(404) 720-8750**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code:

00801107

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

Authorized Signature _____ Fax _____

PICK UP INFORMATION

• Credit card information must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Shipper Name _____

Shipper Address _____

(City)

(State)

(Zip)

SHIP TO☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)

Shepard/UPS Freight

3747 W. Morris Street

Indianapolis, IN 46241

(317) 244-3744

Warehouse Deadline October 22, 2007

Date

☐ I will be shipping to **SHOW SITE****c/o Shepard Exposition Services**

(Company Name, Booth#)

Indianapolis Convention Center

100 South Capitol Avenue

Indianapolis, Indiana 46225

TYPE OF SERVICE - Choose One☐ Next Day Air☐ 2nd Day Air

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

☐ Standard Ground☐ Other (Truck Load, Specialized)**SHIPPING INFORMATION****Items to be shipped****Number of Pieces****Est. Weight**

Crates _____

Cartons (cardboard) _____

Cases/Trunks (fiber) (color) _____) _____

Skids/Pallets _____

Carpet (color) _____) _____

Other (_____) _____

Total Pieces _____

Total Wt. _____

Declared Value \$ _____

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

Size of largest piece: (H) _____ (W) _____ (L) _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Loading Dock (Circle One) Yes or No Lift Gate _____

Special Instructions: _____

OUTBOUND SHIPPING

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

Ship to Address

Contact Name _____

Phone _____

Deliver By Date: _____

Number of labels: _____

**FAX THIS COMPLETED FORM TO:
404-720-8750**



GENERAL MATERIAL HANDLING INFO **M-1**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

WHO?

You will need materials to create a successful exhibit. For example, you might send several boxes of samples and literature to give away at the show, or crated display structures you will use to "build" your booth. These materials must somehow get to the booth space; and any reusable items must get back "home" after the show closes. Shepard can help arrange freight transportation to and from the show (see Shepard Logistic Services details in this section of the kit).

WHAT?

Material handling includes unloading the shipment from the carrier's truck, delivering the shipment to your booth space, removing the empty cartons after you unpack, storing those "empties" and bringing them back to your booth when it is time to pack up, and loading your material onto the truck that comes to retrieve your shipment. **Certified weight tickets are required.**

Charges for transportation are not included in material handling. Moving the freight to and from the show is separate and must be paid directly to the carrier. Shipments that arrive "collect" or "COD" will be refused, whether at the warehouse or at the show facility.

The use of forklifts and labor to unload trucks and bring boxes and crates to your booth (and the reverse for outbound when the show is over) is included in material handling charges. Please do NOT complete a "Rigging Request form" (M-8) to order a forklift for unloading your truck. Rigging equipment and labor is available for an hourly rate to work within your booth space during installation and dismantling. For example, you may need to have heavy pieces placed in a particular area (spotted) during setup or you may need a forklift to help get a machine out of (and back into) its crate.

WHEN?

When are shipments accepted? Shipments may be received up to 30 days prior to move-in at no additional charge. Shipments arriving more than 30 days prior to show opening incur storage charges (page M-6). Shipments arriving very close to show opening (within 8 days) are considered "late" for the advance warehouse and will incur a surcharge (page M-6), since we must then rush your individual shipment to the show facility.

The late surcharge will apply after **Monday, October 22, 2007**

If you plan to send your materials to the warehouse more than a month or two in advance, call ahead to the Shepard Warehouse and give them a "heads up" to let them know the show to which your freight belongs. If a phone number is not listed with the warehouse address on the "Material Handling Authorization" form (M-6), use the phone number at the top of the page and ask for the Material Handling Department.

One way to keep your costs down is to plan ahead. Having a shipping schedule will help you avoid paying rush charges to your carrier and late charges for receiving. It can be difficult to predict exactly when your materials will arrive at the destination. It is very important, however, that your shipment not arrive at the show facility before the published "1st exhibitor move-in date" listed on the "Material Handling Authorization" form (M-6). Freight that arrives at the show site dock before that first move-in day will most likely interfere with an unrelated show. You risk your shipment being refused, or worse, accepted by someone who will not be ultimately responsible for it!



GENERAL MATERIAL HANDLING INFO **M-2**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

WHERE?

It is your choice whether to ship materials to the advance warehouse or directly to the show facility. There are several advantages to using the advance warehouse: In addition to the larger "window" of time for arrivals, you can increase your peace of mind by calling to confirm receipt of your shipment. Warehouse freight is delivered to your booth prior to exhibitor move-in so that setup may begin immediately.

Individual pieces weighing in excess of 5000 pounds, loose or uncrated freight should be sent to the show site address. "Uncrated" means any freight that is not in a container. In the interest of protecting this vulnerable freight, send uncrated items directly to the show site so that they are not handled more than absolutely necessary.

HOW MUCH?

Material handling charges are based on the total inbound weight of the shipment rounded off to the next hundred pounds (CWT). For this reason, we encourage you to request that your carrier present a certified weight ticket for your shipment upon delivery. For example, to estimate material handling:

Weight of your shipment
1179 pounds

Round up to the next hundredweight
1200 pounds

How many hundredweights is
$1200\text{lbs} \div 100 = 12\text{CWT}$

Multiply the rate from page M-6 by:
12

The rates are published on page M-6: one set for shipments arriving at the warehouse, and another set for shipments sent directly to the show site. Just below these boxes on page M-6, is a third rate for small packages delivered by specialized carriers without a bill of lading who deal in these lightweight deliveries. Instead of charging by the weight for these small packages, these shipments are charged per piece.

Please note that page M-7 describes services Shepard offers beyond base material handling charges, and some extra charges that potentially increase your invoice. For example, shipments requiring special handling or shipments arriving late will incur a 25% surcharge.

Material handling services, whether used completely, or in part, are offered as a package.



RUSH

DIRECT TO SHOW

First Day Freight Can
Arrive at Show Facility: October 29, 2007

To: _____

(Name of Exhibiting Company)

c/o Shepard Exposition Services
Indianapolis Convention Center
100 South Capitol Avenue
Indianapolis, Indiana 46225

Event **TAPPI CorrExpo**

Booth No. _____

No. _____ Of _____ Pieces



RUSH

ADVANCE WAREHOUSE

Last Day For Warehouse
Deliveries Without a Surcharge: October 22, 2007

To: _____

(Name of Exhibiting Company)

c/o Shepard/UPS Freight
3747 W. Morris Street
Indianapolis, IN 46241
(317) 244-3744
8 AM - 4:00 PM M-F

Event **TAPPI CorrExpo**

Booth No. _____

No. _____ Of _____ Pieces

SHIPPING LABELS M-3

There are **three types** of shipping labels on this page.

DIRECT TO SHOW SITE: If your shipment is addressed to arrive at the show site, make sure your carrier is aware of the appropriate arrival date(s). Fill in your company name and booth number, then make copies of the "DIRECT TO SHOW SITE" label. Attach a label, with piece count, to each piece of freight.

ADVANCE WAREHOUSE: If your shipment is addressed to the advance shipping warehouse, fill in your company name and booth number, then make copies of the "ADVANCE WAREHOUSE" label on this page. Attach a label, with piece count, to each piece of freight.

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.



RUSH

ADVANCE WAREHOUSE - Hanging Sign

Last Day For Warehouse
Deliveries Without a Surcharge: October 22, 2007

To: _____

(Name of Exhibiting Company)

c/o Shepard/UPS Freight
3747 W. Morris Street
Indianapolis, IN 46241
(317) 244-3744
8 AM - 4:00 PM M-F

Event **TAPPI CorrExpo**

Booth No. _____

No. _____ Of _____ Pieces

[illegible]



Material Handling Pre-Payment Worksheet **M-5**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Shipping Information

To avoid making large payments at show site, use this worksheet to estimate and prepay material handling charges.

Please check one:

- ☐ We plan to ship our crated material to the advance warehouse
☐ We plan to ship our materials direct to show site.

We plan to ship on (date)	
Our materials should arrive on (date)	
Carrier	
Pro# (if available)	
Origin of Shipment (City, State)	

Please indicate number of pieces and the weight:

No. of pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Misc.	
	Total Weight	

Computation of Order

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100 lbs. For example, 285lbs.=300lbs., 3 CWT x rate = dollars or minimum charge, whichever is greater.

Weight	Description	Price/CWT	Total
	Advance Shipments to Warehouse 155.00 minimum charge	\$77.50	
	Direct Shipments to showsite 145.00 minimum charge	\$72.50	
	Special Handling Surcharge to Warehouse or showsite	25%	
	Padded Van Delivery to Warehouse or showsite	\$8.00	
	Specialized Carrier to Warehouse or showsite	\$38.75	
	Specialized Carrier to Warehouse or showsite (minimum charge)	\$77.50	
	Overtime, if applicable (see overtime statement for amount)	25%	
	Total	\$	
	Payment Enclosed	\$	

Contact Information

Should Shepard Exposition Services need to contact someone from your company regarding this shipment, please furnish:

Contact Name	
Phone Number	

Overtime

Prices quoted are based on:

- ☐ One Way Overtime
☒ Overtime In and Out
☐ No Overtime in the Rate

General Information

For credit card payments, please use the payment authorization form(A-3)

Any overtime charges will be invoiced at showsite and are subject to change pending Move-in/Move-out schedules.

We understand that your calculation is only an estimate. Invoicing will be done from the actual certified weight ticket or re-weigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Adjustments must be paid on showsite.

If you have any questions about material handling, please contact our Material Handling Department.



MATERIAL HANDLING AUTHORIZATION

M-6**TAPPI CorrExpo**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Shipping Contact Person _____ Phone _____

Authorized Signature _____ **Fax** _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Terms and Conditions on page M-9, sign and return to Shepard.

Δ To avoid delays, certified weight tickets on inbound shipments are required.

ADVANCE SHIPPING WAREHOUSE ADDRESS	
TO:	Exhibiting company and booth #
FOR:	TAPPI CorrExpo
C/O:	Shepard/UPS Freight 3747 W. Morris Street Indianapolis, IN 46241 (317) 244-3744
First day of receiving:	September 30, 2007
Warehouse receiving 8 AM - 4:00 PM, M-F	

DIRECT SHIPPING SHOW SITE ADDRESS	
TO:	Exhibiting company and booth #
FOR:	TAPPI CorrExpo
C/O:	Shepard Exposition Services Indianapolis Convention Center 100 South Capitol Avenue Indianapolis, Indiana 46225
1st Day Freight Can	
Arrive at Show Facility: October 29, 2007	

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

Warehouse Rate: Price includes receiving between 6 to 30 days prior to show opening. See page M-5 for charges before/after included days.			
price per cwt	code	200 lbs. Minimum charge per shipment	code
\$77.50	35010	\$155.00	35013

Show Site Rate: Shipments consigned to the show site must arrive no earlier than the 1st exhibitor move-in day.			
price per cwt	code	200 lbs. Minimum charge per shipment	code
\$72.50	35030	\$145.00	35033

SMALL PACKAGE CARRIERS

Price is per carton or container under 50 lbs. that arrive by a small package carrier without a bill of lading stating number of pieces and total weight.

Carton per delivery \$38.75 35048 **Minimum Charge: \$77.50** 35045

See page M-7 in this section for additional services available and fees including: special handling, overtime, late shipments, off-target deliveries, padded van deliveries, empty crate storage, warehouse storage, marshalling yard charges, return-to-warehouse charges, etc.



MATERIAL HANDLING AUTHORIZATION

M-7**TAPPI CorrExpo**

Shepard Exposition Services

SPECIAL HANDLING 35036

Prices do not include rigging or use of heavy equipment other than a forklift. A special handling surcharge of 25% applies if the shipment requires extra labor for unloading loose/uncrated materials, labeling, stacking or unstacking cartons in trailer, tarping or untarping containers or trailers, or rigging freight for unloading by forklift. A \$25.00 per piece surcharge also applies to shipments that must be weighed in absence of a provided certified weight ticket.

OVERTIME 35301

Based on show move-in or move-out schedule and/or late driver check-in, an overtime **surcharge of 25%** per occurrence applies to shipments handled at show site during overtime hours (refer to page M-6 for applicable overtime hours). This may include Shepard's opportunity for delivery of advance warehouse shipments into the exhibit hall. Any overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS 35003

Shipments arriving at the warehouse within 8 days of show opening, or show site after show opening incur a 25% surcharge. To avoid this surcharge, shipments must arrive at warehouse on or before **October 22, 2007**

OFF-TARGET DELIVERIES 35004

For targeted shows (exhibitors who received an "Early Move-In Notice"), late shipments incur a 15% surcharge for equipment/manpower on hand to unload at the arranged time.

PADDED VAN DELIVERIES 35041

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

Additional cwt. Charge \$ 8.00

35041

MARSHALLING YARD 35250

Where Shepard Exposition Services as the show contractor must lease space for marshalling yard operations because no space is provided by the facility, Shepard may charge a maximum charge of \$20.00 per shipment processed through the Marshalling Yard.

EMPTY CRATE STORAGE 35105

A charge of **\$10.00 per crate, carton or skid** (\$40.00 minimum) applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES DURING SHOW 35007

During show hours at the show facility, a **\$10.50 charge** applies to receiving and delivering envelope packages to your booth.

SECURED OR ACCESSIBLE STORAGE

Secured Storage materials in storage will be returned to your booth at the close of the show. Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. Secured storage rates are eighty cents (\$0.80) per square foot per day (\$20.00 minimum). Accessible storage will be accessible during the show, but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, there will be a minimum one-hour material handling labor charge each time material is moved. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

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

Transportation to Warehouse	\$8.75	per cwt. (min. charge \$43.75)	35024
Warehouse handling in & out	\$12.00	per cwt. (min. charge \$24.00)	35405
Storage per month	\$4.00	per cwt. (min. charge \$20.00)	35006



RIGGING REQUESTS **M-8**

TAPPI CorrExpo

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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

International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com**

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

Advance Order Deadline: October 9, 2007

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Rate structure includes lift and (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate from Labor Order Form (L2). The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

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

Δ Straight time hours: Monday - Friday, 8:00AM to 4:30PM

Δ Overtime hours*: Monday - Friday, Before 8:00AM and from 4:30PM to 11:00PM, Saturday 8:00AM to 4:30PM

Δ Double time hours**: Monday - Friday, 11:00PM to 6:00AM, Saturday after 4:30PM, Sundays & Holidays - All hrs.

GROUND RIGGING RATES: Rates include use of hand tools, jacks, rollers, etc.

Quantity	Description	Discount Price		Regular Price	
	Forklift & Operator up to 5,000 lb. Capacity (Straight Time)	143.75	35028	185.00	35028
	Forklift & Operator up to 5,000 lb. Capacity (Overtime)	175.75	35039	226.25	35039
	Forklift & Operator up to 5,000 lb. Capacity (Double Time)	207.50	35067	267.00	35067
	Forklift & operator up to 10,000 lb. Capacity (Straight Time)	231.25	35029	297.75	35029
	Forklift & operator up to 10,000 lb. Capacity (Overtime)	263.25	35049	338.75	35049
	Forklift & operator up to 10,000 lb. Capacity (Double Time)	295.00	35069	379.75	35069
	Forklift & operator up to 20,000 lb. Capacity (Straight Time)	353.25	35035	454.75	35035
	Forklift & operator up to 20,000 lb. Capacity (Overtime)	385.00	35066	495.50	35066
	Forklift & operator up to 20,000 lb. Capacity (Double Time)	417.00	35070	536.75	35070
	Over 20,000 lb. Capacity upon request		35265		35265
	Crane quotes upon request		35261		35261

RIGGING LABOR RATES: Minimum charge of one hour.

Quantity	Description	Discount Price		Regular Price	
	Rigging foreman (Straight Time)	71.25	35085	92.75	35085
	Rigging foreman (Overtime)	107.00	35086	139.00	35086
	Rigging foreman (Double Time)	142.50	35099	185.25	35099
	Riggers and material handlers (Straight Time)	62.00	35087	80.50	35087
	Riggers and material handlers (Overtime)	93.00	35100	121.00	35100
	Riggers and material handlers (Double Time)	124.00	35101	161.25	35101

Number of pieces to be spotted: _____

Heaviest piece to be spotted: _____

Date and time needed: _____



MATERIAL HANDLING TERMS AND CONDITIONS **M-9**

TAPPI CorrExpo

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Indianapolis Convention Center

Indianapolis, IN

October 30 - November 1, 2007

Event Code: 00801107

Please read carefully. As a representative of the exhibiting company, you are entering into a contract that may limit your possible recoveries in case of loss or damage. These terms and conditions set forth below become part of your contractual agreement with Shepard Exposition Services. Acceptance of said terms and conditions will be construed upon the return of an order form or an authorization form signed by the exhibitor, his agent, or representative; or by the arrival of freight shipped to the warehouse or show site by said parties.

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 the 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.

INSURANCE

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the moveout deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales result from, or related to, a claim for loss of or damage to material.

Show Name: _____

Location: _____

Dates: _____



NATIONAL

convention • plant • services • inc.

(800) 852-0023

EMAIL: PLANT@TLC-FLORIST.COM

Web Site: WWW.TLC-FLORIST.COM

FLORAL ORDER FORM

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower Arrangements	\$40.00	_____
_____	Custom designed arrangements	\$50.00-300.00	_____
_____	Color _____		
_____	Width _____ Height _____		
_____	Boutonnieres with Carnation	\$3.50each	_____
_____	Boutonnieres with Rose	\$5.50each	_____
_____	Corsages with Carnation	\$11.00each	_____
_____	Corsages with Rose	\$16.00each	_____
_____	Azaleas (circle one: pink, red, white)	\$35.00each	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$20.00each	_____
_____	Small Fern	\$25.00each	_____
_____	Large Fern	\$35.00each	_____
_____	Ivy & Pothos	\$35.00each	_____
_____	2 foot green plants	\$29.95each	_____
_____	3 foot green plants	\$39.95each	_____
_____	4 foot green plants	\$49.95each	_____
_____	5 foot green plants	\$59.95each	_____
_____	6 foot green plants	\$69.95each	_____
_____	7 and 8 foot green plants... priced upon request	\$ _____	_____

**TLC Designers can
Provide garden areas for
Booth installation, such
As ponds, waterfalls,
Swamps, and exterior
Landscapes.**

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

CONTAINERS - ☐ BLACK ☐ WHITE ☐ WICKER

Chrome, Brass, and Terra Cotta, etc are available.
Please call for pricing.

SUBTOTAL _____

SALES TAX _____

TOTAL _____

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: _____

Phone: () _____ Fax: () _____ Authorized Signature: _____

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 (770) 507-6777 (770) 474-4676 FAX
Please return overnight shipment with payments to: 2018 Walt Stephens Rd., Jonesboro, GA 30236



TECH RENTALS, INC.

An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (770) 457-0966
Fax: (770) 451-7925

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	1/2" VHS with Auto Repeat	100.00	
	DVD Player Standard)	150.00	
	BetaCam SP Player/Recorder	600.00	
	13" TV / VCR Combo Unit	150.00	
	20" TV / VCR Combo Unit	250.00	
	20" Video Monitor / Receiver	155.00	
	25" Video Monitor / Receiver	195.00	
	54" Roll Cart Stand with Drape	60.00	
QTY	LCD & PLASMA MONITORS	SHOW RATE	TOTAL
	15" Flat Screen LCD Monitors (1024 x 768)	125.00	
	17" Flat Screen LCD Monitors (1280 x 1024)	205.00	
	20" Flat Screen LCD Monitors (1280 x 1024) BLACK	425.00	
	20" Flat Screen LCD Monitor (1680 x 1200 /Video Input & Audio Bar)	515.00	
	37" Plasma Display (1024 x 768, 4:3 Ratio)	1100.00	
	42" Plasma Display (1024 x 768, 16:9 Ratio)	1025.00	
	50" Plasma Display (1280 x 932, 16:9 Ratio)	1295.00	
	Plasma Floor Stands (Cobra or Dual Post)	295.00	
QTY	VIDEO & PRESENTATION MONITORS	SHOW RATE	TOTAL
	17" Computer Monitor (1024 x 768)	95.00	
	21" Computer Monitor (1600 x 1200)	195.00	
	27" Multi-Sync Monitor (Video & Computer – 800 x 600)	450.00	
	42" Multi-Sync Monitor (Video & Computer – 1024 x 768)	995.00	
	50" Video Monitor – Projection Cabinet	900.00	
	60" Sony RVP6000-Q Projection Cabinet (Projectionist Required)	2995.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	XGA LCD Projector (1024 x 768, 1800 Lumen)	750.00	
	SXGA LCD Projector (1024 x 768, 3000 Lumen)	1500.00	
	Overhead Projector (4000 Lumens)	90.00	
	6' Tripod Screen	60.00	
	8' Tripod Screen	75.00	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Shure UHF Wireless Microphone Kit (100 CH / Programmable)	270.00	
	Powered Speaker with Floor Stand (150 watts)	150.00	
	JBL Sound System: 2-Speakers w/ floor stands & mixer(300 watts)	350.00	
	*Custom Sound Systems Available (EAW, JBL, Mackie, etc.)	Call For Price	

Show Name:	On-Site Contact:	Cell Phone:
Facility:	Booth #:	Room:
Company:	Delivery Date:	Delivery Time:
Contact:	Pick Up Date:	Pick Up Time:
Address:		
City:	State:	Zip:
Phone:	Fax:	
AMEX /Visa /MC#:	CW#:	Exp. Date:
Cardholder Name:	Signature:	

Equipment Total	
Delivery/Pickup	75.00
5% Sales Tax	
Other Fees	
GRAND TOTAL	

*On-Site Late Order Fee 15% **Cancellation: 10 days prior to show: 50%, On-Site: 100%
***Customer Responsible for any and all Union Fees!



TECH RENTALS, INC.

An AudioVisual Presentation and Staging Services Company

6550 McDonough Drive
Norcross, GA 30093
Phone: (770) 457-0966
Fax: (770) 451-7925

QTY	PERSONAL COMPUTERS	SHOW RATE	TOTAL
	Dell Desktop Computer (866Mhz, 256Mb, 10Gig, CD, NIC, 15" Monitor)	225.00	
	Dell Desktop Computer (933Mhz, 256Mb, 20Gig, CD, NIC, 15" Monitor)	295.00	
	Dell Desktop Computer (1.4 Ghz, 256Mb, 40Gig, CD, NIC, 15" Monitor)	325.00	
	Dell Desktop Computer (2.8 Ghz, 512Mb, 40gig, CD, NIC, 15" Monitor)	450.00	
	Apple PowerMac (Dual 1 Ghz, 512Mb, 60Gig, DVD/CD-RW, 15" Monitor)	550.00	
QTY	LAPTOP COMPUTERS	SHOW RATE	TOTAL
	Laptop Pentium IV (1.8Ghz, 256Mb, 20Gig, DVD, NIC)	350.00	
	Laptop Pentium IV (2.6Ghz, 512Mb, 40Gig, DVD/CD-R, NIC, 802.11g)	425.00	
	Laptop Centrino (1.8Ghz, 512Mb, 40Gig, DVD/CD-R, NIC, 802.11g)	525.00	
	Apple Titanium G4 (867Mhz, 256Mb, 40Gig, DVD/CD-RW)	495.00	
QTY	CRT, LCD & PLASMA MONITORS	SHOW RATE	TOTAL
	15" Flat Screen LCD Monitor (1024 x 768)	125.00	
	17" Flat Screen LCD Monitor (1280 x 1024)	205.00	
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	425.00	
	20" Flat Screen LCD Monitor (1600 x 1200 / Video with Audio Bar)	515.00	
	17" CRT Computer Monitor (1024 x 768)	150.00	
	21" CRT Computer Monitor (1600 x 1200)	225.00	
	27" CRT Multi-Sync Monitor (Video & Computer - 800 x 600)	450.00	
	37" Plasma Monitor (XGA, 4:3 Ratio)	1100.00	
	42" Plasma Monitor (XGA, 16:9 Ratio)	1025.00	
	50" Plasma Monitor (XGA, 16:9 Ratio)	1295.00	
	61" Plasma Monitor (XGA, 16:9 Ratio)	3250.00	
	Wall Mounts (LCD / Plasma)	75.00/125.00	
	Plasma Floor Stands (Cobra or Dual Post)	295.00	
QTY	COMPUTER ACCESSORIES	SHOW RATE	TOTAL
	512Mb Mini Flash Storage Drive (USB)	65.00	
	Wireless Mouse	85.00	
	Multi-Media Speakers	50.00	
	4 Port Ethernet Hub	45.00	
	Wireless Router / Hub (4 Port)	95.00	
	Wireless USB Network Adapter	40.00	
QTY	PRINTER & OFFICE EQUIPMENT	SHOW RATE	TOTAL
	Print Server (Ethernet)	65.00	
	Hewlett Packard LaserJet Printer 2200	175.00	
	Hewlett Packard LaserJet Printer 4000N	195.00	
	Plain Paper Fax Machine	125.00	
	Desktop Copier (13ppm)	350.00	

Show Name:	On-Site Contact:	Cell Phone:
Facility:	Booth#	Room:
Company:	Delivery Date:	Delivery Time:
Contact:	Pick Up Date:	Pick Up Time:
Address:		
City:	State:	Zip:
Phone:	Fax:	
AMEX/Visa/MC#:	CW#:	Exp. Date:
Cardholder Name:	Signature:	

Equipment Total	
Delivery/Pickup	75.00
5% Sales Tax	
Other Fees	
GRAND TOTAL	

*On-Site Late Order Fee 15% **Cancellation: 10 days prior to show: 50%, On-Site: 100%
***Customer Responsible for any and all Union Fees!

2007 Electrical Service Order

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & RCA Dome – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.iccrd.com>

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

STANDARD ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies.				
120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 66.00	\$ 97.00	\$
10 amp (1100 watts)		\$ 86.00	\$110.00	\$
15 amp (1650 watts)		\$ 105.00	\$129.00	\$
20 amp (2200 watts)		\$110.00	\$140.00	\$
24 hr service, if required - add 50% to original chg	5A	\$ 33.00	\$ 48.50	\$
	10A	\$ 43.00	\$ 55.00	\$
	15A	\$ 52.50	\$ 64.50	\$
	20A	\$ 55.00	\$ 70.00	\$

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE				
Per Single Connection	Qty	Advance	Standard	TOTAL
10 amp		\$174.00	\$208.00	\$
20 amp		\$215.00	\$270.00	\$
30 amp		\$261.00	\$331.00	\$
40 amp		\$290.00	\$377.00	\$
50 amp		\$313.00	\$405.00	\$
60 amp		\$342.00	\$446.00	\$
208 VOLTS / 3 PHASE				
10 amp		\$208.00	\$244.00	\$
20 amp		\$267.00	\$318.00	\$
30 amp		\$285.00	\$354.00	\$
40 amp		\$318.00	\$405.00	\$
50 amp		\$336.00	\$428.00	\$
60 amp		\$365.00	\$469.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)
 208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

**Additional Charge for Special Placement of ANY electrical	\$ 68.00	\$
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****NOTE:** Special placement – attach diagram or instructions

RENTAL ITEMS				
Includes 6% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 17.53	\$ 19.86	\$
Extension Cord		\$ 17.53	\$ 29.21	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 99.33	\$140.24	\$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				\$

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 10 days prior to first scheduled event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept AMX, MC, VISA and DISCOVER only.

Check # _____
 Payable to Capital Improvement Board. Mail to address at the top of the form.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ (Must be valid thru last day of event)

 AUTHORIZED BY (PRINTED NAME)

 AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/07 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

ICCRD ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCRD will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 10 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **SPECIAL PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCRD and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. Payment IN FULL must be rendered for such services before the close of the day.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCRD RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **ALL EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCRD can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center for this service order shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCRD Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
20. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 6% Indiana Sales tax.
21. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
22. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
23. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
24. **REFUNDS:** After installation — NO REFUND.
25. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
26. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$20.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
27. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



**Indiana
Convention
Center
& RCA Dome**

**Utility Department
317-262-3467**

2007 Gas / Water / Drain / Compressed Air Service Order

FAX with complete credit card information or purchase order to **317-262-3419**

OR Mail completed form with check, credit card information, or purchase order to:

Indiana Convention Center & RCA Dome – Utility Department

100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.iccrd.com>

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.

CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to ½" Max.		\$ 145.00	\$ 232.00	\$
Each add'l conn.		\$ 92.00	\$ 174.00	\$

COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet

First – Up to ½" Max.		\$ 174.00	\$ 214.00	\$
Each add'l conn.		\$ 87.00	\$ 115.00	\$

WATER (continuous) Outlet ½". Minimum pressure 45 PSI – maximum pressure 60 PSI

First Connection		\$ 127.00	\$ 162.00	\$
Each add'l conn.		\$ 69.00	\$ 105.00	\$

DRAINAGE

First Connection		\$ 87.00	\$ 133.00	\$
Each add'l conn.		\$ 46.00	\$ 69.00	\$

UTILITY SERVICE SUB-TOTAL

\$

RENTAL ITEMS (includes 6% Indiana Sales Tax)

Water Heater		\$ 62.53	\$ 123.88	\$
Sink		\$ 30.97	\$ 43.36	\$
Water Container 100gal		\$ 61.94	\$ 92.91	\$

****Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).**

**Special placement charge		\$ 68.00	\$
----------------------------	--	----------	----

One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.

_____ gallons of water \$ _____

**TOTAL SERVICE ORDER
(U.S. DOLLARS)**

\$ _____

Event
Name _____

Event
Date _____

Booth/
Room# _____

Exhibitor
Firm
Name _____

Exhibitor
Contact
Name _____

Street
Address _____

City/
Province _____

State, ZIP,
Country _____

Phone
No. _____

Fax
No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 10 days prior to first scheduled event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept AMX, MC, VISA and DISCOVER only.

Check # _____

Payable to Capital Improvement Board. Mail to address at the top of the form.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ (Must be valid thru last day of event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/07 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.

Cancellations must be received prior to set-up of event to receive refund.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCRD will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 10 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCRD and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCRD RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **ALL EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
10. **The ICCRD WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
11. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
12. **ALL MATERIAL** and equipment furnished by the Center for this service order shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
13. **UNLESS OTHERWISE DIRECTED**, ICCRD plumbers are authorized to cut floor coverings to permit installation of service.
14. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCRD Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCRD will determine applicable rate. All order form must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCRD.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 6% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$20.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Utility Department
317-262-3467

2007 Telephone Service Order

FAX with complete credit card information or purchase order to 317-262-3419

OR Mail completed form with check, credit card information, or purchase order to:

Indiana Convention Center & RCA Dome – Utility Department

100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.iccrd.com>

PAYMENT MUST ACCOMPANY ORDER

Please pay special attention to the billing information from AT&T for your dial tone. **Both sections of this form must be completed.**

TELEPHONE SERVICE

Includes telephone line and labor for normal installation. A standard black desk phone set is available upon request at no additional charge. (Taxes are included in pricing.)

QTY	ADVANCE RATE	STANDARD RATE	TOTAL	# Set(s) requested
	\$133.00	\$174.00	\$	
	\$ 65.00	\$ 65.00	\$	AT&T Dial Tone Billed Separately
	\$62.00*	\$92.00*	\$	Speaker Phone Rental
TOTAL (U.S. FUNDS)			\$	

***Phone line must also be ordered for speakerphone.**
(Price includes IN Sales Tax of 6%.)

No deposit is required for the basic phone set, but if it is not returned to the Electrical Department at the close of the show, a fee of \$100.00 will be billed.

The telephone will be issued at the Electrical Order Desk upon arrival at the Center. You will sign below for the telephone set at that time.

I hereby agree that in the event this telephone is not returned to the Electrical Department at the end of the show, I will pay \$100.00 replacement charge.

I hereby authorize that I will also receive billing from AT&T for my dial tone following the close of the show for approximately \$65.00 for unlimited local calling. Long distance charges and tax will be invoiced in addition to this rate. If service is needed for more than 10 days, then the charges will be higher.

Signature: _____

ICCRD Use Only Standard Black, Single Line, Push

Button phone ID# _____

Speaker Phone ID# _____

Telephone# _____

NO REFUNDS AFTER INSTALLATION OF SERVICE
Cancellations must be received prior to set-up of event in order to receive refund.

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 10 days prior to first scheduled event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept AMX, MC, VISA and DISCOVER only.

Check# _____
Payable to Capital Improvement Board. Mail to address at the top of the form.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ (Must be valid thru last day of event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/07 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and RCA Dome. Please see www.iccrd.com for additional information.

TELEPHONE RULES AND REGULATIONS

Due to a 1983 court ruling, the Indiana Convention Center & RCA Dome can provide only the telephone line and not the complete service. It is necessary for you, the Exhibitor, to order the dial tone and special requests, multi-line extensions, or special handling and pay directly to AT&T. AT&T will bill you directly for any long distance charges and special services after the close of the event. All ICCRD telephone requests must have an order to AT&T for dial tone service. By signing this form you are agreeing to billing from AT&T.

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED. Excluding payment to AT&T.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCRD will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 10 days prior to first event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCRD and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCRD RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center.
6. **ALL EXHIBITOR'S 120 VOLT CORDS** must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
8. **ALL MATERIAL AND EQUIPMENT** furnished by ICCRD for this service order shall remain ICCRD's property and shall not be removed from the Center at the close of the show.
9. **UNLESS OTHERWISE DIRECTED**, ICCRD electricians/phone personnel are authorized to cut floor coverings to permit installation of service.
10. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCRD Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCRD.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 6% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION:** Cancellations must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCRD Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$20.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT will not be available until 30 days after the of the event. Credit card receipts or conformations of orders can be faxed after processing.

20. **This form will be used as authorization for AT&T to activate your line and bill you the exhibitor accordingly. For any and all questions regarding this service please call 313-223-9198 or 888-976-2427.**



SMART CITY
3720 HOWARD HUGHES PKWY
LAS VEGAS, NEVADA 89169
888-446-6911
702-943-6001 (FAX)



INDIANA CONVENTION
CENTER & RCA DOME
CUSTOMER CONTRACT

BILLING INFORMATION / PAYMENT FORM

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -		Fax Number () -
Credit Card Number: ☐ AMX ☐ MC ☐ Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

Terms and Conditions / Payment Options

Smart City is the exclusive provider and installer of all Data and Network services (wired and wireless). This includes all cabling between meeting rooms and booths, across aisles and doorways, fiber optic, twisted pair (Category 5 and 6) and all other data related cabling. ► The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Customer, its guests, its agents and consultants while performing service for the Customer and **cannot be resold, distributed to or shared with other companies** or individuals. ► All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. A complete description of all Smart City services, terms and conditions may be found online at www.smartcity.com "Conventions" section.

Incentive Price applies when a completed order with payment is received no later than 10 days prior to the first scheduled event day. **Base Price** applies to (a) all orders received from One (1) to Nine (9) days before the first scheduled event day has started or (b) orders received on or before the 10 day Incentive Deadline without payment. ► To avoid additional charges, Floor Plans are due 5 days prior to move-in. ► Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ► Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).

- The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
- Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
- Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.
- There will be a \$25 service charge for all returned checks.
- Any unpaid balance after close of show will incur a 1.5% / month service charge.

Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City**. Indicate method of payment and credit card on file: ☐ American Express ☐ MasterCard / Visa ☐ Check w / Credit Card on File ☐ Cash w / Credit Card on File ☐ Wire Transfer w / Credit Card on file. ► Credit Card charges are limited to \$10,000 / order. Orders exceeding \$10,000 must be paid by company check or money order. ► Checks must reference Facility and Show Name. ► Please contact Smart City for wire transfer instructions. Payer is responsible for all service charges.

A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

Completed Order Check List (Check all that apply):

- | | |
|---|---|
| ☐ Completed Billing Information and Payment Form | ☐ Completed Floor Plan |
| ☐ Completed Service Contract for Internet / Network | ☐ Completed Network Security Declaration (Internet / Network Only) |
| ☐ Completed Service Contract for Special Quote / SOW (if applicable) | ☐ Completed Wireless Declaration (Wireless Svc Only) |

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein.

Print Authorized Name

Authorized Signature

Date

FOR SMART CITY USE:		Payment Rec'd (Amount):		Customer No: 2007 - 014 -	
Payment Type:	☐ Check	☐ Money Order	☐ Cash	☐ Wire Transfer	☐ American Express ☐ MasterCard / Visa
Note:				CSR:	Date:

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

TERMS AND CONDITIONS (T & C) (continued from page 1)

6. **Conditions for processing service contract for On-time Installation:** (a) Full payment for service(s) must accompany signed contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of contract. (d) Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the 1st day of move-in to avoid additional charges. (e) Customer provided / ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide Smart City with Circuit Number and Provider's name. (f) Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fee's may apply).
7. **CANCELLATION** – There is a minimum \$100 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
8. Service problems must be reported to Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
9. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
10. **Equipment Management:** (a) Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for arranging the return of all rental equipment to Smart City within one (1) hour following close of the show.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
13. Prices are based upon current rates and are subject to change without notice.
14. A per line move fee starting at \$150 (Internet) may apply to relocate the line(s) after it is installed.
15. **Special Quote, Attachments and/or Statement of Work (SOW) (if applicable)** will be considered to be part of this contract and governed by all the terms and conditions herein.

INTERNET / NETWORK SPECIFIC:

16. Up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
17. **Shared Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, Shared Ethernet, Shared EtherNAT, Shared Wireless and Basic EtherNAT. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
18. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
19. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
20. Limited Availability: Data T-1 / DS-3 and other special data circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
21. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
22. **Wireless Performance Declaration:** The Customer is responsible for providing a signed Wireless Performance Declaration prior to Smart City activating Wireless Service(s) for each Customer.
23. See "Billing Information / Payment Form" – **Exclusive Data, Networking and Cabling.**
24. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Customer's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
25. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
26. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
27. **VIRUS PROTECTION REQUIREMENT – WARNING** – Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) will be disconnected from the network(s) with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and / or problem resolution. No refunds will be issued Customer(s) as the result of Smart City's actions to disconnect disruptive device(s).

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***



SMART CITY
3720 HOWARD HUGHES PKWY
LAS VEGAS, NEVADA 89169
888-446-6911
702-943-6001 (FAX)



INDIANA CONVENTION CENTER & RCA DOME SERVICE CONTRACT

Company Name:	Booth / Room	Show Name:
Contact:	If a show directory is published, do you want your company name and assigned numbers listed? ☐ Yes ☐ No	Show Dates: / / To / /
Authorized Signature:	Phone: () - Date: / /	Incentive Order Deadline: (See Incentive Price)

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein.

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. A complete description of all services, product glossary and Ts & Cs may be found online at www.smartcity.com "Conventions" section. Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	+ Deposit	Total
1. Internet – Networking Services: (10 / 100 Base - T)						
a. Shared 1.5 Mbps Ethernet Service (1 Public IP address)	SE-1.5		\$ 950	\$ 1,050		
b. Shared 512 Kbps Ethernet Service (1 Public IP address)	SE-512		\$ 750	\$ 850		
c. Additional Public IP address / Device (Shared Ethernet)	IA-SP		\$ 125	\$ 150		
d. Shared 256 Kbps EtherNAT Service (1 Private IP address)	NE-256		\$ 650	\$ 750		
e. Shared 128 Kbps EtherNAT Service (1 Private IP address)	NE-128		\$ 550	\$ 650		
f. Shared 56 Kbps EtherNAT Service (1 Private IP address)	NE-56		\$ 450	\$ 550		
g. Additional Private IP address / Device (Shared Ethernet)	IA-SN		\$ 125	\$ 150		
h. Shared Wireless Internet (Up to 256 Kbps) (802.11) (See T&C 18)	WI		\$ 595	\$ 695		
i. Dedicated Ethernet Services (Scalable from 56 Kbps to Full T-1)	DE		(Call 888-446-6911 for quote)			
j. T-1 RapidData® Internet Services (Includes 29 IP addresses)	TS		\$ 4995	\$ 6295		
k. Additional Public IP address / Device (Dedicated Service Only)	IA-DP		\$ 125	\$ 150		
l. Additional Block of 29 IP addresses / Devices (Dedicated Service Only)	IA-29-DP		\$ 995	\$ 1,245		
2. Internet – Networking Services: Equipment						
a. Hub Rental (8 Port) – 10 /100 Base -T	H8		\$ 150	\$ 185	\$ 25	
b. Patch Cable – Cat 5 (May be charged to customer after show setup)	PC		\$ 1 / foot	\$ 2 / foot		
c. Equipment Rental – Routers, Switches, PC's, PCMCIA Cards, etc	MI		(Call 888-446-6911 for quote)			
3. Special Line Services						
a. Internal Networking – Room to Room, per connection charge	MI		\$ 250	\$ 360		
b. Gigabit LAN (Call for details regarding Gigabit and custom quote)	SFP-N		(Call 888-446-6911 for quote)			
c. Extended Dry Pair Data Circuits from Dmarc to Booth	MI		(Call 888-446-6911 for quote)			
d. Misc. Labor, VLAN's, Technical Assistance, etc.	FW / MI		(Call 888-446-6911 for quote)			
e. Web Casting and Video-on-Demand Service	MI		(Call 888-446-6911 for quote)			
f. Video Conferencing Service	MI		(Call 888-446-6911 for quote)			
g. Point-to-Point / Special Engineering / VPN (See T&C 23)	VP / MI		(Call 888-446-6911 for quote)			
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)			
	SUBTOTAL					
	ESTIMATED 6% TAX / FEES DEPOSIT = SUBTOTAL x 6%					
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL		

INTERNET - NETWORK SERVICE CONTRACT

***** Incentive Price applies to orders received With Payment 10 days prior to the 1st scheduled event day. *****

FOR SMART CITY USE: Type of Service	Customer No: 2007 - 014 -
Special Instructions:	CSR: Date:

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

TERMS AND CONDITIONS (continued from pages 1 & 2)**LIMITATION OF LIABILITY**

Limited Warranty. SMART CITY warrants that: (a) it has the right to provide and install all Data and Network Services and Applications (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

The foregoing warranties will not apply to the extent that: (a) the Services are used for any purpose other than those set forth in this Customer Contract regardless of whether SMART CITY has terminated this Customer Contract because of such misuse; (b) the cause of a breach of warranty is due to a malfunction in your hardware, software or communications network through which the Services are accessed; or (c) the cause of a breach of warranty is due to any other cause outside of our sole and reasonable control.

DISCLAIMER OF WARRANTY. THE FOREGOING CONSTITUTE OUR ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SMART CITY HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Indemnification.

Each party agrees to indemnify, defend, and hold harmless the other party, its affiliates, and their current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorneys' fees) brought by a third party arising out of, or in connection with a breach of the other party's representations, warranties, covenants and agreements set forth in this Customer Contract or to the extent attributable to such party's gross negligence or willful misconduct.

In claiming any indemnification hereunder, the indemnified party shall promptly provide the indemnifying party with written notice of any claim which the indemnified party believes falls within the scope of the foregoing paragraphs. The indemnified party may, at its own expense, assist in the defense if it so chooses, provided that the indemnifying party shall control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind the indemnified party shall not be final without the indemnified party's written consent, which shall not be unreasonably withheld.

The terms of these provisions shall survive the expiration or termination of this Customer Contract.

LIMITATION OF LIABILITY. EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.

THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the owner, operator and/or manager of the Facility; (3) The owner, operator and/or manager of the Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the owner, operator and/or manager of the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the owner, operator and/or manager of the Facility will have no obligation to continue providing such service unless the owner, operator and/or manager of the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the owner, operator and/or manager of the Facility under any lease or any other occupancy agreement between such Customer and the owner, operator and/or manager of the Facility.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
3720 HOWARD HUGHES PKWY SUITE #190
LAS VEGAS, NEVADA 89169
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Indiana CC & RCA Dome (014) - IN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2007 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Wireless Performance Declaration

Center: Indiana CC & RCA Dome (014) - IN

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2007 - 014 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / b / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____



Floor Plan – Communications Cable

Center: Indiana CC & RCA Dome (014) - IN
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2007 - 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling between meeting rooms and booths, across aisles and doorways, and in-booth cabling upon request. Fiber Optic, twisted pair (Category 5 and 6) and all other data cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Internet / Networking Overview

A – Z Introduction to Services

Important! Smart City offers a wide variety of bandwidth options; please review to assure that the services you have selected will provide the required functionality for the application(s) you will be utilizing. Smart City provisions services using 10 / 100 Base - T, half / full-duplex, auto-sensing Ethernet protocols. IP Addresses are statically assigned. Throughput is measured in megabits per second (Mbps) and kilobits per seconds (Kbps). Customer's computers must be configured to accept Ethernet. Customer must have their own Electrical Power, Network Interface Card (NIC), Web browser and all other necessary computer equipment / programs. While Smart City supports POP3 and SMTP mail protocols, Smart City does not offer / provide POP3 or SMTP mail server(s) / email account(s).

Shared Services, which includes but are not limited to the **Shared EtherNAT**, **Shared Ethernet** and **Shared Wireless** services, do not allow Routers, Streaming Applications, Voice over IP (VoIP), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT) or Proxy Servers with the connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared EtherNAT and **Shared Wireless** are entry level services that are good for surfing the web, showing and checking web based email. They use Static Private IP Addresses or Log-in and Password (with NAT addressing) to provide access to the Internet. The following is a partial list of the basic capabilities and limitations of these services:

Supported Services

- ☐ General web browsing: HTTP and HTTPS
- ☐ Outbound services originating from the center: FTP (file transfer), TFTP (file transfer), Telnet, POP3 mail and SMTP mail protocols
- ☐ Most outbound remote control applications such as PC Anywhere, Citrix, and Remote Desktop Protocol (RDP)
- ☐ Basic Instant Messaging

Limitations

- ☐ Any application or service that requires an outside Internet user to directly access an internal server or service such as a Web server or email server in the booth
- ☐ Virtual Private Networks (VPN) will probably not work and cannot be guaranteed or supported
- ☐ Inbound Simple Network Management Protocol (SNMP) connections will not work
- ☐ Inbound File Transfer Protocol (FTP) connections will not work
- ☐ Net Meeting will not work inbound or outbound
- ☐ Advanced features of Instant Messaging such as whiteboard sharing will not work
- ☐ Inbound remote access / control Applications such as PC Anywhere, Citrix, and Remote Desktop Service will not work
- ☐ No proxy servers or other NAT devices allowed. This includes Netgear and Linksys Cable / DSL routers. These devices will not function properly because the private IP addresses that we use will overlap with what are generally Linksys, Netgear and DLink

Custom Engineering

- **Dynamic Host Configuration Protocol (DHCP)** – Provides a mechanism for allocating IP addresses dynamically, so that addresses automatically can be reused when hosts no longer need them. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **LAN / WAN / VPN Construction** – Smart City can customize the network configuration you need to make your event a success. Networking booth-to-booth, to surrounding hotels, or to your home office Intranet? Call Smart City and let us design a network that fits your needs and your budget!
- **Network Address Translation (NAT)** – A method of connecting multiple computers to the Internet using one IP address. Allows customer(s) to have a private internal network separate from the Internet, but can receive information from it. NAT allows customer(s) to have multiple hosts on an internal network and use of the Internet via a single gateway connection. Automatically provides firewall style protection without any special setup by only allowing connections that originate on the inside of the network. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **Special Circuits** – Smart City can provision DS-3s, OC-3s, and larger data circuits / bandwidth. Call for availability and pricing.
- **Virtual Local Area Network (VLAN)** – A means of configuring devices (PCs) so that they can communicate as if they were attached to the same wire, when in fact they are located on a number of different LAN segments. Because VLANs are based on logical instead of physical connections they are extremely flexible, provide security through utilizing virtual private networking, and can be used to connect remote locations.
- **Web Casting** – Live video or recorded videos from the Facility event to the website of choice.

Internet / Networking Overview

Cyber Café – Computers in one or more areas allowing attendees and Facility customer(s) to browse the Internet and access to email.

Dry Pair (Extended 3rd Party Data Circuits) – See “Special Line Services”.

Dedicated Ethernet (Scalable from 56 Kbps to Full T-1 and greater) (Dedicated) (10 / 100 Base - T) – Smart City's Dedicated Services at the bandwidth chosen, provides up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with dedicated Internet access of up to 1.54 Mbps and greater. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

Hub Rental – 8 Port (10 / 100 Base - T) – Allows a 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet connection to be distributed for up to 7 other users (8 port hub). Deposit required for rental. Customer is responsible for the return of the equipment.

Patch Cable – Category 5 - Ethernet standard Category 5 cable terminated with the proper jacks on either end. The default termination is RJ45.

Shared EtherNAT – (Private IP Address) (10 / 100 Base - T) – Provides shared access to the Internet via a shared 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Ethernet – (Public IP Address) (10 / 100 Base - T) – Provides shared access to the Internet via a shared 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Wireless – See “Wireless Internet”.

Switch Rental – 24 Port (10 / 100 Base - T) – Allows a 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet connection to be distributed for up to 23 other users (24 port switch). Deposit required for rental. Customer is responsible for the return of the equipment.

Special Line Services (Dry Pair - Extended 3rd Party Data Circuits) – Extension of a Customer's data service(s) ordered from the local Bell Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc). The 3rd party provider will bring the data circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes data T-1, DS-3, OC-3, or any other special data circuit not provided by Smart City. If utilizing an outside carrier for data T-1s or other special data circuits, we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper data circuit. Call for quote.

T-1 RapidData® Internet (Dedicated) (10 / 100 Base - T) – Smart City's RapidData® T-1 provides up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with dedicated Internet access of 1.54 Mbps. Connection programmed for 29 IP addresses / Devices. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

Wireless Internet (Shared Service) (Private IP Address) – Provides shared access to the Internet with up to 256 Kbps of throughput via a Wireless Local Area Network connection for a single connection to a single computer. This is an entry level service that is ideal for web surfing and checking web based email. Smart City's wireless network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, please call for availability). The actual maximum bandwidth available is dependent upon how many users are accessing the wireless network simultaneously at any given time. Customer(s) will be issued a unique User ID and Password for each wireless connection ordered. Customer(s) cannot utilize a hub, router, or data switch to distribute to multiple computers with this service.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations and product presentations we highly recommend Customers purchase hard wired services such as Shared Ethernet, Shared EtherNAT, Basic EtherNAT or T-1 service. Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided wireless access points are authorized for use within the Facility without Smart City approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with our Shared Wireless service. **Wireless Access Points Not Authorized By Smart City Are Prohibited.** Smart City can engineer a custom dedicated wireless network(s) to accommodate special requests (WEP Key with 40 or 128 bit encryption, authentication, DHCP, etc). Please call for a quote.